



MADISON
AREA | TECHNICAL
COLLEGE

**SURGICAL TECHNOLOGIST
AD PROGRAM**

**STUDENT
HANDBOOK**

2024-2026

Welcome

The Surgical Technology faculty welcome you, and the unique ideas, abilities, and experiences that you bring to the program. You are entering a fast-paced learning curriculum that demands determination, stamina, personal planning, and time devoted to study. The Madison college ST program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA). Upon successful completion of the ST program, all students will sit for the national certification exam.

The Madison Area Technical College (Madison College) Surgical Technologist Student Handbook has been prepared to provide students with a description of the program — its philosophy, conceptual framework, program objectives and clinical competencies. Also included in this handbook are various program policies that affect your status as a student in the program. The policies and procedures provided in this document are in effect throughout the program. They are in addition to the policies and procedures in the Madison College website. As you have both rights and responsibilities listed in these documents, we advise you to use them for reference. We hope this handbook will clarify questions you may have as you proceed with your educational journey.

The surgical technology program curriculum is designed to reflect a progression in course content from foundational to more complex. Throughout the ST program, we will encourage problem solving and critical thinking on your part. You will participate in four learning environments: the classroom, online, performance skill labs, and clinical experiences. These learning environments will help you develop increased knowledge and skills while fostering self-responsibility and professional behaviors. Student engagement in each of these environments is crucial to your professional development and your academic success as a surgical technology student.

Once again, congratulations on your career choice. We encourage you to communicate with us if you have any questions, concerns, or difficulties that are interfering with your academic performance in the program. We will also be soliciting your feedback as we continually strive to develop and improve the program.

The ST faculty
Madison College Surgical Technology Program

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**Madison Area Technical College
Surgical Technology Program**

Mission Statement

Create an inclusive learning community where students, faculty and program stakeholders are actively engaged in quality education that fosters evidence informed and culturally responsive practice.

The surgical technology program offered at the associate degree level assists a diverse student community of adult learners in reaching their personal, educational, and occupational goals. The program provides graduates with the education and skills necessary to function effectively in a health care environment that incorporates rapidly emerging technology. Graduates practice according to the Association of Surgical Technology standards using judgment and technical competence to provide care for diverse individuals of all ages.

PHILOSOPHY

The philosophy of the Madison College Surgical Technologist Program incorporates the beliefs of the program faculty regarding the competencies of the Surgical Technologist graduate and the education necessary to successfully meet these competencies based on the ARCSTSA best practices.

Madison Area Technical College is dedicated to the principle that the most precious resources of the nation reside in the many and varied abilities of its citizens. Therefore, the College endeavors to provide broad educational opportunities to citizens of the district. The primary function of the College is to give substance to the ideal of equal educational opportunities. The Surgical Technologist Program is one of many programs offered to assist individuals in the development of talents which contribute to the betterment of society. The opportunity to prepare for this profession is available to those individuals who meet the basic admission requirements; guidance toward meeting basic admission requirements is provided.

The education of students within the program is planned, guided, and evaluated by the faculty. The welfare of the client is a basic criterion for all student experiences. The Surgical Technology faculty recognizes the importance of a cooperative effort between the college and affiliating agencies in order to provide an environment for optimum learning for the student and well-being of the client.

Education is an evolving process based on a constantly changing body of knowledge designed to meet the needs of a dynamic society. Education involves cognitive, affective, and psychomotor learning. Learning takes place in highly individualized ways. Optimum learning occurs in an atmosphere which fosters security, acceptance, independence, and active participation. Education is most effective when relevant, meaningful goals are identified in measurable behavioral outcomes. Learning is evidenced by a change in behavior resulting from the acquisition of knowledge and experience.

The Surgical Technologist student's education is enhanced by direct clinical experience which provides an opportunity for the application of theory to practice. Retention of knowledge is increased by repetition of theory-based application. The student progresses from the simple to the complex, learning by building upon previous experiences. Ongoing evaluation, based on measurable behavioral outcomes, is an essential and dynamic part of the teaching-learning process.

An awareness of self is the foundation for the acceptance of self and others. The Surgical Technologist Program encourages students to understand themselves through utilization of basic knowledge of human behaviors and principles of communication. The student is guided in developing and maintaining effective interpersonal relationships with the healthcare team. Through education and experience, the student demonstrates an increasing awareness of the role and responsibilities of the Surgical Technologist.

The graduates of the Surgical Technologist Program are prepared to function as entry level practitioners within their scope of practice. Graduates are cognizant of the importance of being professionally involved in their organizations. A foundation is provided to continue the vocational and personal development of graduates through work experience and participation in a variety of continuing education options.

Madison Area Technical College Surgical Technology Program

Program Goal:

The program must have the following goal defining minimum expectations: *The goal of Madison College Associate Degree in Surgical Technology is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary to gain employment and become a contributing member of the healthcare team.*

Program Educational Outcomes:

Cognitive Domain:

The student will:

1. Apply health science principles to the peri-operative environment.

Psychomotor Domain:

The student will:

1. Maintain principles of aseptic technique in the surgical environment.
2. Prepare the patient, operating room, and surgical team for the preoperative phase.
3. Perform intraoperative case management in the scrub role.
4. Perform postoperative case management.
5. Provide a safe, efficient, and supportive environment for the patient.

Affective Domain:

The student will:

1. Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies.

Description

Surgical Technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

10-512-1 Surgical Technology

Program Outcomes Course Assignment Matrix

Legend: X(Linked)

WTCS Program Outcomes	10-512-125 Intro to Surgical Technology	10-512-126 Surgical Tech Fundamentals 1	10-512-127 Exploring Surgical Issues	10-512-128 Surgical Tech Fundamentals 2	10-512-129 Surgical Pharmacology	10-512-130 Surgical Skills Application	10-512-131 Surgical Interventions 1	10-512-132 Surgical Technology Clinical	10-512-133 Surgical Technology Clinical	10-512-135 Surgical Technology Clinical	10-512-136 Surgical Technology Clinical	10-512-137 ST Clinical Practice 1	10-512-138 ST Clinical Practice 2	10-512-139 ST Clinical Practice 3	10-512-140 Surgical Interventions 1A	10-512-141 Surgical Interventions 1B	10-512-142 Surgical Interventions II	10806177 Gen Anatomy & Physiology	10-806-197 Microbiology
Apply healthcare and technological science principles to the perioperative environment	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Maintain principles of sterile technique in the surgical environment	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Provide a safe, efficient, and supportive environment for the patient	X	X	X	X		X		X	X	X	X	X	X	X					
Prepare the patient, operating room and surgical team for the preoperative phase	X	X		X	X	X		X	X	X	X	X	X	X					
Perform intraoperative case management in the scrub role				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Perform postoperative case management				X	X	X	X	X	X	X	X	X	X	X			X	X	
Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies	X	X	X	X	X	X	X	X	X	X	X	X	X	X			X	X	

Students who are successful in this field:

- Possess a strong sense of responsibility, considerable patience, and concern for others
- Function well as a team member
- Possess manual dexterity and fine motor coordination
- Perform accurately and efficiently under pressure
- Possess psychological and physical stamina

Program Accreditation:

The Surgical technology program is accredited by the Commission on accreditation of Allied Health Education Programs (CAAHEP), <https://www.caahep.org/> in cooperation with the Accreditation Review Committee on Education in Surgical technology and Surgical Assisting (ARCSTSA), <https://arcstsa.org/> . ARCSTSA is sponsored by the Association and Surgical Technologists, the American College of Surgeons, and the American Hospital Association.

INSTRUCTORS:

Full-Time Instructors:

Carolyn Steinhorst, RN, MSN, CST
Room: 312, D (Health School)
Phone: 608-246-6280
Email: csteinhorst@madisoncollege.edu

Madeleine Rossing, RN, CST
Room: 312, C (Health School)
Phone: 608-246-6512
Email: mtrossing@madisoncollege.edu

Nathan Richards, CST
Room : 312, A (Health School)
Phone : 608-616-1011
Email : nrichards4@madisoncollege.edu

Part-Time Instructors:

Ranee Sarbacker, CST
rsarbacker2@madisoncollege.edu
608-212-3390

John Schiller, CST
jgschiller@madisoncollege.edu
608-333-9724

Equity and Inclusion Statement

This program will be a safe and affirming learning space for all students, regardless of age, race, ethnicity, citizen status, gender, sex, sexual orientation, parental status, religion, ability, or socioeconomic status. As an instructor, I pledge to respect all students based upon these factors, including the use of preferred names and pronouns, and encourage open communication. Students are welcome and encouraged to share any/all viewpoints relevant to course material in a respectful and relevant manner.

Gender Inclusion Statement

The instructor(s) and students in this course are expected to respect others' identities, names, and pronouns. I will gladly honor your request to address you by your chosen name or gender pronoun. Please advise me of this at any point in the semester so that I may make appropriate changes to my records. If you would like to change your name with the college, do so via the form found at [Student Records](#). If you are corrected after making a mistake or misgendering another student, briefly apologize, correct yourself, and move on. If you feel your identities are not being respected, including by me, I invite you to reach out to me about the issue, in whatever manner makes you comfortable so that I can make every effort to correct the error. If you do not feel comfortable doing so, consider reaching out to other resources like the Office of College Culture and Climate, [Dean of Students Office](#), or [Equal Opportunity and Civil Rights](#).

Gainful Employment:

You have the right to know about gainful employment after graduation. The gainful employment reports inform you of program costs, financing, and graduate success. The following is the ST Gainful Employment Report: <https://madisoncollege.edu/files/gainful-employment/315121.html>.

ADVANCED STANDING

Classes that are taken at another university or college may fulfill some of the requirements for graduation from the program. To have these courses considered for advanced standing, you should have official transcripts sent to the Madison College Admissions Office. The ST program director, Health student advisor, and enrollment services will review the transcripts and grant credit for all qualifying courses.

REQUIREMENTS FOR GRADUATION

Students must successfully complete or receive advanced standing for all "Pre-Surgical" courses. Students must successfully complete all fall and spring semester courses with a grade of C or better and successfully meet the requirements of the clinical practicum. Students are required to take the Association of Surgical Technologists (AST) National Certification Examination (CST) at the end of the spring semester and complete a ST portfolio demonstrating how you met each ST program outcome. The ST Program requirements for graduation are listed within the program's website: <https://madisoncollege.edu/program/surgical-technologist>.

COURSE SYLLABI/MANUAL

A course syllabus/manual is written for each course. The syllabus/manual will contain the list of textbooks, assignments, instruction methods, evaluation procedures, and the units of instruction with objectives. Each course syllabus/manual is located on Blackboard in designated course shell.

STUDY LOAD

A full-time student in an associate degree program may take a maximum of 18 credit hours. In some programs in the vocational studies division, when the study is largely confined to the classroom or laboratory, up to 20 credit hours may be taken. A student who is carrying a 12-hour credit load or is in classroom attendance twenty periods per week is considered a full-time student.

STUDENT EMPLOYMENT OUTSIDE MATC

A maximum of 20 hours of outside work per week is suggested for the full-time student. This maximum may be too much for some students. When a student's academic work declines because of outside work, it is suggested that the work load be reduced. Financial aid is available to help students in need.

FEES

In addition to current program fees, the student is responsible for the following:

- All required Vaccinations
- Castlebranch account
- CPR certification
- Appropriate attire (name tag, shoes, protective eyewear, scrubs)
- Parking fees at clinical sites
- Clinical access badges
- Clinical site online training modules

Lab Hours:	Fall Semester	M	11:30a-3:20p (1 st eight weeks)
		F	7:30a-3:20p (1 st eight weeks)
		TH	11:30a-3:20p (2 nd eight weeks)
	Spring Semester	M	11:30a-3:20p
		F	7:30a-3:20p

No children, friends, or family members are allowed in the lab.

One Card

The One Card is your campus ID card. Madison College requires students to carry a student ID at all times when on campus for safety and security. You can get a One Card at the Truax Campus Room 140. For more information on the One Card visit the One Card website:

<https://madisoncollege.edu/onecard>.

MADISON AREA TECHNICAL COLLEGE

SCHEDULE

PROGRAM TITLE: Associate Surgical Technologist Program First 8 Weeks

YEAR 24/25

Semester: Fall

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 to 7:20					
7:30 to 8:20	Introduction to Surg. Tech. 10-512-125-0001 7:30-11:20am Room 316 Health Sciences	Introduction to Surg. Tech. 10-512-125-0001 7:30-11:20am Room 304 Health Sciences	Open ST Lab 7:30a-3:20p Room 306 Health Sciences	Exploring Surgical Issues 10-512-127-0001 7:30-11:20am Room 316 Health Sciences	Open ST Lab 7:30a-3:20p Room 306 Health Sciences
8:30 to 9:20					
9:30 to 10:20					
10:30 to 11:20					
11:30 to 12:20					
12:30 to 1:20		Introduction to Surg. Tech. 10-512-125-0001 12:30-3:20pm Room 304 Health Sciences			
1:30 to 2:20					
2:30 to 3:20					

10-512-125-0001 – Introduction to Surg. Tech.

10-512-127-0001 – Exploring Surgical Issues

MADISON AREA TECHNICAL COLLEGE

SCHEDULE

PROGRAM TITLE: Associate Surgical Technologist Program Second 8 Weeks

YEAR 24/25

Semester: Fall

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 to 7:20					
7:30 to 8:20	Fundamentals 1 10-512-126-0001 7:30-11:20am Room 316 Health Sciences	Fundamentals 1 10-512-126-0001 7:30-11:20am Room 304 Health Sciences	Open ST Lab 7:30a-3:20p Room 306 Health Sciences	Exploring Surgical Issues 10-512-127-0001 7:30-11:20am Room 316 Health Sciences	Open ST Lab 7:30a-3:20p Room 306 Health Sciences
8:30 to 9:20					
9:30 to 10:20					
10:30 to 11:20					
11:30 to 12:20					
12:30 to 1:20		Fundamentals 1 10-512-126-0001 12:30-3:20pm Room 304 Health Sciences			
1:30 to 2:20					
2:30 to 3:20					

10-512-126-0001 – Fundamentals 1

10-512-127-0001 – Exploring Surgical Issues

MADISON AREA TECHNICAL COLLEGE

PROGRAM TITLE: Associate Surgical Technologist Program

SCHEDULE

YEAR 24/25

Semester: Spring

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 to 7:20					
7:30 to 8:20	Surg. Tech. Fundamentals 2 10-512-128-0001 8:30-11:20am Room 316 Health Sciences	Surg. Tech. Fundamentals 2 10-512-128-0001 7:30-11:20am Room 304 Health Sciences		Skills Application 10-512-130-0001 First 8 weeks in lab 7:30a-11:20a Second 8 weeks 6:30a-2:00p Out in person	Second 8 weeks Surgical Skills Application 10-512-130-0001 6:30a-2:00p Out in person Open ST Lab 7:30a-3:20p Room 306 Health Sciences
8:30 to 9:20					
9:30 to 10:20					
10:30 to 11:20					
11:30 to 12:20					
12:30 to 1:20	Surg. Tech. Pharmacology 10-512-129-0001 12:30-2:20pm Room 316 Health Sciences	Open ST Lab 12:30p-3:20p Room 306 Health Sciences			
1:30 to 2:20					
2:30 to 3:20					

10-512-128-0001 – Surg. Tech. Fundamentals 2

10-512-130-0001 – Surgical Skills Application

10-512-129-0001-Surg. Tech. Pharmacology

MADISON AREA TECHNICAL COLLEGE

SCHEDULE

PROGRAM TITLE: Associate Surgical Technologist Program First 8 Weeks

YEAR 25/26

Semester: Fall

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 to 7:20					
7:30 to 8:20	Surgical Interventions I 10-512-131-0001 7:30-11:20am Room 318 Health Sciences	Surg. Tech. Clinical I 10-512-132-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical I 10-512-132-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical I 10-512-132-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical I 10-512-132-0001 6:30am-2:00pm OUT Open ST Lab 7:30a-3:20p Room 306 Health Sciences
8:30 to 9:20					
9:30 to 10:20					
10:30 to 11:20					
11:30 to 12:20					
12:30 to 1:20					
1:30 to 2:20					
2:30 to 3:20					

10-512-131-0001 – Surgical Interventions I

10-512-132-0001 – Surg. Tech. Clinical I

MADISON AREA TECHNICAL COLLEGE

SCHEDULE

PROGRAM TITLE: Associate Surgical Technologist Program Second 8 Weeks

YEAR 25/26

Semester: Fall

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 to 7:20					
7:30 to 8:20	Surgical Interventions I 10-512-131-0001 7:30-11:20am Room 318 Health Sciences	Surg. Tech. Clinical II 10-512-133-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical II 10-512-133-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical II 10-512-133-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical II 10-512-133-0001 6:30am-2:00pm OUT Open ST Lab 7:30a-3:20p Room 306 Health Sciences
8:30 to 9:20					
9:30 to 10:20					
10:30 to 11:20					
11:30 to 12:20					
12:30 to 1:20					
1:30 To 2:20					
2:30 to 3:20					

10-512-131-0001 – Surgical Interventions I

10-512-133-0001 – Surg. Tech. Clinical II

MADISON AREA TECHNICAL COLLEGE

SCHEDULE

PROGRAM TITLE: Associate Surgical Technologist Program First 8 Weeks

YEAR 25/26

Semester: Spring

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 to 7:20					
7:30 to 8:20	Surgical Interventions II 10-512-142-0001 7:30-11:20am Room 318 Health Sciences	Surg. Tech. Clinical III 10-512-135-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical III 10-512-135-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical III 10-512-135-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical III 10-512-135-0001 6:30am-2:00pm OUT Open ST Lab 7:30a-3:20p Room 306 Health Sciences
8:30 to 9:20					
9:30 to 10:20					
10:30 to 11:20					
11:30 to 12:20					
12:30 to 1:20					
1:30 to 2:20					
2:30 to 3:20					

10-512-142-0001 – Surgical Interventions II

10-512-135-0001 – Surg. Tech. Clinical III

MADISON AREA TECHNICAL COLLEGE

SCHEDULE

PROGRAM TITLE: Associate Surgical Technologist Program Second 8 Weeks

YEAR 25/26

Semester: Spring

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 to 7:20					
7:30 to 8:20	Surgical Interventions II 10-512-142-0001 7:30-11:20am Room 318 Health Sciences	Surg. Tech. Clinical IV 10-512-136-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical IV 10-512-136-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical IV 10-512-136-0001 6:30am-2:00pm OUT	Surg. Tech. Clinical IV 10-512-136-0001 6:30am-2:00pm OUT Open ST Lab 7:30a-3:20p Room 306 Health Sciences
8:30 to 9:20					
9:30 to 10:20					
10:30 to 11:20					
11:30 to 12:20					
12:30 to 1:20					
1:30 to 2:20					
2:30 to 3:20					

10-512-142-0001 – Surgical Interventions II
10-512-136-0001 – Surg. Tech. Clinical IV

2 YR Associate ST Textbook List

COURSE TITLE AND NUMBER

Academic 2024/2026

ST Introduction to Surgical Technology – 10-512-125

MATC Course Manual

"Surgical Technology for the Surgical Technologist: A Positive Care Approach," AST, Thomson Delmar. 6th edition.

A 6th edition bundle code for Cengage Mind Tap learning platform

ST Fundamentals 1 – 10-512-126

MATC Course Manual

"Differentiating Surgical Instruments," Rutherford, C., F.A.Davis, 2020 ISBN: 9780803668317

"Differentiating Surgical Equipment and Supplies." Rutherford, C., F.A. Davis, 2010 ISBN-13: 978-0-8036-1572-4

Textbook from 512-125

Exploring Surgical Issues– 10-512-127

MATC Course Manual

Textbook from 512-125

Surgical Skills Application-10-512-130

MATC Course Manual

"Alexander's Surgical Procedures," Rothrock & Alexander, Mosby, 2012 Hardcover ISBN: 9780323075558 (may find useful for looking up procedures)

Pocket Guide to the Operating Room, Maxine A. Goldman, F.A. Davis Company, 2019 4th Edition ISBN-13: 978-0-8036-68393

Surgical Interventions I & II (10-512-131, 10-512-142)

MATC Course Manual

"Alexander's Surgical Procedures," Rothrock & Alexander, Mosby, 2012

"Surgical Technology for the Surgical Technologist: A Positive Care Approach," AST, Thomson Delmar. 5th edition

Clinical I, II, III, and IV

MATC Course Manual

**Functional Ability Categories and
Representative Activities/Attributes
for the
Surgical Technologist/Technology Programs**

- Gross Motor Skills:** Move within confined spaces
Maintain balance in multiple positions
Reach above shoulders (e.g., adjust overhead lights)
Reach below waist (e.g., plug electrical appliance into wall outlet)
Reach out front
- Fine Motor Skills:** Pick up objects
Grasp small objects (ex. surgical instruments, sutures)
Write with pen or pencil
Key/type (e.g., use a computer)
Pinch/pick (e.g., manipulate a syringe)
Twist (e.g., turn objects/knobs)
Squeeze (e.g., eye dropper)
Manual dexterity
Finger dexterity
Simultaneous use of hands, wrists, fingers
Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser and surgical scrub)
- Physical Endurance:** Stand for long periods of time from 2-4 hours
Maintain same position for long periods of time
Sustained repetitive movements
Function in a fast-paced work environment for hours
- Physical Strength:** Push and pull 50 pounds (e.g., carry instrument pans, position client, move equipment)
Support 50 pounds of weight (e.g., hold arm or leg)
Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
Carry equipment/supplies (e.g., lift instrument pans)
Use upper body strength (e.g., retraction, physically restrain a client)
Squeeze (e.g., operate fire extinguishers)
- Mobility:** Ability to:
Stand
Walk
Twist, turn
Bend, stoop, squat
Sit
Climb stairs
Move quickly

- Hearing:**
- Detect normal speaking level sounds (e.g., person to person conversation, request for an instrument)
 - Detect faint voices and body sounds (e.g., heartbeat)
 - Detect discriminate speech in presence of background noises
 - Detect situations when not able to see lips (e.g., masks are worn in the operating room)
- Visual:**
- Detect objects up to 20 inches away (e.g., information on monitor screen, identification of small needles)
 - Detect objects up to 20 feet away
 - Detect depth perception
 - Detect peripheral vision
 - Detect color and color intensity (e.g., color codes on supplies)
 - Detect in darkened room (e.g., during endoscope procedures, eye surgery)
- Tactile:**
- Detect vibrations (e.g., palpate pulses)
 - Detect temperature (e.g., solutions)
 - Detect differences in surface characteristics
 - Detect differences in sizes, shapes
 - Detect environment temperature
- Environment:**
- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
 - Tolerate strong soaps
 - Tolerate strong odors
 - Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
 - Tolerate working in confined spaces for extended periods of time
 - Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses, laser, radiation)
 - Tolerate working indoors
 - Tolerate working in extreme temperatures
- Reading:**
- Detect and understand written documents
 - Detect digital displays
- Math:**
- Ability to count, add, subtract, multiply and divide whole numbers
 - Compute fractions and decimals
 - Document numbers in records
 - Tell and measure time
 - Read measurement marks (e.g., rulers, scale)

Emotional Stability:	<ul style="list-style-type: none"> Establish professional relationships Adapt to changing environment/stress Deal with the unexpected (e.g., client condition, crisis) Focus attention on task Cope with own emotions Perform multiple responsibilities concurrently Cope with strong emotions in others (e.g., grief, anger, stress) Accept constructive feedback Accept responsibility for own actions
Analytical Thinking:	<ul style="list-style-type: none"> Transfer knowledge from one situation to another Process and interpret information from multiple sources (written or oral) Analyze and interpret abstract and concrete data Evaluate outcomes Problem solve Prioritize tasks (e.g., time management) Use long-term memory Use short-term memory
Critical Thinking:	<ul style="list-style-type: none"> Identify cause-effect relationships Plan/control activities (organizational skills) Sequence information Make decisions independently Adapt decisions based on new information Comprehend and follow instructions Follow a process from start to finish (e.g., 2 or more step instruction)
Interpersonal Skills:	<ul style="list-style-type: none"> Establish rapport with individuals (e.g., surgeons, staff members and groups) Respect/value diversity in others Negotiate interpersonal conflict Demonstrate tolerance in working with others Function as part of a team
Communication Skills:	<ul style="list-style-type: none"> Speak English Write English Detect/comprehend spoken/written word Collaborate with others (e.g., health care workers, peers) Comprehend and exhibit non-verbal communication

SURGICAL TECHNOLOGIST ESSENTIAL FUNCTIONS

During an 8-hour day, an individual performing this job will be required to:	Minimum (0-1 hr)	Occasionally (1-4 hours)	Frequently (4-6 hours)	Continuously (6-8 hours)
a. stand or walk				X
b. sit		X		
c. drive vehicle	X			
d. work on unprotected heights	X			
e. work around moving machinery	X			
f. work in atmospheres with marked changes in temperature and humidity		X		
g. drive automatic equipment	X			
h. be exposed to fumes, gases			X	
i. be exposed to “sharps” blood and/or other hazardous materials				X
j. Perform repetitive:				
1. bending		X		
2. squatting	X			
3. climbing	X			
4. crawling	X			
5. twisting/turning				X
6. pushing			X	
7. pulling			X	
8. overhead work	X			
k. verbal communication				X
l. written communication	X			
m. detect ordinary conversations				X
n. detect high-pitched or low-pitched sounds		X		

During an 8-hour day, an individual performing this job will be required to:	Minimum (0-1 hr)	Occasionally (1-4 hours)	Frequently (4-6 hours)	Continuously (6-8 hours)
Detect with:				
1. near acuity				X
2. far acuity		X		
3. full field of vision				X
4. distinguish colors				X
5. depth perception				X

During an 8-hour day, an individual performing this job will be required to perform for repetitive actions such as:	Minimum (0-1 hr)	Occasionally (1-4 hours)	Frequently (4-6 hours)	Continuously (6-8 hours)
a. simple graspings				X
b. pushing/pulling		X		
c. fine manipulation				X
d. manual dexterity				X
e. rotation	X			
f. bending		X		
g. lifting weights (up to 10-25 pounds)			X	
h. performing work at shoulder level or above	X			

Listed below are cognitive qualities performed during an 8-hour day by an individual in the scrub role:	Minimum (0-1 hr)	Occasionally (1-4 hours)	Frequently (4-6 hours)	Continuously (6-8 hours)
1. Accurately interpret observations.				X
2. Perform multiple tasks (instrument supply counts) at the same time.				X
3. Utilize simultaneous sensory input from multiple sources.				X
4. Read printed information accurately from a minimum distance of three feet.		X		
5. Perform numerical operations involving whole numbers, fractions, decimals, percents, and ratios and proportions.			X	

Madison College Student resources

[Madison College Student Resources](#)

A variety of general services are available to help you as a student at Madison College. A listing of services can be found on the current students' page. Go to <https://students.madisoncollege.edu/> and search for campus resources.

[Madison College Navigate](#)

Navigate is an app that allows you to communicate with your success team, including your Madison College Advisor, a success coach and the faculty for your current courses.

[Madison College Advising Services](#)

Your care team includes individuals who have been assigned to support you in your academic and personal journey. Your team includes an academic advisor and a student success coach. Contact information for your care team is listed in Navigate. During the first weeks of the program, you will also be assigned an ST Faculty Advisor. This will be a faculty member currently teaching in the ST program. Below is a brief description of the role of each member of your care team.

ST Academic Advisor:

Anna Phelan: 608-243-4463 X4463, email aphelan1@madisoncollege.edu

- Getting through petition process & into the program
- Exploring which classes to take (pre-program)
- Planning a transfer to a four-year school

ST Faculty Advisors:

You will be assigned an advisor from the ST Faculty. Your ST Faculty Advisor will meet with you periodically throughout the program to ensure that you are on track with your progress. You are always welcome to schedule meetings with your program advisor for program-related questions.

- Questions about your program
- Taking classes in the right order to stay on track for graduation
- Passing current courses
- Enrolling in next semester courses
- Referring you to other resources within the college

Student Success Coach:

The success coach is available to help you become an active and confident learner.

- Developing a Personal Education Plan (PEP)
- Strengthening your study skills
- Learning about campus resources and programming

RISE:

Some students participate in the RISE program. If you have questions about being part of this program, go to <https://students.madisoncollege.edu/rise>

- Focuses on high-promise student populations
 - students of color
 - first-generation students
 - military-connected students
 - undocumented students
 - first-year students
- [Link to RISE information](#)

[Madison College Counseling Services](#)

If you need assistance with academic and career issues, personal concerns, interpersonal issues, conflict management and crisis intervention, Counseling Services offers a wide range of services. These services are free and available to all current and prospective students. To schedule an appointment, call 608-246-6076.

Madison College Libraries

Here you will find:

- Assistance from librarians on conducting research and locating reliable information.
- Borrowing privileges for thousands of books, magazines, videos, and other resources.
- 24/7 electronic access to thousands of e-books and millions of articles through the library databases.
- Support for your computer questions and problems.
- Academic instruction and special services in the form of Basic Skills Education, English Language Learner (ELL) and more offered by the Learning Center faculty.

Research Guides:

The Madison College Libraries offer on-line resources for specific programs of study at the college including Surgical Technology.

[Student Achievement Center](#):

The Student Achievement Center in collaboration with the Madison College Libraries provides opportunities for individuals to review or improve their basic skills in most academic subject areas including: academic reading, academic writing, math, science and social studies. You can also get help with study skills, basic computer literacy skills, job seeking skills and program-related assistance. Individualized, group and computer-assisted instruction are available at learning centers and in classrooms. Scheduling is flexible to fit most schedules. Supplemental Instruction (SI) is also available, which is a series of weekly group study sessions for students taking difficult classes. More information can be found at: <https://madisoncollege.edu/student-experience/services/academics> or call 608-246-6125.

Computer Access

Computers and printers are available in multiple labs, the library, and throughout the Truax campus. There are computers with a printer dedicated for the ST program in room 184A of the Health Sciences Building. Drop-in computer assistance is available in-person in the Madison College Libraries. On the Truax campus the Library is located in room A3000 in the main building, 1701 Wright St., Madison, WI. [Appointments for in-person or online assistance](#) are available through the Madison College Libraries webpage or call 608-243-4444, toll free 866-277-4445.

Throughout the ST program you will need personal access to a computer and internet as most courses have online requirements. If you need a laptop or hotspot, the college will provide equipment through the Student Technology Hub: Tech Home page of the Madison College Libraries webpage. Under the [Equipment and Multimedia](#) section you can fill out a request for needed items.

Madison College is a Safe Space for All

Madison College is committed to providing a safe space for all students, employees and staff. Negative attitudes and fear during the COVID-19 pandemic can lead to discrimination against people and communities. Prejudiced behavior violates our values and our policies and should be reported. If you experience or observe harassment or discrimination, Madison College's Harassment and Discrimination Policy outlines the procedure for filing a complaint. Madison College does not tolerate discrimination of any type. We strive to provide an educational environment free from harassment.

Disability Resource Services

Madison Area Technical College is governed by the following federal statutes that prohibit discrimination against individuals on the basis of disability. Reasonable accommodations for qualified individuals must be provided according to the [Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act of 1990](#).

Rehabilitation Act of 1973

Section 504(a) No otherwise qualified individual with a disability in the United States, as defined in section 7(20), shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency

Section 508. In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology.

[Madison College Disability Resource Services \(DRS\)](#) creates conditions that empower and support individuals with disabilities to reach their chosen learning goals. DRS works in partnership with faculty, staff and wider communities on behalf of students with disabilities. Our mission is to ensure equal access to all programs at Madison College. We also support students through a variety of other non-mandated services that encourage successful completion of their education. Visit the website or call 608-246-6716.

Financial Aid

The Madison College Financial Aid Office administers a comprehensive program of financial assistance from federal, state, and private funds in the form of grants, loans or work study. Contact the Madison College Financial Aid Office, located in the main building on the Truax Campus in room A1000. The phone number is 608-246-6170. In-person and virtual appointments are available.

Scholarships

Scholarships are funds awarded to applicants that do not have to be repaid. The Madison College Foundation is the official source for supporting scholarships at Madison College. Many scholarships are available.

The Truax Campus Foundation Office is located in room 203A at 3591 Anderson St., Madison, WI, or call 608-246-6441.

Health and Wellness

A variety of services are available to you through Madison College Health and Wellness.

COVID-19 Protocols

It is recommended that individuals stay away from campus when COVID-19 is suspected. COVID-19 protocol is to quarantine for at least 5 days after symptoms develop or tested positive; whichever came first. Day 1 starts the following day, not the day symptoms started, or tested positive. If after 5 days, symptoms have improved and no fever exist, individuals are cleared to return to campus. If after 5 days symptoms have not improved or a fever still exists, individuals should not return to campus till 24-hours after their symptoms have improved or are fever free.

Cold and Flu Protocols

It is recommended that individuals stay away from campus when the common cold or seasonal flu is suspected. Cold or flu symptoms should be treated similar to COVID-19 with one important difference. Individuals that have tested negative for COVID-19, but are experiencing cold/flu like symptoms, should not come to campus until fever free for 24-hours. Neither cold nor flu have a minimum number of days to quarantine. Individuals experiencing cold or flu symptoms may require more, or less quarantine days versus COVID-19.

Madison College takes the health and safety of our students, employees, and visitors seriously. Madison College will continue to consult with local, state, and national public health authorities for guidance. Questions should be directed to the Madison College COVID Screener, 608-243-4880 or email covidscreener@madisoncollege.edu. Stay up to date on the latest [COVID-19 information](#) at Madison College.

[Mental Health Support](#)

As a student you may experience a range of issues that can cause barriers to learning. These might include strained relationships, anxiety, high levels of stress, alcohol/drug concerns, feeling down, or loss of motivation. Learn about the free, confidential mental health services available on campus by calling 608-246-6076 or visiting [Mental Health Counseling Services](#). For afterhours mental health emergencies, please call the National Suicide Prevention Hotline at 1-800-273-TALK, 911, Madison College Public Safety 608-243-2222, the Center for Suicide Awareness – text the word “Connect” to 741741, and for Dane County residents, Journey Mental Health Crisis Unit 608-280-2600.

[Virtual Counseling with BetterMynd](#)

Madison College is partnered with [BetterMynd](#) to offer you access to private online therapy sessions from their diverse network of licensed mental health counselors. Sessions are available during the day, at night, and on the weekends. Please note, BetterMynd is not a crisis service.

[BetterMynd](#) also provides free self-help resources and free group workshops to all Madison College students.

Madison College [Student Health Clinic](#)

With a valid [OneCard](#) and your enrollment in the ST program, you may utilize many services with no out-of-pocket cost while additional services are available at a discounted rate.

Madison College GHC Clinic is in located in the Health Sciences Building
1701 Hoffman St. (GHC entrance on Hoffman St.)
Madison, WI 53704

To use the clinic services, you will need to enroll on the Health and Wellness website or Call 608-251-4138, then call 608-441-3220 for clinic appointment

The GHC Nurse Connect Line is staffed 24 hours a day, 7 days per week (24/7) at 608-661-7350.
Clinic hours are Monday-Friday, 7:30 a.m. - 5 p.m.

[Student Health Insurance](#)

The ST program requires you to have basic health/accident insurance for fieldwork (clinical) participation. Information on [Health and Nursing Programs Forms and Policies](#) can be found on the Current Students website. By checking yes on the Health History form, you are indicating that you agree to maintain coverage throughout the duration of your clinical experience(s) and that you understand that Madison College cannot assume any liability or financial obligation for your health care. Student accident insurance is available to you for \$15 per semester. Please click on this link to register for the accidental insurance.

<https://www.gallagherstudent.com/students/user-login.php?idField=1260>

This accidental insurance must be purchased for each clinical semester. The policy is effective per purchased semester.

Questions/Concerns/Complaints

As a student, if you have questions or problems with coursework, you are encouraged to ask for help as follows.

- Ask the instructor(s) of the course for assistance. This should be the first step in seeking course-related assistance.
- Your ST Faculty Advisor may be able to help with course or program-related issues. They will be assigned at the start of the semester.
- If you still have concerns that are not being addressed, contact the ST Program Director.
- The Dean for the School of Health Sciences, Marissa Tokarczyk at mtokarczyk@madisoncollege.edu or call 608-246-6416 x 6416.
- Finally, the [Office of the Dean of Students](#) provides support, guidance, prevention, intervention, and referral services to the college community. You and other members of your care team may involve the Dean of students for issues related to:
 - Concerns & Complaints
 - Conduct
 - Equal Opportunity, Harassment & Non-Discrimination
 - Title IX & Sexual Misconduct
 - Behavioral Intervention

Complaints outside of due process are handled in a variety of ways depending on the situation or complaint. The following is a basic guideline for the channels of directing complaints

Source of Complaint	Example	Person to manage complaint
Employers	An employer has a complaint about the ST program, a student within the program, or a graduate of the ST program	ST Program Director csteinhorst@madisoncollege.edu
Fieldwork Education	A Clinical Fieldwork Site has a complaint about a student's performance or behaviors during or in a past clinical site rotation.	ST Academic Clinical Coordinator mtrossing@madisoncollege.edu
General Public	A citizen of the Madison Area district has a complaint about the ST program, faculty within the ST program, a student in the ST program, or a graduate of the ST program.	Dean of the School of Health Sciences; if appropriate, Dean will then contact the ST Program Director mtokarczyk@madisoncollege.edu

SURGICAL TECHNOLOGIST PROGRAM POLICIES AND PROCEDURES

Policies and procedures may change as a result of internal or external factors; therefore, it is the intent of the Surgical Technologist Program faculty to review and modify these policies and practices as needed.

Use of recording devices

Instructors and guest speakers need to be aware of recording devices used and may refuse to grant requests on occasion. There are instances when recording is inappropriate, for example when tests are reviewed or when anecdotes are shared. Therefore, students who wish to use recording devices during class must obtain the instructor's permission before each class session.

Telephones

Students should use the designated phones located in the hallways throughout the School of Health Sciences building. If necessary, the School of Health Science division office (Room 103) will accommodate your need to make urgent telephone calls in case of emergencies. **Cell phone ring tones and beepers must be turned off during class time and clinical practicum. Cell phones are not to be used in class unless directed by an instructor for educational purposes.**

Lockers

Lockers are available for ST program students in room 306. There are also female and male locker rooms available on the second floor. The female locker room is 278 located inside the women's restroom on the second floor of the School of Health Sciences building. The male locker room is 276 located inside the men's restroom on the second floor of the School of Health and Education building. A Locker form is no longer required, lockers are on a first come basis. You must provide your own lock.

ATTENDANCE POLICY

Class/Lab Attendance

Class and lab attendance is critical to ST program courses to assure that each student acquires the skills and knowledge necessary to successfully participate in the clinical practicum rotation. Therefore, attendance is closely monitored by ST instructors. Grade points are awarded per attendance. Each instructor will explain his/her specific course attendance policy on the first day of class.

A student must contact the instructor or leave a message prior to an absence. The instructor has the option to excuse the absence or to record the absence as unexcused, depending on both the circumstances involved and the instructor's attendance policy. **The student is responsible for all information and activities presented in lecture or lab during his or her absence.** If additional help is needed from the instructor outside of class time to cover material missed during an absence, the student must schedule an appointment with the instructor. According to MATC policy, the instructor has the option to withdraw a student from a class if he or she is absent from class (lab and lecture) more than 25% of the time, or misses 16 consecutive calendar days.

In the event of extended illness or frequent absenteeism, the student will be required to present a doctor's excuse at the time they return to class. The student will also be required to meet with the program director to discuss whether the absence will necessitate the student's withdrawal from the course.

Tardiness

Students are also expected to arrive on time and remain for the full class period. Students should not leave class until they are excused by the instructor or previous arrangements have been made. Frequent tardiness may result in disciplinary action. On a test day, if the student arrives later than 30 minutes from the scheduled start time, they are expected to stay after class to take the exam as a make-up with the make-up exam policies applicable (each situation is evaluated by the instructor individually).

In the event of extended illness, the student will be required to present a doctor's excuse at the time they return to class. The student will also be required to meet with the program director to discuss whether the extended absence will necessitate the student's withdrawal from the course.

Weather / Emergency Information/Wolfpack Alert

Students can call the MATC Emergency and Building Closure Hotline at (608) 246-6606, or download the wolfpack alert app.

MATC seldom closes because of bad weather. Students are urged to use their own judgment as it relates to their situations considering distance, road conditions, safety, and other factors, and determine individually if they should report as usual. Students may be given an opportunity to take scheduled examinations at another time due to severe weather warnings (each situation is evaluated by the instructor individually). Class/lab, and clinical will not be cancelled unless the college closes the Truax campus due to inclement weather. This is usually determined by 5:30am.

Teaching Methods

1. Lecture
2. Discussion
3. Textbooks
4. Handouts
5. Group Projects
6. Audio-visual
7. Computer programs
8. Guest speakers

GRADE POLICY

As stated in the MATC Policies, all students are required to maintain a current and cumulative grade point average of 2.0. Within this requirement, **all Surgical Technologist students must earn a grade of "C" or better in all courses of the program.**

The grading scale used in program courses follows:

A	93-100%	C	76-81%
AB	89-92%	D	70-75%
B	85-88%	F	69 - below
BC	82-84%		

See clinical manuals for clinical grading.

Assignments

All assignments and online quizzes should be completed and/or turned in on time within the grading period. A late penalty will be applied to assignments and quizzes completed after the assigned grading period. Any missing assignments or quizzes at the end of the course will receive a zero. **Be aware that some assignments/presentations will have specific instructions for completion, therefore, will not follow the grading period penalty submission policy.**

Late Penalty Assignment Rubric:

1 day late=5% deduction

2-5 days late=10% deduction

6 or more days late=50% deduction

Every assignment is designed to help you meet specific academic competencies. You will need to submit every required assignment to successfully complete each course. It is your responsibility to ensure that all required assignments have been completed and received by the instructor. As a prompt to complete missing assignments, the instructor may insert a 0 in the grade book after the grading period due date has been missed. A late penalty grade will be applied according to the above rubric after the work is submitted.

POLICY FOR MAKING UP EXAMINATIONS

If a student is absent from class on an examination day, the student must notify the instructor prior to the start of class. The student is also expected to contact the instructor to initiate arrangements for the makeup exam. Time for the makeup exam will be determined by the instructor. Generally, the makeup exam is to be written the next day following the absence. On a test day, if the student arrives later than 30 minutes from the scheduled start time, they are expected to stay after class to take the exam as a make-up with the make-up exam policies applicable (each situation is evaluated by the instructor individually).

The format of any makeup exam is at the discretion of the instructor. Only one make-up exam is allowed without grade penalty if the student contacts the instructor prior to the exam start time.

Any exam taken other than during the scheduled date and time will receive a makeup penalty for the exam, and the grade will automatically be lowered 5%.

The penalty will double for the exam if the student has not notified the instructor of the absence prior to the exam scheduled start time.

Pop quizzes will not have a makeup option.

Only 2 make up exams are allowed per semester.

The program's core ST courses do not offer the opportunity for retaking a test or dropping of a test score.

WRITTEN AND/OR ORAL REPORTS

If a student is absent from class when the written or oral report is due, the student must notify the instructor prior to the start of class. The student is also expected to contact the instructor to initiate arrangements for the makeup oral presentation or submitting the written report. Time for the makeup oral presentation will be determined by the instructor.

A grade of zero (0) will be recorded if the student has not notified the instructor of the absence prior to the time the assignment is due and /or the student did not follow through with the makeup arrangements within the allotted time.

Also, if a student is absent from class when a written or oral assignment is due, a 25% penalty will be applied unless the assignment rubric specifies otherwise.

PROGRESSION POLICY

A course grade of "C" is necessary for progression from fall semester to spring semester courses. If the final course grade received in any program course is less than a "C," the student will be required to repeat each course in which the final grade received was below "C" before proceeding to subsequent course(s) within the program. Program officials cannot guarantee a space.

A student who fails to obtain a satisfactory grade in a program course after one additional attempt or who fails more than two program courses will be dropped from the program.

The instructor(s) retains the right to exercise professional judgment and make recommendations related to student progress and retention.

Review Madison College's Standards of Academic Progress: <https://madisoncollege.edu/standards-academic-progress>.

PROGRAM/COURSE WITHDRAWAL

If you are considering withdrawing from any course, you should first consult with the instructor and/or ST program director to discuss your options and alternatives. The procedure for course withdrawal is outlined in the *MATC website*: <https://madisoncollege.edu/add-drop-classes>. In addition, the ST program director must be notified in writing of your intentions to drop a course or the program. A student will be allowed to withdraw from a course only once. Withdrawal from a course will jeopardize your continuance in the program. If you drop a course, you will need to re-apply to the program. Program officials cannot guarantee a space.

Re-Entry/Transfer POLICY:

ST Program Re-entry policy

A student who stops attending classes, withdraws from courses at any time after the start of the semester and/or receives less than a "C" in a program course may only petition or enroll into the Surgical Technology program a maximum of two times. A "C" in the Surgical Technology program is equivalent to 76."

A student seeking a re-entry must apply on a space available basis. Core courses may have to be repeated.

Re-entry students will only have one opportunity to demonstrate competency retention. Re-entry students will not be allowed to return to the ST program more than once. Re-entry requirements will be determined by the Program Director. Satisfactory completion of a refresher course or other learning activities may be required to validate competence and appropriate placement within the program. The instructor(s) retain the right to exercise professional judgment and make recommendations related to student progress and retention.

ST Program Transfer Policy

The ST Faculty and Madison College provide many resources for successfully moving through the program courses, clinical experiences and graduation. Within the Wisconsin Technical College System (WTCS), there are twelve ST programs. If a situation occurs where you want or need to transfer from one ST program to another, a clear process of transition and communication is essential.

The Madison College ST program supports and upholds all policies of Madison College and adheres to the most current information regarding credit for prior education and for the procedures for transfers to and from Madison College. If you are interested in transferring to another college that is not part of the WTCS, you are responsible for identifying and following the particular admission and transfer requirements of that institution.

For any student seeking transfer from one WTCS ST program to another, the credit transfer is expedited by the state-wide curriculum, although sequencing and pre-requisites may vary. This can delay graduation.

The student is responsible for requesting the transfer of their own official transcripts and for forwarding their own health records. The Family Educational Rights and Privacy Act (FERPA) prevents ST Faculty from forwarding official records.

The ST programs in the WTCS adhere to the regular procedures of their colleges for transfer of credits and application to transfer into or from the programs. The applicant is advised that admission is based on space availability. Priority for admission to Madison College ST courses is given to current Madison College students.

Procedure:

Transferring **to** another ST Program in the WTCS:

- Follow the requirements of the program to which you are seeking admission.
- Follow the process for forwarding your official transcript through the Registrar's Office.
- Consult with student services on relevant impact of a transfer (e.g., Financial Aid, Workforce Dev.)
- Inform the ST Program Director of intent prior to the commencement of the next academic term.
- Return any program property prior to departure.

Transferring in **from** another ST program in the WTCS:

- Complete an application for admission into the ST program at Madison College, with all related fees and admission requirements identified on the program's webpage.
- College transcripts will be reviewed by the Madison College Admissions office and ST Faculty to determine if advanced standing is appropriate.
- Provide syllabi of previously taken ST courses.
- Submit a letter of intent to the ST Program Director with at least 60 days advance notice to the term to which you are seeking admission. Start communication about intent to transfer as soon as possible to facilitate the process.
- Request that an ST Letter of Good Standing be completed by the ST Program Director of the outgoing program. This form is completed and sent confidentially to the ST Program Director at Madison College for admission consideration.
- If admission requirements are met, and space is available (both classroom and clinical sites) the ST Program Director will request an interview to discuss program transition and reasons for transfer. If there are concerns about academic standing and/or professional behaviors, admission into the ST program may be denied. If accepted, a Student Learning Plan may be developed for remediation and clarity of expectations. Enrollment in ST courses are based on the established sequence and pre-/co-requisites to ensure integrity of the curriculum design and program outcomes.
- Application to transfer into the Madison College ST program must be within one year of leaving the original ST program.
- A practical exam as well as a skills demonstration meeting competency (85% or above) for previously completed ST courses will be required.

Computer Facilities

1. Students may use any of the computer stations that are located throughout the School of Health Sciences campus for school related projects and homework.
2. Two labs, the new Library on the third floor of the new gateway and the Computer Labs in the School of Health Science, rooms (239 & 235), are considered 'general use' labs and are open during the broadest range of hours each day. Several other computers are located in student work stations throughout the building.
3. The School of Health Sciences has multiple computers and printers for student usage in the hallways on the second floor.
4. ST Lab (Room 306) currently has four computers for ST student use. Lab assistants are not available.

Who Can Use the Labs

MATC computer labs are available for use by the following people in the listed priority:

1. Currently enrolled ST program students to complete school related work and projects or develop and revise resume materials and use job search tools on the Internet.
2. MATC Health Sciences students
3. MATC Alumni to develop or revise resume materials.

Computer Viruses

Computer viruses are serious business. All MATC computer labs are equipped with virus protection software. Your flash drive will automatically be checked for viruses when you insert them into the disk drives. If you receive a message on the computer screen telling you that your disk is 'infected,' do not insert it into another computer. *Contact the Help Desk (6666) immediately for assistance with removing the virus from your flash drive and have the lab computer checked.*

Computer Lab Rules

1. Students using computers are assumed to have basic computer use skills.
2. Computer usage is to be limited to program related assignments.
3. Students are required to set up an MATC student email account.
4. Noise is to be kept at a minimum. The labs are considered quiet study areas.
5. Stow your bookbags, backpacks, purses, etc. on the bookshelf in room 184 A.
6. No food or drink allowed in ST Lab or computer labs.
7. Game playing is not allowed in any lab at any time. If you are playing games, you will be asked to leave immediately.

8. Net surfing and email is allowed only if others are not waiting to use the lab computer for school related projects.
9. Do not attempt to repair any computer equipment. If you suspect a malfunction, notify the lab assistant on duty.
10. Tampering with the computers, printers, software, or network configurations will not be tolerated. Anyone purposely misusing the equipment will be barred from any future use of the labs.
11. MATC is not responsible for the integrity of any data contained on your computer diskettes. If you request an MATC representative to assist you in recovering lost or damaged files, you assume the risk of further damage to any existing data.
12. Printing from the computer labs should be limited to a single copy of school related material. When several copies of a document are required, you are to use the public photocopiers located in the library (Room 230).
13. All student work is to be stored on personal flash drives, not on the hard drive.
14. **Personal E-mail is not to be utilized with the S.T. computers. Students should use computers in student work stations throughout the School of Health Sciences building.**

Internet Use

All users of MATC computing facilities are expected to conduct themselves appropriately. Please be advised that using the Internet to access offensive or sexually explicit sites is considered a form of harassment and will not be tolerated by the District. Any person who knowingly uses the computing facilities to harass or discriminate are subject to the terms and conditions set forth in both the Student Code of Conduct and the Discrimination and Harassment Policy as contained in the latest MATC Policies.

EMERGENCY PROCEDURES

Booklets explaining the emergency procedures used at MATC are posted in each classroom. The emergencies addressed in this booklet include:

- Bomb threat
- Called from class
- Campus closing
- Fire
- Chemical emergency
- Personal security
- Facility security
- Tornado warning

Emergency phone numbers are listed on the back cover of the booklet for quick reference. Students should familiarize themselves with these procedures.

STUDENT HEALTH STATUS

General Information

In meeting the objectives for the classroom, clinical laboratory, affiliation or fieldwork component of their respective programs, Health Sciences students as well as student in other programs will come in contact with patients/clients.

All students are expected to follow recommendations intended for preventing transmission of hepatitis, AIDS, and other infectious diseases caused by fluid-borne microorganisms. Contaminated needles and other sharps should be disposed of in an appropriate container (puncture resistant, leakproof, labeled). If container is full or sharps are protruding, contact appropriate personnel to obtain a new container.

Each student is responsible for complying with affiliating agency policy regarding OSHA Standards for infection control and universal precautions. The program requires that all entering and continuing students receive a hepatitis B vaccine. This position is consistent with the recommendations of the Center for Disease Control of the U.S. Department of Health and Human Services/Public Health Services that surgical technology students receive prophylaxis against the hepatitis B virus.

All students are required to have a two step TB skin test and/or chest x-ray as a part of their admitting physical. This examination and form is to be completed no sooner than three months prior to the opening of classes. Students who have positive skin tests must consult with the program clinical coordinator, school nurse, or other certified healthcare professional regarding follow-up and/or treatment.

If a student is exposed during clinical experience to a patient with undiagnosed active tuberculosis, hepatitis, or other infectious disease, and, upon the school's notification by the affiliating agency of the change in diagnosis, the student will be advised of the change in diagnosis and is to take the following steps:

- a. An affiliating agency incident report must be filed immediately, and a school incident report must be filed within 24 hours of learning of the incident.
- b. The student must consult with the school nurse or other certified healthcare professional to determine procedure to be followed.

If the student should sustain an injury or disability or contract a contagious disease that places the health and welfare of patients/clients or fellow students in jeopardy, the student may be removed from the experience until the risk of spread contagion to others has passed. Student may be required to submit a medical release from their personal physician prior to returning to a clinical setting.

Decisions to remove a student from an experience shall be based on terms of affiliation agreements, affiliation agency policy, accepted safety standards and, if necessary, consultation with the college medical consultant.

Clinical Specific Policies:

DRESS CODE FOR CLINICAL AREA

1. Appropriate Operating Room attire per facility policy.
2. MATC name tag.
3. UW Photo Proximity Badge and MC One Card.
4. Shoes (no canvas shoes, clogs, sandals).
5. Panty hose or socks.
6. Fingernails are to be short (not beyond fingertips). No nail polish or artificial nails.
7. No perfume or other scents.
8. No jewelry (earrings, necklaces).
9. No visible body piercing.

Modifications of this code, based on clinical setting, are at the discretion of the instructor. The student will serve as a model for good personal hygiene including daily cleansing to prevent body odors and promote good health with adequate use of soap and deodorants, and good oral hygiene.

Student Work Policy

All activities associated with the Surgical Technologist program curriculum, especially while you are completing your clinical rotations, will be educational in nature. You can not receive any financial reimbursement during your educational experience, nor can you be utilized in the role of surgical technologist as a substitute for hired staff personnel.

If you participate in any surgical experiences beyond the role of student, those experiences can not be counted as part of your clinical case requirements.

Social Networking

It is unacceptable to post any inflammatory or derogatory words and/or pictures related to your education at Madison College including: faculty, clinical staff, physicians, support staff, physical domain, college sponsored events or the educational environment of Madison Area Technical College on Facebook, Twitter, Snapchat, Instagram or any other social media/blog/internet site. This will be viewed as libelous and considered a violation of the student conduct and/or confidentiality policy. A student disciplinary action report will be filed. It is equally unacceptable to post any pictures, comments or reference to any patients, clinical sites and/or affiliates, employees or situations related to your clinical education. This is irrespective of the nature of the comments. This is a violation of confidentiality and federal law. It may be dealt with through the legal system. Failure to comply with these guidelines may result in disciplinary action up to and including suspension or termination from the Surgical Technology program.

CONFIDENTIALITY POLICY

Throughout the program, students are advised of the importance of maintaining confidentiality of all information pertaining to patients, medical data, and business operations while participating in clinical rotations. Students must be aware that compliance with this policy is mandatory and that any breach of

confidentiality rules may result in disciplinary action, including dismissal from the clinical site and the ST program.

Clinical Attendance

Regular attendance is required. Notification is required **prior** to each absence.

In the event of a missed clinical day or delay in arrival, you will need to contact the appropriate clinical site before 6:30am. **Students at a satellite must also inform designated clinical instructor.**

When you call the clinical site, give your name and the reason for your absence or delay. Obtain the name of the person you spoke with. Be sure to inform the clinical site that you are a MATC surgical technologist student and give the name of your instructor (if applicable). Students with unexpected travel delays (weather, car trouble, etc) are still encouraged to attend clinical.

Students who miss a clinical will **NOT** have the opportunity to make up that clinical experience. For each absence, student will be required to complete a *Procedure Summary Report* on a surgical procedure that they would have “scrubbed”. The surgical procedure chosen for the report will be at the discretion of the clinical instructor. The summary report will be due no later than 2 days after the absence (absent on Tuesday, report due Thursday, absent Wednesday, report due Friday).

An absence report form will be completed for all absences. Clinical course grade will be affected by excessive absenteeism. The penalty is as follows:

- 1st absence: No penalty but student will receive verbal warning that any further absence **may** jeopardize continuation in clinical course.
- 2nd absence: A 5 % penalty will be assigned to the overall clinical course grade and a disciplinary action form will be completed stating any further absence **could** result in withdrawal from the clinical.
- 3rd absence: A 10% penalty will be applied to the Clinical grade. Student will receive a disciplinary action form stating any further absence **will** result in withdrawal from course.

Tardiness will be monitored and could affect student overall rotation grade. Excessive tardiness will result in 5% penalty to the overall clinical course grade. A disciplinary action form will be completed for excessive tardiness.

Students who experience extended illness, infectious diseases, hospitalizations or performance limitations will be required to submit a medical statement from their doctor stating they are able to attend clinical.

Student Responsibilities During Clinical Rotations:

- 1) The student shall dress professionally and abide by the dress code of the clinical affiliate.
- 2) The student will demonstrate responsibility for his/her education by:
 - a. Preparing for each clinical rotation by reviewing applicable principles and procedures prior to and during the rotation. Much of this information is in the Clinical Facilities Manual.
 - b. **Completion of all assignments including online requirements. Clinical weekly online requirements must be completed by due dates. If weekly clinical assignments (paper and online) are not completed prior to the following week's clinical days, the student will not be allowed to participate in clinical activities until assignment requirements are met.**
 - c. Distributing evaluation forms to the affiliation staff on a daily basis during the clinical rotation and following up as needed to assure that the evaluations are completed, reviewed, signed, and returned to MATC in a timely manner.
- 3) The student is expected to follow the policies and procedures, including safety policies and perform up to the affiliations standards of acceptable performance.
- 4) The student must follow the schedules established by MATC and the affiliating agency.
- 5) The student must understand that he/she is a guest of the affiliating agency and may be dismissed if his/her performance is not compatible with the agency's standards for quality.
- 6) The student should be aware that he/she is covered by liability insurance carried by MATC.
- 7) The student is responsible for his/her own health insurance, and must provide documentation that he/she is insured. If there are any insurance changes, the student must immediately contact the clinical coordinator. If the student does not contact the clinical coordinator with the insurance changes, the student will be immediately withdrawn from the clinical course. Therefore, continuance in the program is jeopardized.

Professional Behavior

Although acquiring academic knowledge and gaining technical skills are very important aspects of the ST program, developing appropriate professional behaviors is equally important. Therefore, students will be expected to exhibit satisfactory behavior in the following areas:

1. Organization
2. Quality of Work
3. Reliability
4. Problem solving
5. Attitude toward learning
6. Professional ethics, integrity and confidentiality
7. Interpersonal skills
8. Teamwork
9. Professional Appearance

Unacceptable performance in any of the areas identified above may result in the student being denied the

opportunity to participate in the clinical practicum rotation until the deficiencies are corrected. Failure to exhibit desirable professional behaviors during the clinical practicum rotation may result in disciplinary action and/or dismissal from the affiliating agency and/or ST program.

Any form of dishonesty, such as cheating or plagiarism, or knowingly furnishing false information to MATC is considered a breach of the MATC code of conduct and may result in suspension, dismissal or legal action, depending on the severity of the offense (see *MATC Website Policies and Student Handbook*).

Disciplinary Action, Suspension, and Dismissal: The clinical experience is a privilege extended to us by the clinical facilities involved. While at clinicals, students are expected to conduct themselves in a professional manner and to abide by the affiliating agency's standards for performance. Failure to do so may result in the affiliating agency and/or MATC initiating disciplinary action that could lead to suspension and/or dismissal of the student from the affiliating agency and/or ST program.

Disciplinary action, suspension, or dismissal can occur for a variety of reasons.

- 1) Unprofessional conduct or behavior including, but not limited, to:
 - a. Breach of patient confidentiality.
 - b. Appearance on the job under the influence of drugs and/or alcohol.
 - c. Disruption in patient care.
 - d. Failure to follow established safety policies.
 - e. Dishonesty (cheating, plagiarism, etc.) or knowingly furnishing false information to the clinical affiliate or MATC.
 - f. Frequent and/or unexcused absenteeism.

- 2) Repeated technical errors.

The procedure that will be followed in the event that the student commits repeated significant technical errors is as follows:

 - a. The student will be given a written warning, and a corrective action plan and arrangements will be made for an additional learning experience that is appropriate for the error(s) made.
 - b. If the errors continue, the student may be suspended for a period of time or dismissed from the program, according to recommendations from the clinical faculty and MATC instructors.
 - c. If, after the suspension, further significant technical errors occur, those errors may result in dismissal from the affiliation site and/or program.

The **Student Disciplinary Action Report** will be used to document unacceptable performance and begin the disciplinary action procedure.

Withdrawal from the clinical site and/or course

The clinical experience is a privilege extended to us by the clinical facilities involved. While at the clinical site, students are expected to conduct themselves in a professional manner and to abide by the affiliating agency's standards for performance. Failure to do so may result in the affiliating agency and/or MATC initiating disciplinary action that could lead to dismissal of the student from the affiliating agency and/or ST program.

Attending Clinical On Probation: A student who has chronic attendance problems or has demonstrated unprofessional behaviors while at MATC may be denied practicum placement. This decision will be made by the ST faculty and the division dean. If the student has been showing recent improvement in the problem area(s), they may be allowed to attend practicum on a probationary basis. The conditions of the

probation will be determined by the ST faculty, the division dean and the affiliation site supervisor. The student must agree to the conditions of the probation in order to be placed at an affiliation site.

Repeating or Extending a Section Rotation

A minimum grade of C must be maintained by the student during each clinical rotation. In the event that a student does not fulfill all requirements of a given section in the time allowed for the section rotation, the student may be allowed to extend the rotation by 1 week. Extension of the rotation will be allowed only in those circumstances where the student is beginning to demonstrate satisfactorily skills overall, but is unable to complete all requirements in the time allowed. The decision whether to extend a section will be made by the ST faculty after conferring with the affiliation faculty. If the student is unable to raise the grade to a C or better after extension, the student may be dropped from the course. If a student requires more than one extension, he/she may be required to repeat the course.

CAREGIVER BACKGROUND CHECKS

As required in Wisconsin law, any student who has access to patients during a clinical experience, must undergo a Caregiver Background Check (CBC). A completed background check as prescribed under Wisconsin's law includes: 1) completed self-disclosure Background Information Disclosure form; 2) electronic status check of professional licenses and credentials through the Department of Regulation and Licensing; 3) electronic criminal history search from the Wisconsin Department of Justice; and 4) electronic review of records kept by the Department of Health and Family Services for any substantiated findings of abuse and neglect and license restrictions or denials. Based on the information obtained, additional research may include out-of-state criminal history search, tribal court criminal history search, check of relevant military records, and check of county or other local records.

Criminal history information discovered by this process may delay or prevent a student from participating in the clinical experiences required for graduation from the program. Further information about this law and the criminal history check process may be obtained online at the *Wisconsin Department of Health Services* website: <http://dhs.wisconsin.gov/caregiver/index.htm> or www.certifiedbackgroundcheck.com

Health Insurance Requirements

Due to the inherent risk of exposure to harmful agents and the requirements of some affiliating agencies, all students in the School of Health Sciences are required to have health insurance coverage prior to their assignments to a clinical facility. The limits of such coverage must be at least as comprehensive as those of the student health insurance available through Madison College. A student health insurance plan covering accident and illness is available to students in full-time programs. For more information on student accidental insurance visit the following link: <https://madisoncollege.edu/academics/areas-of-study/health-sciences/health-education-policies#accordion-item-3>

Click on the below link for direct access to create an account and purchase the accidental insurance through Gallagher.

<https://www.gallagherstudent.com/students/user-login.php?idField=1260>

Students are required to have Hepatitis B vaccination. (See information at end of manual.) Check with your

insurance company, as most will cover the cost for health occupation students.

Student Exposure Incident Procedures

Remember: Even with good adherence to all exposure prevention practices, exposure incidents can occur. As a result, procedures have been established for post-exposure evaluation and follow-up should exposure to bloodborne pathogens occur.

When Health Occupations students are exposed to possible bloodborne pathogens, the Exposure Incident Procedure as outlined below must be followed:

Short Version

- Student is to apply first aid treatment (induce bleeding, rinsing, washing, etc.)
- Student is to notify instructor, the instructor (with the student) completes the MATC Accident and hospital incident reports.
- Instructor is to advise and encourage the student to obtain medical evaluation from their personal physician (at student's cost, NOT MATC)

If you have any questions contact the risk manager (246-6291).

Long Version

- *Apply First Aid* – Student is to apply first aid treatment immediately following an injury:
 1. If a needle puncture, laceration (scratch) or other broken skin:
 - a. squeeze the puncture or open area to induce bleeding.
 - b. cleanse the wound thoroughly with soap and water. The wound may be further cleansed with 10% povidone-iodine (Betadine solution).
 - c. thorough handwashing as soon as possible.
 2. If a mucous membrane or conjunctival exposure occurs:
 - a. irrigate the affected area immediately with copious amounts of water or normal saline.
- *Notify Instructor* – Student is to immediately report the incident to instructor/supervisor. The instructor/supervisor complete the MATC Accident Reports (with the students input). Information is to include:
 - Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;
 - Identification and documentation of the source individual, unless it can be established that identification prohibited by state or local law.
- *Obtain Medical Evaluation*

Students who incur an exposure incident will be encouraged by the instructor/ supervisor to obtain a post-exposure evaluation and follow-up within 24 hours from their personal physician or a medical facility in the immediate area. THIS COST IS INCURRED BY THE STUDENT, NOT MATC. It is very important that medical follow-up be done immediately. EARLY ACTION IS CRUCIAL. Immediate intervention can forestall the development of Hepatitis B or enable the affected student to track potential HIV infection. Prompt reporting can also help the student avoid spreading bloodborne infection to others. Further, it enables an evaluation of the circumstances surrounding the exposure incident in order to find ways to prevent similar occurrences.

Note: A medical evaluation includes.

- Appropriate laboratory blood tests (may include HIV, HBV, HCV screening)
- Post-exposure prophylaxis
- Counseling
- Follow-up as prescribed by the attending health care professional

The student should be provided a copy of the accident report by the instructor. It is the student's responsibility to provide the health care professional conducting the medical evaluation the copy of the accident report and any immunization records relevant to treatment of the student, and any results (if available) of the source individuals blood test.

Note: MATC is not responsible for the "source individual's " blood testing after an exposure incident involving a student. The Hospital Nurse Epidemiologist will interview the source individual and will advise the individual to be tested (at the source individual's expense).

If the incident occurs at a clinical site, the student is to follow procedures established by the clinical site and still report to the MATC S.T. Program Director or program faculty no later than the following working day.

REMEMBER – an EXPOSURE INCIDENT is a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks. IF THERE ARE ANY QUESTIONS AS TO WHETHER AN INCIDENT FALLS UNDER THIS CATEGORY, CONTACT THE COLLEGE HEALTH NURSE OR THE MATC SAFETY MANAGER.

<p>It is very important to note that much of the medical information involved in this process must remain confidential, and everything possible should be done to protect the privacy of the individuals involved.</p>

PERSONAL SAFETY FOR SURGICAL TECHNOLOGIST STUDENTS

I. Occupational Safety

As a Surgical Technologist student, you must be aware of the risks you may encounter in the clinical setting and know appropriate safety procedures. Listed below, you will find essential safety information that you must have prior to beginning your clinical experiences in the Surgical Technologist Program.


A. Occupational Hazards

1. Prior to beginning your first clinical experience, you will view the following videotape:

 *Healthcare Workplace Right to Know* – 334.041 H

B. Bloodborne Pathogens Standard

1. Prior to beginning your first clinical experience you will view the following videotape and carefully read the information listed:

 *Bloodborne Pathogens Standard* – 614.4 B

- Precautions – Standard & Transmission Based
- Human Immunodeficiency Virus (HIV) Fact Sheet
- Hepatitis B and C Fact Sheet

Specific information regarding bloodborne pathogens (HIV, Hepatitis B and C, TB, etc.) are presented 1st week and are in ST Techniques manual.

II. Guidelines for Personal Safety in the Surgical Technologist Skills Lab

These guidelines outline procedures to allow students to work safely in the surgical technology skills laboratory. All students must adhere to the following procedures when handling needles and sharps (any object that can pierce, puncture, or cut the skin) in the surgical technologist skills lab.

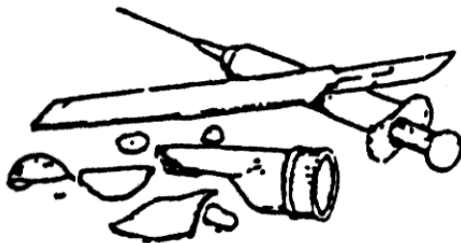
- A. All efforts must be taken to **prevent** needle sticks and punctures with sharps during practice in the surgical technology skills lab.

1. Extreme caution should be used whenever handling needles or sharps to prevent accidental puncture of the skin.
 - Treat all needles as a potential source of injury.
 - Store needles properly.
 - Needles that are being reused for simulated practice must have a protective cap on at all times when not in actual use. The protective cap should be applied using the one-handed scoop method or a passive recapping device. Recapping of needles using two hands is prohibited.
2. Any broken glassware should not be picked up directly with hands; clean up using a mechanical means (brush, dust pan, tongs, forceps, etc.).
3. Dispose of all needles and sharps in an appropriate container (puncture resistant, leakproof, labeled). Containers should be replaced by lab personnel when two-thirds full. If a disposal

container is more than two-thirds full, do not use and contact lab personnel. **Under no circumstances should a needle be forced into a disposal container or fingers inserted into the opening of a needle container.**

4.

Sign safety pledge at end of manual.



Handling of Sharps in Surgical Technologist Lab and Clinical

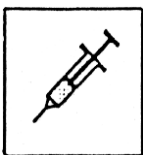
Definitions:

- **Sharps:** objects that can pierce, puncture, or cut the skin (needles, scalpels, broken glass, broken capillary tubes, exposed ends of dental wires, etc.)
- **Contaminated:** touched by body fluids or tissues which have the potential to contain infectious agents such as Human Immunodeficiency Virus (HIV) or hepatitis B (HBV), or hepatitis C (HCV).
- **Dirty:** not sterile, but not contaminated with body fluids or tissues



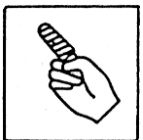
Cautions:

- Broken glassware (contaminated or not) should NOT be picked up directly with the hands; clean up using mechanical means (brush, dust pan, tongs, forceps).
- Contaminated needles and other sharps should NOT be bent, sheared off, removed, or recapped. DISPOSE of in appropriate container (puncture resistant, leak proof, labeled)
- If UNABLE to use approved method, handling of, recapping of, or removal of needles must be accomplished through the use of a special mechanical device or ONE-HANDED TECHNIQUE.



Accountability: (If you injure yourself while practicing in the Surgical Technology Skills Lab, the following procedure must be implemented immediately)

- Make wound bleed.
- Wash injured area with soap and water.
- Apply 10% Povidone-Iodine solution to wound.
- If needle stick, dispose of needle in sharps container **immediately**.
- Report to lab personnel or instructor **immediately**.
- Complete required forms including MATC incident report.
- The need for further follow-up will be determined.



You are required to be immunized for Hepatitis B!

PRECAUTIONS

Standard and Transmission-based Precautions are methods of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, or other bloodborne pathogens. These protective measures are applied to the care of **all** patients, since it is not always known which patients are carriers of bloodborne pathogens. Precautions apply to blood and the following body fluids: semen, vaginal secretions, and other body fluids including amniotic, cerebrospinal, synovial, pleural, peritoneal, and pericardial. According to Centers for Disease Control (CDC) guidelines, standard precautions do not apply to feces, nasal secretions, saliva, sputum, sweat, tears, urine and vomitus **unless they contain visible blood**.

Transmission-based precautions are used in addition to standard precaution for patients known or suspected to be infected with epidemiologically important and highly transmissible pathogens. Transmission-based precautions include airborne, droplet, and contact precautions. Transmission-based precautions are utilized along with standard precautions for the following types of patient populations: tuberculosis, rubeola, varicella, diphtheria, pertussis, influenza, mumps, herpes simplex, impetigo, infectious diarrhea, and medication resistant pathogens (MRSA).

1. Gloves are worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be worn any time there is a reasonable expectation of contact with blood. Gloves should be changed after contact with each patient.
2. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
3. Gowns must be worn during procedures that are likely to generate splashes of blood or other body fluids.
4. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should always be washed immediately after gloves are removed.
5. Disposable articles contaminated with blood or body substances should be handled in accordance with institutional policy.
6. Care must be taken to avoid needle stick injuries. Used needles are not bent or recapped. Two-handed recap is never acceptable. One-handed recap is allowed if needs to be used again during procedure. They should be placed in a designated puncture-resistant container as close to point of use as possible.
7. Blood spills should be cleaned up promptly with an approved hospital disinfectant.

REMEMBER: HANDWASHING IS THE SINGLE MOST IMPORTANT TECHNIQUE FOR PREVENTING TRANSMISSION OF PATHOGENS.

LATEX ALLERGY

Students who have or develop a latex allergy while in the Surgical Technologist program may find it difficult to complete the program's requirements. A latex free environment cannot be guaranteed at MATC nor health care affiliates. Students with concerns must notify the program director and their health care provider to discuss the ramifications of a latex allergy.

Students with a diagnosed latex allergy must provide appropriate documentation. Students who exhibit signs/symptoms suggesting a latex sensitivity will be required to see their health care provider for diagnosis. Students will not be able to participate in lab/clinical activities until documentation are received.

Signs/Symptoms of an allergic reaction may include:

1. skin rash
2. hives
3. red and swollen skin
4. tearing or irritation of eyes
5. wheezing
6. difficulty breathing
7. chest pains
8. rapid heart rate
9. low blood pressure
10. anaphylaxis

FORMS REQUIRED BY THE ST PROGRAM

Personal Health History Form:

All students who are admitted into health occupations programs must complete a health history form and provide evidence of a physical examination prior to the first clinical rotation. They must also show evidence of measles, mumps and rubella immunity, provide results for a two-step TB skin test, show documentation of tetanus and diphtheria vaccination within the last ten years, and show evidence of varicella (chicken pox) immunity through having had chicken pox, two immunizations, or a positive varicella titer. In addition to these basic requirements, students entering the ST program must either show evidence of being vaccinated for Hepatitis B or sign a waiver indicating their decision to decline the vaccine.

Failure to complete these health requirements will result in the following consequences:

- The student will not be allowed to participate in the first semester clinical rotation, a requirement for completing the ST Clinical Course.

Program Policies Forms:

Prior to the beginning of your first semester in the ST program you will be given the ST Student Handbook that includes a review of all policies, including the general program policies, safety policies, biohazard accident protocol, functional abilities categories, and clinical policies. You will be required to date and sign forms that state that you understand these policies and will agree to abide by these policies as written. These signed and dated forms must be uploaded into your student Castle Branch Profile by August 1st to begin the program.

Directions: Read the following safety rules, and if you agree to follow them, sign the pledge, and date it.

SAFETY PLEDGE

_____, **who is a student enrolled in surgical technology**, will be in contact with surgical supplies and materials, power equipment, hazardous materials, and some physical dangers involving lifting and moving.

This student will receive instruction about safety and correct procedures to follow to protect them from danger.

The student must assume the responsibility for safety and correct procedures to follow to protect them from danger.

The student must assume the responsibility for safe practices, and we therefore ask that she/he subscribe to the following safety pledge:

1. I AGREE TO ABIDE BY ALL OF THE SAFETY RULES IN THE SURGICAL TECHNOLOGY CLASSROOM/CLINICAL TEACHING FACILITY AND WILL MAINTAIN A PROFESSIONAL CONDUCT THAT IS IN KEEPING WITH THIS PROFESSION.
2. I PLEDGE THAT I WILL TAKE PROPER CARE OF ANY EQUIPMENT THAT IS ISSUED TO ME OR THAT I USE IN CLASS / CLINICAL WORK, AND I AGREE TO RETURN IT TO ITS PROPER STORAGE LOCATION.
3. I WILL REPORT ANY UNSAFE SITUATIONS, EQUIPMENT, OR ACCIDENTS TO THE INSTRUCTOR/SUPERVISOR IMMEDIATELY.

Student Name (Please Print)

Student's Signature _____ Date _____

Directions: Read the following responsibility rules, and if you agree to follow them, sign the pledge, and date it.

Statement of Responsibility

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals.

Madison College students are expected to be responsible for their actions as they relate to in-class and out-of-class activities.

It is the student's responsibility in class to:

- Arrive to the class/laboratory on time and enter with respect for others
- Remain attentive in class
- Prepare for each class. This means preparation of assignments as well as preparation for participation.
- Attend all classes (legitimate excuses are understood). Letting the faculty member know of the absence prior to class is good business on the part of the student.
- Be prompt on meeting scheduled times (class time, due date of reports, etc.)
- Work with others as assigned to complete an assignment carrying out his or her portion of the assignment to its fullest
- Be respectful of the faculty and other students in act and deed
- Assist faculty by indicating to them understanding or lack of understanding of a concept, assignment, etc. If there is a lack of understanding of a concept, assignment, or classroom/clinical instructions this must be addressed immediately.

It is the student's responsibility outside of class to:

- Be respectful of others
- Maintain the procedures and policies as expressed in the ST Student Handbook
- Maintain academic honesty
- Observe the code of conduct as expressed in the ST Student Handbook

Student Name (please print)

Signature

Date



SURGICAL TECHNOLOGISTS/TECHNOLOGY PROGRAMS

Statement of Understanding

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the Surgical Technologists/Technology program. In addition, information was given to the student on reasonable accommodations to meet the *Functional Abilities* at this time.

**This form is to be completed upon admission to the Surgical Technologist/
Technology program
and at the time of Surgical Technologist/Technology Clinical Placement.**

(initials) I have read and I understand the *Functional Ability Categories* specific to a student in a Surgical Technologist/Technology program.

(initials) I am able to meet the *Functional Abilities* as presented, and have been provided with information concerning accommodations or special services if needed at this time.

Name of Student (Please print)

Signature of Student

Date

Surgical Technologist Program Clinical Policies

I have received a copy of the Surgical Technologist Student Handbook. I have read and fully understand the clinical policies, including the consequence of being withdrawn from a clinical site/course for excessive absenteeism, unsafe technical skills, and unprofessional behavior. I agree to maintain health insurance coverage throughout my time as a Madison College Surgical Technology student during my clinical experiences.

Signature

Printed Student Name

Date

Surgical Technologist Student Handbook

I have received a copy of the Surgical Technologist Student Handbook. I have reviewed all policies, including the general program policies, safety policies, and biohazard accident protocols. I understand that additional policies and procedures are contained in the **MATC Website**. I have read and understand the policies and procedures contained in the student handbook.

Signature

Printed Student Name

Date