



ASSOCIATE OF  
APPLIED SCIENCE  
DEGREE IN  
SURGICAL  
TECHNOLOGY



2024-2025  
STUDENT HANDBOOK



Dear ECC Surgical Technology Student,

Welcome to the East Central College's program of Surgical Technology. As a Surgical Technologist, you will be a vital member of the healthcare team. Therefore, it is essential that you study and work diligently to acquire the knowledge and skills necessary to function in this role.

As a new surgical technology student, our goal is to assist you in becoming an entry-level surgical technologist. We use the word "assist" to help you understand that you are responsible for successfully completing the three-semester program, as well as passing the National Board of Surgical Technology and Surgical Assisting Certification exam. It is a responsibility shared jointly by faculty and students. The faculty's role is not only to provide information, guidance, and direction; but more importantly, to role model and create an environment that facilitates the student to critically think, problem solve and practice safe and competent care. The student's role is to participate responsibly and actively engage in the learning process, the *primary responsibility for learning rests with the student*. The level of achievement is dependent upon the student's attitudes, commitment, and motivation.

Please read the Surgical Technology Student Handbook carefully. The intent of the handbook is to clearly state the policies of the Surg Tech program so that you can study and work effectively within the program and clinical sites. The policies, procedures, and general information encompass the professional, clinical, and academic behaviors that are to be explicitly followed. This handbook should be used in conjunction with other official documents prepared and distributed by East Central College.

The Surg Tech program reserves the right to change, delete, or add any information without previous notice and at its sole discretion. Furthermore, the provisions of this document are designed by the college to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances. The forms you sign should be reviewed very carefully. Your acknowledgement will be submitted to the Surg Tech office. They will be placed in your student file along with all required certifications, paperwork, and student progress reports during the eleven months you are in the program.

During your Surgical Technology education, the program faculty will strive to prepare you to become a professional who is eligible to sit for the National Board of Surgical Technology and Surgical Assisting Certification exam. However, graduation does not guarantee passage of the exam. This health care profession is one that takes much time and dedication on your part. Realizing this, as you make a commitment to yourself, we would like to wish you success during this course of study for the next eleven months. Also, let us offer our assistance in helping you make the upcoming months fulfilling ones. We believe that graduating from the ECC Surgical Technology Program and a successful allied health career will be the reward for all your efforts.

Sincerely,

Jennifer Wall, M. ED, CST  
Surgical Technology Program Director

## **East Central College Request for Release of Information**

East Central College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA)\*, a federal law that protects the privacy of student education records. All information other than directory information is restricted and will not be released without first obtaining the student's signed consent. East Central College defines directory information as follows:

- Student name
- Parent's name
- Address
- Telephone number
- Date and place of birth
- Major Field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Most recent previous school attended

I request the release of additional information to the persons listed below for the purpose of discussing my academic progress at East Central College.

- Student assignments will be available in an area that other students/persons have access.
- Agree to notify Allied Health office if file has restrictions for release of general information.
- Allow release of information to potential employers regarding academic and clinical performance, as requested.
- Allow release of information to clinical sites regarding academic and clinical performance. May also include criminal background checks, drug screening results or other information per contractual agreement.
- This release is valid from date of signature forward.

Print Name (legibly):

Student Signature:

Student ID:

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

Witnessed by: \_\_\_\_\_ Date:

\*FERPA contains provisions for the release of personally identifiable information without student consent to financial aid organizations, health agencies in emergencies, court officials, third parties with valid subpoenas and others as defined in the provisions of the Family Educational Rights and Privacy Act. Please consult the East Central College Registrar if you have questions regarding FERPA.

**EAST CENTRAL COLLEGE  
ASSOCIATE DEGREE SURGICAL TECHNOLOGY PROGRAM**

*I, the undersigned, have received, read, and fully understand the policies in the Student Handbook for Surgical Technology, which was reviewed and updated March 2022.*

*I have received, read, and fully understand the College academic policy regarding class attendance and student conduct found in the East Central College Student Handbook.*

*I understand that personal information may be required by the clinical sites (i.e., criminal background check, immunizations, etc.). I give my permission for this information to be divulged for that purpose alone. Refer to individual policies relating to personal information.*

*I fully understand that in order to be placed at a clinical site or to participate in clinical experiences, I must comply with all clinical site compliances (I.e., required immunizations, drug screenings, criminal background checks, etc.).*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name (please print legibly)

\_\_\_\_\_  
Date

**Notice of Non-Discrimination**

East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to the Vice President of Student Development, 131 Administration Building, 1964 Prairie Dell Road, Union,

I.	PROGRAM INFORMATION	
A.	Admission Criteria.....	10
B.	Program Mission Statement and Program Goals.....	12
C.	Didactic Requirements.....	13
D.	Program Accreditation.....	15
II.	SURGICAL TECHNOLOGY CURRICULUM	
A.	Program of Study .....	17
B.	Curriculum/Program Expense.....	18
C.	Course Descriptions.....	19
D.	Methods of Instruction/Course Workload.....	21
III.	PROGRESSION AND RETENTION	
A.	Progression and Retention/Withdrawal.....	23
B.	Readmission Policy/Procedure.....	25
C.	Methods of Evaluation	26
D.	Classroom and Clinical Policies	
1.	Classroom Attendance and Class Policies .....	27
2.	Clinical Attendance and Clinical Policies.....	29
IV.	CLINICAL POLICIES & COMPETENCIES	
A.	Clinical Performance Standards.....	31
B.	Clinical Instruction and Practice.....	32
C.	Clinical Instructor List .....	34
V.	HEALTH & SAFETY GUIDELINES	
A.	Program Technical Standards.....	36
B.	Extended Medical Leave Policy.....	37
C.	Pregnancy Policy .....	37
D.	Health Policy.....	38
E.	Immunization Requirement Policy.....	39
1.	Influenza Vaccination .....	39
2.	Vaccination Policy.....	40
3.	Tuberculosis Testing.....	40
F.	Substance Abuse and Drug Testing Policy.....	42
1.	Marijuana Policy .....	44
G.	Transportation Policy.....	45
VI.	PROFESSIONAL CONDUCT	
A.	Code of Conduct and Student Civility Policy.....	47
B.	Communication Policy.....	51
1.	Electronic Communications and HIPAA Security Rule.....	52
2.	Electronic Compliance Form.....	54

C.	Criminal Background and Disclosure Policy/Consent .....	55
D.	Mandatory Safety Policy.....	56
E.	Professional Appearance (Dress Code) .....	57
VII.	STUDENT SERVICES AND COLLEGE POLICIES	
A.	Academic Support – ACCESS Services .....	59
B.	ECC Academic Honor Code.....	60
C.	ECC Student Code of Conduct.....	62
D.	Appeals Process.....	63
VIII.	FACULTY AND STAFF	
A.	Faculty/Staff Roster.....	65

# **I PROGRAM INFORMATION**

The Surgical Technology program is offered at the East Central College Rolla Main campus located at the Rolla Technical Center. Surgical Technology is a one-plus-one-degree program that prepares students to practice as surgical technologists (ST). Upon graduation, students will receive their Associate of Applied Science Degree in Surgical Technology and will be eligible to take the national certification examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to obtain certification. Surgical Technologists work in a variety of settings including hospital surgery units, surgical centers, labor and delivery, dentists/oral surgeons offices, veterinary offices, travel companies, and central sterile supply units.

Students will learn using state-of-the-art equipment in the surgical suite simulation lab and classroom that they will then apply in a clinical externship. Surgical Technologists are vital members of the surgical team. Students will learn concepts of aseptic technique, instrumentation, surgical procedures, and patient care. Additionally, students learn to anticipate the needs of the surgeon and assist the surgeon throughout the procedure.

Upon completion of the program, students are eligible to take the National Certifying Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The East Central College Surgical Technology program is fully accredited by the [Commission on Accreditation of Allied Health Education Programs](#) upon the recommendation of the [Accreditation Review Council on Education in Surgical Technology and Surgical Assisting](#).

The Surgical Technology program at East Central College meets the state education requirements for employment in the state of Missouri. East Central College has not determined if the Surgical Technology program meets the education requirements for employment in any other state, U.S. territory, or the District of Columbia. ECC graduates sit for the National Certified Surgical Technologist (CST) exam. The CST is recognized nationally but is not required for employment in Missouri.



## **Additional Information & Helpful Links:**

- [Accreditation Review Council on Education in Surgical Technology and Surgical Assisting](#)
- [The National Board of Surgical Technology and Surgical Assisting](#)

## **Professional Organizations:**

- [The Association of Surgical Technologists \(AST\)](#)

The Surgical Technology Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon recommendation of the ARC-STSA Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ([arcstsa.org](http://arcstsa.org)).



**Commission on Accreditation of  
Allied Health Education Programs**  
9355 – 113th St. N, #7709  
Seminole, FL 33775  
727-210-2350



**ARC/STSA**  
6 W. Dry Creek Circle, Suite #110  
Littleton, CO 80120  
303-741-3655

## ADMISSION CRITERIA

### ADMISSION CRITERIA FOR THE SURGICAL TECHNOLOGY PROGRAM

To be considered for admission into East Central College's Associate of Applied Science in Surgical Technology Program you must have completed high school, or equivalent, and be admitted as an East Central College student (separate application). *Applicants desiring admission into the program, must have a "C" or higher in each pre-requisite course. To apply to the Surgical Technology Program, return the attached application to East Central College, Surgical Technology, 1964 Prairie Dell Road, Union, MO 63084-4344, or Rolla Main, with a receipt from the Business Office at the Union campus or the ECC office located on the Rolla Main campus (500 Forum Drive, Rolla) showing payment of the \$25.00 application fee. Applications must be submitted on an annual basis and are only good for one admission cycle.*

**APPLICATION DEADLINE:** The ECC Surgical Technology Program is approved to accept students into the program each Fall semester. *The deadline for application is June 1st of the year before your desired entrance into the Surgical Technology Program and all transcripts must be on file by June 30, 2024.*

Class selection is competitive in nature. A point system is used to determine an applicant's rank in the selection process. Your academic advisor is glad to review your standing and provide suggestions on how you may achieve the best candidacy possible.

**For consideration, applicants must meet the following minimum criteria:**

- 1. Application Packet is due by August 1st deadline.**
- 2. Current resume with cover letter**
- 3. Pre-requisite coursework completed with a "C" or better.** Pre-requisite coursework *must be completed by the end of the summer semester (July) before* Fall admission into the program. See curriculum page in this application packet for more detail.
- 4. Complete a minimum of 4 hours of job shadowing** with a Surgical Technologist at a healthcare facility **or** applicable alternative assignment specified on the program's webpage.
- 5. Submit Professional Cover Letter and Resume**
- 6. Three (3) professional references on file.** (See application for guidelines regarding references).
- 7. Official transcripts received and evaluated for program, as well as proof of enrollment, if coursework is taken at another institution.** Applications will not be considered if official transcripts have not been evaluated by June 30<sup>th</sup>. It is the applicant's responsibility to check their E-Central account to determine status of their ECC transcript.
- 8. Must be in a state of physical and mental health compatible with the responsibilities of a surgical technology career.** A physical examination, including selected diagnostic tests and immunizations, is required *after* acceptance into the program (a form is provided in acceptance packet).
- 9. Admission is contingent upon a successful criminal background check and a satisfactory drug screening.** The procedures are completed after the surgical technology acceptance packet has been received.

**10. Attendance at a mandatory program meeting.**

**It is the *applicant's responsibility* to verify with the Nursing and Allied Health office that the application file is complete. Incomplete application files will *not* be considered for admission. All college coursework, pertinent to the surgical technology program, **MUST** be completed with a grade of “C” or better prior to starting the program. *All science courses must be no older than 5 years at the time of acceptance.***

# **MISSION STATEMENT, PROGRAM GOAL, AND OUTCOME MEASURES OF EAST CENTRAL COLLEGE SURGICAL TECHNOLOGY PROGRAM**

## **Program Mission Statement**

The ECC Surgical Technology Program empowers graduates to pass the NBSTSA Certification exam and function as an entry-level surgical technologist in diverse health care settings. The graduates of the program enrich our communities by contributing to the service workforce, providing safe, competent, professional care in a diverse and ever-changing allied healthcare field.

## **Program Goals**

Surgical Technology is an Allied Health profession whose primary concern is the care of surgical patients in the operating room. The Surgical Technologist helps prepare the operating room with necessary instruments and supplies, along with testing the surgical equipment. The primary role is to maintain the sterile field and aid the surgeon by passing sterile supplies or directly assisting with the surgery. The Surgical Technologist is a direct patient care provider, is therefore in contact with, and works in conjunction with the patient, his /her relatives, physicians, nurses and other healthcare professionals. Students who are selected for the program will be given every reasonable opportunity to successfully complete the program providing that proper attendance, behavior, attitude and a willingness to work hard is demonstrated. While a great deal of material must be learned to be successful, we believe that creativity, versatility, attitude, and mechanical inclination are extremely valuable and desirable attributes in a Surgical Technologist. All these characteristics will be observed and evaluated along with the learning skills and required performance skills.

## Student Program Curriculum Outcome Goals

The Surgical Technology Program is a 72-credit hour program. The goal of this program is “to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession” as a competent and certified entry level Surgical Technologist. This will be accomplished by (1) preparing graduates in the cognitive, psychomotor, and affective learning domains, and (2) meeting or exceeding what is required according to the Core Curriculum of Surgical Technology.

Upon completion of the program of Surgical Technology, the Graduate Surgical Technologist shall:

- 1) Apply knowledge and skills from the biological sciences to safely perform during the preoperative, intraoperative, and postoperative phases of patient care.
  - a) Cognitive Domain: Students must complete coursework in anatomy and physiology, and apply the knowledge obtained as the basis for understanding theoretical surgical technology concepts taught in all trimesters.
  - b) Psychomotor Domain: Surgical technology laboratory courses incorporate the fundamentals learned during science courses as students practice the motor skills associated with operating room competencies.
  - c) Affective Domain: Students learn to apply critical thinking skills, using knowledge learned during basic biological science courses as the basis for decisions made during the performance of operating room procedures.
- 2) Utilize appropriate medical terminology to communicate clearly and effectively with patients, physicians, and co-workers and provide for accurate documentation.
  - a) Cognitive Domain: Students learn the pronunciation, spelling, and meaning of the most commonly used medical terms in preparation for application within the surgical setting.
  - b) Psychomotor Domain: Practical application of words and abbreviations in operative reports and documentation is practiced and assessed in the laboratory classes and during clinical rotations.
  - c) Affective Domain: Students learn that the appropriate use of medical terminology promotes professionalism and identity as a member of the surgical team.
- 3) Employ appropriate ethical, professional, and respectful values while providing care to diverse populations within the healthcare system.
  - a) Cognitive Domain: Students are introduced to the concepts of professionalism, ethics, and values during the first Professional Prep course; "Ethics and Professionalism". Knowledge regarding ethical issues forms the framework for safe and ethical practice. Promotion of the profession at the state and national level is emphasized throughout the program. Cultural competency concepts are reinforced throughout the program to provide students with the tools needed to practice culturally competent care.
  - b) Psychomotor Domain: Students practice and are assessed for their application of professional attributes in the classroom, laboratory, and clinical rotations.
  - c) Affective Domain: The concepts of professionalism are taught throughout the program to guide student behavior in the profession of surgical technology. Interactive assignments where students discuss and challenge each other facilitate student's understanding of their own frame of reference, enabling students to understand how their cultural and ethical mindset impacts their interactions with patients and the surgical team.
- 4) Demonstrate a strong surgical conscience, accountability, and legal implications of an individual's actions as a member of the surgical team.
  - a) Cognitive Domain: Students are introduced to the concepts of surgical conscience, accountability, and legal implications of one's actions throughout the entire Surgical Technology Program. The concepts are reinforced in every course throughout the program as they are fundamental to the profession.

- b) Psychomotor Domain: Students practice and are assessed for their application of surgical conscience and accountability in the classroom, laboratory, and clinical rotations. Legal concepts, such as charting and compliance with confidentiality, are assessed during clinical rotations.
  - c) Affective Domain: The concepts of surgical conscience, accountability, and legal implications are taught at the beginning of the program to guide student behavior in the profession of surgical technology.
- 5) Integrate knowledge gained in core surgical technology courses to prepare for and assist with surgical interventions.
  - a) Cognitive Domain: Surgical Technology courses are designed to provide students with the theoretical basis to prepare for and assist with surgical interventions. Knowledge gained is sequential, progressing from the simple to the complex, enabling students to evolve from simple comprehension of theoretical material to application of complex skills.
  - b) Psychomotor Domain: During laboratory courses and clinical rotations, students progressively apply the theoretical surgical technology concepts in the performance of surgical technology competencies.
  - c) Affective Domain: Knowledge gained in ST courses prepares students for the emotional challenges that may be encountered before, during and after surgical interventions.
- 6) Utilize learned competencies to assemble and operate instruments, equipment and supplies for the delivery of patient care as an entry-level practitioner during basic surgical procedures.
  - a) Cognitive Domain: Surgical Technology laboratory and clinical courses are designed to provide students with the practical skills to prepare for and assist with surgical interventions, knowledge gained is sequential, progressing from the simple to the complex, enabling students to evolve from simple comprehension of theoretical material to application of complex skills.
  - b) Psychomotor Domain: During laboratory courses and clinical rotations, students progressively apply skills in the performance of surgical interventions.
  - c) Affective Domain: Knowledge gained in laboratory and clinical courses prepare students for entry-level practice as a surgical technologist.
- 7) Demonstrate the ability to prioritize and organize the surgical field, while considering the physiology and urgency of patient care needs.
  - a) Cognitive Domain: Surgical Technology courses are designed to provide students with the theoretical basis to prepare for and assist with surgical interventions. Knowledge gained is sequential, progressing from the simple to the complex, enabling students to evolve from simple comprehension of theoretical material to application of complex skills.
  - b) Psychomotor Domain: During laboratory courses and clinical rotations, students progressively apply the concept of prioritization and critical thinking skills in the performance of surgical technology competencies.
  - c) Affective Domain: Students learn to apply critical thinking skills, using knowledge learned during core courses as the basis for decisions made during the performance of operating room procedures and basic perioperative patient care.
- 8) Demonstrate an entry-level knowledge base by successfully completing the Certification exam.
  - a) Cognitive Domain: Surgical technology core and supporting courses are designed to provide students with the theoretical basis to take the Certification Exam.
  - b) Psychomotor Domain: Students apply knowledge from all core/supporting course work in taking the Certification Exam.
  - c) Affective Domain: Students integrate knowledge from all core/supporting coursework regarding the values that characterize the profession of surgical technology in taking the Certification exam.

## Graduation Requirements

1. The student must have returned all books or other materials borrowed from the college and/or clinical rotation sites.
2. All tuition and expense monies owed to the ECC must be paid in full or arrangements satisfactory to the institution must have been made.
3. The student must have completed all clinical competencies.
4. A grade of “C” (75%) or better must be attained in all required program courses.
5. All required clinical hours must be completed and minimum case requirements met.
6. The student must apply for and take the NBSTSA certification exam on campus on the date chosen by the school. Students who are graduating late will be required to schedule their date with the program director.

## Student Files

Students’ academic program files are secured in accordance with policies dictated by ECC and ARCSTSA. Students may review their program file at any time. The file will be reviewed in the program director's office, in the presence of the program director or clinical coordinator.

## Student Organizations

### *Association of Surgical Technologists – Missouri Assembly*

Students will become student members of the Association of Surgical Technologist and participating in the Missouri Assembly’s meetings and activities. Membership cost is included in the course fees.

## Program Accreditation

The *East Central College Surgical Technology program* is fully accredited by the [Commission on Accreditation of Allied Health Education Programs](#) upon the recommendation of the [Accreditation Review Council on Education in Surgical Technology and Surgical Assisting](#).

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA), accreditation #2958, accredit the RTI/C’s Surgical Technology Program.

[www.caahep.org](http://www.caahep.org)

[www.arcstsa.org](http://www.arcstsa.org)

A copy of the Standards and Guidelines for Accredited Educational Programs in Surgical Technology are available in the Program Director’s office.

Medical Director

Dr. Joshua Garrison

Mercy

1605 Martin Springs Drive

Rolla, MO 65401

# **II**

# **SURGICAL TECHNOLOGY CURRICULUM**



**EAST CENTRAL COLLEGE  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
IN THE SURGICAL TECHNOLOGY PROGRAM ROLLA**

**PREREQUISITE COURSES/GENERAL EDUCATION**

- \*COL 101 Falcon Seminar
- \*MTH 110 Intermediate Algebra, MTH 140 Contemporary Math, MTH 150 Statistics, or higher
- \*ENG 101 English Composition
- \*SOC 101 General Sociology or PSY 101 General Psychology
- \*BIO 151 Intro to Human Anatomy & Physiology I Lecture and Lab
- \*BIO 205 Microbiology
- \*PSC CIVICS WEB Civics Achievement Exam
- \*CORE 42 Civics (PSC 102, HST 101, 102, or 103)
- \* ELECTIVES Any CORE 42 courses totaling 6 credit hours

**\*Surgical Technology Program Pre-requisites**

**\*\*\*You may apply before pre-requisites are completed. However, coursework must be completed by the end of the Summer semester (July) before Fall admission to the program. Proof of enrollment, a waiver, or proof of completion (official transcript submitted to Registrar's office) must be on file by April 1<sup>st</sup> for the Fall's admission cycle.**

**SURGICAL TECHNOLOGY ACADEMIC COURSE SEQUENCE**

	COURSE HOURS	DESCRIPTION	CREDIT
<b>SEMESTER I- FALL</b>			
	SRG 200	SURGICAL TECHNIQUES LAB	2
	SRG 210	INTRO TO SURGICAL TECHNOLOGY	4
	SRG 215	SURGICAL PATHOPHYSIOLOGY	2
	SRG 220	SURGICAL PROCEDURES I	6.5
	SRG 225	MEDICAL SURGICAL TERMINOLOGY	3
<b>SEMESTER II- SPRING</b>			
	SRG 250	CLINICAL EXTERNSHIP I	8.5
	SRG 255	CLINICAL PREP I	2
	SRG 260	SURGICAL PROCEDURES II	6.5
	SRG 265	PROFESSIONAL PRACTICES	2
<b>SEMESTER III- SUMMER</b>			
	SRG 275	CLINICAL EXTERNSHIP II	2.5
	SRG 290	SURGICAL TECHNOLOGY CAPSTONE	2
	SRG 295	ADVANCED SURGICAL PROCEDURES	4

**TOTAL HOURS (including prerequisites): 72 (General Education/Pre-Requisites 27/45 Program)**

***NOTE:*** In order to achieve success in the Surgical technology program, a student is expected to spend an additional average of 20-30 hours per week studying and preparing. Some examples include practicing skills in the clinical lab, preparing for clinical assignments, studying for exam, preparing for class, developing written assignments, and developing presentations (not an inclusive list). Student can expect to spend 5 contact hours per credit hour for laboratory courses and 10 contact hours per credit hour for clinical courses.

# EAST CENTRAL COLLEGE ASSOCIATE OF APPLIED SCIENCE DEGREE SURGICAL TECHNOLOGY PROGRAM

**\*\*Estimated Itemized Expenses**

**PREREQUISITES:** In-District @ \$138.00/hr. (15 credit hours) = \$2,070.00  
Out-of-District @ \$192.00/hr. (15 credit hours) = \$2,880.00

An application fee of \$30.00 is due when applying. <i>When accepted</i> , an admission packet fee of \$190.00 is due.	<b>IN-DISTRICT</b>	<b>OUT-OF-DISTRICT</b>
<b>FALL First semester: 17.5 credit hours</b>		
Tuition	\$4,165.00	\$6,247.50
Support Services/Student Activity/Tech/Facilities/Security Fees	\$700.00	\$700.00
Course Fees (Special Lab/Assessment Fee)***	\$745.00	\$745.00
Books and Syllabi (approximate)	\$600.00	\$600.00
<b>TOTAL FALL SEMESTER</b>	<b>\$6,210.00</b>	<b>\$8,292.50</b>
<b>SPRING, Second semester: 19 credit hours</b>		
Tuition	\$4,522.00	\$6,783.00
Support Services/Student Activity/Tech/Facilities/Security Fees	\$760.00	\$760.00
Special Lab/Assessment Fee	\$815.00	\$815.00
Syllabi & Supplies (approximate)	\$50.00	\$50.00
<b>TOTAL SPRING SEMESTER</b>	<b>\$ 6,147.00</b>	<b>\$8,408.00</b>
<b>SUMMER, Second semester: 8.5 credit hours</b>		
Tuition	\$2,023.00	\$3,034.50
Support Services/Student Activity/Tech/Facilities/Security Fees	\$340.00	\$340.00
Course Fees (Special Lab/Assessment Fee)***	\$210.00	\$210.00
Syllabi & Supplies (approximate)	\$50.00	\$50.00
<b>TOTAL FALL SEMESTER</b>	<b>\$2,623.00</b>	<b>\$3,634.50</b>

<b>Total without *Prerequisites &amp; Co-requisites:</b>	<b>\$ 14,980.00</b>	<b>\$20,335.00</b>
<b>Total Tuition *Prerequisites only:</b>	<b><u>\$2,070.00</u></b>	<b><u>\$2,880.00</u></b>
<b>TOTAL Program Cost:</b>	<b>\$17,050.00</b>	<b>\$23,215.00</b>

**PLEASE NOTE:** Surgical Technology courses have the Tier 3 differential tuition rate. Tier 3 tuition: In-District - \$238.00/ch.; Out-of-District - \$357.00/ch.

\*The cost of prerequisites includes **tuition only**.

\*\***ALL** costs are estimated and intended only to give a general idea. Amounts are subject to change during the time allotted for the degree. You pay only for credit hours taken in a given semester.

\*\*\*The semester fees include Assessment/Remediation/Exam costs.

Updated: 4/2024



## **Surgical Technology Course Descriptions 2024-2025**

### **SRG 200 Surgical Techniques Lab**

This course will apply theory to practice with mock surgical procedures and simulation with principles, protocols and skills learned in Fundamentals of Surgical Technology.

### **SRG 225 Medical-Surgical Terminology**

This course is a survey study in the word-building system for medical terms. It covers word roots, combining forms, prefixes, suffixes, and medical word-building and decoding. Emphasis is placed on the correct spelling of terms, as well as definition and usage according to the operating room and surgical procedures.

### **SRG 210 Introduction to Surgical Technology**

This course introduces the role of the surgical technologist as well as the procedures, skills, and protocols necessary to work in the operating room environment.

### **SRG 215 Surgical Pathophysiology**

This course will cover each body system as a unit and its related pathological conditions. Relevant anatomy will also be discussed as well as surgically treatable diseases and disorders specific to each body system.

### **SRG 220 Surgical Procedures I**

This course introduces the student to basic surgical procedures with an emphasis on maintaining sterile technique. Within these procedures, anatomy, physiology, pharmacology, and pathophysiology will be reviewed.

### **SRG 260 Surgical Procedures II**

This course builds upon the concept of Surgical Procedures I and will introduce the student to intermediate surgical procedures with an emphasis on maintaining sterile technique. Within these procedures the anatomy, physiology, pharmacology, and pathophysiology will be reviewed.

### **SRG 250 Clinical Externship I**

This course provides application of theory in the clinical environment of a hospital with the application of skills in basic, intermediate, and advanced surgical procedures while incorporating the biomedical resources in surgical specialty areas. This course will require a minimum of 24 hours a week in the clinical environment.

### **SRG 265 Professional Practices**

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. Biomedical sciences will also be discussed including lasers, electricity, computers, and robotics as they relate to surgery.

### **SRG 255 Clinic Prep I**

This course will prepare the student to apply theoretical knowledge to the principles, protocols and skills learned in Clinical Externship I.

### **SRG 295 Advanced Surgical Procedures**

This course extends upon the concepts learned from Surgical Procedures I & II by advancing the student's knowledge and skills with more complex and advanced surgical procedures focusing on the sequential aspect of the procedure with specialized instrumentation.

### **SRG 275 Clinical Externship II**

This course provides application of theory in the clinical environment of a hospital with the application of skills in basic, intermediate, and advanced surgical procedures while incorporating the biomedical resources in surgical specialty areas. This course will require a minimum of 24 hours a week in the clinical environment with a 1 hour per week surgical seminar in the classroom.

### **SRG 290 Surgical Technology Capstone**

This course provides knowledge related to preparation for the national certification exam. Emphasis on professional practice responsibilities is reviewed. (It is mandatory to take the NBSTSA certification exam to pass this course)

## **METHODS OF INSTRUCTION / COURSE WORKLOAD**

A variety of teaching-learning methods are used in surg tech courses and may include readings, lecture discussion, demonstrations, audiovisual media, study guides, written assignments, small group work, case studies, computer-assisted programs, simulations, practice of surgical technology skills in the college surgical technology laboratory and providing care to patients in clinical areas.

ECC Surg Tech utilizes a team-teaching approach for all courses in the program. Faculty teaches across the curriculum.

### **Course Workload**

The surg tech program includes classes that are theory based, clinical based or blended. Theory courses are 1:1 clock to credit hour ratio with blended courses having a 5:1 ratio and clinical courses a 45:1 ratio (e.g., One credit hour earned requires forty-five (45) clock hours of clinical per week.

In addition to the class and clinical hours published in the “Semester Schedule of Classes,” surg tech students can anticipate additional practice hours and individually arranged evaluation sessions in the college laboratory.

To achieve success in the Surg Tech program, a student is expected to spend an additional average of 20-30 hours per week studying and preparing. Some examples include practicing skills in the lab, studying for exams, preparing for class, developing written assignments and presentations (not an inclusive list).

### **Instructional Resources**

Surg Tech students have access to the campus library and electronic resources for reference books and current journals.

Audiovisual materials are available from the online library. Orientation to the library information system is available. Computers are available to checkout from student services or the library as well as internet hotspots.

Faculty are available for instructional support during designated office hours and by appointment. It is the student’s responsibility to seek instructional resources and notify faculty if they are experiencing difficulty.

The Surgical Technology Program Director and Clinical Coordinator will:

- Maintain an “Open Door” policy. Authorization must be obtained before entering director /faculty’s office.
- Refer students to the Dean of Health Sciences or ECC counseling services, when deemed necessary (written documentation will be kept in the students file).
- Provide a mid-term and end of semester evaluation of student progress in theory and lab courses (written documentation will be kept in the students file).

# **III**

## **PROGRESSION & RETENTION**

## PROGRESSION AND RETENTION / WITHDRAWAL

### Progression and Retention

The grading scale for the program theory courses are as follows:

A = 92 – 100 B = 84 – 91 C = 75 – 83 F = 74 and below

To progress in the program, the student must:

1. Maintain a minimum average of 75% or greater in each theory course and clinical course.
2. Demonstrate the ability to consistently function in a safe and competent manner in each clinical area.

*If a student does not meet the above requirements, the student is at risk for academic failure and may be deemed academically ineligible to continue in the program.*

### Types of Probation

1. **Clinical** – Probation may be issued during any clinical rotation in which a student “fails” to meet one of the critical outcome criteria outlined in the performance evaluation and clinical syllabus such as: safety, professionalism, maintenance of medications, etc.
  - i. *Failure to meet the guidelines outlined in the clinical probation document may result in program dismissal.*
2. **Code of Conduct**—refer to the Civility Policy

At the close of the stated probationary period, the student's progress will be evaluated by the Program Director and/or Clinical Coordinator.

At that time, the student will be either:

1. Be removed from probation, **or**
2. Have the probation period extended, **or**
3. Deemed academically ineligible to continue and dismissed from program.

## Withdrawal or Course Failure Policy

Any surg tech student wanting to withdraw from the program must schedule an appointment for an Exit Interview with the Surg Tech Program Director, Dean of Health Sciences, or designee. ***Failure to complete this process within one (1) week of withdrawal may result in the inability to re-enroll in future surg tech courses.*** Appointments to meet with the Program Director or Dean can be made through the Program Assistant or Administrative Assistant.

Surg Tech students who are **unsuccessful** in a surg tech course are to schedule an appointment for an Exit Interview with the Program Director or Dean or designee. ***Failure to complete this process within one (1) week of withdrawal may result in the inability to re-enroll in future surg tech courses.*** Appointments to meet with the Program Director or Dean can be made through the Program Assistant or Administrative Assistant.

## Termination from Program

### *Academic Ineligibility Policies and Procedures*

To remain in the program, a student must maintain a satisfactory record of attendance, academic standing and demonstrate the ability to consistently function in a safe and competent manner in the classroom and clinical areas.

***The following steps will be taken if a student does not meet the above criteria:***

- 1) The Surgical Technology Program Director will make an evaluation of student's record.
- 2) Documentation of findings will be reviewed with written recommendation for action to be taken. A copy of the written recommendation will be provided to the Dean of Health Sciences. If the student does not agree with the action taken by the Surgical Technology Program Director, the student may file a grievance following the procedure stated in the ECC student handbook.

**Students who wish to be readmitted must:**

- Have completed a minimum of one semester of the program. If less than one semester, the student must reapply and meet all current admission criteria.
- Have an overall college GPA of 2.0 or greater.



## **Readmission Policy/Procedure**

### **ELIGIBILITY FOR READMISSION**

1. Readmission must occur within one (1) year from the beginning of the semester not completed or the entire program must be repeated.
2. A student who withdraws or who has not been successful in the first semester of the program is required to reapply to the program and meet the same requirements as listed in the Admission Criteria. The student will be considered for admission with all other eligible applicants.
3. Violations of the Code of Conduct may deem a student ineligible for readmission.
4. Students who have failed two or more surg tech courses at another institution are not eligible for admission to ECC's Surg Tech Program.

### **REQUIREMENTS FOR READMISSION**

- 1) Demonstrate that the condition(s) causing failure, dismissal, or withdrawal have been corrected so that the student is able to complete the program. If the student left the program on ***'probation'*** status, the student, if readmitted, will remain on ***'probation'*** status.
- 2) It is at the Admission and Retention Committee's discretion to include appropriate stipulations for readmission.
- 3) ***Readmission is conditional and based on seat capacity set forth by ARC/STSA***
- 4) Students must meet all current admission criteria.
- 5) Students with an admission to another surg tech program, prior to admission to ECC are not eligible for readmission to the ECC Surg Tech Program should they be unsuccessful or withdraw on the first attempt.

### **PROCESS FOR READMISSION**

*Readmission decisions are made in October (for Spring and Summer requests). Letters of intent must be on file by September 1<sup>st</sup> for the October Meeting.*

1. Submit a certified letter to the Surg Tech Program Director (Chairperson of the Admissions and Retention Committee) requesting readmission for a specific year or semester.
2. The letter must include the reason(s) for failure, dismissal, or withdrawal, and how or why the situation has been remedied.
3. The Chairperson of the Committee will request any additional documentation requested by the Committee and/or request a follow-up letter that may be time sensitive.
4. Upon receipt of the documentation, the Committee will either request further documentation or schedule a meeting with the student to discuss readmission.
5. Following the meeting, the student will be **notified in writing** of the Committee's decision. The Committee's decision is final.

## **Methods of Evaluation**

### **Academic Evaluation**

1. Students are reminded that to receive credentials as a certified surgical technologist, they must pass the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination. At all times, the goal should be to successfully complete each course and the subsequent certification exam.
2. Students Evaluations:
  - a. Theory progress will be discussed and documented at mid-term and at the end of the semester or as needed.
  - b. Clinical evaluation is completed daily by the clinical preceptor. Faculty meet with the student weekly to discuss progress in clinical areas.
3. Should the student receive feedback that requires remediation, a written plan will be developed by the director/clinical coordinator and/or faculty.
4. Evaluations will be signed by both the student and faculty member and a copy will be placed in the student's permanent file. The student will receive a copy as well.

### **Clinical Grades**

1. Clinical grades will be based on clinic performance evaluations, weekly case studies, and weekly personal evaluations.
2. Each student will be given 100 points at the start of a clinical rotation. Preceptors will evaluate students daily and mark criteria as below expectations, meeting expectations, or above expectations. Any criteria marked as below expectations will mean a point lost out of the initial 100 points.
3. Weekly case studies are 30 points and are to be graded by the clinical coordinator weekly. The case study must be completed on a case that the student participated in or observed unless otherwise approved by the clinical coordinator.
4. Weekly personal evaluations are worth 10 points each week. The assignment is a summary of the daily tasks, future goals, and self-reflections.
5. Weekly personal evaluations and weekly case studies are subject to the program's late assignment policy; 10% per day late.

### **Attendance and Clinical Grades**

1. All missed clinical hours must be made up at the same clinic site where the time was missed. Weekly personal evaluations and weekly case studies are due unless arrangements have been made with the clinical coordinator.

# CLASSROOM ATTENDANCE AND CLASS POLICIES

## ECC Surgical Technology Attendance Policy

### THEORY (Classroom/Didactic)

#### *Attendance*

Due to the complex nature of class content, it is strongly recommended that students attend all scheduled classes. The individual student will be responsible for content missed during an absence.

The College attendance policy states: “Because East Central College believes that learning is an interactive process, students are expected to attend classes regularly. Instructors distribute written class attendance policies at the beginning of each new class. Faculty or administrators at ECC may administratively withdraw a student from a class if a student violates the expressed, written attendance policy as stated in the course syllabus for the class.”

*The policy of the surgical technology department is if the student is absent the equivalent of the number of clock hours for the number of credit hours for the course, the student must obtain a physician's full written release to return to school and attendance counseling will be required to maintain participation in the program.*

*If student absenteeism continues, further disciplinary action may be taken up to and including dismissal from the program.*

**\*Students should review the ECC Surgical Technology Student Handbook for specific program attendance requirements as program attendance policies can be stricter than the college policy.**

# ECC College Attendance Policy

## Attendance

ECC is an attendance taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record.

Students may be administratively withdrawn (dropped) for attendance purposes for the following reasons:

- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), without having made regular and frequent contact with the instructor.
- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), having maintained regular and frequent contact with the instructor, but are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).
- Sporadic attendance (intermittent, nonconsecutive absences equivalent to two weeks of class meeting time), regardless of contact with the instructor, and are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).

Students with concerns regarding attendance and/or successful class progression are encouraged to speak to their instructor.

## Theory Make Up Policies

The first day a student returns to school, they are responsible to contact each instructor regarding material to be made up. ***Failure to do so will result in a zero for missed assignments.***

### *Classroom*

- Make-up assignments will only be allowed if the student makes prior arrangements with each instructor on the first day the student returns to class.
- All work must be turned by the designated date as arranged by the instructor. Students will receive a zero if arrangements are not made and/or assignments are not turned in on the designated date.
- Exams will not be made up during class time. Exams will be scheduled to be taken in the ECC Testing Center once arranged with the instructor.

## LAB/CLINICAL ATTENDANCE AND POLICIES

### Introduction

The Surgical Technology clinical course is established to provide students hands-on experience in a clinical setting (either at a clinical site or in the clinical laboratory on campus). Students meet in the assigned clinic setting and are supervised by the clinical instructor at the site and/or the clinical coordinator. Students are required to conduct themselves in an appropriate and professional fashion while in the clinical setting, following guidelines established by the program faculty.

Each student is rotated through a planned program of clinical instruction in hospitals. Learning experiences are provided in the care of patients in the operating room, and central sterile supply. Experiences are also provided in cardiac catheterization lab and labor and delivery units when available. Refer to the Student Clinical Handbook for more details. It is the decision of the clinical coordinator of the whereabouts of your clinical rotations. Consideration will be taken into account for certain student issues, but you must go to the clinical site where you are assigned. Your clinical site may be up to two hours' drive from the ECC Rolla building.

The minimum case requirement for graduation of this program is 120 cases in the first and second scrub role. Students can find further definition of the case requirements in the clinical syllabus. All clinical rules and policies are also explained in the student clinical syllabus.

### Attendance

- 1) Clinical experience is vital for learning and professional development; therefore, ***there will be no excused clinical absence***. Make-up of clinical days missed due to snow will be determined by the clinical coordinator and/or program director. Specific recommendations will be made for additional experience at the discretion of the faculty.
- 2) A student may not accumulate more than two (2) clinical absences during a 16-week semester and no more than one (1) clinical absence during an 8-week semester. To accrue more than the allowed clinical absences may affect the clinical grade negatively or be grounds for dismissal from the program.
- 3) If a clinical absence is unavoidable, it is the student's responsibility to notify the clinical coordinator and the clinical site one hour prior to the scheduled clinical day. Student-Instructor contact **MUST** be made before clinical begins. Emails, phone call, and text messages are accepted as notification for class or clinical absences ***It is the student's responsibility to obtain and complete the clinical make up form within 7 calendar days of the time missed.*** The clinical make up form must be signed by the clinical coordinator and the onsite clinical educator before the day is made up.
- 4) If a student fails to communicate the absence to the faculty and clinic site, the absence will be considered a No Call / No Show absence. The first absence without appropriate notification will result in a written civility warning. A copy will be placed in the student's file. Two absences without appropriate notification will result in academic ineligibility to continue in the program.
- 5) Failure to satisfactorily initiate and/or complete the terms of the clinical makeup form, as specified (including deadline), may be grounds for dismissal from the program.

# **IV CLINICAL POLICIES & COMPETENCIES**

## Student Clinical Performance Standards

Members of any organization must work together harmoniously and effectively, so the rights and interests of all are assured. This is especially true in the surgical profession, ECC Surgical Technology Program and the clinical facilities in which you will be working. It is imperative to maintain superior behavioral standards, assure quality care and provide for the well-being of each and every patient. Therefore, the following performance standards have been established. It is the student's responsibility to know and follow them. Common sense, sound judgment and acceptable personal behavior will foster an optimal learning environment. While working in the health care facility, the student will observe all policies and procedures set forth by the ECC Surgical Technology Program and the Health care facilities.

As a Surgical Technology student in the clinical setting, you will work collaborating with healthcare professionals and patients. This will require that you conduct yourself in an attitude of quiet maturity.

Demonstration of excellent performance standards and professional attitudes are the options of choice.

- ***You are accountable for your own actions.***
- ***At all times, you must act in a professional manner as a representative of East Central College in school, clinical sites, and professional meetings.***

The health care facility is a therapeutic and learning environment where violations of good order may be cause for disciplinary action. The clinical instructor is responsible for student activities and behavior while in the facility. When in doubt on any matter, you are to contact him/her for direction.

## Environmental Requirements

The work involves risks or discomforts that require special safety precautions, additional safety education and health risk monitoring, (i.e., ionizing radiation) working with sharps, chemicals, and infectious disease. Students may be required to use protective clothing or gear such as masks, goggles, gloves, and lead aprons.

## Clinical Instruction and Practice

### ***Clinical Competency Plan***

Each student is rotated through a planned rotation of clinical instruction in hospitals or surgical suites. Learning experiences are provided for the care of patients in the operating room, cardiac catheterization lab, central sterile supply, and labor and delivery as available by the clinical site. Not all experiences are available to each student. Students will receive optimal operating room experiences through their assigned clinical sites. Each student will obtain at least 120 total cases by the end of all clinical rotations.

- Students will each have two different clinical rotations at separate clinical sites as decided by the clinical coordinator
- The clinical coordinator reserves the right to change these rotations as needed. Students will be given adequate notification of any changes.

## ***Objective Clinical Competency***

### **Surgical Rotation Case Requirements/Competencies –**

#### **Surgical Rotation Case Requirements:**

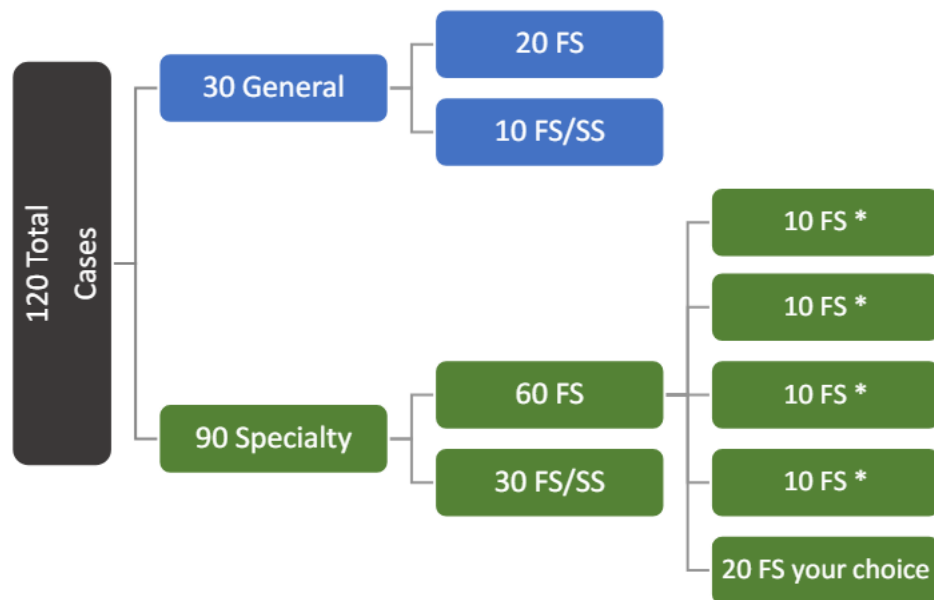
1. Case requirements – A student must complete a minimum of 120 cases as delineated below:
  - A. General surgery
    - a) A student must complete a minimum of 30 cases in
      - 1) 20 of these cases must be performed in the FS role.
      - 2) The remaining 10 cases may be performed in either the FS
  2. Specialty surgery
    - A. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
      - a) A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
        - 1) A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
        - 2) The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
      - b) The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
    - B. Surgical specialties (excluding General Surgery)
      - a) Cardiothoracic
      - b) Genitourinary
      - c) Neurologic
      - d) Obstetric and gynecologic
      - e) Orthopedic
      - f) Otorhinolaryngologic
      - g) Ophthalmologic
      - h) Oral Maxillofacial
      - i) Peripheral vascular
      - j) Plastics and reconstructive
      - k) Procurement and transplant
3. Counting cases
  - A. Cases may be counted according to surgical specialty as defined in the core curriculum.
    - a) One pathology is counted as one procedure.
      - 1) Example: A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case
    - b) Counting more than one case on the same patient.
      - 1) Example: A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery, and the LeFort I repair is an oralmaxillofacial surgical specialty.
      - 2) Example: A procedure that requires different set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.
    - c) Diagnostic vs. operative endoscopy cases
      - 1) An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
      - 2) An endoscopy classified as a critical procedure is considered an operative case.
      - 3) Diagnostic and operative cases will be counted according to specialty.
      - 4) Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.
        - a. Example: A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.
    - d) Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.



#### 4. Documentation

- A. Case performed
- B. Role performed
- C. Performance evaluations
- D. Verification by program director

\*The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.



## ***Clinical Participation***

### **First and Second scrub role and Observation:**

#### Role definitions

##### A. First Scrub Role (FS)

1. To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

- a) Verify supplies and equipment
- b) Set up the sterile field
  - 1) Instruments
  - 2) Medication
  - 3) Supplies
- c) Perform required operative counts
  - 1) AST guidelines
  - 2) Facility policy
- d) Pass instruments and supplies
  - 1) Anticipate needs
- e) Maintain sterile technique
  - 1) Recognize sterility breaks
  - 2) Correct sterility breaks
  - 3) Document as needed

##### B. Second Scrub Role (SS)

1. The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:

- a) Assistance with diagnostic endoscopy
- b) Assistance with vaginal delivery
- c) Cutting suture
- d) Providing camera assistance
- e) Retracting
- f) Sponging
- g) Suctioning

##### C. Observation Role (O)

1. The O role is defined as a student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented

\*The surgical technology program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.

Each student will check off at their clinical site by a preceptor or Supervisor on the following experiences

- Circulating surgical technologist
- Central Sterile Supply
- Flash Autoclaving
- Picking cases

## CLINICAL INSTRUCTOR LIST AY 22-23

### **Phelps Health**

Betty Kaup

### **Mercy Lebanon**

Paula Childers

### **Mercy Springfield**

Sheena VanHooser

### **St. Mary's Hospital**

Bret Smith

### **Lake Regional Medical Center**

Kimberly Holtmeyer

### **Missouri Baptist Hospital Sullivan**

Laura Lewis

### **Mercy Washington**

Beverly Meisner

### **Mercy St. Louis**

Alicia Gonzalez

### **Barnes Jewish Hospital**

Giovanna Manzella

### **Parkland Health Center**

Dawn Bequette

### **University Hospital Columbia**

Ashley Keefe

### **SSM St. Louis**

Melissa Devore

**V**  
**HEALTH**  
**& SAFETY**  
**GUIDELINES**

## **Program Technical Standards**

Surgical Technology involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of surgical technology technical functions.

Therefore, all applicants will be able to:

1. Stand, bend, and/or sit for long periods of time in one location with minimum/no breaks.
2. Lift a minimum of 25 pounds.
3. Work for periods up to 6 hours without restroom breaks or dietary needs.
4. Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing eye protection.
5. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
6. Hear and understand verbal communication without visualization of the communicator's mouth/lips and within 20 feet.
7. Hear activation/warning signals on equipment.
8. Detect odors sufficient to maintain environmental safety and patient needs.
9. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.
10. Ambulate/move around without other support.
11. Lift, move, position, and manipulate the patient who is unconscious with or without assistive devices, such as a roller board.
12. Effectively communicate with others, both verbally and in writing
13. Possess short and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.
14. Make pertinent decisions based on surgical knowledge and skills.
15. Demonstrate the use of positive coping skills under stress.
16. Demonstrate calm and effective responses, especially in emergency situations.
17. Exhibit positive interpersonal skills during patient, staff, and faculty interactions.
18. Sufficient intellectual and emotional functions to plan and implement care for individuals.

## Extended Medical Leave Policy

- 1) For the student's safety, upon receiving affirmation from the physician that the student requires a medical extended leave, the instructor **must be given written permission** from the physician stating the student may participate in laboratory & clinical at a level that allows him/her meeting all clinical/course objectives and Program Technical Standards. If there are any physical restrictions placed on the student by the physician, these restrictions must be delineated in the written permission from the doctor. **This written permission for laboratory/clinical participation is mandatory.** No student on a medical restriction, will be allowed to attend laboratory/clinical without written permission from the physician.
- 2) It is the responsibility of each student to recognize potential safety hazards in the clinical area (i.e. Exposure to anesthesia gas or radiation, infectious agents, allergens, etc.).
- 3) The student shall pass the course if he/she has:
  - a. A passing theory grade when the theoretical portion has been completed, and
  - b. Achieves a clinical grade of satisfactory.
- 4) These requirements must be met before the beginning of the subsequent Surg Tech course, unless otherwise stipulated by the Surg Tech Admissions and Retention Committee.
  - a) The student must complete all theoretical requirements for the course.
    - i) All tests missed must be taken by the date specified by the instructor.  
The dates will be set according to the situation and condition of the student.
  - b) The student must demonstrate competence in all laboratory/clinical objectives for the course.
    - i) This can be determined at the time of the medical leave or at the end of the semester if the student returns to laboratory/clinical before the semester ends.
    - ii) The student will be allowed 2 weeks for medical leave. Laboratory/clinical make-up will be contingent upon the student's ability to meet the course objectives.
  - c) The student must assume responsibility for obtaining the notes.
- 5) Each request will be reviewed by the Surgical Technology Program Coordinator and faculty for eligibility of extended medical leave. All decisions and stipulations for progression made are final.

## Pregnancy Policy

Students should be aware that there is a possibility of radiation or bone cement injury to an unborn fetus with the greatest risk occurring during the first trimester. The student must notify the program coordinator and/or clinical coordinator in the event of pregnancy. The student must provide written documentation from a healthcare provider that they have no restrictions and are capable of meeting the required technical standards of the surgical technologist before they will be allowed into the lab or clinical area.

## Occupational Risk

Students may be exposed to communicable diseases, unpleasant sights, and odors. The student should be aware that they will be participating in real surgical interventions and there is an inherent risk of being exposed to airborne or blood-borne pathogens. Not all patients are aware of an illness or disease that they may have, nor are they required to disclose that information according to the Health Insurance Act of Privacy (HIPAA). While we prepare the student for an entry-level position as a certified surgical technologist, the risk of contracting a disease or illness is understood to be a hazard of the profession, but the safety of the student in the learning environment is a priority for the faculty and instructors.

## HEALTH POLICY

Students are responsible for their own health maintenance throughout the Surg tech program. Neither the College nor the health care agency where the student obtains clinical experience is responsible for needed medical care. ***Students are strongly advised to make arrangements for private adequate health insurance coverage.***

Each clinical agency enforces specific health requirements, and the student is obliged to meet the current requirements of the agency in which clinical experience is provided. Proof of current immunization and selected diagnostic testing such as tuberculin testing, rubella vaccine or titer levels will be required prior to entering clinical agencies. Surg Tech students are expected to inform faculty of any health problems that might interfere with laboratory/clinical experience in a timely fashion. The student will be asked to leave the area, if in the judgment of the faculty member, the student or patient's health may be compromised. The College (ECC Board Policies and Procedures Manual, 3.16 Student Health/Safety) has the right and obligation to require individual students to have additional tests, examinations, immunizations, and treatments to safeguard both the health of the student and patients in health facilities. As soon as pregnancy (***see pregnancy policy***) or any medical problems are diagnosed, the student is **required** to bring a written statement from their doctor permitting them to continue in the Surg Tech Program at a level that allows his/her meeting ***all*** clinical/course objectives.

In the event of an ***exposure by needle-stick, other puncture wounds, or by other means such as splashes, the students will adhere to the following policy.*** This policy will be given to students in the first semester.

### ***Following an exposure:***

You will be required to sign the sharps policy, which will be kept in your student file. You will be taught correct techniques to be used when dealing with bio-hazardous materials and/or sharps. If you are injured by any of these items while at the clinical site, you must immediately report to your OR supervisor/clinical educator and fill out a hospital incident report. You must then obtain care for the injury in the Occupational Health Department or Emergency Room, at your own expense.

You must also contact the clinical coordinator to notify of the incident on the same day and fill out the school incident report as well. You must bring a copy of the hospital incident report to the clinical coordinator in a reasonable amount of time for placement in your permanent file.

Failure to follow this policy correctly may result in your dismissal from the program.

**Allergen and Latex Guidelines:**

East Central College attempts to maintain a latex and allergen safe environment. It is NOT possible to assure a latex-free or other allergen-free environment in either the lab or clinical settings. Any student with an allergy; latex or other, must notify the clinical lab instructor prior to entering the lab or clinical setting. **It is the student's responsibility** to avoid causative allergens or latex whenever possible and to take the appropriate measures should an allergic reaction occur.



**EAST CENTRAL COLLEGE  
ALLIED HEALTH PROGRAMS  
IMMUNIZATION REQUIREMENT POLICY**

***Students in the Surgical Technology program are required to show proof of immunity to measles, rubella, and varicella-zoster (chickenpox)***

**1. MEASLES:**

- a. Note signed by physician stating that the individual has had the disease, date, and proof of serological (blood test) screening which reads “reactive” (proof of immunity).
- b. Immunization record: Date must be after 1968 (when vaccine was made available). Documentation must include dates of the last two (2) doses.

**2. RUBELLA:**

- a. Note signed by a physician stating that the individual has had the disease and the date; and the diagnosis is supported by serial (2) serological tests at the time of the disease; or,
- b. Immunization record: Date may be as early as 1969, for persons who were residing in St. Louis, or 1970, if living elsewhere in Missouri; documentation must include dates of the last 2 vaccinations; OR,  
Proof of serological (blood test) screening which reads “reactive” (proof of immunity).

**3. HEPATITIS “B” VACCINE:**

- a. Note signed by physician stating that the individual has initiated the Hepatitis “B” vaccine series with vaccination dates.
- b. It is recommended to speak with your healthcare provider in regard to immunity, if your Hepatitis B immunizations are older than 10 years old. *If negative HBsAB is found after a completed first series, a second series may be indicated. If a second negative HBsAB is resulted after a second series, diagnosis of non-responder*

**4. VARICELLA-ZOSTER (CHICKENPOX) or SHINGLES**

- a. Note signed by physician stating the individual has had the disease and date of disease; or
- b. Immunization record: date must be 1995 or later and includes dates of two doses or a proof of reactive varicella titer.

**B. *If acceptable proof of immunity is not available for measles/rubella (positive titer and date, or 2-dose vaccine dates), the individual is required to receive the appropriate immunization with proper precautions taken for Rubella.***

**C. *Influenza vaccination:*** Clinical sites require an annual influenza vaccination. It is the student’s responsibility to maintain compliance with clinical site requirements. ***Proof of vaccination is required each year by October 15<sup>th</sup> or the date specified by the clinical site.***

**D. *\*COVID vaccination:*** As of February 15, 2024, the clinical sites are not currently requiring the Covid vaccine. However, they still collect the data regarding vaccine status. ***If you have been vaccinated, please provide proof.***

**E. T-dap: Tetanus, Diphtheria & Pertussis:**

1. Immunization Record should indicate three dates (series) of immunization. A booster is recommended every ten years; **OR,**
2. Recent proof of immunization **by date** in the last 10 years.

## VACCINATION POLICY STATEMENT

Students with concerns regarding the vaccination policy should schedule an appointment with the Program Director or Dean as soon as possible.

Understand that if you are not able to comply with the vaccination policy, you may not be able to be placed at a clinical site or participate in clinical experiences.

If you are unable to comply with the clinical facility mandates, this would be considered a clinical absence. Please refer to “Clinical Experience Policies.”

## TUBERCULOSIS TESTING

- 1) Students are required to be tested for tuberculosis before attending clinical the first semester and annually until graduation.
- 2) The Missouri Division of Health recommends the intradermal injection over the prong (Tine) type and the **2-step method** (2 separate injections, 2-3 weeks apart) for those who have not previously been tested, **OR** QuantiFERON Gold blood test, **OR** T-SPOT (lab report required) yearly. The surg tech program supports these recommendations.
- 3) On admission to the program, **ALL** students are required to have the 2-step TB Method. Second year students are required to have the standard one-step TB Method.
- 4) Documentation of the test includes:
  - a) Type of test
  - b) Date(s) of test
  - c) Result of test
  - d) Signature of the physician or nurse administering the test.
  - e) The above should be recorded on official stationery or on the physical examination form in the Fall.
- 5) Students with a baseline positive, or newly positive, test result for m. tuberculosis infection or documentation of previous treatment for TB disease should receive one chest radiograph result (within the last 2 years) to exclude TB disease. Instead of participating in annual serial testing, the student should complete a symptom screen assessment annually.

**NOTE:** Problems or questions should be discussed with the Director **before** the test is done.

Source: CDC, *Recommendations & Reports Guidelines for Preventing the Transmission of mycobacterium tuberculosis in Health-care Settings*

**EAST CENTRAL COLLEGE  
ALLIED HEALTH  
TUBERCULOSIS QUESTIONNAIRE**

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

According to your student medical records, you do not receive annual TB skin testing. The reason for not receiving an annual TB skin test may include a previous history of a positive TB skin test, history of having received BCG Vaccine, allergic reaction to a previous skin test, or other medical contraindications. An initial negative chest x-ray is required (within the last two (2) years).

Chest x-rays are not required on an annual basis by East Central College. However, you should be aware of the symptoms of active pulmonary TB which include cough, chest pain, and hemoptysis. Systemic symptoms consistent with TB also include fever, chills, night sweats, becoming tired easily, loss of appetite, and weight loss. TB should be considered in persons who have these symptoms. Persons suspected of having TB will be referred for a complete medical evaluation by their personal healthcare provider at their expense.

Check the list below as to any symptoms you may have.

	Yes	No
Cough		
Chest Pain		
Hemoptysis (coughing & spitting up blood)		
Fever		
Chills		
Night Sweats		
Tire Easily		
Loss of Appetite		
Weight Loss		

Please complete and return this questionnaire to the ECC Surg Tech Program Director.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Source: CDC, *Recommendations & Reports Guidelines for Preventing the Transmission of mycobacterium tuberculosis in Health-care Settings*.

## **SUBSTANCE ABUSE AND DRUG TESTING POLICY**

The Associate of Science in Surgical Technology Program adheres to the East Central College policy on a drug and alcohol –free environment and intends to comply with Drug and Alcohol Abuse Program and the Drug-Free Schools and Communities Act Amendments of 1989.

The ECC Drug and Alcohol Policy states: “The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, narcotics, or alcoholic beverage on college premises or off campus sites, or college sponsored functions is absolutely prohibited.” Further details can be found, including disciplinary action, in the student handbook and ECC Board Policy.

Violations of this policy can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Violations of this policy by students will be considered violation of the college disciplinary code, which may result in dismissal, suspension, or imposition or a lesser sanction.

Offers of acceptance to the Associate of Applied Science in Surgical Technology Program are made as conditional offers. The conditions include satisfactory completion of prerequisite courses, a satisfactory background check, and a negative drug, and/or controlled substance test. An applicant or current program student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances will not receive a final offer of admission or will not be allowed to continue in the program.

A number of programs are available on campus and in the community to promote alcohol and drug awareness. In the Department of Allied Health content on chemical dependency and the impaired person is integrated into coursework required for the program. Policies will be reviewed with students during the admission process and during clinical orientation each semester. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed when a conditional offer of admission to the Surgical Technology program is made.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, Surgical Technology students will be tested:

1. as a condition of admission, readmission, or transfer to the program
- And
2. upon reasonable suspicion

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the program.

If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the program.

Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all program courses. A grade of “W” will be transcribed if prior to the College withdrawal date. A grade of “F” will be transcribed if the student is removed from courses following the college withdrawal date.

Students in clinical agencies are subject to the policies of East Central College and must also abide by the policies of the agency in which they are practicing as a surgical technologist student. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the program.

The Director of the program must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Director, the faculty, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to; accidents and injuries caused by human error, unusual or serious violations of rules, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.

A student may not return to the clinical agency assigned until verification that the random drug test was negative. The student will be required to make up missed clinical experiences.

Students must abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off college premises. A conviction must be reported within five (5) days after the conviction. Students convicted of involvement in a criminal drug offense will be dismissed from the program.

Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration of readmission to the program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

I understand that this drug screening test is used for the sole purpose of determining my ability to enter patient care areas in order to be able to complete the clinical requirements of the Surgical Technology program and I hereby consent to this test through Missouri Occupational Medicine – Washington, Missouri or TOMO Drug Screening, Rolla, Missouri. I have read and understand the Drug and Alcohol policies of East Central College and those of the Associate of Applied Science Degree Surgical Technology program as stated in this consent.

Full name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

\_\_\_\_\_  
(City, state, zip code)

Date of birth: \_\_\_\_\_

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



## Allied Health Program Policy

### Medical Marijuana Policy

As of December 2018, Article XIV of the Missouri Constitution now allows for the possession and cultivation of marijuana for medical use, after voters approved a statewide ballot measure. Under the program developed by the Missouri Department of Health and Senior Services, Missouri physicians may certify that their clients are eligible for medical marijuana use. Clients who receive certification must then apply for an identification card authorizing their use of medical marijuana.

Please note, ***marijuana is still illegal at the federal level***. Regardless of whether medical marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Accordingly, because marijuana is still considered illegal under federal law as a “Schedule I” drug, ***East Central College must prohibit its distribution, possession, and consumption on property owned and operated by the College or its affiliates (clinical partner affiliations)***.

Students and employees who are found in possession or under the influence of marijuana will be subject to disciplinary action in keeping with the College’s policies and procedures. Please be advised that disability accommodations are not available for medical marijuana use. Students are encouraged to seek assistance with ACCESS services for options related to alternative accommodations. In the event that the authorized use of marijuana for medical purposes while off-campus impairs a student or results to student conduct violations, it may result in disciplinary consequences from the program and/or College.

CBD oils, supplements, and products derived from hemp are legal under both federal and Missouri law but may not be sold on campus. Individuals are cautioned to use these products at their own risk. ***These types of supplements may still be detected in small amounts or types and can result in a positive drug screen (AJN, 2/2021)***

Student Name (printed legibly): \_\_\_\_\_

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

## TRANSPORTATION POLICY STATEMENT FOR STUDENTS

- 1) Each surg tech student is expected to provide his/her own transportation to and from each clinical site. The term “clinical site” shall include any facility which has been selected to provide practice and/or observation experiences.
- 2) East Central College, its agents, employees, and servants disclaim any liability for any and all claims of personal injury and/or property damage which shall arise from, or be incident to, the carriage, transportation, and/or transference of any student to, and/or from, any clinical site.

**NOTE:** *Students should check their liability policy prior to the acceptance of compensation from passengers.*

Approved by the ECC Board of Trustees on March 1, 1982. Reaffirmed in “East Central College Board of Trustees: Policy & Procedures” (August 28, 2003).

Reviewed: May 2017, May 2018, May 2019, May 2020

# **VI**

# **PROFESSIONAL**

# **CONDUCT**



# **CODE OF PROFESSIONAL CONDUCT AND STUDENT CIVILITY POLICY**

East Central College Associate of Applied Science Degree in Surgical Technology Program is a professional program and expects the highest standards of ethical and professional conduct. In any organization, it is important that all members work together for the good of the whole, so the rights and interests of all are assured. In the Surgical Technology program and the hospitals in which you will be working, it is especially true. Any failure to work together harmoniously and effectively by maintaining good standards of behavior may affect the wellbeing of the patients. It is for this reason that following rules of conduct have been established. It is your responsibility to know and to follow them. Common sense, good judgment and acceptable personal behavior on your part will make our program and the hospitals a better place to study and learn. Demonstration of poor behavior and unprofessional attitudes of others are not an excuse for you.

## **Standards of Conduct for the Associate of Applied Science Degree in Surgical Technology Program**

### **Code of Conduct**

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

# **Code of Ethics for the Associate of Applied Science Degree in Surgical Technology Program**

## **CODE OF ETHICS**

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

## Demonstrate Professional Behavior, Respect and Civility

Each student is expected to demonstrate professional behavior as reflected by the AST Code of Conduct and Ethics. Students will treat peers, faculty, members of the healthcare team, patients and families with respect and compassion. Each of these people comes from different cultural backgrounds and holds different values. Students will respect these differences providing professional, empathetic, and holistic health care for all.

***The Surgical technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.***

\* **Incivility** is defined as, “rude or disruptive behavior that may result in psychological distress for the people involved and, if left unaddressed, may progress into threatening situations.” (Clark, 2010)

Examples of uncivil & unprofessional behavior are below (**NOT** inclusive):

- Inability to meet set deadlines (application, vaccinations, class/lab/clinic start times, etc.)
- Failure to notify faculty/staff if late or unable to attend a scheduled appointment
- Discounting or ignoring solicited input from faculty regarding classroom or clinical performance or professional conduct
- Knowingly withholding information from faculty, peers, & clinical staff
- Not responding to email, letters, or voicemail that requires a reply
- Sending emails or text messages that are inflammatory/disrespectful in nature
- Demeaning, or belittling or harassing others
- Rumoring, gossiping about or damaging a classmates/professors/clinical staff members reputation
- Speaking with a condescending attitude
- Yelling or screaming at faculty, peers, clinical staff, or patients & their families
- Display of temper or rudeness that may or may not escalate into threatened or actual violence
- Threatening others: this refers to physical threats, verbal/nonverbal threats, and implied threats
- Inappropriate posting on social media related to ECC Surg Tech program experience (refer to policy on Use of social media)
- Illegally removing college property, healthcare agency or patient property from the premises
- Destruction of any college, healthcare, or patient property
- Falsifying or fabricating clinical experiences or clinical documentation
- Documenting care that was not performed or falsifying a patient record
- Knowingly accessing a patient’s health record that is not in your direct care

Surgical Technology students are expected to uphold the AST Code of Ethics. Students whose behavior does not comply with the AST Code of Ethics presented here will receive sanctions which may include but are not limited to the following and do not have to occur in this order: verbal reprimand, letter of understanding, disciplinary probation, and/or dismissal from the program.

**1. Verbal Reprimand** – official verbal warning that continuation or repetition of wrongful conduct may result in further disciplinary action. This will also be documented in the student’s file.

**2. Letter of Understanding and/or Learning Contract** – official written warning that continuation or repetition of wrongful conduct may result in further disciplinary action (i.e.: disciplinary probation or dismissal from the program.)

3. **Disciplinary Probation** – may be imposed for any misconduct, failure to follow the Code of Professional Conduct & Ethics, violation of the Safety Policy, Civility Policy, etc. that does not warrant dismissal from the program but requires further consequences. Disciplinary Probation is imposed for a designated period of time determined by the faculty and director. This probationary status includes the probability of further penalties if the student commits additional acts of misconduct or fails to comply in any probationary contract details (see probation policy for details).

4. **Program Dismissal** – permanent termination of admission and enrollment status in the ECC Surgical Technology Program.

\*\*A student may be dismissed on the first occurrence of incivility based on the severity of offense. A learning contract may be issued, or probation note. Incivility offenses will remain on the student's record throughout the program.

### **Maintain Academic Honesty**

Please refer to the East Central College Academic Honor Code found in the ECC Surgical Technology Student Handbook, the ECC Student Handbook and/or the college website.

### **Maintain Confidentiality at All Times**

Information concerning any patient and his/her illness is private. It is your obligation, as well as every member of the hospital, to keep this information strictly confidential according to HIPAA laws. Do not discuss patient information with friends, relatives, classmates or even hospital employees with the following exception: you may discuss a patient's medical condition with other Surgical Technologists, physicians, your instructors, and Surgical Technology students provided they are directly concerned with the care of the patient or if it is in a supervised learning situation. This does not authorize the student to make moral judgments concerning the patient's personal life. This would be an invasion of privacy.

### **Use of Social Media**

The use of social media outlets (i.e.: Facebook, Twitter, Instagram, Text messaging, etc.) is strictly prohibited in all capacities related to the ECC Surgical Technology experiences. **The posting of pictures, comments or discussions addressing any classroom and /or clinical experience on any of these sites could result in immediate dismissal from the program.**

## COMMUNICATION POLICY

### **CELL PHONES/ELECTRONIC DEVICES:**

- ***It is required that all cell phones must be turned off during class.*** The device should neither be seen nor heard during class. Voicemail and text messages may be retrieved during breaks.
- If a cell phone rings, it is considered a “disruption” to the class. Due to the disruption the student has created the student with the phone may be asked to leave the classroom until the next break occurs. The time the student is out of the classroom is considered an unexcused absence. Any material covered, quizzes, or exams missed will not be allowed to be made up.
- ***Please verify with each instructor, at the beginning of the clinical rotation, the cell phone policy for the specific clinical site.*** If allowed, cell phones are to be utilized ONLY for retrieval of information related to medications, labs/diagnostics, and pathophysiology. This information must be retrieved under the direction or supervision of the instructor. The cell phone must remain on “silent” and out of sight of patients and their families. If a disruption occurs due to a cell phone or electronic communication device, the student will be dismissed from the clinical experience. This will result in an unexcused absence.

### **FACULTY COMMUNICATION**

Open communication is highly encouraged between student and faculty members. The following guidelines will allow for respectful contact for both students and faculty.

- Students are encouraged to utilize faculty scheduled office hour time (posted beside office doors) to have routine questions answered. An appointment is recommended.
- The instructor’s e-mail should be the primary means of communication for routine matters, concerns, and questions. This information will be furnished to you at the beginning of the semester.
- In the event of a clinical absence, you must notify the instructor 1 hour before your clinical start time.
- If a phone call or text is absolutely necessary to an instructor, please do not contact them prior to 6:30 a.m. or after 9:00 p.m.

## Electronic Communications and HIPAA Security Rule

Health care professionals have a moral and ethical responsibility to protect the privacy of their clients, and this has been mandated by federal law (Health Insurance Portability and Accountability Act -HIPAA). This encompasses all aspects of client care from pulling curtains and using towels and sheets to protect the client's modesty and dignity to refraining from discussing details about a client in any circumstances where you can be overheard.

Allied Health students have an obligation to protect the client's information from being seen by anyone who has no need to know. Students should never leave electronic records open when you leave your seat by the computer. It means not leaving client charts out and unattended for anyone to view.

### DEFINITIONS:

**Privacy** - the clinical site's desire to limit the disclosure of client personal information.

**Confidentiality** - a condition in which information is shared or released in a controlled manner.

**Security** - consists of measures to protect the confidentiality, integrity and availability of information and the information systems used to access it.

**Electronic health information** - (such as electronic medical records) is a computerized format of the health-care information paper records that is used for the same range of purposes as paper records, namely, to familiarize readers with the client, to document care, to document the need for care, to assess the quality of care, to determine reimbursement rates, to justify reimbursement claims and to measure outcomes of the care process

Confidentiality and the Client's Chart Access/Usage in **hard copy**:

- Confidentiality is to be upheld at all times. Conversations, concerning clients and diseases, between students and/or others (either in the institution or away) are only those which are professional and necessary.
- The client's chart (hard copy) is a legal document and **may not be photocopied for any reason, per facility policy**. No printed copies of any portion of the client's record (chart or computer printout) may be taken from the healthcare facility/clinical site. This includes PCP's, worksheets, census sheets, Kardex, etc. ***Students do not have authorization to review medical documents of clients not assigned to them unless review is authorized by instructor.***

Confidentiality and the **Electronic Health Record** Access/Usage:

- All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- **The Security Rule:** The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information. The Security Rule is located at 45 CFR [Part 160](#) and Subparts A and C of [Part 164](#).

The security rule adopts standards for the security of electronic protected health information to be implemented by health plans, health care clearinghouses, and certain health care providers.

- Students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material.
- Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or anywhere else. This includes proper management of confidential client information.
- Personal Health Identifiers (PHI) must be removed from any client data students collect. Additionally, students will use a password to protect access to information. This password is never to be disclosed to another individual. ***Students do not have authorization to review electronic health records of clients not assigned to them unless review is authorized by instructor. Also, students do not have authorization to review electronic health records of any personal acquaintances such as family member or friend, etc., under any circumstance.***
- Research of a medical record is for the purposes of the RN Program curriculum and course requirements only.
- Students will follow clinical site protocol for review of medical records.
- Photocopying of a medical record is a HIPAA violation and will result in disciplinary action.
- Electronic Medical Records may only be accessed while present at the clinical site AND only during approved clinical rotations. Accessing an Electronic Medical Record while off site is considered a HIPAA violation and will result in disciplinary action.
- Students will sign the East Central College Electronic Compliance Form [Authorization to Access/Use PHI] prior to entering any clinical setting at any facility annually for all courses. This form will be placed in each student's file.
- Using the internet while at clinical for personal, non-school related functions is strictly prohibited. Inappropriate internet access/usage or violation of HIPAA guidelines is cause for termination from ECC School of Surgical Technology (See ECC Disciplinary Guidelines).
- Handheld electronic devices (I-pads, smartphones, etc.) may be used to obtain clinical information such as the use of an electronic drug book. The devices must be on silent and cannot be used for personal use at a clinical site. It is at the instructor's discretion to disallow electronic devices during the clinical experience.
- Violation of client confidentiality or clinical site medical access policies will result in disciplinary action up to and including dismissal from the surgical technology program. Violation of client confidentiality with malicious intent will result in dismissal and can also carry federal charges.

## **Electronic Compliance Form**

### **[Authorization to Access/Use PHI]**

Authorization to access/use PHI (Protected Health Information) is granted to the student identified below based on review and evaluation of the academic need. Students must take responsibility for the security of all PHI. A signed copy of this authorization is to be maintained in the student user's file and can be viewed upon request. The

#### **Section 1: Describe the defined academic reason**

- To collect limited information (i.e., diagnosis, medication list, history and/or physical assessment data) for care plans.
- To update current surgical technology directives (i.e., look up new drug order or new diagnosis, answer client education questions).
- To assist with communication between student and clinical instructor.

#### **Section 2: User (Student) Agreement (This section to be completed by the authorized user)**

- I understand that I have been granted authorization to temporarily access/use PHI for academic purposes only while I am a current surgical technology student in the East Central College Surgical Technology Program. This authorization has been granted based on a defined academic need; therefore, access/usage must be limited to those uses necessary to meet that academic need. I agree to follow the requirements and guidelines as stated in this User Agreement. I understand the definition of PHI (Protected Health Information).
- At no time will I access/use Social Security numbers for criminal intent such as Identity Theft.
- I agree to use physical and technical safeguards for the protection of PHI. I agree to use strong password protections.
- I will ensure the proper destruction of all PHI immediately after intended use, and I will not use the PHI beyond the approval period (clinical rotation).
- If any academic paperwork (care plans, case studies, journals) is lost or stolen, I will immediately report the loss/theft to the Director of Surgical Technology, East Central College, even if I believe the academic paperwork did not contain PHI.
- I will protect the confidentiality of client information as required by law at all times.
- Conversations between physicians, nurses, and other healthcare professionals in the setting of a client receiving care are protected and may not be discussed.
- Other sources of medical information that are protected and confidential are medical records, emergency room department and ambulance records, child abuse reporting forms, elderly abuse reporting forms, laboratory requests and results, radiological and diagnostic reports, and any element of the client medical record.

#### **REQUIRED SIGNATURES:**

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reviewed: May 2017, May 2018, May 2019, May 2020, May 2021
--



## Criminal Background and Disclosure Policy/Consent

RSMo 660.317 prohibits a hospital, or other provider, from knowingly allowing those who have been convicted of, pled guilty to or nolo contendere in this state or any other state or has been found guilty of a crime, which is committed in Missouri would be a Class A or B felony violation, to give care to patients in their agency. As defined by state law, these are violations of chapter RSMo 565 (domestic violence/violence against a person), RSMo 566 (sex offenses) or RSMo 569 (robbery, arson, burglary, or related offenses), or any violation of subsection 3 of section 198.070 RSMo (abuse and neglect), or section 568.020 RSMo (incest).

RSMo 660.315 requires an inquiry whether a person is listed on Missouri Department of Health and Senior Services disqualification list. In addition to these records, an on-line search will be conducted to determine if a student is on other government sanction lists. These on-line searches include Office of Inspector General (OIG) and the General Services Administration (GSA). As a requirement of the East Central College Associate of Science in Surgical Technology Program application process in response to RSMO 660.317b and 660.315, students accepted into the program will be required to consent to release of their criminal history records (RSMo 43.450) for the sole purpose of determining the applicant's ability to enter patient care areas in order to fulfill the requirements of the program.

East Central College is hereby granted my permission, consent, and authorization to obtain all background check information maintained on me by the Missouri Highway Patrol, the Missouri Department of Health and Senior Services (sanction list) and any agency thereof, the FBI and any other law enforcement agency of and state of the United States, the Office of Inspector General A (sanction list) and the General Services Administration (sanction list). I understand that at this time, only the Missouri Highway Patrol background check will be obtained to determine class A and class B felonies, but ECC is hereby authorized to obtain the other background information listed above. The information received by the Admission's and Retention Committee will remain confidential (RSMo 43.540) and will be used for the sole purpose to determine a student's ability to enter patient care areas in order to complete the requirements of the ADN program.

***Any student who is found to have a criminal history for a class A or class B felony, as defined by state law, or is found to be on one of the governmental sanction lists will not be able to continue enrollment in the East Central College Surgical Technology program.*** Acceptance into and completion of the program does not guarantee certification by NBSTSA.

I understand that these background checks are used for the sole purpose of determining my ability to enter patient care areas in order to be able to complete the clinical requirements of the Surg Tech program and I hereby consent to the use of such information as stated in this disclosure consent. I also understand if my criminal history, regardless of the criminal classification, prohibits my placement in the clinical setting, I will not be able to complete the Surgical Technology program at East Central College. I will also notify the Program Director of any criminal charges/convictions that may occur during the course of study at East Central College during the Surg Tech program.

Full name (Print): \_\_\_\_\_ SS# \_\_\_\_\_

Maiden/Alias name(s): \_\_\_\_\_ (include all last names you have been known as)

Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth \_\_\_\_\_

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

Witness signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MANDATORY SAFETY POLICY

1. Surgical Technology is concerned with the welfare of human beings, and the nature of surgical technology is such that inadequate or incompetent practice may jeopardize the client. Therefore, it is the personal responsibility and must be the personal commitment of each individual surgical tech to maintain competence in practice, whether as a student or a licensed professional.\*
2. According to legal standards, surgical technology students are expected to provide the same level of care that a professional would provide.
3. It is to the end of protecting the client, upholding the intent of the law, and maintaining the highest standard of care that the Mandatory Safety Policy is initiated.
4. Each surgical technology course that has a lab/clinical component includes the mandatory safety standard. Violation can result in the student failing clinical and the course and may result in dismissal from the program.
5. Some examples of behavior that could be considered to violate this standard include the following:
  - a. Negligent practice:
    - 1) Failure to comply with fall precaution procedures.
    - 2) Medication error
    - 3) Contributing to the injury of a client
    - 4) Inappropriate/inadequate preparation for the assigned clinical experience.
    - 5) Disorganization in the clinical setting
    - 6) Breach of professional confidentiality in any setting.**
    - 7) Failure to report an incident/accident in a timely fashion.
    - 8) Failure to report significant assessment findings to your preceptor immediately.
    - 9) Unprofessional behavior
    - 10) Violation of the Civility Policy
    - 11) Failure to follow clinical facilities' policies
  - b. Dishonest Communication:
    - 1) Written
    - 2) Spoken
  - c. Clinical attendance under the influence of drugs and/or alcohol. (Refer to the East Central College Board Policies and Procedures Manual.)
  - d. Incivility as defined by policy.

Reviewed: May 2017, May 2018, May 2019, May 2020

Reviewed/Revised: May 2020, May 2021

## PROFESSIONAL APPEARANCE (DRESS CODE)

1. Clinical experience should be attended in full dress uniform.
2. Complete uniform dress includes:
  - a. Uniform
    - i. Students are required to wear blue scrubs suits to all surgical technology clinic sites and lab courses.
    - ii. You will be required to wear complete OR attire, including scrub suits, while in the laboratory setting. See the lab syllabus for complete details on full lab uniform requirements. Your uniform cost has been added to your cost sheet. You also will receive a scrub jacket to wear in the classroom in case of cold weather.
    - iii. White shoes and name tags will be ordered for your clinical rotations.
    - iv. The class also receives polo shirts that are required to be worn on field trips, state assembly meetings, or as the Program Director deems necessary. Your polo shirt should be worn with blue scrub pants.
3. All students:
  - a. East Central College student clinical identification badge
  - b. Hair should be neat, clean, and worn appropriately. Men and women with hair length below the neck shall have hair pulled back off the face and tied securely.
  - c. Facial hair should be neatly trimmed or groomed, thereby following policy at clinical site.
  - d. Extreme hair styles and/or non-natural/fad colors, including sprayed coloring, are not appropriate.
  - e. Fingernails short and clean; No artificial nails or nail tips or polish of any kind; intact.
  - f. Personal Hygiene: i.e., prior to attending **ALL** clinical experiences, students are expected to bathe, apply deodorant, and brush teeth.
  - g. No jewelry should be worn to the clinic site or into the surgical lab.
    - i. earrings should be small, one (1) per ear.
    - ii. Make-up can be worn in good taste; no perfume/cologne.
  - h. *Personal cell phones and other means of electronic personal communication is NOT to be worn or carried in the clinical setting, unless approved by clinical facility and the clinical instructor.***
  - i. Tattoos/Body art/Body piercing: ***Tattoos must not be offensive in nature based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legal protected nature.*** No facial piercings. No “gauge” holes; gauge holes must be filled with a flesh-colored plug or adhere to clinical site policy. No tongue piercings.
4. Students are required to dress in a professional manner while representing ECC’s Surgical Technology program at conventions or seminars unless the student uniform is required.
5. No smoking or drinking alcoholic beverages in uniform. Students should be free from the odor of smoke or other offensive odors.

The Clinical Coordinator, Instructor, or preceptor has the right to dismiss any due to inappropriate dress until the dress code violation is remediated. Time away from clinical practice will be regarded as absent hours. The Surgical Technology Director or clinical Coordinator must approve uniforms before students wear them to the clinical site.

**VII**  
**STUDENT SERVICES**  
**&**  
**COLLEGE POLICIES**

## ACADEMIC SUPPORT / ACCESS SERVICES

### ACADEMIC SUPPORT

Need help? The Learning Center (TLC) at East Central College is a comprehensive student resource center for educational assistance. They offer free tutoring in English, math, and other subjects that vary by semester. With experienced, competent tutors available in most subjects, they are qualified to assist any student with academic needs. In addition, TLC houses the Testing Center, Adaptive Technology Lab, and open computer lab for academic use. Visit today to see a tutor, watch a course video, DVD, or tutorial, get help with PowerPoint, set up a study group, access your Canvas page or eCentral account. Find out for yourself that TLC is a nice place to think and do your homework. Create good study habits early in the semester.

[www.eastcentral.edu/learning-center/](http://www.eastcentral.edu/learning-center/)

For tutoring contact: Call 636-584-6688 or stop by the front desk in Learning Center in Union to make an appointment.

Union Location:	1 <sup>st</sup> Floor, Buescher Hall	TLC Contact: 636-584-6688
Rolla Location:	500 Forum Drive	
(at Rolla Technical Center)		TLC Contact: 573-466-4080

**\*\*Student IDs are required to use any of The Learning Center facilities.**

#### ***Hours of Operation:***

See the following link for current hours of operation for all College facilities:

<http://www.eastcentral.edu/locations/operations-schedule>

#### **Surgical Technology Student Support:**

The surgical technology faculty are the student's first contact for academic support and remediation. If further assistance is needed with test-taking strategies, clinical concepts, etc., please make an appointment with the Program Director and/or Clinical Coordinator.

### ACCESS SERVICES FOR STUDENTS WITH A DISABILITY

Any student who has a health concern or other disability that prevents the fullest expression of academic abilities should contact Access Services as soon as possible. Students with a health condition or other disability which may require an accommodation in order effectively participate in college activities can make an appointment with the Access Counselor by contacting 636-584-6577 or 636-584-6580 in Union, or 573-466-4081 in Rolla. An appointment should be made as soon as possible to ensure that accommodations are arranged in a timely manner. Information about a disability will be held in strict confidence. Disabilities covered through the Access accommodations include, but are not limited to learning disorders, ADHD, dyslexia, hearing or visual impairments, and physical challenges.

#### **Recording Devices**

A recording device will only be allowed in the classroom with special permission and prior approval of instructor. The recording device must be operated in a manner that it only records lecture, coaching and instructions unless deemed necessary by ACCESS documentation.

## ACADEMIC HONOR CODE

Students are expected to conduct themselves honestly in all academic endeavors. Any act of academic dishonesty is a violation of the Academic Honor Code.

East Central College is an academic community. Integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical. The Academic Honor Code is a statement of the college's position regarding student conduct as it relates to academic integrity. It is not intended to supersede specific course or instructor guidelines, or policies contained in any course syllabus. (Students are responsible for learning about and being fully aware of activities that constitute violation of the Academic Honor Code.) The following list is presented for information and clarification and is not intended to be exhaustive.

The faculty retains the right to recommend a remedy when students are in violation of the Academic Honor Code. Students retain the right to appeal any accusation of policy violation as outlined in the Student Discipline Policy and Appeal Policy in this handbook.

### Definitions and Clarifying Comments

#### ***Academic Dishonesty:***

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given below. The College faculty can provide additional information, particularly as it relates to a specific course, laboratory, or assignment.

#### ***Cheating:***

An intentional use or attempted use of unauthorized material or study aids in assignments or tests, or unauthorized assistance by any other party in any academic exercise. \*Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam, which is then resubmitted to the teacher.

#### ***Plagiarism:***

Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgement.

**Examples:** copying another's paper, work, computer disk, or answers and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

#### ***Facilitation of Academic Dishonesty:***

Knowingly assisting another in violation of the Academic Honor Code.

**Examples:** working together without permission on a take-home test; providing another with information about a test that you have already taken before they take it.

#### ***Multiple Submission:***

Submission of work from one course to satisfy a requirement in another course without explicit permission.

**Example:** using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

### ***Fabrication/Forgery:***

Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record.

**Examples:** making up a source or citing a nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

### ***Obstruction:***

Behavior that limits any student's opportunity to participate in any academic exercise or attempts to block access to resources.

**Examples:** destroying a library resource before another student can access it; interfering with other students' efforts or work in any academic exercise; tampering with a computer resource before other students can gain access.

### ***Misconduct in Creative Endeavors:***

The misrepresentation of another person's ideas, writing, computer images, artistic effort, or artistic performance as one's own.

**Examples:** representing a musical performance as original when it is not; using copyrighted artistic material inappropriately or illegally.

### ***Professional Behavior:***

Students are required to conduct themselves in a manner appropriate to the classroom, laboratory, internship, or clinical setting as specified in the course syllabus and program requirements.

### **Academic Honor Code Disciplinary Procedures**

A. Students who violate the Academic Honor Code will be confronted by the faculty member and referred to the Chief Student Affairs Officer (CSAO). Supporting documentation, when appropriate, will be forwarded to the CSAO. The CSAO will meet with the student, discuss the misconduct, and review the Academic Honor Code and Disciplinary Procedures. The CSAO will maintain a file with supporting documentation and the name of the student will be placed on a disciplinary list accessible only to the CSAO and the Chief Academic Officer (CAO). The faculty member will determine how the violation will affect the student's grade.

B. In the event that the student violates the Academic Honor Code a second time, the student will be required to meet with the CSAO. The student will be placed on academic probation. The faculty member will determine how the violation will affect the student's grade. The student's file and disciplinary list will be maintained by the CSAO.

C. If the Student violates the Academic Honor Code a third time, they will be subject to sanctions up to disciplinary suspension or expulsion.

## **EAST CENTRAL COLLEGE – STUDENT CODE OF CONDUCT Student Conduct Policy (BP 3.17)**

### **3.17 Student Conduct Policy (Revised May 7, 1973; Reaffirmed December 2, 1991; Revised August 28, 2003; Revised June 16, 2014; Revised October 24, 2014)**

Admission to East Central College carries an obligation to conduct oneself as a responsible member of the College community. Individual students and student organizations are required to observe the policies of the College and the laws of city, state, and federal governments. Student and organizational behavior must be compatible with the educational objectives of the College thereby maintaining safety standards and promoting the health and wellness of each member of the College community. Students are expected to approach each academic course and activity with a willingness to learn and an attitude of cooperation. Students and student organizations are expected to uphold the key principles of honor, truthfulness, and respect for people and property. Prohibited conduct will lead to student discipline.

#### **Prohibited Conduct:**

- A. Violations of standards established by college academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops, and internships.
- B. Violation of or disregard for safety policies and procedures, e.g., lab safety contract.
- C. Violation of the Tobacco-Free Campus Policy.
- D. Violation of East Central College's Information Technology Policy.
- E. All forms of academic dishonesty such as cheating, aiding, or abetting cheating, plagiarism, fabrication, or multiple submission of papers in courses without prior instructor consent or representation of others' work as one's own. Refer to Academic Honor Code.
- F. Knowingly furnishing false information to the College.
- G. Forgery, alteration, or misuse of college documents, records, or identification, whether in written or electronic form.
- H. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College events or activities, including public service functions and other authorized activities on college premises.
- I. Disturbing others with strong, pervasive odors such as perfume, cologne, body odor, animal odor, alcohol, or illegal substances.
- J. Assault, abuse or conduct which threatens or endangers the health or safety of another person on college-owned or controlled property or at a college-sponsored or supervised function.
- K. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a college employee, a college student, or a campus visitor.
- L. Unauthorized entry into or use of college facilities.
- M. Violation of local, state, or federal laws on college-owned or controlled property or at college sponsored or supervised functions.
- N. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance, or alcoholic beverages on college premises or at off-campus sites, in college vehicles and in any private vehicles parked on college premises or at off-campus sites or at college-sponsored or supervised functions. An imitation controlled substance is a substance that is not a controlled substance, which by appearance (including color, shape, size, and markings), or by representations made, would lead a reasonable person to believe that a substance is a controlled substance.
- O. Failure to identify oneself when requested to by college officials or College agents or failure to comply with directions of college officials acting in the performance of their duties.



- P. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at college-sponsored or supervised activities.
- Q. Gambling on College-owned or controlled property or at college-sponsored or supervised functions. Charitable or fund-raising raffles may be permitted for student organizations with the approval of the Vice President of Student Development.
- R. Violation of the Policy Regarding Student Protections Against Sexual Assault, Relationship Violence, and Stalking.
- S. Violation of College policies regarding Discrimination and Harassment.
- T. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the rights of another or defamation of another either on college property or at college-authorized activities.
- U. Hazing, or any act that intimidates, frightens, or degrades an individual.
- V. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.
- W. Stalking, defined as engaging in a course of conduct directed at a specific member of the College community that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means that two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking may involve physical stalking and/or cyber stalking.
- X. Any aforementioned committed in concert with other persons, may make each participant responsible for the acts of the entire group.
- Jurisdiction for this Policy applies to student conduct which occurs on all property owned or operated or maintained by East Central College as well as actions which occur off-campus when the misconduct affects the well-being of students and other members of the College community.

## **APPEALS POLICY**

*The ECC Surgical Technology program follows the Board of Trustees policies for Student Grievance and Appeals.*

*A copy of this may be found on the East Central College website.*

**VIII**  
**FACULTY/STAFF**  
**ROSTER**

# **ASSOCIATE OF APPLIED SCIENCE DEGREE IN SURGICAL TECHNOLOGY PROGRAM**

## **2024-2025 FACULTY/STAFF ROSTER**

### **Dean of Health Sciences**

**Mitchell**, Nancy, RN, AAS, East Central College; BA, Williams Woods University, Fulton, Missouri; BSN, Central Methodist University, Fayette, Missouri; MSN, Maryville University, St. Louis, Missouri

### **Program Coordinator:**

**Wall**, Jennifer, CST, Certificate of Surgical Technology, Rolla Technical Center's Surgical Technology Program, Rolla, Missouri; BS and M.Ed., Drury University, Springfield, Missouri

### **Clinical Coordinator:**

**VanBibber**, Megan, CST, Certificate of Surgical Technology, Rolla Technical Center's Surgical Technology Program, Rolla, Missouri; BS, Drury University, Springfield, Missouri