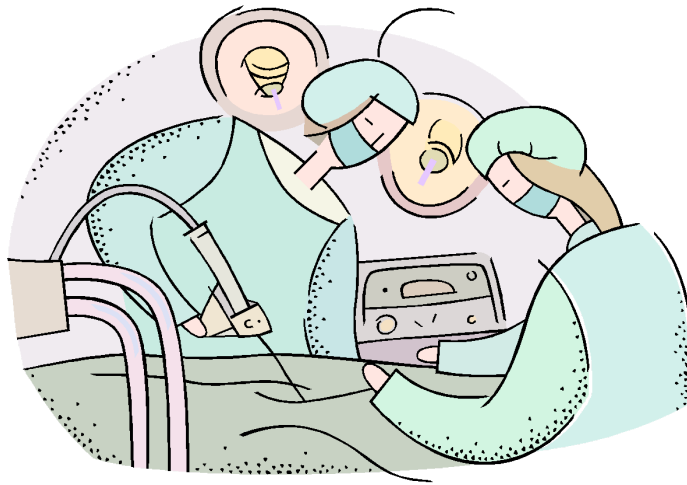


Welcome
to

Clinical Site Here

M, T, Th 6:45am-3:00pm; F 6:45am-12:00pm



SRGT 1660 Intermediate Clinicals

Synonym: _____

Section Number: _____

Instructor:

spring/summer year

Austin Community College

Clinical Information

DESCRIPTION A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site.

The Austin Community College Surgical Technology Program is committed to equitably serving our diverse student population as well as our community by dedicating ourselves to prepare proud, competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Our dedicated team of instructors provides effective teaching of surgical technology combining both physical skills taught in the laboratory and clinical settings along with didactic classroom instruction to give our students the understanding of relevant pathophysiologies, the surgical procedure to address them and the role of the surgical technologist therein. This information allows our graduates to provide excellent patient care as contributing members of the healthcare team.

PREREQUISITES SRGT 1505, 1509, 1244 and SRGT 1160

COREQUISITES SRGT 1441
This course and SRGT 1441 must be taken and passed in the same semester in order to progress to the next semester. Dismissal or withdrawal from this course will also result in dismissal from SRGT 1441 and the surgical technology program. Withdrawal deadlines apply.

CREDIT HOURS 6

COURSE RATIONALE

The purpose of the class is for students to be involved in operative procedures in which the surgical technologist student participates in the first and second scrub roles. Students will be exposed to an increasing difficulty of procedures and various emergent procedures as the clinical site allows.

Introduction:

Regular days: Clinicals will be held Monday, Tuesday, and Thursday from 6:45 a.m. to 3:00 p.m. and Friday from 6:45a.m. to 12:00 p.m. Due to some early case starts, a student may be asked to arrive early. If this happens, the instructor will notify the student the prior day.

Post-clinical conferences will be held in a pre-designated area from 2:15p.m. to 3:00p.m. Tuesday and Thursday unless otherwise instructed. Please excuse yourself from your assignment and staff at 2:00 p.m., unless otherwise instructed.

Parking:

Lockers: Bring a lock on the first day, we will discuss the locker situation at that time.

You will:

1. Keep a clinical log on SRGT website of ALL the cases in which you participate.
2. Complete the clinical log for the previous week's cases by **Sunday at 5:00pm.**
3. Prepare and turn in one homework assignment per week.
4. Participate in post-conference respectfully.
5. Complete any oral or written pre-clinical reports assigned to answer any questions related to clinicals.

Bring:

Name tag, protective eyewear, a pen, and a small notebook (OR shoes and a lab coat if you have them). Students may have to share a locker – please limit items you bring. **DO NOT BRING ANYTHING OF VALUE TO THE CLINICAL SITE.**

**Pre-placement
drug screening:**

ACC currently requires drug screening as part of the admission process. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admission process, if they so desire, to ensure compliance with The Joint Commission standards and agency regulations pertaining to human resource management. This may include (but is not limited to) additional background checks and /or pre-placement drug screening. **These additional requirements will be at the student's expense. Students are placed in clinical sites to give them a well rounded experience. Due to the limits in number at each site, once the assignments are made, they will not be changed. If a student refuses to any additional pre-placement drug screening or background checks, they will be withdrawn from the program.**

Attendance:

The attendance policy will be followed as written in the SRGT Student Handbook.

YOU ARE EXPECTED TO BE IN YOUR ASSIGNED ROOM BY 6:45AM

If not there by **6:45 a.m.**, a tardy will be awarded.

Two (2) tardies = one (1) absence.

Surgical Technology Program: Attendance Policy for Clinicals

I. In order to ensure success of the student in the program, attendance during lab and class is highly encouraged and essential at the clinical site.

- Students will be dismissed from the program when absences reach **5 days** of that clinical semester unless approval for an “incomplete” is granted by the instructor. This applies to 2nd and 3rd semester students only.

Due to the very short nature of the clinical experience during the first semester:

- First semester students will be dismissed from the program when absences reach **2 days**.

II. Students must **PERSONALLY * VERBALLY**** notify their clinical instructor no less than thirty (30) minutes in advance of the scheduled start time whenever tardiness or absence is unavoidable. Failure to inform the instructor of absence or tardy will result in corrective action/disciplinary measures. Notification of absence does not constitute an “excused” absence. This notification must be given directly to the instructor by the tardy or absent student—**not** a fellow classmate

**Texting is NOT an acceptable form of communication of tardy or absence with the instructor.

III. The student must notify the instructor EACH day she/he is absent.

IV. If the student fails to notify the clinical instructor of absence, this is regarded as a “no call no show”.

V. To receive full credit for the clinical day (session), a student must be present for 80% of the allotted clinical session (unless cleared by the instructor prior to session).

VI. Leaving clinical earlier than the scheduled time, unless approved by instructor, may be counted as a tardy at the instructor’s discretion.

Note: Failure to notify instructor of tardy or absence at least thirty (30) minutes prior to the scheduled start time will result in corrective action/disciplinary measures and the grade for that evaluation period will be a 74, or the calculated evaluation grade, whichever is lower.

Instructor Contact information:**Name:** _____**Primary Contact Number:** _____**Alt. Contact Number:** _____

DO NOT call office in attempts to report an absence or tardy. Office information is provided if you need to meet with the instructor outside of class time.

<u>Name</u>	<u>Office</u>	<u>Office Phone</u>	<u>Office Hours</u>
Pedro Barrera pbarrera@austincc.edu	EVC 8203.4	(512) 223.5801	Posted
Kathy Cook kcook1@austincc.edu	EVC 8203.1	(512) 223.5803	Posted
Susan Diamond sdiamond@austincc.edu	EVC 8281	(512) 223.5807	Posted
Carol Hamilton chamilton@austincc.edu	RRC 3117.04	(512) 223.0238	Posted
Kim Hernandez khernan1@austincc.edu	RRC 3117.07	(512) 223.0243	Posted
Melanie Jecker melanie.jecker@austincc.edu	EVC 8203.3	(512) 223.5804	Posted
Jared Kirk jared.kirk@austincc.edu	EVC 8205	(512) 223.5806	Posted
Jehona Morand jehona.morand@austincc.edu	EVC 8203.2	(512) 223.5802	Posted
Samantha Thomas samantha.thomas@austincc.edu	RRC 3117.05	(512)223-0239	Posted

ADJUNCT INSTRUCTORS

Kathy Baumbach
kbaumbac@austincc.edu

Ashley Silva
ashley.silva@austincc.edu

Ashley Deprimio
ashlev.deprimio@austincc.edu

Michele McAdams
michele.mcadams@austincc.edu

Carmen Del Real
carmen.delreal@austincc.edu

Jennifer Delgado
jennifer.delgado@austincc.edu

**Write-ups/
Bb assignments:**

Write-ups/assignments are due on Tuesday. Write-ups must be written in your own words. The use of references is allowed, but plagiarizing falls under academic dishonesty and will be treated according to the ACC and SRGT Student Handbooks. Assignments will be accepted until Sunday by 12:00 p.m. of that week with late points deducted (10 per day). Write-ups must be delivered as a hard copy or electronic, as specified by the clinical instructor. After Sunday, a grade of 50 will be given for the incomplete assignment. In case of absence, write-ups will be accepted on the 1st day the student returns to clinical or class without a late penalty. If absent for the week, call the instructor for your assignment. Write-ups must be over a case done the previous week, with no duplicates for the semester. Revisions may be allowed, but only at the instructor's discretion. Write-up forms may be found in Blackboard under SRGT 1660.

Each week you will be required to complete either a Blackboard assignment or a write-up. See chart below for specific due dates. You are required to complete one homework assignment per week, to be due on Tuesdays starting DATE.

INSERT SCHEDULE HERE/Adjust for ENT added

ASSIGNMENT	DUE DATE
Write up tips* & Blackboard - Splenectomy	
Blackboard – Pedi Nissen	x
Regular Write up	x
Blackboard – uroGYN	x
Regular Write up	x
Blackboard – GU	
kidney transplant	x
Regular Write up	x
Blackboard – ortho	
Anterior Hip Replacement	x
Regular Write up	x
Blackboard – MIVAT	x

Dates to Remember:

	: Spring Break, college closed
	: Memorial Day, college closed
	: Juneteenth, college closed
	: Independence Day
	Job panel, <i>attendance is mandatory and failure to attend will be assessed as a clinical absence or tardy for SRGT 1660</i>
	: Last day to withdraw
	: Last clinical day

Clinical Logs:

Each student must keep a clinical log of all cases in which they participate. Students will identify roles performed in the case: 1st scrub, 2nd scrub, or observer. Students will enter case data into the online clinical log. Cases will be added each week.

Clinical logs for the previous week are due by 5:00pm every Sunday to be verified by the instructor. A ten (10) point deductions from the weekly evaluation grade will be made if the log is late. Clinical logs can be found online <https://healthsci.apps.austincc.edu/>

At the end of each semester, you will be responsible for submitting all cases into your clinical log. Your clinical cases must be submitted to your clinical log by _____, or a grade of “C” will be awarded for your final grade.

Evaluations:

The instructor will provide constructive feedback regarding the student’s performance at the clinical site.

Alternate Assignment:

If at any time an alternate assignment is given for clinical experience this assignment must be satisfactorily completed and turned in on the due date assigned. If the assignment is not satisfactorily completed or turned in on time, an absence will be awarded for the allotted clinical time.

Project:

Students will be completing a Surgical Technology Research project. Information regarding this project will be handed out separately. **DELETE IN SUMMER**



Grades:

Grades computed as follows:

If evaluation average is less than 75%:

	weekly evaluations	100% of clinical grade
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If evaluation average is equal to or greater than 75%:

	weekly evaluations	75% of clinical grade
	write-ups/Blackboard/	25% of clinical grade

CLINICAL GRADING SCALE

A	90%-100%
B	80%-89%
C	75%-79%
D	60%-74%
F	<60%

Extra credit opportunity: If at the end of the semester, the student has a passing evaluation average, the following rewards will be applied:

If the student has:	points added to the evaluation average:
0 absences	4
1 absence	3
2 absences	2
3 absences	1

Safety Protocols:

While at the clinical site each student is expected to follow all standard safety precautions/protocols, such as, wearing personal protective equipment and following all sharps safety protocol. A student who is involved in an avoidable, negligent sharps incident will receive a written conference.

Students will receive a written conference for an infraction of a skills related issue, behavior issue or any violation of the Clinical Standards-Student Responsibilities. A subsequent infraction of the same or similar nature within the conference period will result in probation. A subsequent infraction after the expiration of the conference period will result in a subsequent conference. Probation will be initiated upon any action that would warrant a fourth conference.

If corrective action/disciplinary measures are taken, the student will receive a failing grade for that evaluation. The grade will be the calculated evaluation grade or 74, whichever is lower.

Examples of standard safety precautions include, but not limited to, wearing personal protective equipment and following all sharps safety protocol. If the student consciously practices unsafe sharps safety, such as, placing knife blades on with their hand, or touching dirty needles with their finger/hand while counting, corrective action/disciplinary measures will be followed.

Corrective Action/

Disciplinary Measures: Corrective Action/Disciplinary Measures will be followed according to the SRTG Student Handbook.

Electronic Media: Clinical instructors will give you information for emergency contact (in case family needs to reach you while at clinical). Cameras are not allowed due to the confidential nature of the medical field. Also, sharing information about clinical cases in any format may result in a HIPAA violation and is subject to the progressive discipline procedure. This includes, but is not limited to, social networking websites.

Students may choose to have a mini iPad issued to them for use while enrolled in the ACC Surgical Technology program. Students will obtain a device from the Academic Technology Department. If a student currently has an Apple ID for their own personal use, **they must create a separate Apple ID, using their ACC email, for school use ONLY.**

Students may use the ACC device at a clinical site for clinical purposes only. Students are permitted to use the device to log their cases, make notes and research surgical procedures. All other portable electronic devices are prohibited from use in the operating suite. To avoid any possible HIPAA violations, pictures of any kind may not be taken at the clinical site including, but not limited to, instrumentation, back table or Mayo set ups, documents (including preference cards, requisitions), etc.

Students are prohibited from having any photos on any device that were taken at a clinical site. Photos taken by others, for example a hospital staff person, and sent to any student device in any format, must be deleted by the student as soon as possible after its receipt.

Any violation of this policy will result in the use of corrective action/disciplinary measures up to, and including, dismissal.

Inclement Weather: If Austin Community College is forced to close due to inclement weather, all surgical technology classes and clinicals will close also. Notification of ACC closures will be announced on radio stations and television stations. If you are assigned to a clinical site on the day in question, please contact your clinical instructor for instructions. Clinicals may be cancelled or start at a later time.

Technology Support Services: In response to COVID-19-related campus closures, Austin Community College now provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/coronavirus/drive-up-wifi>

Students who submit the **Student Technology Access Form** and indicate they need help accessing their online learning environment to successfully complete their courses are eligible to check out an ACC iPad for use during the semester. You must be registered for a credit course, Adult Education, or Continuing Education course.

INSTRUCTIONAL METHODOLOGY

This course is taught in the clinical setting. The student will interact with other members of the operating room in order to provide patient care. The student will learn under an assigned preceptor each day with their instructor supervising and providing additional support and supervision. The student will discuss their experience in a group setting with the instructor and classmates during post-clinical conferences.

COURSE LEVEL STUDENT LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Demonstrate a strong work ethic and assertive learning behavior.
- Demonstrate the ability to work effectively with other team members.
- Demonstrate preoperative planning and preparation.
- Demonstrate understanding of environmental factors.
- Demonstrate safe usage of equipment and continuous awareness of environmental dangers in the OR.
- Practice safe handling of all sharps and all blood/body fluids appropriately.
- Demonstrate proper aseptic technique while performing all tasks.
- Integrate prioritizing and anticipation into all perioperative phases.
- Demonstrate the ability to function independently as first scrub during routine procedures.

- Practice correct method(s) for handling sharps, instruments, and other materials, and execute appropriate handling relevant to standard precautions.
- Demonstrate proper counting procedures for sharps, sponges, and instruments, as well as execute problem-solving abilities related to an incorrect count.
- Practice the use of hospital safety and other guidelines to give optimal patient care while protecting privacy.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon successful completion of the program, students will be able to:

Apply theoretical concepts and exhibit practical proficiency in surgical aseptic technique, surgical procedures and patient care. Students will be able to:

- Apply a basic understanding of human physiology and surgical anatomy to the perioperative role of a surgical technologist.
- Demonstrate a basic understanding of the concepts of pharmacology.
- Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures and patient care.
- Relate diagnosis with surgical procedure.
- Integrate learning from one surgical procedure into subsequent surgical procedures.

Analyze the relationship between pathophysiology, anatomy and surgical procedures. Students will be able to:

- Utilize appropriate medical terminology.
- Relate anatomy with surgical procedure.

Analyze patient care situations and know how to act ethically and in compliance with appropriate standards of patient care protocols. Students will be able to:

- Identify and assume appropriate responsibility for patient care.

SCANS

In 1994, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether our nation's students are capable of meeting those demands. The Commission determined that today's jobs generally require competencies in the following areas:

- A. Resources: Identifies, organizes, plans, and allocates resources
- B. Interpersonal: Acquires and uses information
- C. Information: Acquires and uses information
- D. Systems: Understands complex interrelationships
- E. Technology: Works with a variety of technologies

The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies and identify to the student how these competencies are achieved in course objectives.

This course, Intermediate Clinicals, incorporates the SCANS competencies in the following ways:

COMPETENCE	EXAMPLE OF LEVEL
Resources	Identifies, retrieves and performs preoperative preparation, instrumentation, supplies, medications, and equipment needed for a given procedure. Acquires and uses material efficiently in the operative setting.
Interpersonal	Share experiences and knowledge with classmates. Participates with teammates for surgical procedures. Works as a mentor with peers by observing and critiquing performances of self and others. Works toward finding resolution when problems arise during surgical procedures. Works with members of a diverse team (different cultures, titles, education and ages)
Information	Identifies preoperative preparation, instrumentation, supplies, medications, and equipment needed for a given procedure based on individual patient status
Systems	Understands the systems of the organization and the organizations ultimate goal (i.e., excellent patient care)
Technology	Discusses special surgical equipment, its functions and troubleshooting techniques. Utilizes a variety of technology in the operating room.

Basic Skills	Reads assigned pages; Calculates drug dosage. Prepares a written document of surgical case information.
Thinking Skills	Identifies preoperative preparation, instrumentation, supplies, medications, and equipment needed for a given procedure based on individual patient status
Personal Qualities	Works as a team member for assigned presentations. Asserts self and networks with people at the clinical sites to obtain information on current topics.

Student Accident Procedures

1. Provide injured student the appropriate triage and first aid.
2. The accident occurring in the clinical area requires the faculty member responsible for the course and the faculty member will need to complete following steps:
 1. Inform Student: they may seek treatment from a primary care provider (PCP), a minor emergency center, or be transported to a hospital.
 2. Complete Immediately: [ACC Student Accident Insurance Form](#) – this digital form must be completed by a faculty member on behalf of an injured student to verify coverage. When the form is submitted, instructions and the insurance card needed by the student to receive care will automatically be emailed to the student, and ACC Risk Management (accriskmgmt@austincc.edu).
 3. Notify Campus Police: as soon as possible that an accident occurs on campus in order to include the incident in the daily report for the campus.
 4. Complete within 24 hours: [Injury/Incident Reporting Form](#) – this digital form is required to inform Safety Environmental Management (SEM) of a potential safety concern for review and annual reporting.
3. The student's personal health care insurance will be used as primary coverage for the accident, while ACC Student Accident Insurance will serve as secondary coverage to reduce out-of-pocket costs to \$25.00, up to a maximum of \$25,000. Secondary coverage claims require a one-time \$25.00 deductible to be paid by the student. The student may either assign insurance benefits directly to the provider or pay the bill at the time of treatment and then request reimbursement from ACC's insurance company. The student will need to know an emergency phone number and email for their instructor.
4. [Student Accident Insurance website](#)

Clinical Standards – Student Responsibilities

Clinical Standards are set to give the student guidelines by which they are to govern their behavior while at the clinical site. Students must keep in mind that it is a privilege to be allowed into an operating room and that privilege can be revoked at any time. Students must be as responsible and accountable as any hospital employee, demonstrating the utmost in professionalism. To insure this, the clinical student must adhere to the following standards, as well as policies outlined in the Surgical Technology Handbook:

Attitude and Enthusiasm

Students must maintain an acceptable record of attendance.

The clinical rotation is Monday, Tuesday, Thursday, 6:45 a.m. – 3:00 p.m.; Friday 6:45 a.m. – 12 p.m. with exception of legal holidays observed by your clinical site or college. Students must abide by the attendance policy as outlined in the student handbook.

Students must arrive at the clinical facility and conferences on time.

Students are expected to arrive by 6:30 a.m. Please be out of the dressing room and in your assigned room by 6:45 a.m. Students are subject to the tardiness policy as outlined in the student handbook.

Students must return on time from breaks and lunch and leave as expected.

Restroom / coffee breaks are 15 minutes only, and lunch break is 30 minutes. Remember that you are part of a team and if you take longer than necessary for your break, you are robbing others of their break time. Please limit yourself accordingly.

Students must call their instructor no later than 30 minutes prior to scheduled start time if going to be absent or late.

Students must treat their clinical rotation as if it were their job. Those who fail to call in when absent may be asked to leave their clinical site.

Students must demonstrate reliability and show they can be counted on by staff.

When a staff member requests a student to carry out a task, the student must communicate to the rest of his team where he is going, how long he intends to be gone, and if an alternative plan of action needs to be implemented should he take longer than expected. Good communication is the cornerstone of teamwork and those who fail to relay important information cause uneasiness and frustration in the rest of the staff. You cannot be too thorough in this area.

Students must comply with hospital dress code and wear proper O.R. attire.

You are expected to follow the school / hospital dress code when entering, inside, or leaving the hospital as outlined in the student handbook. Students are expected to follow protocol with regard to obtaining and returning scrub attire. Failure to return scrub attire to the hospital at the end of each day would be construed as theft and will lead to strict disciplinary action up to and including withdrawal.

Students must show initiative and do what is expected without being told.

Students must make sure they know what is expected of them for that day. If an assignment has not been given to you, go to the instructor for your assignment.

Students must show enthusiasm and actively seek out new learning experiences.

The more enthusiasm the student shows toward learning, the more excited the staff will be to teach you. Bring your smile and cheerful disposition with you into every case no matter whether it is new and exciting or routine and tiring. Students should keep the instructor up-to-date on which procedures the student needs more experience with.

Students must be poised, show patience, and exhibit calmness in difficult situations.

You may be involved in an upsetting case such as a late term abortion, a long and tedious peripheral vascular case, or a crisis situation such as malignant hyperthermia. All of these situations require that you keep your head and do your job. If you are having difficulty mentally, emotionally, or physically, communicate that to your instructor. Remember that the people that you are working with are human too, have had these experiences, and will know how to address the physical manifestations of your emotional responses.

Interpersonal Relations

Students must maintain harmonious working relationships with the staff and their peers and demonstrate professionalism.

Professional behavior is the cornerstone to a long and prosperous career as a surgical technologist. Many times you will have to keep your feelings to yourself, accept individuals as they are, and be courteous when you do not feel the situation warrants it. Individuals who do not promote harmony are usually the cause of low morale and do not generally last long in the workplace. The student is not to assume anything or take matters into their own hands. Problem situations that arise need to be brought to the attention of the clinical instructor or program coordinator immediately. It is vital that you follow the appropriate chain of command at all times. Discussion of school business with the hospital staff is not permitted.

All doctors must be addressed with the title, "Doctor". There are no exceptions.

Students must demonstrate that they understand directives and follow instructions well.

Confirm what you have heard and repeat it if necessary. Carry out assigned tasks and confirm their completion.

Students must communicate effectively and exchange information tactfully.

Any communication that is less than professional will not be tolerated. Foul language is forbidden.

Students must accept criticism constructively and show a positive change in behavior.

Do not take criticism personally. It is meant to help, not offend, you. Use it to improve your skills or behavior and show the staff you have the ability to change for the better. Individuals who demonstrate that they are trainable are also thought to be employable.

Students must demonstrate that they are trustworthy and that they can hold private information in confidence.

Whether the private information is hospital, staff, or patient oriented, it is not to be discussed inappropriately. You have signed a confidentiality statement which you must abide by.

Students must show that they are adaptable to change, that they can easily adjust to changes in routine.

Show poise in adapting to new routines, set-ups, or personalities. Remember that you will be shown a variety of ways to do the same thing, all of them being "right". When you have tried them all, it will be your prerogative to choose the one that works best for you.

Aseptic Technique

Students must follow the rules of aseptic technique when establishing and maintaining a sterile field.

Failure to carry out the requirements of hospital policy with regard to aseptic technique could be construed as lack of surgical conscience and may result in the dismissal of the student from the hospital site.

Knowledge and Skill

Students must demonstrate knowledge of the indications for procedures.

If you do not know the indications for a particular procedure, ask. It is as important to know why you are doing a procedure as it is how to do it.

Students must utilize the doctor's preference card in organizing suture, instruments, and equipment for the procedure.

You may be asked to pull carts for the next day's cases. Be thorough and complete. This is one way to begin to gain the trust of the staff. Show them that you are responsible.

Students must check to ensure their case carts are complete.

Failure to adequately prepare for your cases may result in last minute rushing, or coming up short during the procedure. Do not rely on anyone else to insure readiness for your case. It is your responsibility.

Students must demonstrate efficiency by ensuring their set-up is neat and performed in a timely manner.

You must strive to develop skill in your practice as a surgical technologist, but never sacrifice

sterility for speed.

Students must maintain a neat mayo stand and back table throughout their cases.

Do not let debris accumulate on your field. Remember that someone may need to relieve you at a moment's notice and they should be able to do so quickly and easily, performing the appropriate counts in a timely and accurate manner. This cannot be done if the set up is a mess. Neatness narrows the margin for error.

Students must demonstrate knowledge of the basic instruments for their assigned procedures.

If cases are assigned the night before, the student should be prepared for the procedures by reading the appropriate materials.

Students must adequately anticipate the needs of the surgeon.

Anticipation is a developed skill and cannot be confused with preparation. Students who cannot adequately assist the surgeon because of lack of preparation will be counseled.

Students must pass sutures, needles, and instruments to the surgeon correctly.

Any student who has trouble grasping this skill should remediate with their clinical instructor whenever time permits.

Students must demonstrate comprehension of cases being performed by completing case write-ups accurately and turning them in when due.

Completion of case write-ups aids the student in comprehension of the case being performed as well as reinforcement and preparation for the next similar procedure to be performed. Failure to turn in case write-ups when due is a violation of clinical standards and will result in a 10 point reduction for each day the write-up is late.

Patient and Health Team Safety

Students must demonstrate proper implementation and handling of specimens, medications, counts and universal precautions.

Students must request counts at the appropriate times. Proper counting procedure, per hospital policy, must be followed. Specimens and medications should be handled according to hospital policy. Students must observe strict adherence to Universal Precautions by wearing appropriate personal protective equipment, proper hand-washing, and taking proper sharps precautions. Failure to carry out the requirements of hospital policy with regard to safety could be construed as lack of surgical conscience and result in the dismissal of the student from the hospital site.

ACC surgical technology students are required to follow the following safety measures:

Double glove in all cases.

Wear protective eyewear in all cases.

Attempt to initiate count of sharps and sponges on all cases.

Use of needle holder or other appropriate instrument to put KBs on KH.

Label all solutions and medications on the field.

Wear a mask in the room at all times unless otherwise stated by the instructor.

Use of waterless scrub only after the approval by the instructor.

Verify if latex gloves can be worn to set up the case.

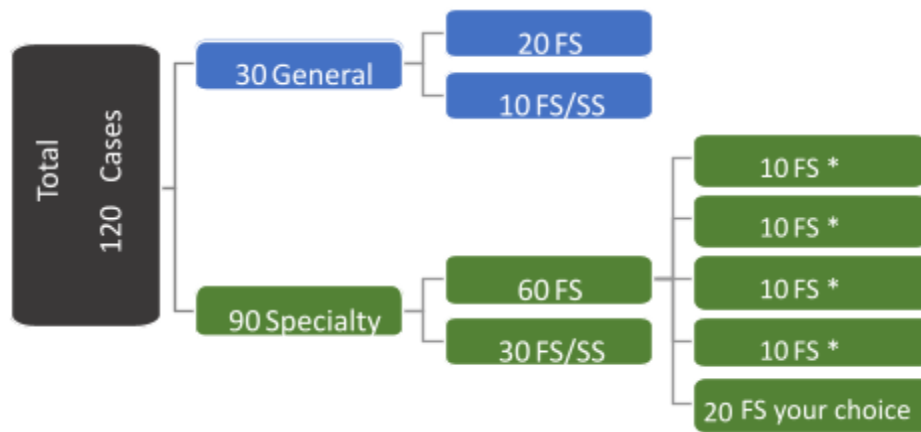
CLINICAL OBJECTIVES 2nd and 3rd Semester Students

- I. Teamwork and Interpersonal Skills
 1. Student demonstrates a strong work ethic and assertive learning behavior by independently introducing him/herself to team members and appropriately following instructions from OR staff and/or instructor.
 2. Student exhibits the ability to accept both positive and negative feedback, and modifies behavior accordingly.
 3. Student demonstrates the ability to work effectively with other team members.
- II. Preoperative Planning and Preparation
 1. Student initiates preoperative planning and preparation (such as: reading and recalling information from the preference card, checking the case cart to identify missing items and procuring same, identifying and procuring needed equipment, etc.)
- III. Environmental Awareness and Safety
 1. Student demonstrates understanding of environmental factors by wearing appropriate clothing to the clinical site, and wearing proper surgical attire and PPE.
 2. Student demonstrates safe usage of equipment and continuous awareness of environmental dangers in the OR.
 3. Student displays safe handling of all sharps and all blood/body fluids appropriately.
- IV. Aseptic Technique
 1. Student demonstrates proper aseptic technique while performing all tasks.
- V. Technical Performance
 1. Student integrates prioritizing and anticipation into all perioperative phases.
 2. Student demonstrates the ability to function independently as first scrub during routine procedures.
 3. Student determines correct method(s) for handling sharps, instruments, and other materials, and executes appropriate handling relevant to standard precautions.
 4. Student demonstrates proper counting procedures for sharps, sponges, and instruments, as well as executing problem-solving abilities related to an incorrect count.
- VI. Patient Care Concerns
 1. Student uses hospital safety and other guidelines to give optimal patient care while protecting privacy.

As per *Core Curriculum for Surgical Technology*, 6th Ed, in order for a student to fulfill the Surgical Rotation Case Requirements the following case totals must be met:

Students must complete a minimum of 120 cases as delineated below.

- I. Students must complete a minimum of 120 cases as delineated below.
 - A. General Surgery cases
 1. Students must complete a minimum of 30 cases in General Surgery; 20 which must be performed in the first scrub role. The remaining 10 cases may be performed in either the first or second scrub role.
 - B. Specialty cases
 1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the first scrub role. The additional 30 cases may be performed in either the first or second scrub role.
 - a. A minimum of 60 surgical specialty cases must be performed in the first scrub role and distributed amongst a **minimum** of **four** surgical specialties.
 - (1) A minimum of 10 cases in the first scrub role must be completed in each of the required minimum of **four** surgical specialties (40 cases total required).
 - (2) The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the first or second scrub role.
 - C. Optional surgical specialties
 1. Diagnostic endoscopy cases and vaginal delivery cases are **not** mandatory. However, up to 10 diagnostic endoscope cases and 5 vaginal delivery cases can be counted toward the maximum number of second scrub role cases.
 - a. Diagnostic endoscopy cases **must** be documented in the category of “Diagnostic Endoscopy”, rather than by specialty.
 - b. Vaginal delivery cases **must** be documented in the category of “Labor & Delivery” rather than in the OB/GYN specialty.
 - D. Case experience in the second scrub role is **not** mandatory.
 - E. Observation cases **must** be **documented**, but do not count towards the 120 required cases.
 - F. Counting cases
 1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to I.C.1.a. above).
 2. Examples of counting cases
 - a. Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
 - b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.
 - c. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure – one case.



Any student found intentionally falsifying information on the clinical experience records will be terminated from the program.

First and Second Scrub Role and Observation

First Scrub Role

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

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

Observation Role

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.

Austin Community College		Surgical Technology Program	
First Half of 1660 Evaluation Form			
Name:	Date / Week:	Grade: <input checked="" type="checkbox"/> #####	0 = <input checked="" type="checkbox"/> #DIV/0!
<p>If the student is placed on conference or probation for any clinical skills related issue, they will have an automatic failing grade for their weekly evaluation. The failing grade will either be the evaluation grade as calculated or a 74, whichever is the lower grade. THE STUDENT SHOULD REMEMBER THAT "AVERAGE" EXPECTATION LEVELS ARE RAISED AFTER THE FIRST EIGHT WEEKS</p>			
N/A Not applicable. Student cannot be evaluated at this time			
100 Student performs task perfectly, can teach others	50 Student inadequately performs task with direct supervision and guidance		
90 Student performs task well, needs no supervision	40 Student unsatisfactorily performs skills		
80 Student performs task satisfactorily, needs some supervision	30 Student is not performing at the expected level and requires excessive help from preceptor		
70 Student performs and demonstrates some knowledge of the task	20 Student is unable to demonstrate necessary skills		
60 Student unable to perform task without direct supervision and guidance	10 Student demonstrates unsafe practice(s) which puts the patient or others at risk		
TEAMWORK, INTERPERSONAL SKILLS & PROFESSIONALISM			
Student wears appropriate clothing to clinical site.		N/A	
Student introduces self to all team members.		N/A	
Student asks appropriate technical/medical questions at appropriate times.		N/A	
		##### / 1 Point Value	
Student wears surgical attire properly in all areas of the clinical site.		N/A	
Student follows appropriate verbal instructions from team and instructor.		N/A	
Student accepts both positive and negative feedback.		N/A	
Student provides adequate report to relief personnel as necessary in the surgical field.		N/A	
Student actively participates in post-clinical discussion respectfully.		N/A	
		##### / 3 Point Value	
Student communicates to team a desire to learn and a strong work ethic.		N/A	
Student appropriately adjusts behavior to negative feedback.		N/A	
Student demonstrates ability to work constructively and effectively with other OR team members, and adjusts to the variability of teaching styles and personalities.		N/A	
		##### / 6 Point Value	
Comments:		Section Point Total: ##### / 10	
PREOPERATIVE PLANNING AND ENVIRONMENTAL SAFETY			
Student informs instructor of any illnesses, cuts, or skin lesions that may prevent scrubbing.		N/A	
Student takes initiative stacking case(s) or pulling internal supplies as and when necessary.		N/A	
Student demonstrates safe usage of equipment and an awareness of common dangers in the OR.		N/A	
		##### / 1 Point Value	
Student wears appropriate eye protection on all cases.		N/A	
Student obtains and utilizes proper and correct information, including medical terminology, from the surgical schedule concerning their cases at an appropriate time.		N/A	
Student helps with OR room preparation including "wipe-down", equipment gathering, room arrangement and related decision making.		N/A	
Student takes responsibility for checking case card, retrieving needed items and spreading supplies.		N/A	
		##### / 2 Point Value	
Student in O.R. in ample time to prepare for procedure.		N/A	
Student initiates preview of the surgeon's procedural card and demonstrates retention of pertinent information.		N/A	
		##### / 7 Point Value	
Comments:		Section Point Total: ##### / 10	
ASEPTIC TECHNIQUE			
Student verifies sterilization process and package integrity for all supplies.		N/A	
Student initiates gowning and gloving others properly on a consistent basis.		N/A	
		##### / 4 Point Value	
Student takes responsibility for maintenance of the sterile field.		n/a	
Student demonstrates a continuous knowledge and application of aseptic principles and techniques.		N/A	
Student demonstrates the ability to solve most problems when breaks occur and seeks help if problem is beyond problem ability.		N/A	
		##### / 8 Point Value	

Student opens packs, instrument sets, and supplies as and when appropriate, using proper sterile technique.	N/A
Student initiates draping of the patient without contamination.	N/A
Student demonstrates awareness of the boundaries of the sterile field.	N/A
Student identifies all major contaminations and recognizes improper techniques.	N/A
Student performs surgical scrub and gowns and gloves self properly.	N/A
	#### / 28 Point Value
Comments:	Section Point Total: #### / 40
TECHNICAL PERFORMANCE	
Student assists with room "breakdown" and cleanup, places items in proper disposal containers and transfers instruments and supplies to post-surgical clean-up at the end of case without contaminating self.	N/A
Student demonstrates safe, proper post-op routines and room clean-up (turnover).	N/A
Student can state rationale for behaviors and decisions relative to the O.R. environment.	N/A
Student participates in actions relating to perioperative decisions.	N/A
Student attempts to remain attentive to the sterile field while keeping the mayo and backtable neat and orderly.	N/A
	#### / 2 Point Value
Student initiates post draping sequence (i.e., suction, bovie, etc.).	N/A
Student focuses on surgical incision area/or operative site, and demonstrates ability to anticipate and prioritize.	N/A
Student can identify all instruments in a basic laparotomy set and apply them to a procedure.	N/A
Student strives to drape and hands drapes correctly.	N/A
Student demonstrates safe handling of all sharps and all blood/body fluids appropriately and consistently.	N/A
Student responds appropriately and can prioritize requests of surgeon.	N/A
	#### / 8 Point Value
Student handles instruments and materials appropriately relevant to standard precautions.	N/A
Student demonstrates proper counting procedures for sponges, sharps, and instruments.	N/A
Student handles specimens properly (i.e., care and labeling/identification).	N/A
Student handles medications properly (i.e., care and labeling/identification).	N/A
Student demonstrates ability to recall new but commonly used instruments.	N/A
Student demonstrates initiative in setting up minor procedures and basic laparotomies with minimal assistance.	N/A
Student strives to setup cases in a reasonable timeframe with maximum efficiency.	N/A
Student demonstrates preparation, anticipation, and application of hemostasis and hemostatic agents.	N/A
Student passes instruments and sharps correctly on command.	N/A
	#### / 25 Point Value
Comments:	Section Point Total: #### / 35
PATIENT CARE CONCERNS	
Student is quiet and attentive during induction.	N/A
Student interacts responsibly with team to advocate patient care concerns.	N/A
	#### / 1 Point Value
Student's conversations are appropriate at all times while at clinical site.	N/A
Student can state the rationale for patient care actions taken.	N/A
	#### / 1.5 Point Value
Student follows safety and other hospital procedures for patient care and privacy.	N/A
Student initiates and/or observes surgical time out as applicable.	N/A
	#### / 2.5 Point Value
Comments:	Section Point Total: #### / 5
Days absent from clinicals during this evaluation period	
Was student placed on conference or probation at any point during this evaluation period?	
Y	
Overall Comments:	
Log Completed on time during this evaluation period	
If N, days late:	
Student's signature and date	Faculty signature and date

Austin Community College		Surgical Technology Program	
Second Half of 1660 Evaluation Form			
Name:		Date / Week:	Grade: ##### 0 = #DIV/0!
<p>If the student is placed on conference or probation for any clinical skills related issue, they will have an automatic failing grade for their weekly evaluation. The failing grade will either be the evaluation grade as calculated or a 74, whichever is the lower grade. THE STUDENT SHOULD REMEMBER THAT "AVERAGE" EXPECTATION LEVELS ARE RAISED AFTER THE FIRST EIGHT WEEKS</p>			
N/A Not applicable. Student cannot be evaluated at this time			
100 Student performs task perfectly, can teach others	50 Student inadequately performs task with direct supervision and guidance		
90 Student performs task well, needs no supervision	40 Student unsatisfactorily performs skills		
80 Student performs task satisfactorily, needs some supervision	30 Student is not performing at the expected level and requires excessive help from preceptor		
70 Student performs and demonstrates some knowledge of the task	20 Student is unable to demonstrate necessary skills		
60 Student unable to perform task without direct supervision and guidance	10 Student demonstrates unsafe practice(s) which puts the patient or others at risk		
TEAMWORK, INTERPERSONAL SKILLS & PROFESSIONALISM			
Student wears appropriate clothing to clinical site		N/A	
Student introduces self to all team members.		N/A	
Student asks appropriate technical/medical questions at appropriate times.		N/A	
		##### / 1 Point Value	
Student wears surgical attire properly in all areas of the clinical site.		N/A	
Student follows appropriate verbal instructions from team and instructor.		N/A	
Student accepts both positive and negative feedback.		N/A	
Student provides adequate report to relief personnel as necessary in the surgical field.		N/A	
Student actively participates in post-clinical discussion respectfully		N/A	
		##### / 3 Point Value	
Student communicates to team a desire to learn and a strong work ethic		N/A	
Student appropriately adjusts behavior to negative feedback		N/A	
Student demonstrates ability to work constructively and effectively with other OR team members, and adjusts to the variability of teaching styles and personalities.		N/A	
		##### / 6 Point Value	
Comments:		Section Point Total: ##### / 10	
PREOPERATIVE PLANNING AND ENVIRONMENTAL SAFETY			
Student informs instructor of any personal health factor that may prevent scrubbing.		N/A	
Student initiates preparation of room equipment.		N/A	
		##### / 2 Point Value	
Student wears surgical attire, including eye protection, appropriately.		N/A	
Student consistently obtains and recalls correct case information from surgical schedule at appropriate time.		N/A	
Student can anticipate perioperative pt. care needs based on procedure, medical terminology, and preop diagnosis.		N/A	
		##### / 4 Point Value	
Student arrives in OR in ample time to prepare for procedure		N/A	
Student independently prepares or checks case carts using preference cards, correcting any errors or omissions.		N/A	
Student previews surgeon's card and demonstrates retention of pertinent information.		N/A	
		##### / 9 Point Value	
Comments:		Section Point Total: ##### / 15	
ASEPTIC TECHNIQUE			
Student performs all standard techniques properly (scrub, gown, glove, etc.)		N/A	
Student can state the rationale for aseptic technique actions taken.		N/A	
		##### / 2 Point Value	
Student interacts with team to solve all complicated questions of aseptic technique.		N/A	
Student takes primary responsibility for maintenance of sterile field		N/A	
		##### / 4 Point Value	

Student opens cases confidently, utilizing proper aseptic technique.	N/A
Student initiates draping using proper technique.	N/A
Student demonstrates a continuous knowledge and application of aseptic principles	N/A
##### / 14 Point Value	
Comments:	Section Point Total: ##### / 20
TECHNICAL PERFORMANCE	
Student assists with room "breakdown" and cleanup, places items in proper disposal containers and transfers instruments and supplies to post-surgical clean-up at the end of case without contaminating self.	N/A
Student can state the rationale for behaviors and decisions relative to OR environment and demonstrate safe usage of equipment and continuous awareness of common dangers in the OR.	N/A
Student participates in actions relating to perioperative decisions.	N/A
Student demonstrates creative problem solving when situations change.	N/A
Student demonstrates safe, proper post-op routines.	N/A
##### / 5 Point Value	
Student demonstrates recall of previous cases.	N/A
Student can identify and utilize commonly used instruments.	N/A
Student demonstrates ability to recall instruments new to the student.	N/A
Student initiates post draping sequence (bovie, suction, etc).	N/A
Student focuses attention on operative site and demonstrates ability to anticipate and prioritize.	N/A
Student attempts to remain attentive to the sterile field while keeping the mayo and backtable neat and orderly.	N/A
Student responds appropriately and can prioritize requests of surgeon.	N/A
##### / 10 Point Value	
Student identifies draping needs and strives to take a leading role in all draping procedures.	N/A
Student sets up cases in a reasonable timeframe with maximum efficiency.	N/A
Student demonstrates proper counting procedures for sponges, sharps and instruments and demonstrates problem-solving abilities related to an incorrect count.	N/A
Student handles specimens properly (i.e., care and labeling/identification).	N/A
Student handles medications properly (i.e., care and labeling/identification).	N/A
Student demonstrates preparation, anticipation, and application of hemostasis and hemostatic agents.	N/A
Student handles and passes instruments, sharps and materials correctly and appropriately relevant to standard precautions.	N/A
##### / 35 Point Value	
Comments:	Section Point Total: ##### / 50
PATIENT CARE CONCERNS	
Student is quiet and attentive during induction	N/A
Student interacts responsibly with team to advocate patient care concerns.	N/A
##### / 1 Point Value	
Student's conversations are appropriate at all times while at clinical site.	N/A
Student can state the rationale for patient care actions taken	N/A
##### / 1.5 Point Value	
Student follows safety and other hospital procedures for patient care and privacy	N/A
Student initiates and/or observes surgical time out as applicable.	N/A
##### / 2.5 Point Value	
Comments:	Section Point Total: ##### / 5
Days absent from clinicals during this evaluation period	
Was student placed on conference or probation at any point during this evaluation period? N	
Overall Comments:	
Log Completed on time during this evaluation period? If N, days late: <input type="text"/>	
Student's signature and date	Faculty signature and date

COURSE POLICIES

Attendance/Class Participation

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may dismiss students from the class. In the event of a canceled class due to weather, pandemic or other emergencies, the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Incompletes

An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

An incomplete (grade of "I") will only be given due to extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the [Incomplete Grade form](#), to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty

member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.

3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

COLLEGE POLICIES

Health and Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit www.vaccines.gov/ to find a vaccine location near you.
- Campuses are open to faculty, staff, and students: The college and its departments and offices may invite internal *and* external guests to their events and activities, though access is still restricted for external parties seeking to host activities at ACC. The college's [Appian Health Screening App](#) remains available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.
- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find [testing locations near you, click this link](#).
- If you test positive, please report it on the [ACC self-reporting tool located here](#)
- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the ever changing situation, please go to [ACC's Covid website](#) for the latest updates and guidance.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at the [Academic Integrity website](#).

Student Rights and Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. [Student Rights & Responsibilities](#)

As a student of Austin Community College you are expected to abide by the [Student Standards of Conduct](#).

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online, go to the [Counseling website](#).

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu.

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal

conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at the [Student Complaint Procedures website](#).

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by email, or to a fellow student.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at the [Emergency Management website](#).

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy. In addition, **concealed weapons are not allowed on ACC-sponsored field trips** where the school owns or has chartered or leased vehicles for transportation.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at the [Campus Carry website](#).

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the [ACC Compliance Resource Guide](#).

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at the [ACC Email Q&A website](#).

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

For additional information on using the Testing Center, please <http://www.austincc.edu/students/testing-services/instructional-testing>

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at the [Student Resources](#)

[website](#). A comprehensive array of student support services is available online at the [Student Support website](#).

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled "Faculty Notification Letter" (FNL) through the Accessible Information Management (AIM) portal.

Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student's best interest to request their accommodations as soon as possible prior to the beginning of the semester.

Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include face-to-face and online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here: [Online Tutoring Request](#)

Additional tutoring information can be found here: [Online Tutoring](#)

Library Services

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- [Library Website](#)
- [Library Information & Services during COVID-19](#)
- [Ask a Librarian](#) 24/7 chat and form
- [Library Hours of Operation by Location](#)
- Email: library@austincc.edu

Parent and Family Engagement Services

ACC understands how important parent and family support is to every student's college journey. From parents and siblings to stepparents, grandparents, partners, and loved ones, the Parent and Family Engagement Office at ACC is committed to empowering families to support student success. The office provides a family orientation to ACC, free [workshops](#) explaining the world of higher education (financial aid, student resources, career and transfer services, etc.), a monthly [newsletter](#) full of student success tips, and a website designed to answer family members' frequently asked questions. All students, especially first-generation students, are encouraged to share these resources with their families and invite them to be part of the Riverbat experience. Contact familyengagement@austincc.edu or visit the [Parent & Family Engagement website](#) for more information.

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at the [Student Life website](#).

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here at the [Central Texas Food Bank website](#).
- Assistance with childcare or utility bills is available at any campus [Support Center](#)
- The [Student Emergency Fund](#) can help with unexpected expenses that may cause you to withdraw from one or more classes
- Help with budgeting for college and family life is available through the [Student Money Management Office](#).
- A full listing of services for student parents is available at the [Child Care website](#).

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns at the [Counseling website](#).

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **988** or **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

Illness

If you test positive for covid, please report it to your clinical instructor.

Surgical Technology Research Project
REMOVE IF SUMMER

Global Citizenship Project.

The purpose of this project is to allow you to consider your emerging identity as a surgical technologist and how it can be used to shape patient care beyond your immediate clinical practice. The project consists of three graded portions.

The first graded portion is the “pre-survey”, which you are asked to do before you explore the resources for the project. The goal of the survey is to determine your overall attitude and perceptions about some of the issues addressed in the project, before you begin. If you answer all questions completely, you will earn full credit of 40 points for doing this survey. The pre-survey is due on _____.

Next you will enter into the resources and choose one of the topics to center your project on. You will also choose the format of your project, such as a paper, a slideshow, a video, a series of infographics, a poster, etc. As long as your project addresses all items in the rubric, you can create the project of your choice, but it should not require others to join a specific platform or register their information in order to view it. You must inform your clinical instructor of your choice of topic and format by _____. If you are unable to submit a topic and format by _____, one will be assigned to you by your instructor.

You will have time built into the assignment schedule to review the resources and create the project (see semester schedule and assignment information in Bb for details). Digital projects will be submitted to a Google Drive folder so that students may benefit by seeing the work of their colleagues. Projects without a digital format will be turned into the clinical instructor in person by the due date. The Global Citizenship project is worth 200 points. The GC Project is due on _____.

After project completion, you will complete a “post- survey”, so that instructors can evaluate if and how your ideas have evolved, how worthwhile you found the project, and if you have suggestions for its improvement. As with the pre-survey, if you answer each question fully, you will get full credit for doing this survey, which is an allotted 60 points. The post survey is due on _____.

CHECK THIS PAGE CAN BE REMOVED & TURNED IN

Name _____

I would like to do my project on the following topic:

**CHECK THIS PAGE CAN BE REMOVED BY ITSELF, THEN
DELETE THIS SENTENCE**

**SRGT 1660
Statement of Understanding**

Please initial each statement to indicate that you have read and understand the SRGT 1660 course syllabus which covers:

1. ____ Course description and rationale
2. ____ Clinical site specific information, such as: meeting place, parking, arrival time and what to bring
3. ____ Attendance policy
4. ____ Clinical instructor contact information
5. ____ Grading criteria, including information regarding evaluations and case write-ups or assignments
6. ____ Clinical logs
7. ____ Course, program and clinical / performance outcomes / objectives
8. ____ Clinical standards
9. ____ Surgical rotation case requirements and scrub designations
10. ____ ACC course policies
11. ____ Drug screening
12. ____ Electronic media at the clinical site
13. ____ Student accident procedures

Printed Name _____ Date _____

Signature _____ Date _____

