



CENTRAL OKLAHOMA  
C O L L E G E

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## WELCOME & INTRODUCTION

There are very few decisions that you will make in your lifetime that will have more impact than the decision to enroll in the Surgical Technology Program. You are about to enter a fascinating world that most people know little about. This field offers a unique opportunity to help others and provides a lifetime of growth. As a Surgical Technologist, you will have moral, ethical, legal, and professional obligations that most people will never have to deal with.

The surgical technologist is an integral member of the surgical team who works closely with surgeons, anesthesiologists, nurse anesthetists, registered nurses and other surgical personnel delivering patient care before, during and after surgery. Scrub, circulating nurse, second assisting surgical technologists have primary responsibility for maintaining the sterile field and being constantly vigilant that all members adhere to aseptic technique.

This student handbook will serve as a source of information regarding policies and procedure that affect you as a student in the Surgical Technology Program. It is very important that you read and understand policies that govern the Surgical Technology Program. You should refer to the Central Oklahoma College catalog and general student handbook for school policies and other information.

Our Surgical Technology Program is designed to provide you with the knowledge and skills for you to become a successful entry level technologist in a variety of settings. This program also provides you with practical and achievable skills that you will use from the first day on the job.

We at Central Oklahoma College realize the importance of your goals and commit ourselves to assisting you academically and personally through graduation.

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## MISSION & GOALS

### Central Oklahoma College Mission

Central Oklahoma College is a place where our students' success is our most important mission. The success of our college depends on our commitment to high standards and expectations of our faculty, staff and students. Our five Core Values, Education, Wellness, Community, Integrity and Innovation, are an integral part of our daily lives leading to a well-balanced institution as we train students in Surgical Technology, Barber, Cosmetology, Esthetics, Massage and Health related careers.

### Surgical Technology Program Mission Statement

The mission of the Central Oklahoma College Surgical Technology Program is to offer an accredited program of the highest quality, maintaining a commitment to continuous improvement, in order to prepare students for entry-level positions in the surgical technology field. This is accomplished with teaching competent students in the cognitive, psychomotor and affective learning domains as well as didactic, lab, and clinical instruction in order to teach students the skills necessary to become integral members of the surgical team.

### Program Goals and Minimum Expectations

The program must have the following minimum expectations statement: "To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

Programs that adopt educational goals beyond the minimum expectations statement must provide evidence that all students have achieved those goals prior to entry into the field

Program goals must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and accepted standards of roles and functions of an entry-level Surgical Technologist. Goals are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program. Program goals must be written referencing one or more of the learning domains.

The program must assess its goals at least annually and respond to changes in the needs and expectations of its communities of interest.

Nothing in this Standard restricts programs from formulating goals beyond entry-level competence.

### Goals

- It is our goal to create a student-oriented campus where acquiring knowledge, skills, and friendships take place in a safe, supportive, and professional environment.
- To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Apply knowledge and skills from the biological sciences to safely perform during the pre-operative, intra-operative, and post-operative phases of patient care.
- Utilize appropriate medical terminology to communicate clearly and effectively with patients, physicians, and co-workers and provide for accurate documentation.

- Employ appropriate ethical, professional, and respectful values while providing care to diverse populations within the healthcare system.
- Demonstrate a strong surgical conscience, accountability, and legal implications of an individual's actions as a member of the surgical team.
- Integrate knowledge gained in core surgical technology courses to prepare for and assist with surgical interventions.
- 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.
- Demonstrate the ability to prioritize and organize the surgical field, while considering the physiology and urgency of patient care needs.
- Demonstrate an entry-level knowledge base by successfully completing the certification exam

### Learning Outcomes

- Define and relate the principles underlying the profession of surgical technology, including anatomy and pathophysiology of the human body, microbiology, pharmacology, and operating room skills, techniques, instrumentation, equipment and supplies.
- Demonstrate knowledge and application of the principles of aseptic technique and basic case preparation skills primarily in the sterile role.
- Demonstrate practical skills required to work as a competent surgical technologist in the preoperative, intraoperative, and postoperative phases of surgical case management.
- Apply critical thinking skills for appropriate and safe patient care in the operating room.
- Demonstrate the use of quality improvement techniques to enhance the accuracy and appropriateness of surgical technology.
- Demonstrate the role of a surgical technologist as part of an operating room team providing comprehensive care for patients.
- Demonstrate the practice according to the ethical principles and legal requirements of the profession of surgical technology.
- Demonstrate appropriate and professional skills of interpersonal communication with all patients and other members of the health care team.

### Objectives

- Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the surgical team during the perioperative experience.
  - Assume accountability as an advocate for the patient's right to privacy, dignity, safety and comfort.
  - Assume accountability for practicing in accordance with the provisions of the Association of Surgical Technologists Code of Ethics.
- Apply the principles of asepsis in all aspects of the role of surgical technologist.
  - Apply *Standard Precautions* in all phases of patient care.
  - Assist in the care of equipment and supplies including sterilization and disinfection.
  - Apply sterile techniques to create sterile fields and maintain the sterility of the field during the procedure.
  - Provide for the environmental safety of the patient and the surgical team.
  - Demonstrate organizational skill and manual dexterity in the preparation of a safe perioperative environment.
  - Implement safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures.
  - Apply knowledge of anatomy and physiology including recognition of pathologic deviations in the care of patients undergoing surgical procedures.

- Identify and respond to emergency situations in a calm and efficient manner.
- Demonstrate a basic understanding of the concepts of pharmacology.
  - Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
- Communicate effectively in all interactions with members of the surgical team and patients and appropriately address the biopsychosocial needs of the surgical patient.
- Maintain competency as a Surgical Technologist by participating in continuing learning activities.
- Perform proficiently and competently as an entry level surgical technologist in the cognitive, psychomotor, and affective learning domains.

### **Core Performance Standards**

The clinical rotations provide the student with in-depth knowledge and application of operative procedures. Faculty provides the student guidance in acquiring skills in the performance of surgical tech functions during the preoperative, intraoperative, and postoperative phases of patient care. During the basic coursework phase of the program, the student gains knowledge, upon which the remainder of his/her performance is based. Therefore, the student must demonstrate, in the clinical practice, a satisfactory understanding of the basic concepts.

<b>Performance Standards</b>	<b>Examples</b>
Critical Thinking/Coping	Identify cause-effect relationships in clinical situations, synthesize, integrate, and prioritize all aspects of patient care in a prompt, timely, fashion; display good coping mechanisms ability to make fast decisions in stressful situations in a professional manner with a high degree of flexibility.
Retention	Progressively and consistently applies knowledge base, Displays increased knowledge in both didactic and clinical performance.
Interpersonal Skills	Establish professional rapport with patients. Display respect for colleagues and others; demonstrate sensitivity to individual difference.
Communication	Give directions and explanations to patients, explain procedures to colleagues, initiate physician preferences, document, interpret and implement plans to include patient responses in a timely professional manner.
Mobility	Stand at operating room table during a case; move around in the operating room with ease; administer cardiopulmonary resuscitation.
Gross and fine motor skills	Position patients, pass surgical instruments; use equipment, safely and in timely manner per AST standards.
Auditory ability	Hear emergency alarms, accurately hear instructions in a noisy environment.
Visual ability	Read and draw up medications accurately; differentiate colors on the surgical field.
Manipulative/Tactile skills	Turn dials, press keyboards; operate special equipment; feel temperature changes; insert catheter; handle small sutures.  Height must be appropriate/or able to be adapted to perform skills.

Strength/Stamina	Adapt to shift work. Lift, without restrictions, from standing position; stand for long periods of time; administer cardiopulmonary resuscitation.
Respect for Others	Interacts with respect, consideration, and tolerance. Resolves conflicts appropriately. Demonstrates ability to cope with anger, fear, or hostility of others as well as differing opinions in a calm and professional manner.

## RETENTION

### Retention

Retention of students is a high priority for the Oklahoma Central College Surgical Technology faculty. The commitment to retention is reflected in the open-door policy of the program director and program instructor, students are encouraged to ask questions and discuss concerns. Whenever a student experiences academic difficulty, he/she is counseled by the instructor/Program Director for that course before withdrawal from the program is considered. Student remediation is recommended depending on the difficulty. The program consists of frequent written feedback methods, so that input on progress is optimized for the student. Students in a professional healthcare program must take ownership for their educational progress and success. Faculty and open lab practices are tools for your success. Identify any weakness early so that it can be addressed.

**Withdrawal Process:** If you find that your educational goals should change, or that you are not a “right fit” for the program, contact the Program Director to discuss the reasons for withdrawal and complete the withdrawal paperwork. If the Program Director is unable to meet, you may also contact the Student Services department.

### RE-Entry Policy

Students who have withdrawn or been dismissed from college may re-apply for admission by doing the following:

1. Wait 30 days from the last date of attendance;
2. Request for re-admission in writing to the College Director; and
3. Interview with Admissions; and
4. An interview with the Re-Entry Committee
5. Upon approval, the student will be advised at what point of the program he/she may enter.

The College’s Administration Office will make the final decision to re-admit a student for enrollment. A re-registration fee of \$25.00 is required if a student is accepted for re-enrollment.

### Nondiscrimination Statement

Central Oklahoma College does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.

## **CURRICULUM**

The admittance process is competitive due to the limited number of positions available for each class. Completion of the admission requirements does not guarantee admission into the Surgical Technologist program.

Upon admission into the Surgical Technologist Program, students will be required to complete four (4) semesters of surgical technology coursework as detailed below.

### **Term #1**

SG1101 Introduction to Surgical Technology  
SG1102 Intro to College Studies  
SG1103 Communications in Surgical Technology  
SG1104 Sterilization Techniques  
SG1105 Anatomy and Physiology 1  
SG1106 Anatomy and Physiology 2

### **Term #2**

SG1106 Fundamentals of Surgical Technology  
SG1107 Microbiology 1  
SG1203 Microbiology 2  
SG1108 Disease and Pathophysiology 1

### **Term #3**

SG1111 Pharmacology  
SG1109 Operating Room Management  
SG1110 Surgical Procedures 1  
SG1204 Surgical Procedures 2

### **Term #4**

SG1201 Disease and Pathophysiology 2  
SG2101 Surgical Procedures 3  
SG2102 Surgical Procedures 4

### **Term #5**

SG2201 Surgical Technology Externship 1  
SG2203 Surgical Seminar 1

### **Term #6**

SG1203 Surgical Technology Externship 2  
SG1204 Surgical Seminar 2

\*A minimum of 90 credits is required for graduation

\* Students must achieve a minimum passing grade of 75% upon completion of each class.

### **Requirements for Graduation**

In order to complete the program, students must pass all classes and have completed clinicals.

## Grades

- Grading practices in Surgical Technology reflect the high level of competence required for the Certified Surgical Technologist.
- A grade of 75% is required in all components of the Surgical Technology Program.
- Lab skills, Instrument Test, and Steps to Mock Surgery are graded as a pass/fail. You will have 3 times to pass a skill. You must pass the skill with 100% competency to move on to the next skill.
- Students absent for any reason are subject to a 10% deduction for late assignments or makeup test. NO SHOW NO CALL will result in a 20% deduction. Tests are announced ahead of time, quizzes will not be announced and cannot be made up. All missed tests must be made up at 8:00 am the next morning.
- Clinical grades are determined by competency; based on progressive criteria and evaluations.
- Any unsatisfactory grade in the clinical setting will require a conference with the Program Director and could result in student's dismissal from the program.
- Failure of any course during the program will result in dismissal from the program.
- Surgical Technology grading system (non-negotiable). NO rounding up or down of grades is done.

A= 92 – 100%	B= 83– 91%	C= 75 - 82%	F= 74% and below
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## Advising

- Students are encouraged to meet with the Program Director for all academic advising. Faculty can advise students regarding support courses as well as courses specific to the Surgical Technology Program.
- Any question concerning a particular class, personal progress or course grade, should be directed to the class instructor.
- If you have a question specifically regarding the content of the program, please make an appointment to discuss this with the Program Director.

## Attendance

- An accurate record of attendance is kept for class and clinical.
- Students are required to be in attendance in the classroom and /or clinical setting up to 8 hours a day on assigned days except during posted holiday and vacations.
- Regular attendance is required. Employers examine this aspect of a student's record and performance more than any other portion of their academic accomplishments. In any given grading period, a student should maintain a minimum 80% attendance. Grading periods are defined by program. Student Progress Reports will be completed at the mid-point of the program Term, as defined in the Academic Standing Policy.
- If absences exceed 20% in any given grading period, the student will be placed on probation for the next grading period. If the student does not maintain a minimum 80%, the student's enrollment may be terminated, unless otherwise specified by the Campus Director. If a student's enrollment is terminated, he/she may make an application to be readmitted. Readmission to the college must be made with the recommendations of the Campus Director and Program Director, and only for clear reasons of merit.
- Students must notify the Surgical Technology Program Director prior to absence from class or clinical at least 2 hours before class/clinical. "NO CALL, NO SHOW" will result in probation and may be grounds for dismissal.
- Absence make-ups must be approved by the classroom instructor. Make-up homework must be turned in the next day of the absence and test must be taken within one (1) day of the absence.

- All schoolwork (information and assignments) missed will be the responsibility of the individual student.
- \*Missing laboratory instruction is the same as missing class
- **Tardiness:** Tardiness is defined as arriving late for a class. Students arriving late for class will receive verbal and/or written warnings. Habitual lateness may result in an advisement and can result in eventual dismissal. The student is responsible for obtaining any content missed due to absence or tardiness. Students are considered tardy after 5 minutes past assigned class/clinic start time.
- **Early Departure:** Leaving before completion of a class is not permitted without prior arrangement with instructor. Unexcused departures will be treated the same as a tardy.
- **Weather cancellations:** The decision to close the Central Oklahoma College campus can only be made by the President or designate representative. If this occurs, emails and other alerts will be broadcast on local news stations, the College's social media and via an alert in Canvas. If Central Oklahoma College is closed, then class may move to virtual learning on Zoom.

### Supplies

- All supplies including digital textbook are required every day of class.
- All courses in the Surgical Technology Program contain blended coursework. This requires students to have access to a computer and the internet throughout the program.

### Technical Support and IT Requirements

Central Oklahoma College has limited on-site technical support starting with your instructor. Depending on the issue, if your instructor cannot assist then the issue will be upgraded to assistance from either a Director of Education or COC's on-site technical assistance. If the issue occurs after hours or is an issue with the learning management software both Canvas and Cengage offer 24/7 technical support via phone, email and/or chat. Students who have hardware issues with a school issued Chromebook have a warranty while in school. This warranty may require the student to mail the Chromebook in for repair. In that case, Central Oklahoma College will provide the students with a loaner Chromebook. For students who choose not to utilize the Central Oklahoma College Chromebook for instruction, they must meet the current requirements for Cengage MindTap which can be found at this link: [MindTap: System Requirements](#) or

<https://help.cengage.com/mindtap/mt-student/common/system-requirements.html>

## SERVICES

### Placement service arrangements

Although Central Oklahoma College cannot guarantee employment to graduates, we do provide employment advisement services. Career Services works directly with industry to develop and maintain business relationships that result in our graduates becoming employed. Employers visit the college on a regular basis to discuss employment opportunities. Additionally, we provide classes on resume writing and interview techniques as well as professional appearance and dress. The employment advisement service and job file is available to any graduate of the college at any time in their career.

### Disability Services

Central Oklahoma College will provide reasonable accommodations for students with disabilities, including learning disabilities, physical impairments and other disabling conditions. Such accommodations may include, but are not limited to, tutoring, and examination schedule and/or delivery notification. The entire Students with Disability Policy, which includes how to request reasonable accommodations can be obtained from Student Services Office.

## STUDENT RIGHTS

Teaching is conducted in a supportive, professional environment, free from harassment and discrimination by faculty, staff or other students. Students have the right to expect the instructor to manage the classroom to support a learning environment.

Student records are confidential and will be released under the Central Oklahoma College policies established. Students have a right to inspect and review their educational records at any time.

Students have a variety of procedures available to them to process complaints or disputes about actions or inactions by Central Oklahoma College staff or faculty adversely affecting them. Student dispute/conflict resolution processes are outlined in depth in the Central Oklahoma Catalog and Student Handbook

### Student Files

#### **Family Education Rights and Privacy Act (FERPA)**

Federal law requires that Central Oklahoma College generally disclose student information only to the student or to persons the student has authorized to receive the information or as ordered by a judicial officer.

The College guarantees the rights of students, and guardians if the student is a dependent minor, to access their cumulative records while in the presence of a staff person.

The College requires written consent from the student or guardian to release records in response to each third-party request unless otherwise required by law.

Students may opt out of having any identifying information published, such as name, phone number, age, area of study, dates of attendance and date of graduation.

Student records are the property of the college and may not be removed from college premises. Copies may be furnished to the student or guardian only upon written request at \$1.00 per page. Copies of student records will be furnished to third parties only when the student or guardian has requested and specified to whom records are to be sent in writing. Requests must be signed and dated. The College reserves the right to provide and permit access to students' and other college records as required any process initiated by institution or by the institutions Accrediting body, or in response from the U.S. Department of Education, or any other local, state or federal government agency.

### Advanced Placement, Transfer Credit and Experiential Learning

Central Oklahoma College allows for transfer of credit from other accredited institutions for some courses. Students must provide an official transcript, as well as complete a Transfer Credit Request for to be reviewed before the credit is allowed. All transfer of credit must be approved prior to the first day of classes. For the complete policy please see the Central Oklahoma College catalog page 7. Central Oklahoma College does not allow for Advanced Placement, nor does it give credit for Experiential Learning.

## DISCIPLINARY ACTIONS

Students are subject to Central Oklahoma College, program, and course policies and standards. You can expect the following courses of action based on the academic and/or conduct violation:

1. Academic Dishonesty – Receive no score for the assignment, dismissed from the course, administratively withdrawn from the course, and dismissed from the program. In addition to the academic consequences previously mentioned, incidences of academic integrity violation may be referred to the Campus Director/Program Director’s office for further investigation and possible sanctions.
2. Unexcused Absence/No Attendance – Receive a failing grade, no pass, or no basis grade for the course and dismissed from the program.
3. Not Meeting Course Grade Requirement – Receiving a grade lower than a C results in a failure for the course and failing a course is cause for dismissal from the program. It is at the discretion of the instructor, which they are under no obligation, to enter into an incomplete (I) contract, submit a did not finish (DF), or other applicable grade that allows the student an opportunity to demonstrate the required knowledge and/or proficiency.
4. Disruptive/Inappropriate Behavior – Dismissed from the course, administratively withdrawn from the course, and dismissed from program. Depending on the nature of the behavior, the local law enforcement may take additional action.
5. Dismissal/Removal from Clinical Site – For any reason other than proven interpersonal differences, administratively withdrawn from the course and dismissed from the program. Depending on the nature of the behavior, the university and local law enforcement may take additional action.
6. Unprofessional/Unethical Behavior – Dismissed from the course, administratively withdrawn from the course, and dismissed from program. Depending on the nature of the behavior, the university and local law enforcement may take additional action

Disciplinary actions may be taken by the Campus Director, Program Director, Clinical Educator, Clinical Coordinator and/or Program Faculty. Only the Campus Director and Program Director can dismiss students from the program. All disciplinary action will be witnessed by another instructor/professor. Any documentation such as warnings or other disciplinary action will be discussed and signed by the faculty, student, and witness. The documentation will be placed in the student’s academic file.

- **Verbal Warning.** The student is informed of the infraction and behavior required to correct. A written record of the circumstances will be written by one of the above-mentioned individuals. The letter will document the date, infraction, and course of action if behavior/performance is not corrected. The letter will be placed in the student’s academic file. (One does not have to receive a verbal warning prior to other disciplinary actions.)
- **Written warning.** An advisement documents a more serious infraction or failure to correct behavior/performance after verbal warnings. It will contain the date of infraction, the specific behavior/performance, corrective action required by the student, date corrective action must be taken, and further consequences for noncompliance. The author, student, and the witness will sign and date the letter and this will be placed in the student’s file.
- **Dismissal.** If the student fails to meet policy, rules, or procedures they may be dismissed from the program by the Program Director. The student will have the opportunity to meet with the Director of Education to discuss the reason for dismissal. Some infractions are more serious than others. The nature of the infraction will dictate the consequences.

## CLASSROOM AND ON CAMPUS LAB STANDARDS

1. Food is not allowed in the classroom. Bottled water is permitted in non-lab settings.

2. Prompt and regular attendance is required at all class and clinicals days. Accurate records of attendance are kept for class and clinical laboratory. Orientation to clinical facilities is mandatory.
3. Only students enrolled in the Surgical Technology Program are permitted in the classroom. No children are allowed in class or clinical facilities.
4. Please turn cell phones off or put them on silent, they are disruptive to others. If there is a situation that requires you to be available, please inform your instructor and place the phone on vibrate, if it rings, leave the room and take the call. Return to the room promptly and discreetly. **Taking photographs or videos inside the classroom is strictly prohibited.** This includes engaging in social media interactions. Violation of this policy warrants disciplinary action and possible dismissal from the program.
5. Audio recordings may not be used in the classroom
6. All types of tobacco use are prohibited in the classroom and in the lab.
7. **Laptops are not permitted at clinical sites.**
8. Students are to notify their surgical technology instructor at least two (2) hours prior to absence in class or clinicals.
9. Students must come to class in the appropriate attire (uniform). Students wearing inappropriate attire will be advised
10. During class breaks and before class, students are asked to use the outside of the building or the specified student lounge areas as loitering in the hallways is disruptive to the other classes in session.
11. Leave the classroom neat and clean at the end of each day.
12. Latex-based products may be used in all health care facilities. **Central Oklahoma College is not a latex free lab.**

*\*Failure to adhere to classroom, lab or clinical standards may result in dismissal from the program.*

### Dress Code

1. Personal appearance is valued at Central Oklahoma College as part of professional development for students. Surgical technology students are members of the health care team and are expected to be well groomed to reflect a positive health image. The dress code and guidelines have been established for the safety of the patient and to foster professional perceptions and expectations. If you have any questions regarding the dress code, please see the Program Director.
2. Students are to be in complete uniform before entering the classroom.
3. The only acceptable attire for surgical technology is the 2 pairs of royal blue scrubs that you are given the first few weeks of class scrubs.
4. No type of hoodie, sweatshirt, sweater, or other garment is to be worn. If you get chilled, you may wear your warmup jacket. No long sleeve shirts are to be worn under your scrubs
5. Absolutely no jewelry in the surgical technology lab or classroom.
6. Students are encouraged to wear shoes that fit comfortably but are most importantly clean. Clean closed-toed and closed-heeled shoes are required when in uniform. No Sandals.
7. Hair must be clean, neat, and worn off the collar. Hair cannot fall forward in front of shoulders while providing patient care. Long hair **must** be pulled back. No hats or head coverings are to be worn. Caps are designated for operating room work are required and supplied by the program/hospital. Hair of an unnatural color or fad designs is not permitted. Male students must be neatly shaven. Mustaches, beard, and/or sideburns must be short, clean and well-groomed.
8. Nails should be well-groomed and not extend past the tip of the finger. No artificial nails or nail polish is permitted.
9. Students are required to visibly always wear an official identification badge while on the property. Badge Lanyards are acceptable providing they contain a breakaway clasp.
10. Students are expected to be aware and conscientious of their personal hygiene. No perfumes, colognes or hand lotions with fragrance at any time.

### **Statement of Ethics**

A code of ethics indicates a profession's acceptance of the responsibility and trust with which it has been vested by society. Upon entering a health care profession, each healthcare professional inherits an obligation to adhere to the professions, code of conduct and relationships for ethical practice.

Upon entering the Central Oklahoma Surgical Technology Program, each student inherently agrees to accept the responsibility and trust expected by the Surgical Technology profession and society. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action which may include dismissal from the program.

### **Surgical Conscience**

All surgical team members must strictly adhere to the principles of asepsis and the practice of sterile technique. The honesty and moral integrity necessary to uphold these standards is called surgical conscience. Everyone must be conscientious enough to recognize and correct breaks in sterile technique, whether committed alone or in the presence of others. Each surgical team member who hesitates or refuses to admit a break in the sterile technique has no place in the operating room.

There is no compromise of sterile technique. Sterility cannot be taken for granted; it must constantly be checked and maintained. Surgical team members constantly monitor their own technique, as well as that of other team members. Breaks in sterile technique are identified, and corrective measures are taken. Each team member must be expecting and able to accept critique from others. The safety and well-being of the patient must come first. Any lapse in sterile technique may put the patient at risk for surgical site infection (SSI) that could potentially lead to death.

### **Confidentiality**

Students will not under any circumstances discuss any patient, hospital or staff information outside the confines of the classroom, clinical. If at any time a student has concerns regarding an occurrence in the clinical setting, the student is to discuss the concerns with the clinical instructor or Program Director. Failure to comply with confidentiality guidelines will result in dismissal from the program and possible legal action.

### **Professionalism**

All Central Oklahoma College Surgical Technology students are representatives of Central Oklahoma College programs and are expected to continually demonstrate qualities of professionalism both on campus and in the clinical setting. These qualities include professional appearance, honesty, respect for others, accountability, a non-judgmental attitude, trustworthiness, care, confidentiality, tact and teamwork. Students should conduct themselves in a professional manner. Failure to consistently demonstrate qualities of professionalism will result in dismissal from the program.

## STUDENT CONDUCT

Students must maintain and utilize accepted professional industry standards and ethics at all times while attending Central Oklahoma College.

Students failing to adhere to the policies, rules and regulations or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.

Any breach of conduct will require consultation and possible disciplinary reports with a staff member and will become part of the student's permanent record. After consultation for misconduct a student is subject to suspension or dismissal depending on the severity of the infraction.

- **Citizenship:** Be civically responsible and engaged to improve our campus and community;
- **Academics:** Respect the College's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community;
- **Responsibility:** Accept responsibility for your education, personal behavior, and future success, appropriately challenging others to do the same;
- **Diversity:** Behave in a manner that recognizes and respects individual differences, supporting both diversity and inclusiveness;
- **Safety:** Do not harm and help maintain the safety and welfare of the college and community by immediately reporting unusual or dangerous behavior.

### Behavioral Expectations

These objectives foster the spirit of professionalism, cooperation, and courtesy within our program. Achievement of these objectives will enhance the effectiveness of the learning experience of all students. Each student will:

1. Conduct his/herself in a professional manner.
2. Respect the patient.
3. Refer to peers and all others respectfully.
4. Act politely toward all students, patients, physicians, and other surgery staff.
5. Address instructors and professional staff as Mr./Ms./Miss./Mrs./Dr.
6. Arrive on time.
7. Wear proper attire, to either class or clinical site.
8. Accept the physician as the prime authority in the operating room and act accordingly, having due recourse to the clinical instructor, charge nurse or program Director.
9. Adhere to sterile technique.
10. Remain in the assigned areas unless excused or reassigned.
11. Be present and prepared for cases assigned in his/her room during clinical hours.
12. Both Central Oklahoma College and Hospital campuses are smoke free therefore there will be no smoking while at clinical (smoke smells are offensive to patients and peers).
13. Active participation in class activities and lab practices.
14. Assure that personal communication devices do not interrupt classes and clinical.
15. Social media sites such as Facebook, Instagram, Twitter etc. are subject to the same professional standards related to HIPPA, FERPA and clinical affiliation confidentiality. Violations of this nature could lead to dismissal from the program.
16. Each student is expected to display professionalism by taking ownership in creating and supporting an atmosphere for learning; during classroom, lecture, lab practice and at clinicals.
17. Infants and children are not permitted in classes, audio conferences, laboratories, or clinical settings, even when a parent is present and involved in a scheduled learning experience. Children must not be left unsupervised in university or clinical facility hallways or lobby areas. Students who bring children to class will be asked to leave with the absence being treated as unexcused.

## ASSOCIATION OF SURGICAL TECHNOLOGY 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.

## ACKNOWLEDGEMENT OF ETHICAL OBLIGATION AND PROGRAM EXPECTATIONS

I hereby agree to uphold the following as explained to me within the Central Oklahoma College Surgical Technology Student Handbook.

1. Classroom and on campus lab standards
2. Dress code policy
3. Statement of ethics
4. Surgical conscience
5. Confidentiality standards
6. Professionalism expectations
7. Behavioral expectations
8. Association of Surgical Technology Code of Ethics

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Student ID Number

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## CLINICAL INFORMATION

### Clinical Rotation/Experience Standards

Students will be assigned local clinical rotations to area healthcare facilities. Clinical experience is vital in the completion of the program objectives. Final decisions on clinical placement will be made by the program Director.

- Students must satisfactorily complete all course work prior to being assigned to and beginning a clinical rotation.
- Students will be required to complete a confidentiality agreement before clinical/internship rotations begin.
- Students will be required to sign a waiver to permit Central Oklahoma College to release health information to the clinical facility.
- Clinical externships will be assigned by the Program Director to ensure that all students meet the required case requirements. Clinical sites will be located within a 75-mile radius of Central Oklahoma College.
- Specific clinical sites are not guaranteed or promised. Students will rotate through several different clinical sites. Clinical assignments are subject to change at the discretion of the Director of Surgical Technology Program.
- Clinical/internships begin as early as 5:45 AM and require reliable transportation to get to the site.
- Clinical/internship attendance is mandatory, no exceptions.
- Graduation from the program is dependent on successful completion of rotation through the specialties with acceptable evaluations.
- All surgical technology students must complete clinical/internship rotation.
- The clinical component of the program is educational in nature; all students will be assigned a daily preceptor.
- Students will not be used as staff relief in any situation or at any time and clinical must be educational in nature.
- Students must be readily identifiable as students when at clinicals.
- Students will be permitted to have the same considerations as staff in regard to lunch and other activities of the operating room.
- Students are responsible for transportation to clinical/intern sites, as well as any parking fees or other costs related to the clinical/internship experience.
- Students are evaluated on a daily and weekly basis by the preceptor and the clinical instructor
- Students will not discuss, use or disclose any patient information while in the clinical setting unless it is part of your clinical assignment.
- Students will not remove any record from the clinical site without the prior written authorization of that site.
- Students will not use patient information in any context.
- Attendance is mandatory at all clinical facilities.
- Written objectives for the clinical course are shared with the preceptors at the clinical sites.
- Students are to be well rested prior to beginning a clinical shift as fatigue can impair a person's ability to learn or can cause mistakes/compromise patient safety. Students deemed to be unsafe will be dismissed from clinicals.
- Students are required to notify instructors of absence from clinicals at least two (2) hours before scheduled time of arrival according to clinical policy. Students are also required to notify the clinical site at least 2 hours prior to scheduled time of shift. "NO Call No Shows" will result in probation; second offense, student will be dismissed.
- A student involved in an accident or injury to self or to a patient must notify the Program Director **immediately**.

- Central Oklahoma College students WILL always double glove for ALL procedures that they scrub in on.
- **Students who falsify their clinical paperwork will be dismissed from the program immediately.**
- **Cell phones ARE NOT PERMITTED in the operating room at any time. Students receiving complaints about using cell phones while on clinical time will receive a verbal warning, then the next time will result in a written advisement and suspension from the program. If another complaint is received it could result in termination from the program.**

The surgical technology student will scrub for surgical procedure only under the direct supervision of the staff surgical technologist (preceptor). The student may be the primary scrub as long as the staff technologist (preceptor) is scrubbed in the case with them. The staff surgical technologist (preceptor) must be scrubbed in at ALL times when the surgical technology student is scrubbed in. At no time may the surgical technology student be utilized as “staff”: to meet staffing needs. Please contact the Director of Surgical Technology immediately if this is an issue.

### **Dress Code for Clinical Rotation**

1. Students are required to wear their Central Oklahoma College uniform to clinicals sites every day. Students will change into clinical site scrubs on arrival each day.
2. Each clinical site has its own dress code. Students will comply with the facility dress code.
3. Best Practices for O.R. dress code, taught in the program will be always followed by students.
4. Caps (head covers) are to be worn by anyone entering the O.R. These caps are discarded after use.  
**The cap must always cover all hair.**
5. Non-Disposable head covers may not be worn.
6. Masks are worn in any area in which sterile supplies are opened. Masks are changed after each case. Masks are not to hang around the neck. Masks are worn on or off.
7. The Central Oklahoma College name badge/student identification will be always worn and be visible when the student is in class/clinical. Hospital name badge must be always worn while in the operating room.
8. Personal appearance standards learned within the SURG program are expected to be upheld while at clinic (i.e. jewelry is not to be worn, fingernails kept neat and trim, closed toe shoes)

### **Student Conferences**

Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between the instructors and the students. Feedback comes in the form of grades, academic competency exams, clinical performance preceptor evaluations, and student conferences. During clinical rotations there will be a weekly clinical conference in which the student and instructor will discuss the previous week’s clinical performance. Students who are having difficulties in the clinical setting may be required to meet with the clinical instructor more often. Individual conference may be required for the student experiencing academic, attendance, or contact difficulties.

### **Unsafe and Unprofessional Clinical Practice Defined**

**Unsafe Clinical Practice:** Behaviors demonstrated by the student which threaten or violate the physical, biological or emotional safety of the patient, staff, peers or others. The following are examples, which may serve as regulations for the student’s understanding of unsafe clinical practices. Examples are not all inclusive.

**Physical Safety:** Inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, fractures, burns, etc., Unsafe medication use practices and competencies.

**Biological Safety:** Fails to recognize errors in aseptic technique, performs technical actions without appropriate supervision, fails to seek help when needed etc.

**Emotional Safety:** Threatens patient, makes patient fearful; provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behavior.

**Unprofessional Practice:** shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the surgical technology program or Central Oklahoma College.

**Surgical Rotation Case Requirements**

<b>Surgical Specialty</b>	<b>Total # of Cases Required</b>	<b>Minimum # of First Scrub Cases Required</b>	<b>Maximum # of Second Scrub Cases That Can Be Applied Towards 120 Cases Required</b>
General Surgery	30	20	10
Surgical Specialties	90	60	30
Totals	120	80	40

- The total number of cases the student must compete is 120.
- Students are required to complete 30 cases in General Surgery. 20 of the cases must be in the first scrub roll.
- Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the first scrub role and evenly distributed between a minimum of 4 surgical specialties.
- The Surgical Technology Program is required to verify through the surgical rotation the surgical documentation the students’ progression in first and second scrubbing surgical procedures of increased complexity as he/she moves towards entry level graduate abilities.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 Diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards maximum number of second scrub role cases.
- Observation cases must be documented, but do not count towards the 120 required cases.
- Counting Cases
  - Cases will be counted according to surgical specialty. Examples:
    1. Trauma patient that requires a splenectomy and repair of the Le Fort1.
    2. Two cases can be counted and documented since the splenectomy is general surgery, and the Le Fort 1 is oral-maxillofacial surgical specialty.
    3. Patients require breast biopsy following by a mastectomy. It is on Pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure- one case.

## 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. 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.

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

### Second Scrub Role

The student surgical technologist who is at the sterile field and 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 student surgical technologist who is in the operating room performing roles that do not meet the criteria for the first or second scrub role are observers. These observation cases are not to be included in the required minimum total case count, but must be documented by the program.

## Clinical Dismissal

\*Students dismissed from a clinical site because of behavior, incompetence, positive drug test, or other violations will be dismissed from the program. Behavioral dismissal may include, but not limited to, a lack of initiative, argumentative or defensive attitudes, unwillingness to participate in exams, and refusal to complete routine duties performed by surgical technologists.

## Infraction Table

<b>Infraction</b>	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	3 <sup>rd</sup> Occurrence
Non-Compliance to dress code	Verbal	Written	Dismissal
Excessive tardiness (clinical)	Verbal	Written	Dismissal
Excessive tardiness (class)	Verbal	Written Reduction in Grade	Dismissal
Sleeping in class	Verbal	Written	Dismissal
Unexcused absence (class or clinical)	Written	Written	Dismissal
Insubordination/Argumentative	Written	Written Letter Reduction	Dismissal
Unauthorized use of computers, internet, cell phones, telephones, etc., in clinical or class	Verbal	Written	Dismissal
Plagiarism/Cheating	Written A score of Zero (0) on any paper, homework, exam	Dismissal	
Sleeping at Clinicals	Written	Dismissal	
Violation of Patient Confidentiality	Dismissal		
Conviction of a felon or other barrier crime*	Dismissal		
Theft	Dismissal		
Falsification of any documents	Dismissal		
Reporting to class/clinical under the influence of alcohol or drugs	Dismissal		
Scrubbing into case without supervision	Dismissal		

## PROGRAM REQUIREMENTS

### Occupational Risks

Individuals who work in health care settings should ALWAYS direct their actions so that patient safety and personal safety will be maintained, thus avoiding danger and risk of injury. The following list is developed to alert the student to potential safety hazards which could present problems to patients and workers in health care settings.

Healthcare workers and students training in health professions deal with equipment, solutions, gases, hazardous materials etc. which pose a threat to health when not used appropriately. In order to protect from potential hazards, all equipment, solutions, gases, etc. should be used according to the manufacturer's instructions. Never attempt to deal with anything with which you are not familiar. Ask for instructions and demonstrations from the appropriate authority.

Patients may have active infection or suffer from a condition which would be compromised by infection. It is imperative that all health workers perform their job duties to avoid infecting themselves or others. Blood Borne Pathogens are microorganisms that are present in human blood and cause disease. These pathogens include, but are not limited to, Hepatitis C Virus (HCV), Hepatitis B (HBV), and Human Immunodeficiency Virus (HIV).

In addition to blood, other materials are considered potentially infectious and must be handled with the same caution as blood and blood products. These materials are semen, vaginal secretions, cerebrospinal fluid, synovial fluid, peritoneal fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva, body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

### Technical Standards

Every student in the Surgical Technologist program must possess the physical, mental, and emotional capabilities required to successfully complete the program and gain employment in the field. These are the technical and health standards for the Surgical Technologist program. All ST students must be capable of meeting these standards.

The prospective surgical technologist student must:

### Critical Thinking

- Possess critical thinking ability sufficient for clinical judgment.
- Possess short/long term memory sufficient to perform tasks including but not limited to mentally tracking surgical supplies and performing anticipation skills intraoperatively.
- Must be able to handle multiple priorities and multi-tasking and differentiate the importance.
- Must be able to make quick decisions and practice with independent discretion.
- Must be able make decisions and calmly function under pressure
- Manage stress appropriately (your own as well as the stressful situations you will encounter).
- Manage anger, fear/hostility (your own as well as the situations you will encounter).
- Work in close proximity to others and work effectively with others while still carrying out your independent duties.
- Must have ability to focus on tasks at hand in a distracting/busy environment.
- The ability to resolve conflicts appropriately and function effectively under stress.

### Health Standards

- General Activity – must be able to stand 6-8 hours; able to tolerate being in the same Operating Room (OR) without being able to move from a small, designated area (sterile field or surgery site). For instance, someone with claustrophobia may find this job difficult.
- Must not have any lifting restrictions prescribed by physician or other healthcare provider.
- Must have the ability to lift or move weights of up to 50 pounds.
- Motion – up to a 1/3 of the time must be able to bend, squat, climb, reach, lift, carry, push, and pull
- Precise motor function or fine manipulation using both hands a majority of the time.
- Need gross motor function of both feet.
- Weight lifted/Force Exerted 100 pounds plus. Items lifted or physically managed include multiple instrument set, various types of OR tables and attachments, many various other types of equipment required to perform a variety of surgeries, moving and positioning patients who are under anesthetic (“dead weight”).
- Must have visual acuity sufficient to recognize and distinguish between different instruments and supplies needed for the job. Must be able to quickly and accurately distinguish different types of suture, needles, medications, instruments, etc. Must also be able to see precisely to assist surgeon.
- Hearing is very important in the OR; problems with hearing and/or use of hearing aids may make performing duties difficult
- Auditory acuity must be sufficient to hear instructions and requests from instructors, preceptors and other healthcare providers in the clinical setting.
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- Certain Medical conditions may preclude or effect employment in the surgical area: Heart conditions, Diabetes, Hypoglycemia, Seizures, etc. (Anything that could influence patient safety)
- Exposure to blood and other body fluids.
- Exposure to odors.

### Technical Standards

- Manipulate instruments, supplies, and equipment with speed, dexterity, and good hand-eye coordination.
- Ambulate/move around without assistive devices.
- Assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.

### Communication Standards

- Communicate both verbally and non-verbally in an effective manner with staff, patients, and physicians, in order to explain procedures, give instructions, and obtain information.

### Interpersonal Standards

- Make appropriate judgment decisions.
- Demonstrate the use of positive coping skills under stress.
- Demonstrate calm and effective responses, especially in emergency situations.
- Exhibit positive interpersonal skills during patient, staff, and faculty interactions.

### **CPR Certification**

All students must complete Basic Life Support (BLS) certification through the American Heart association in class to become BLS certified.

### **Student Drug Screen, Background Check**

When submitted, these records will become the property of the college, and will not be available for copying or for use to meet requirements of outside employers. Any changes to these records must be reported to the Program Director immediately.

Please note – while medical marijuana is legal in the State of Oklahoma, it is not legal on the federal level and therefore not recognized as an exemption for the Drug Free School policy, or for any required drug screenings, if your program of study requires one. Additionally, the use of medical marijuana may negatively impact future employment opportunities.

## **IMMUNIZATION REQUIREMENTS**

Documentation of all required immunizations must be submitted to the program director. If immunizations expire, or new requirements are added while the student is in the program, the students must obtain the necessary immunizations and provide documentation at his or her own expense.

Acceptable documentation of proof of immunization may include:

### **Tuberculosis**

- A two-step TB skin test with negative results or
- A negative IGRA (QuantiFERON/T-Spot) from within the last year may be accepted in place of a TB skin test.
- Negative result must be within 12 months of the end of clinical and repeated annually. Surgical Technology has a different timeline for TB testing. Please confirm with the program coordinator before scheduling your TB test to avoid unnecessary expenses.

For those with a positive TB skin test or TB infection provide

- Positive TB results (skin test or IGRA) require a Chest X-ray from within the last 5 years denoting clear lungs, free of infection; or completed, medical questionnaire from the Health Department or physician for non-symptomatic individuals.
- Evidence of compliance with recommendations from Oklahoma State Department of Health for persons diagnosed with active pulmonary TB.

### **Tetanus/Diphtheria/Pertussis (TDAP)**

Provide documentation of immunization against Tetanus/Diphtheria/Pertussis:

- Tdap dated within the last 10 years (should not exceed 10-year mark) of the end of clinical.
- A tetanus (Td) booster shot is due every (10) years thereafter.

### **Mumps-Measles-Rubella (MMR)**

Provide documentation of one of the following related to Measles, Mumps and Rubella:

- Two MMR vaccines
- Positive titers for Mumps, Rubeola and Rubella (lab report of a blood test which determines immunity to MMR)

### **Varicella (Chicken Pox)**

Provide documentation of one of the following related to Varicella:

- Two doses of Varicella vaccine - or –
- Positive Varicella titer (lab report of a blood test which determines immunity to Varicella)

### **Hepatitis B (HBV)**

Provide documentation of one of the following related to Hepatitis B (HBV):

- 3 doses of the vaccine. If in process, after the first dose you will be compliant for 1 month to allow time to receive the second dose. After the second dose, you will be compliant for 5 months to allow time to receive the third dose
- 2 doses of the Heplisav vaccine. After the first dose, you will be compliant for 1 month to allow time to receive the second dose.
- Two doses must be completed prior to clinical start – or
- Positive Hepatitis B surface antibody titer (lab report of a blood test which determines immunity to Hepatitis B)

### **Flu**

Provide documentation of one of the following related to Influenza (Seasonal Flu):

- Flu vaccination administered during the current flu season: Oct 1 – April 30. Please do not get the shot before Oct 1.
- A signed school declination waiver and a signed letter (on official stationery/letterhead) from a physician stating the medical reason for declination. Religious declinations are not offered for seasonal Flu vaccine
- It is recommended that the Flu vaccine be taken in the fall (after Oct 1) prior to scheduled clinical rotations. Clinical facilities may have specific policies and restrictions regarding the vaccine to which all Central Oklahoma College students are obliged to adhere. The clinical site may absolutely require immunization and not accept a declination.

Applicants who are accepted into health programs are required to participate in work-based learning (clinical rotation) at local health facilities. Some of these facilities require either proof of the COVID-19 vaccination or a medical or religious exemption for the associates, all students and faculty & staff involved in educational activities on-site at any of the facilities. Making an application for an exemption does not guarantee that the exemptions will be approved by the health facility. Proof of vaccination compliance or approved exemption status must be in place prior to student's clinical rotations.

**IF IMMUNIZATION STATUS IS NOT KEPT CURRENT AND DOCUMENTED IN THE STUDENT'S FILE, STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE LABORATORY COURSES OR THE CLINICAL COURSES**

# STUDENT HANDBOOK ACKNOWLEDGEMENT

## Central Oklahoma College Surgical Technology Program

This is to acknowledge that I have received, and read, my personal copy of the Surgical Technology Student Handbook. I have read and understand the contents thereof. I hereby agree to abide by its regulations.

I agree to have my education, health and background records released to professional/health care agencies requesting that information, and other agencies as designated by Central Oklahoma College who have legitimate interest in your student records.

I agree to have information regarding my attendance and performance released to financial aid purposes.

I understand that I may not participate in the Central Oklahoma College Surgical Technology program until I have all my records on file. This record must be kept up to date or I could be withdrawn from the program.

I understand that information that has been disclosed to me from the patient's records is protected for confidentiality by state and federal laws. These laws prohibit me from making any disclosure of such information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by state and federal laws. A general authorization for the release of medical or other information is not sufficient for this purpose.

I understand that orientation to clinical facilities is mandatory. Absence for any reason will result in withdrawal from the course.

I further understand that my certificate of completion will not be issued until I have met all the competencies of the program.

I know that the National CST exam is administered as a group per AST (Association of Surgical Technology) at the end of the program here at Central Oklahoma College. This is mandatory

Attendance is mandatory at the graduation ceremony.

I give Central Oklahoma College permission to contact my employer after graduation and share my personal information to gather post graduate data for institutional research and reporting.

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Student ID Number

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Signature

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Date

## **Central Oklahoma College's Continuity of Operations Plan per Continuity of Education Services Surgical Technologist Preparedness Plan**

### **Unexpected Departure of Key Personnel**

In the case of the unexpected departure of key personnel in the Surgical Technologist program, Central Oklahoma will do the following as listed below:

- Immediately ads for the position will be posted on social media as well as job search websites as well as former applicants will be contacted
- Temporarily adjust all current schedules to accommodate one less instructor
- One of the other current instructors begin teaching some of the other courses.
- Move courses that can be moved to a distance education format temporarily
- Contact Program Advisory Members to come in as temporary substitutes
- Contact Instructors in the Allied Health Programs to see if they can teach courses that they hold the credentials to teach (ie. Anatomy)
- The Directors of Education will also step in to be test proctors to allow those instructors to teach other courses or oversee laboratory assignments

### **Regional Natural Disaster- Severe Winter Weather (Ice and/or Snow)**

In the case of significant winter weather, the following listed below will occur for the safety of all students, faculty, and staff.

- The campus will cancel classes and close campus for the amount of days as needed per the length of time that the severe winter weather warrants Central Oklahoma College to do so out necessity of safety.
- If the severe winter weather does not cause significant power outages throughout the metro area where all of the students reside than the campus will temporarily move to distance education.
- Distance education is defined as hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap
- If the severe winter weather does cause significant power outages throughout the metro area where all of the students reside than all course work and assignments will resume upon returning to campus and will adjust assignment due dates as needed.

### **Regional Natural Disaster- Floods**

In case of a flood causing water damage Central Oklahoma College will follow its Emergency Policies

Procedures in place to ensure the safety of all students, faculty, staff, and visitors.

If the flooding causes significant damage to the 300 building where the Surgical Technologist's two classrooms and lab reside than Central Oklahoma College will immediately do the following listed below to ensure continuity of education services.

- The campus may cancel classes and close campus for a couple of days in the beginning of the recovery.
- All courses will immediately move to distance education of hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap.
- Plans will be put in place to ensure students complete contact hours required in the lab by either utilizing classroom spaces in the 100 and/or 200 building. To ensure the ability to obtain equipment efficiently and fastidiously. Central Oklahoma College will contact: Program Advisory Members, Graduates, and Externship Site Coordinators to see if any of them would be able to allow the Surgical Technologist program to see if they would be willing to help us temporarily obtain equipment and/or donate supplies so the students can complete their required lab contact hours.

If the flooding significantly damages all three buildings of the Central Oklahoma College Campus than

Central Oklahoma College will assess the situation and put the following plan in place listed below.

- The campus will cancel classes and close campus for an undetermined amount of days in the beginning of the recovery.
- All courses will immediately move to distance education of hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap.
- Central Oklahoma College will begin putting a plan in place to temporarily relocate the campus.
- Plans will be put in place to ensure students complete contact hours required in the lab by either utilizing classroom spaces in the 100 and/or 200 building. To ensure the ability to obtain equipment efficiently and fastidiously. Central Oklahoma College will contact: Program

Advisory Members, Graduates, and Externship Site Coordinators to see if any of them would be able to allow the Surgical Technologist program to see if they would be willing to help us temporarily obtain equipment and/or donate supplies so the students can complete their required lab contact hours.

### **Regional Natural Disaster- Tornadoes**

In the case of a tornado, the following listed below will occur for the safety of all students, faculty, and staff.

- The campus will cancel classes and close campus for the day as is warranted to do so out necessity of safety.
- If a tornado not cause significant power outages throughout the metro area where all of the students reside than the campus will temporarily move to distance education.
- Distance education is defined as hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap
- If the severe winter weather does cause significant power outages throughout the metro area where all of the students reside than all course work and assignments will resume upon returning to campus and will adjust assignment due dates as needed.

If the tornado causes significant damage to the 300 building where the Surgical Technologist's two classrooms and lab reside than Central Oklahoma College will immediately do the following listed below to ensure continuity of education services.

- The campus may cancel classes and close campus for a couple of days in the beginning of the recovery.
- All courses will immediately move to distance education of hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap.
- Plans will be put in place to ensure students complete contact hours required in the lab by either utilizing classroom spaces in the 100 and/or 200 building. To ensure the ability to obtain equipment efficiently and fastidiously. Central Oklahoma College will contact: Program Advisory Members, Graduates, and Externship Site Coordinators to see if any of them would be able to allow the Surgical Technologist program to see if they would be willing to help us

temporarily obtain equipment and/or donate supplies so the students can complete their required lab contact hours.

If the tornado significantly damages all three buildings of the Central Oklahoma College Campus than

Central Oklahoma College will assess the situation and put the following plan in place listed below.

- The campus will cancel classes and close campus for an undetermined amount of days in the beginning of the recovery.
- All courses will immediately move to distance education of hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap.
- Central Oklahoma College will begin putting a plan in place to temporarily relocate the campus.
- Plans will be put in place to ensure students complete contact hours required in the lab by either utilizing classroom spaces in the 100 and/or 200 building. To ensure the ability to obtain equipment efficiently and fastidiously. Central Oklahoma College will contact: Program Advisory Members, Graduates, and Externship Site Coordinators to see if any of them would be able to allow the Surgical Technologist program to see if they would be willing to help us temporarily obtain equipment and/or donate supplies so the students can complete their

### **Regional Natural Disaster- Wildfires**

In the case of a public health crisis, the following listed below will occur for the safety of all students, faculty, and staff. Central Oklahoma College has significant experience with this since as it demonstrated during the COVID-19 pandemic which kept the students, faculty, and staff.

- Central Oklahoma College will follow guidelines put in place by the following government agencies depending on the severity of the public health crisis, i.e. the state of Oklahoma Health department and the CDC.
- The campus will cancel classes and close campus for an undetermined amount of days in the beginning of the recovery.
- All courses will immediately move to distance education of hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap.
- Central Oklahoma College will then as we did during the COVID-19 allow students to return in

safe manners to return to campus in person to complete required all lab contact hours and if needed find alternative manners.

## **Fire**

In case of a fire Central Oklahoma College will follow its Emergency Policies Procedures in place to ensure the safety of all students, faculty, staff, and guests.

If the fire causes significant damage to the 300 building where the Surgical Technologist's two classrooms and lab reside than Central Oklahoma College will immediately do the following listed below to ensure continuity of education services.

- The campus may cancel classes and close campus for a couple of days in the beginning of the recovery.
- All courses will immediately move to distance education of hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap.
- Plans will be put in place to ensure students complete contact hours required in the lab by either utilizing classroom spaces in the 100 and/or 200 building. To ensure the ability to obtain equipment efficiently and fastidiously. Central Oklahoma College will contact: Program Advisory Members, Graduates, and Externship Site Coordinators to see if any of them would be able to allow the Surgical Technologist program to see if they would be willing to help us temporarily obtain equipment and/or donate supplies so the students can complete their required lab contact hours.

If the fire significantly damages all three buildings of the Central Oklahoma College Campus than Central Oklahoma College will assess the situation and put the following plan in place listed below.

- The campus will cancel classes and close campus for an undetermined amount of days in the beginning of the recovery.
- All courses will immediately move to distance education of hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap.
- Central Oklahoma College will begin putting a plan in place to temporarily relocate the campus.
- Plans will be put in place to ensure students complete contact hours required in the lab by either utilizing classroom spaces in the 100 and/or 200 building. To ensure the ability to obtain equipment efficiently and fastidiously. Central Oklahoma College will contact: Program

Advisory Members, Graduates, and Externship Site Coordinators to see if any of them would be able to allow the Surgical Technologist program to see if they would be willing to help us temporarily obtain equipment and/or donate supplies so the students can complete their required lab contact hours.

### **Power Outage**

In the case of power failure at the campus, the following listed below will occur for the safety of all students, faculty, and staff.

- The campus will cancel classes and close campus for the amount of days as needed per the length of time that the campus does not have power in which warrants Central Oklahoma College to do so out necessity of safety.
- If the power outage does not cause significant power outages throughout the metro area where all of the students reside than the campus will temporarily move to distance education.
- Distance education is defined as hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap
- If the power outage does cause significant power outages throughout the metro area where all of the students reside than all course work and assignments will resume upon returning to campus and will adjust assignment due dates as needed.

### **Failure of Information Technology Services**

In the case of failure of information technology at the campus, the following listed below will occur for

the safety of all students, faculty, and staff.

- The campus will temporarily move to alternative manners of teaching during the temporary failure of information technology (i.e. lecturing from notes, changing due dates of exams or assignments needed for working technology during class)

### **Mission Essential Functions (MEF) of the Continuity of Operations Plan (COOP)**

#### **Authority**

Decision making authority over a Continuity of Operations Plan will follow the current chain of

command and Organizational Chart.

President, Mike Pugiese- Campus Director, Laura Eyster- Assistant Campus Director, Rikki Claunch

### **Continuity of Records**

Hard records are stored in fire proof file cabinets in the file room, located in the secure Admissions/Financial Aid suite. All electronic data is backed up to an external hard drive which is stored in a secure location. All Learning Management Systems i.e. (Canvas and MindTap) data is secured offsite on their servers as well as the Student Management System (Campus Café) data is secured offsite on their servers.

### **Continuity of Communications**

Maintaining consistent and transparent communication with students, faculty and staff is vital during anytime. In the case of the Continuity of Operations Plan in place to ensure Continuity of Education Services Communication will be done as listed below.

Canvas: Messages and Announcements will be sent and posted to students

Email: All Faculty and Staff will receive emails from Administration to be kept apprised of the current

status on the campus

News Stations: Campus closures will have been posted on the news stations list of closures during a natural disaster.

Campus Café- Will send out alerts to all faculty, staff and students

## **Central Oklahoma College Academics during the COOP**

### **Academics**

Adjusting of Calendar Due Dates in Courses

- As needed using alternative manners of assessment of competencies of students
- Work with and inform faculty of how to change the course content as needed temporarily to ensure Continuity of Education Services which includes the flexibility in which students are able to turn in assignments

- Moving to distance education of hybrid courses via ZOOM. As well as continuing and broadening the use of Canvas and MindTap.
- Relocating classes to another building on the campus or to a temporary offsite depending on the severity of damage to the campus facilities
- If possible, allow faculty and students to come to the campus to retrieve items needed to complete assignments
- Faculty will demonstrate care and empathy throughout the COOP knowing that all students will need different type of support during this time.

### **Student Support Services during the COOP**

#### **Community Resources**

- Regional Food Bank of Oklahoma
- Referral of Counseling Services
- **OKLAHOMA 211\*** Student support services make available individual counseling through third-party community resource organizations, primarily partner agencies with the United Way of

Central Oklahoma. Students experiencing problems that require professional assistance are referred to the appropriate agency. These community resource organizations may provide assistance in such areas as mental health and addictions/counseling services, utility assistance, housing, food/meals, abuse, crisis intervention, clothing, personal and household needs, child care, emergency assistance, health care, employment and job training, and personal development.

#### **Moving Classes Temporarily Online Resources For Students**

- Online Student's Manual for Success  
<https://www.learnhowtobecome.org/career-resource-center/student-success-online-college/>
- Six Tips to Get Through Remote Classes  
<https://firstgen.ucdavis.edu/blog/six-tips-studying-home>

### **Leave of Absence**

Students who are unable to return to school due to natural disasters of their homes. (Special type of LOA policy- temporarily as well as not immediately 14-day absence drop due to natural disaster circumstances)

Circumstances may arise which necessitate a student taking a leave from the college for an extended period of time. Students may not be eligible if they have not been in school at least 30 days and making satisfactory academic progress.