



Health Sciences Student Handbook 2024-2025

Surgical Technology

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FORWARD

This Student Handbook is designed to provide Health Sciences students with a reference manual that deals with policies and procedures for individual programs within the Health Sciences Department. This Handbook serves to assist Health Sciences students toward successful completion of their course of study by directing them to College resources via webpage links [click on the blue, underlined text link to access the specific webpage]. As such, it is intended to supplement, not replace the policy and procedure publications to which all students of Montgomery College are subject, such as the:

- [Current College Catalog](#)
- [Current Semester Schedule of Classes](#)
- Student Handbook ([Student Code of Conduct](#))
- [College Policy and Procedures](#)
- [Academic Regulations](#)

It is the responsibility of each student to review this Handbook regularly and to understand its contents. It is the intention of this Handbook to eliminate the redundancy some might find in course syllabi or course guides. Information, policies and procedures that are relevant to all will be included in the first part of this Handbook. The second part of this Handbook will deal specifically with individual Health Science Programs within the Department. This Handbook should not be construed as constituting a contract, express or implied, between the individual Health Science Programs and any person. The statements and provisions of this Handbook are subject to change at the discretion of the Health Sciences Department and/or individual Program without notice. The most current version of this Handbook will be located on the website for individual Programs.

COLLEGE

MISSION, VISION, AND VALUES

More than just words, our mission, vision, and values reflect, in an inspiring way, who we are as an institution and why we are so dedicated to our students and their success. These aspirational standards set our priorities and drive our actions every day.

OUR MISSION: We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

OUR VISION: With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

OUR VALUES: Excellence, Integrity, Innovation, Diversity, Stewardship, Sustainability

Leadership Team

[Jermaine F. Williams, Ed.D.](#), President
[Deidra D. Price](#), Ph.D. Senior Vice President for Academic Affairs
[Monica Brown, EdD](#), Senior Vice President for Student Affairs

[Mnique Davis, PhD, MSN, RN](#), Collegewide Instructional Dean of Health Sciences
and Director of Nursing

College

[Applying for Graduation](#) :

December Graduation: Apply between June 2 – October 1

May Graduation: Apply between October 2 – February 15

August Graduation: Apply between February 16 – June 1

[Attendance Policy](#): Academic Regulations Article 5.1; Students are expected to attend all class sessions. In cases involving excessive absences from class, the instructor may drop the student from the class, resulting in a grade determined in accordance with this Academic Regulation. “Excessive absence” is defined as one more absence than the number of classes per week during a fall or spring semester (with the number of absences to be prorated for accelerated sessions).

[Closures and delays](#) What to do when MC is closed, has a delayed opening, or closes early for any reason.

Communication

EMAIL: Students and Faculty must use College email when corresponding via email. The College prohibits use of personal email accounts for College communication. Students are expected to check their email regularly. Students are held responsible for information, assignments, and announcements that are distributed via email. Please include your full name, MC ID number, and the course number for which you are currently enrolled. Students can anticipate 48-72 hour email response time from faculty / staff during business hours.

[Family Educational Rights & Privacy Act \(FERPA\)](#) As a student at MC, your educational record information is protected by FERPA.

[MC ALERT](#): All students are encouraged to sign up for MC Alerts.

Counseling & Advising:

[Disability Support Services](#): Students requesting reasonable accommodations related to a disability must self-identify and are encouraged to contact DSS as soon as possible after admission to the College. If eligible, it must be completed each semester.

[Accommodations](#): Determined on a case by-case basis and may include extended time, note-taking assistance, sign language interpreting services, and alternative formats for printed materials.

[Grades](#) : Academic Regulations Article 6

Disputed Final Grades

Incomplete Grades

[Hardware Specifications](#): Technology will be a major component of your education at MC. The College identifies general technical requirements and minimal hardware specifications so that online learning is successful.

[Closures and delays](#)

Resources

[Financial Aid](#)

[Student Health and Wellness](#)

[Title IX & Sexual Discrimination Information](#)

[TPSS Raptor Central](#)

[Veterans and Military](#)

[Virtual Tutoring](#)

[Student Complaint Resolution](#): In general, students are encouraged to approach their faculty member first to resolve their complaint. If the complaint cannot be resolved by the faculty member, then the student should address their complaint to the Department Chair. If the complaint still cannot be resolved, the complaint will be escalated to the Dean. Attempting to resolve a complaint at these levels will help assure timely resolution of student complaints.

[Student Code of Conduct](#): All students are expected to achieve their goals with academic honor. Cheating, plagiarism, and/or other forms of academic dishonesty or misconduct, examples of which can be found in the Student Code of Conduct, are not to be tolerated. A student who engages in any act that his or her classroom instructor considers academic dishonesty or misconduct is subject to any and all sanctions deemed appropriate by the classroom instructor. Grade sanctions may range from an "F" on an assignment to an "F" in the course. The instructor will refer all violations to the campus dean of student development. The rights and responsibilities of both the course instructor and the student, as well as the procedures to be followed, are detailed in the Student Code of Conduct.

[Withdrawal from Classes](#) Academic Regulations Article 4.10

Health Sciences Department

Advising: Faculty provide program advising to current and prospective students. All students will meet with a program advisor by week 8 of the semester and are encouraged to seek advising as needed. Program advising should occur at least twice per semester.

Blackboard: The College uses Blackboard as the designated Learning Management System. Students and faculty must self-enroll in the appropriate Hub (Health Sciences Hub or Nursing Hub) to receive communications about learning resources, volunteer opportunities, and to complete mandatory training.

Employment Policy: Students shall be treated as trainees who have no expectation of receiving compensation for clinical training or future employment from the clinical affiliate. In an effort to prevent role conflict, students employed with a clinical affiliate will not be assigned at their place of employment for their clinical rotation. Students must immediately notify the clinical coordinator if they are employed at any of our clinical affiliates.

Health Record Requirements

CastleBranch: Health Record Management System utilized by all Health Science programs and many clinical facilities

CPR Certification: Proof of current CPR certification must be by the *American Heart Association* for the **Basic Life Support/BLS- provider**; no on-line classes accepted, blended (online AHA Heartcode with Face-to-Face skills testing) classes are acceptable.

Criminal Background Check: A criminal background check is required by the clinical agencies and is handled by an external vendor. Currently, the vendor is CastleBranch, Inc. The background check must be completed to attend clinical. All students must complete this background check even if a background check has already been done by another vendor. This is an **annual** requirement. You must address all “adverse” issues in a timely manner.

Drug & Alcohol Screening: Drug and Alcohol screening is required and is handled by an external vendor, currently the vendor is Castle Branch, Inc. All students must complete this screening check even if a screening has already been done by another vendor. This is an **annual** requirement.

HIPAA / OSHA for Healthcare Workers: All Health Science students will complete this module which includes Infection Control, Bloodborne Pathogens, Safety and test via Blackboard on the Health Science. Nursing follows a different process to complete this requirement. This is an **annual** requirement.

Physical Exam: A health history and physical exam with lab work for complete blood count (CBC) & routine urine analysis (UA) are required to be admitted into health science programs. The physical exam is an **annual** requirement.

Proof of Health Insurance: All clinical facilities require that students have active health insurance coverage while in the program. Students are required to upload a copy of their insurance card (front & back).

Tuberculosis Screening: A two-step PPD test is required for **all incoming students**. The two PPD tests must be completed **within 30 days** from the first PPD. A single PPD test is then required **annually**. If the PPD is positive, documentation that the student is free of symptoms of TB is required and must be repeated **yearly** while the student is in the health science program. A **Positive PPD** form is available on the Health Science Hub. Your healthcare provider must complete the Positive PPD form. Students may also submit lab results for the QuantiFERON TB Gold instead of the PPD.

Vaccinations / Proof of Immunity: Students must provide proof of immunity to Measles, Mumps, Rubella, Varicella, and Hepatitis B. Proof of immunity is determined by a titer; a laboratory test that measures the presence of antibodies in the blood. If the titer is positive, the individual has immunity to the disease. A negative titer means there are inadequate antibodies present. Therefore, the individual is not immune and must receive the vaccination(s). In addition to the above vaccinations, students must receive Tetanus, diphtheria, acellular pertussis (Tdap) vaccine every ten years and Seasonal Flu vaccine annually, usually from August – October.

Learning Skills Support Services: Academic support for students enrolled in any health science program is available at the TPSS campus. Services can be customized based on student needs; individual academic study consultation and referrals to college resources. Workshops for time management, note-taking skills, effective study skills, test-taking skills, and organizational tactics are offered throughout the semester.

MC ID: All students and faculty are required to wear their MC photo ID and present the ID upon entering the Health Sciences building.

Medical Learning Center has computers, health science books, media, and equipment to enhance students' learning. Also available are printer kiosks, scanners and a Disability Support Services workstation.

Parking & Transportation: Students must provide their own transportation to and from campus and their clinical assignment. Students are responsible for any parking fees incurred. Students are expected to display MC parking permit when parking on campus.

Pregnancy: A student who is, or becomes, pregnant is strongly encouraged to notify her course instructors and/or the Title IX Coordinator as soon as possible. By doing so, the student and instructors and the Title IX Coordinator can collaborate and develop an appropriate plan for the continuation of the student's education in light of the unique nature of the College's nursing and health sciences programs and their clinical requirements, as well as particular challenges the student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College. The College cannot ask the student to provide medical documentation or clearance for participation in clinical, however, the student is reminded that the program has Technical Standards that each student must meet to ensure the safety of students and patients. Students should consult with their healthcare provider to determine if they meet those Technical Standards. TitleIX@montgomerycollege.edu

Surgical Technology

Mission, Goals and Philosophy

The mission of the Surgical Technologist program is to prepare competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains. Graduates will assume employment as skilled and conscientious health professionals providing quality patient care in conjunction with other members of the health care team.

The philosophy and goals of the program interface with those of Montgomery College itself. They are exhibited by the College in its support of professionalism and academic excellence, by the provision of qualified faculty, a carefully designed academic environment, and in the program by a wealth of clinical experience. The goal of the program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

The College is accredited by the Middle States Association of Colleges and Secondary Schools. This organization establishes and assures maintenance of high standards of quality for all Programs, including the Surgical Technology program here at Montgomery College. Most Montgomery College offerings will exceed the quality described in the designed standards. The curriculum used in the Surgical Technology program is based on the core curriculum outlined by the Association of Surgical Technology. Any student who fully meets the standards described would be able to function as a Surgical Technologist upon program completion.

Humanistic attitudes are fostered in both the didactic and clinical areas. The faculty believes that humanistic qualities are of key importance in this health-related career. Through the development of interpersonal relationships with patients and fellow professionals, self-awareness and self-actualization may enhance the roles necessary to perform as a vital part of the patient care team.

The faculty constructs behavioral and performance objectives throughout the program to produce graduates who are highly proficient and competent in all aspects of Surgical Technology. They will become knowledgeable in the theoretical foundation of their profession and capable of functioning in a variety of clinical settings which utilize the latest "state-of-the-art" forms of Surgical Intervention.

Finally, the faculty feels that being certified by the National Board of Surgical Technology and Surgical Assisting is the ultimate goal of the graduate. This certification plays a key role in providing opportunities to work in the profession and to contribute to the operating room. Graduates who are knowledgeable in the theoretical foundation of Surgical Intervention should be able to share their knowledge with fellow technologist, future students and allied health workers. Continuing education will enable these technologists to assume higher levels of responsibility in their occupation and become a fully qualified member of the health care team.

Organizational Structure

Pierre Harges CST, BS, M.Ed. Program Director-Clinical Coordinator 240-567-5541 Pierre.harges@montgomerycollege.edu	Melvina Cherry, BS, CST Associate Professor 240-567-5570 Melvina.cherry@montgomerycollege.edu
HC 359	HC 358

Accreditation

Montgomery College is accredited by the Middle States Association of Colleges and Secondary Schools, and the Program of The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Questions and/or complaints regarding the program compliance with the Accreditation of Allied Health Education Programs ([CAAHEP](#)). Questions and/or ARC/STSA Standards, should be handled through Montgomery College's grievance processes first and if not resolved, then may be addressed with either of these agencies:

ARCSTSA 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120 Phone: 303-694-9262; [ARCSTSA website](#) new window.

CAAHEP 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763 Phone: 727-210-2350; [CAAHEP website](#) new window.

Program Outcomes

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

- A. Demonstrate expertise in the theory and application of sterile and aseptic technique.
- B. Demonstrate appropriate interpersonal and communication skills.
- C. Maximize patient safety by facilitating a safe surgical environment.
- D. Perform competently in the scrub and assistant circulator role in accordance with AST Core Curriculum for Surgical Technology.
- E. Apply principles of pharmacology as related to the surgical technologist.
- F. Demonstrate critical thinking skills in perioperative procedural management.
- G. Demonstrate cultural competence.

Learning Outcomes

Knowledge gained in the clinical setting is directly related to didactic education and will need to be retained in order to draw and maximize direct parallels.

At the end of the 1st through 2nd semesters in the Surgical Technology Program, students will:

1. Explore and orient into the field of surgical technology
2. Analyze and discuss legal concepts, risk management, & ethical issues
3. Discuss: the surgical patient
4. Explore special populations
5. Learn about Operating Room (OR) physical environment & safety standards
6. Discuss prevention techniques of perioperative disease transmission
7. Develop techniques to identify OR Instrumentation, equipment, & supplies
8. Learn wound healing/sutures/needles/stapling devices
9. Summarize surgical case management
10. Recall & review anatomy & physiology for the practicing surgical tech
11. Recall sterilization and disinfection
12. Interpret methods of hemostasis
13. Review anatomy & physiology as it pertains to the surgical technologist
14. Define lasers and specialty equipment
15. Recognize and define patient positioning
16. Summarize diagnostic procedures
17. Indicate names and uses of surgical pharmacology agents

At the end of the 3rd semester, Surgical Technology Program students will:

1. Explore, discuss, and analyze general surgery: gastro-intestinal procedures
2. Explore, discuss, and analyze general surgery: biliary procedures
3. Explore, discuss, and analyze obstetrical & gynecological surgical procedures
4. Explore, discuss, and analyze genitourinary surgical procedures
5. Explore, discuss, and analyze otorhinolaryngologic surgery
6. Explore, discuss, and analyze ophthalmic surgical procedures

At the end of the 4th and final semester, Surgical Technology students will:

1. Explore, discuss, and analyze cardiothoracic surgical procedures
2. Explore, discuss, and examine peripheral-vascular surgery
3. Explore, discuss, and analyze orthopedic surgery
4. Explore, discuss, and analyze neurological surgery
5. Explore, discuss, and analyze plastic/reconstructive surgery
6. Explore, discuss, and analyze maxillofacial surgery
7. Review all topics related to the field of surgical technology and prepare for the national board examination

Program of Study

General Education and other Requirements (27 credit hours)

BIOL 150 Principles of Biology	4
BIOL 212 Human Anatomy and Physiology I	4
BIOL 213 Human Anatomy and Physiology II	4
COMM 108 Intro to Human Communication	3
ENGL 101 Introduction to College Writing	3
ENGF English Foundation	3
MATF Mathematics Foundation	3
PSYC 102 General Psychology	3

Surgical Technology Requirements (36 credit hours)

Summer Semester I

SURG 100 Introduction to Surgical Technology	4
SURG 103 Pharmacology and Anesthesia	2

Fall Semester

SURG 101 Surgical Technology I	6
SURG 201 Surgical Technology III	6
SURG 205 Clinical Practicum I	3

Spring Semester

SURG 102 Surgical Technology II	6
SURG 211 Surgical Technology IV	6
SURG 215 Clinical Practicum II	3

The Surgical Technology curriculum is designed for those who desire to move into surgical technology careers or who wish to upgrade present surgical skills in this area. Credits earned in the degree provide transfer options for students who choose to continue studies beyond the [A.A.S.](#)

The curriculum, emphasizing didactic, lab and clinical experience, offers a broad base of surgical skills needed by those who function as integral members of the surgical team. The program is accredited by the Commission on Accreditation of Allied Health Education Programs ([CAAHEP](#)). Upon successful completion of the program, the graduate will receive the A.A.S. Degree and will be eligible to apply to take the certification examination given by the National Board of Surgical Technology and Surgical Assisting ([NBSTSA](#)). Students are required to apply and pay for the national certification exam for surgical technologists given by the [NBSTSA](#). The student will be required to apply and take the national certification exam as required by the Accreditation Review Committee for Surgical Technologist and Surgical Assistants ([ARCSTSA](#)) and designated location within Montgomery College in the final semester in order to receive a final grade. The student will pay for the cost of the application and the exam.

Each of the surgical technology courses builds upon materials offered in the previous course. Students must meet prerequisites to the first semester courses.

Grading Scale

Provided (below) is the grading scale used for all courses in the program. Course grades are not rounded up

90-100%		A
80-89%		B
74-79%		C
Below 74%		F

Progression Policy

The curriculum is dependent upon proper sequencing of courses. The general education courses (non-surgical technology) in the curriculum can be completed prior to or during the semester in which they are listed in the College Catalog. Surgical Technology courses must also be completed in the sequence described in the catalog within four years from the initial entrance in to the Program.

By accreditation standards, the United States Department of Education requires that graduates of programs are counted only if they complete their degrees within 150% of the published length of the Program. It is the responsibility of the student to meet all pre or co-requisites. A student may be denied registration or dropped from a course if pre or co-requisites have not been met. The student is to meet with the Program Coordinator to plan his/her course of study each semester. If a student does not satisfactorily meet the course objectives and pass the Surgical Technology courses, he/she will be unable to progress in the curriculum.

A surgical technology course with a clinical component may not be repeated unless with the written approval of the Program Director according to Montgomery College's [Academic Regulation 4.9C](#) - Medical Health Course Exception: "No medical health clinical course with a practicum component may be repeated without the written approval of the specific medical health program coordinator. The approval or denial of such requests by this individual is final. If a student does not successfully complete the course, he/she will not be able to continue in the Program. A student may only re-enroll in the Surgical Technology program one additional time after the first unsuccessful attempt of one or more ST courses.

Course Policies

Surgical Technology courses require the student to relate didactic instruction to laboratory practice. The successful completion of these courses is determined by the student's ability to pass comprehensive exams and quizzes, complete assignments, and participate in discussions.

Quizzes, Assessments, & Assignments

Weekly quizzes, assessments and assignments will be submitted electronically on the Blackboard platform. Students will have the opportunity to discuss assessments and assignments as needed. Group discussions along student-centered approaches with reviewing testable information is an expectation and time will be allotted. Late Assignments will receive a 20% deduction in grade and will not be accepted after 7 days of the posted deadline.

Class Participation

All students are required to contribute to discussions and interact with peers and instructors. These actions will help prompt questions, clarify curriculum objectives, and help with critical thinking development. Students can prepare for discussions by going to the 'Discussion Board' where discussions are posted weekly.

Discussion Forums

Participation and interaction are an important part of any class. For this online class, you are expected to participate in both in-class and online discussions.

Guidelines for the Discussion Forums:

- a. The initial posts are expected to be between 50 - 100 words.
- b. Referenced materials will be supported by APA citations, whether from the lecture, assigned readings, or your own research.
- c. Grading criteria include:
 - i. Content Contribution - Does the post adequately addresses question(s) and links course material to topics learned? Does the post display an understanding of the readings and concepts?
 - ii. Writing Clarity - Is the post written as a well-developed paragraph with complete sentences, free of syntax and grammatical errors?
 - iii. Reference and support - When appropriate, is the post properly referenced using APA format?
- d. Respond to one classmate. Response must be thorough and meaningful for full points (replying, "Great post" or "I agree" does not count.)
- e. Initial posts and responses to classmates are due the same time and are given 7 days to complete.

Appealing a Grade

If there is a grading discrepancy on any course assignment, exam, quiz, or homework, students will **be allowed 7 days** from the posted date of grade to request for a review of the original grade.

Exam Policies

Exams will be delivered in various formats such as essays, multiple-choice, match, and fill-in the blanks, etc. Exams can be completed in HC 351 and/or will be given online in the Medical Learning Center (MLC) in HS 221, or proctored by Program Faculty in the classroom. It is mandatory that students present their MC student ID to enter the MLC.

exam and in person during office hours which are posted at the beginning of this syllabus within two weeks of the exam date.

Make-Up Exam Policy

No make-up exams will be given unless the student provides a physician's note, proof of court appearance, or concurring documentation. If the student is aware of any upcoming circumstances that will prevent him/her/them from being present on an exam date, the student is expected to make prior arrangements with their instructor. All approved make-up exams must be made-up within 7 days of the originally scheduled exam date.

Lab and Clinical Policies

The lab is for students to practice and simulate operating room (OR) surgical technology skills. This lab is equipped with two OR simulation labs, a decontamination and sterilization area, and a miniature center core for storing sterile items. There is common OR equipment and furniture placed throughout the lab. Students can practice, under the guidance of qualified Certified Surgical Technologist.

Specified hours each week are available for students to use the lab in addition to their regularly scheduled class hours. Students may sign up with the faculty during these "open" lab hours to practice skills. Students may also be referred by faculty for additional practice time if they are found deficient in a particular skill. Students are encouraged to use the open lab time to practice.

Clinical Placement Process:

Students are not automatically guaranteed a clinical slot upon returning to the next semester clinical courses, SURG 205 (Clinical Practicum I) and SURG 215 (Clinical Practicum II). Students will need to pass the Clinical Assessment to show full competency in the following areas:

- Aseptic Technique (most important)
- Instrumentation
- Gowning and Gloving (self and Team Members)
- Back Table Set up and Organization

Students will be provided 3 weeks of lab practices to refresh their skills with the option to be remediated if available. Students who DO NOT meet the required skill sets at the time of clinical placement and start will be withdrawn from the program. Students will have the option to re-enter the program during the following next Fall Semester start, however, students will have to notify the Program of the intent to re-enroll before the end of the Spring Semester.

Clinical Policies

Attendance

The attendance policy is the same as that stated in the Montgomery College Catalog.

1. The student must become familiar with the following guidelines:
Attendance is a crucial component of the clinical rotation, because of this it is monitored carefully. While it is understood that unexpected circumstances may cause a student to miss days of the clinical rotation, all hours must be made up before the end of the semester. The catalog course description specifies the number of clinical hours required to meet the credit hours. Completing the daily objectives for the Certified Surgical Technologist (CST) exam review are required to receive a full credit attendance grade. During the review period you will be expected to participate in all assignments daily. Failure to attend or not complete daily objectives could possibly hinder successful completion of the next clinical practicum. Leaving early or coming in late will result in a deduction from your overall attendance grade.
2. Attendance sheets will be kept at each clinical affiliate and will be maintained by the clinical instructor and clinical coordinator. The students' responsibility is to use their Time/Log sheets (and timecards, where applicable) to clock in and out on clinical days. This documentation will be used to verify presence in the clinical area. Credit will not be given if student is not clocked both in and out on a clinical day or the hours are not legible on the card. Clinical hours must be verified by the

charge nurse/clinical preceptor by signature on the clinical log sheet. All Trajecsyst (Clinical Tracking System) documentation must be updated in Trajecsyst by 8am on Mondays no exceptions. If these are not completed and submitted on time, they may result in point deductions from your final grade of two points per infraction. Students are cautioned to use their time/log sheets correctly. They MUST be signed to be valid. Under no circumstances should one student use another's time/log sheet, nor are students allowed to have another student get their time/log sheet signed for them. This is considered falsification of documentation and will result in a student faculty conference and possible termination from the program.

3. The student must notify the charge nurse at their clinical affiliate and then the college clinical instructor two hours prior to the beginning of clinical day if for any reason he/she cannot report for clinical. If the student needs to leave the clinical site earlier than the designated hours this must be cleared prior to the date through the clinical instructor first, then the clinical site. This cannot be done in any different order unless it is a true emergency. The student will be penalized for not following this process. Three (3) points will be deducted from the final course grade for each violation.
4. There should be no unexcused absences on clinical days due to the importance of the clinical experience. Emergencies or serious situations will be recognized as excused absences; examples include but are not limited to personal illness, court appearances, child illness, or death in the immediate family (parents, grandparents, spouse or siblings). Proof of the excused absence must be submitted to the clinical instructor prior to returning to the clinical site. For example, absences of two or more days duration for reasons of illness would require a physician's statement regarding student's capability to resume clinical assignment. An absence report must be filled out and turned into the clinical instructor immediately upon return to the clinical site. Upon the 2nd absence a student will be counseled to ensure successful completion of the program. After 3rd unexcused absence, the student may not be able to complete the Surgical Technology program.
5. Absences that need to be made up must be arranged with the hospital through the Clinical Instructor ONLY. Non-assigned clinic days and times during the semester may be scheduled as make-up days with the approval of the Montgomery College clinical coordinator and the clinical site. This policy supersedes the policy stated in the SURG Student Handbook. Making up days after the clinical rotation ends (for example over semester break or during finals weeks) will not be allowed unless the student presents compelling reason why he or she was unable to make up time during the regular clinical semester rotation. There may be certain restrictions on making up time based on the clinical site and student situations. If the hours are not made up by the end of the semester, the student will receive a grade of "F". If there are compelling circumstances, then exceptions to this policy will be made only for the most serious reasons and will be at the discretion of the Program Coordinator in accordance with college policy and the Program Coordinator has the right to change the grade as appropriate when hours have been completed.

6. Lateness is not tolerated. The charge nurse at the clinical affiliate must be called immediately if students cannot report on time and a time of estimated arrival must be given. Any student who fails to call in when late will lose two points off the final course grade for each infraction. If a student is late, the site coordinator/preceptor has the right to send the student home and that day will be counted as an unexcused absence. It is expected that students will be prompt. This is a very important practice and quality to develop to become a professional. Violations may necessitate Student-Instructor (and/or Clinical Coordinator) Conferences to be initiated. Three or more incidents of being late will result in the loss of one day of clinical time (as an unexcused absence). A late incident of less than one hour late should be made up the same day if permitted at the clinical site. Excessive lateness is grounds for unsatisfactory completion of the course if the student does not rectify the problem after conference. The clinical site and/or clinical coordinator may ask the student not to return if there are 3 unexcused latencies/absences.

Clinical Placement

Students who do not have the required documentation of citizenship for federal sites will be excluded from clinical placement at those sites. Students are assigned randomly and may be assigned to clinical education settings based on availability and student learning needs.

Students are expected to honor the 50-mile radius towards clinical distance and travel. Clinical distance is established based on the location of the TPSS Campus/Health Sciences Building (7977 Georgia Ave. Silver Spring MD. 20910)

Clinical Hours: Students are required by Montgomery College guidelines to complete a total of **672** ours for SURG 205 (**360**) and SURG 215 (**336**).

Students are required to be at the clinical affiliate for a total of eight (8) hours per day, for the number of days per week stated in each course syllabus, but for no more than 40 hours in any one week. If a student needs to make-up time, then the forty (40) hours per week may be voluntarily exceeded. If a student should need to make a dental or doctor appointment, it should be scheduled at the beginning or end of the clinical day to minimize time away from the clinical area. Notification of this appointment will be given to both hospital personnel and college faculty as soon as possible prior to the appointment. Any time missed due to appointments must be made-up.

Any student having a problem with clinical instructor(s), supervisor, or surgical team member(s), may ask for a conference to be held with the program coordinator and clinical coordinator. The Clinical Instructor should be informed as applicable. A conference date may then be arranged with the student, program coordinator, clinical coordinator, clinical instructor, and/or appropriate clinical personnel.

A clinical facility has the right to dismiss a student permanently, if the facility feels the student is compromising patient safety or presents otherwise disruptive and/or unsafe behavior. If a student is dismissed from their assigned clinical facility, the student WILL NOT be placed at another facility to complete the semester/session and WILL receive a failing grade in the course and may be administratively withdrawn from the program. Furthermore, for clinical courses, upon assessment from the faculty that the student is unsafe clinically, fails to perform skills previously learned, demonstrates behavior that jeopardizes the operation and management of the health care facility, is noncompliant

with program policies or violates the student code of conduct, the student will receive a failing grade in the course and may be administratively withdrawn from the program.

Clinical Requirements

The student should never be left alone at the sterile field and must always be supervised by the assigned preceptor. Preceptors are assigned by the perioperative educator or OR manager.

Breaktime

All students are required to have a meal break. A [30-minute meal period](#) as outlined by the federal government, is a temporary rest period for students to be relieved of their duties as surgical technology students. Students shall not eat or drink while on duty except in designated areas. Students are forbidden to smoke while in uniform or while at the clinical site.

Identification

Students may receive an identification badge from the clinical affiliates. In addition, students must wear their MC Student ID when attending clinical and while on campus.

Leaving Assigned Area

Students shall not leave their assigned operating room or the clinical area without the permission of the clinical preceptor or immediate person in charge. Any student doing so will have to make up the time lost.

Uniform Policy

The personal appearance and demeanor of Surgical Technology students at Montgomery College reflects the standards of the profession, the College, and the program and are indicative of the students' interest and pride in their chosen profession. Students will change from personal attire into surgical attire in the designated areas and must adhere to the institution's protocol, i.e. lab coats to be worn over scrubs when out of the surgical suite. Any student reporting to the clinical affiliates in improper uniform or attire or in a soiled or untidy uniform with dirty shoes will be sent home. This time must be made up. The perioperative educator, charge nurse or clinical preceptor will be instrumental in the final decision when judging the personal appearance of the student. Montgomery College Surgical Technology students will wear their uniforms, if applicable, only for clinical assignments or when officially representing the program.

- a. Uniform: Clean, closed toe and heel, comfortable shoes to accommodate prolonged standing, scrubs will be provided by clinical site, the proper foundation garments are the responsibility of each student. Clean socks, under garments. All students are required to have a white, wrinkle-free knee length lab jacket. Accessories and/or clothing should be not display obscenities, hateful speech, graphics or derogatory terms.
- b. Fingernails: must be kept short and may not extend beyond fingertips. Nail polish is not allowed during any portion of the Program.

- c. Hair: must be clean and neatly groomed. Long hair is inappropriate when it falls in front of the face and comes into contact with patients or equipment. Long hair must be tied back behind the neck and off the face. Moustaches and beards must be neatly trimmed.
- d. Accessories: Use of cosmetics should be discrete. No perfume or cologne. Jewelry which may be worn with a uniform include watches and simple wedding bands. No engagement rings, school rings, school pins. Small post earrings are allowed.

Personal Property

The students should avoid bringing personal property of excessive value to the facilities such as credit cards, jewelry, excess cash, etc. The student is responsible for any missing personal items. Consult your specific clinical affiliate for any arrangement for storing belongings.

Personal Telephone Calls

Personal telephone calls are not allowed. Only emergency calls can be received by students. Messages will be taken for other calls. Cell phones should not be carried during clinical. Return phone calls can be made on breaks. Students are NOT ALLOWED to use cell phones in the Operating room settings. Students are advised to limit cell phone usage for learning purposes i.e.. using the Trajecsyst tracking system for obtaining required signatures of the Preceptors.

Copies

Students are not allowed to use the copier to make copies while at the clinical site.

Employment Policy

Under no circumstances may students accept financial compensation for clinical hours performed for Montgomery College's Surgical Technology program. All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Clinical Case Requirements:

- A. The [7th edition SURGICAL ROTATION CASE REQUIREMENTS](#) mandates surgical technology students to complete a minimum of 120 surgical cases. Students are required to complete a minimum of thirty (30) cases in General Surgery. Twenty (20) of those cases should be in the First Scrub Role as defined by the Association of Surgical Technologists (AST).
- B. Students are required to complete a minimum of ninety (90) cases in various surgical specialties. Sixty (60) of those cases should be in the first scrub role and evenly, but not necessarily equally distributed between a minimum of four (4) surgical specialties.
- C. The surgical technology program is required to verify through the surgical rotation documentation the student's progress in the first and second scrub role in

surgical procedures of increasing complexity as he/she moves toward entry level graduate abilities.

- D. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to ten (10) diagnostic endoscopic cases and five (5) vaginal delivery cases can be counted towards the maximum number of second scrub role cases. Diagnostic endoscopy cases include endoscopy cases that are strictly diagnostic in nature.
- E. Cystoscopy, Laryngoscopy, and Colonoscopy. Endoscopy cases with enhancements, such as Cystoscopy with Bladder Biopsy or Stent Placement and Colonoscopy with Polypectomy are considered surgical procedures and can be performed in the second scrub and/or first scrub roles, provided they perform all skills listed under the applicable role.
- F. Observation cases should be documented but do not count towards the one hundred twenty (120) required cases.
- G. Cases performed across multiple specialties should be counted under the surgeon of record's specialty (Thyroidectomy performed by a General surgeon—general; Thyroidectomy performed by an ENT surgeon—ENT).

Counting cases: Cases should be counted according to surgical specialty. See examples below:

- Trauma patient requires a Splenectomy and repair of a Le Forte I fracture. Two (2) cases can be counted and documented since the Splenectomy is a general surgery specialty and the Repair of Le Forte, I is an Oral Maxillofacial surgical specialty. Patient requires a Breast Biopsy followed by a Mastectomy. It is one (1) pathology, breast cancer, and the specialty is General Surgery; therefore, it is counted and documented as one (1) procedure one case.
- Scope 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.
- Student clinical case logs should clearly indicate the number and type of cases completed, the role of the student in each case, as defined by AST, and the ability to verify each case (student, preceptor, [if applicable] and faculty signatures [or other mechanism (s)/methods to ensure validity of log documentation] and dates). Student case logs should be consistently maintained, verified, stored in hardcopy or digital copy, retained for a minimum of 5 years, and clearly provide evidence that students are completing.

An example of a clinical case log would include the following information:

- Name of student, Clinical facility, and Preceptor/Clinical Instructor
- Date surgical procedure was performed
- Surgical procedure
- Specialty designation (General Surgery, various Surgical Specialties, Diagnostic Endoscopy, Vaginal Delivery)
- Role/skill level performed First Scrub Role, Second Scrub Role, or Observation Role

Signatures of student, preceptor and Faculty Case logs or supporting documentation will contain a key or legend that includes instructions on how to correctly

and accurately document the clinical case experiences. All clinical case experiences should be recorded in the clinical case log, even if the cases do not count toward completion of the clinical case requirement (e.g.: observation cases). A case log summary sheet will be used by the program to demonstrate the following for each student. The Trajecsys clinical tracking system will be used to monitor and track student surgical case rotation and hours.

Technical Standards: The student must possess sufficient physical and emotional functional abilities with or without reasonable accommodations. Following a health history and comprehensive physical examination, a licensed medical provider will determine if this student demonstrates these abilities. If the licensed medical provider determines that the student is unable to meet the technical standards, they will provide an explanation and suggested accommodation(s); this may result in a Disability Support Services referral. If an accommodation is recommended, the student will be referred to Montgomery College's Disability Support Services for a consultation.	
Technical Standards	
1.	Vision: Corrected or uncorrected a. Able to demonstrate sufficient peripheral vision to function while interacting with patients. b. Able to distinguish multiple color variations in hues, tone, or brightness. c. Sufficient acuity to read instruments with small print (sphygmomanometers, goniometers, gauges) <i>Additionally, Radiologic Technology students must be able to evaluate images distinguishing between black, white, and shades of gray.</i>
2.	Vision: Corrected or uncorrected b. Able to demonstrate sufficient peripheral vision to function while interacting with patients. c. Able to distinguish multiple color variations in hues, tone, or brightness. d. Sufficient acuity to read instruments with small print (sphygmomanometers, goniometers, gauges) <i>Additionally, Radiologic Technology students must be able to evaluate images distinguishing between black, white, and shades of gray.</i>
3.	Olfactory: Able to detect odors sufficient to assess and maintain patient comfort and safety.
4.	Tactile: a. Able to utilize the sense of touch to provide patient care, palpate anatomical landmarks, position patients, conduct assessments, and administer treatments. Able to manipulate files, switches, dials, touch screens and keyboards.
5.	Strength and Motor Skills: a. Able to perform patient care activities with moderate physical effort. b. Able to lift, push, or pull up to 35 lbs. c. Able to handle patients including lifts, rolls, transfers, etc. with the use of mandatory Safe Patient Lifting Equipment. d. Able to perform CPR and respond to emergency situations.

e.	Able to assist with and or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
6.	Fine Motor Skills: a. Able to manipulate instruments, supplies, and equipment with precision, dexterity, with good hand-eye coordination. b. Able to perform patient care, utilize equipment and documentation systems in the clinical environment. <i>Additionally, Surgical Technology students must be able to load a fine (10-0) suture in to needles and needle holders.</i>
7.	Physical Endurance: a. Able to walk, stand, or sit for prolonged periods; to walk, stand, bend, lift, reach without 7. assistive devices.
8.	Communication: a. Able to speak, read, comprehend, convey information, type and write effectively using English language. b. Able to demonstrate appropriate interpersonal skills during patient, staff, and faculty 8. interactions.
9.	Emotional Stability: a. Able to manage patients with physical and/or emotional trauma. b. Able to function effectively under stressful or emergent situations, adapt to changing 9. conditions, and remain productive and capable throughout.
10.	Cognitive Ability: a. Utilize critical thinking skills to implement, modify or evaluate patient care. b. Ability to collect, analyze and integrate information and knowledge to make clinical judgements. c. Ability to compile and evaluate data on patients' responses to treatment and progress. 10. <i>Additionally, Surgical Technology students must possess short-and long-term memory sufficient to perform tasks such as but not limited to mentally tracking surgical supplies and performing anticipation skills intraoperatively.</i>
11.	Fine Motor Skills: b. Able to manipulate instruments, supplies, and equipment with precision, dexterity, with good hand-eye coordination. c. Able to perform patient care, utilize equipment and documentation systems in the clinical environment. 11. <i>Additionally, Surgical Technology students must be able to load a fine (10-0) suture in to needles and needle holders.</i>

[Associated Program Costs](#) Approximate additional costs of getting started in this program and complete information about MC Tuition rates and financial aid is available at paying for college by clicking this link.

Professional Licensure / Certification

At the conclusion of the Program, graduates are eligible to apply to take the National Certification Examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The student should follow all instructions provided on their website www.nbstsa.org. Student will be responsible for registration and payment of the National Certification Exam. The exam will be proctored at the MC Testing Center. Students will take the exam on the specific date and time designated by the Program Director. Taking the CST exam as instructed is a mandatory requirement. Student will not be given a final grade if this policy is not adhered to.

Handbook Acknowledgement Page

It is the responsibility of each student to review this Handbook regularly and to understand its contents. This Handbook should not be construed as constituting a contract, express or implied, between the individual Health Science Programs and any person. The statements and provisions of this Handbook are subject to change at the discretion of the Health Sciences Department and/or individual Program without notice. The most current version of this Handbook will be located on the website for individual Programs.

My signature below indicates that I acknowledge receipt of this Handbook and understanding of the contents.

Student (Print Name)		MC ID # M
Student (Signature)		Date: