Surgical Technology Program
Student Handbook
2026

The basic beliefs, attitudes, and concepts that are the foundation of the Surgical Technology program are expressed in the following statements.

Surgical Technology is a program of study which is compatible with the policies of the Technical College System of Georgia and encourages each Surgical Technology student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Surgical Technology program is founded on the value attributed to individual students, the occupational field and technical education.

The Surgical Technology program of study is consistent with the philosophy and purpose of the college. The program provides academic foundations in communications, mathematics, and human relations, as well as occupational fundamentals. Program graduates are well trained in the underlying fundamentals of surgical technology and related areas and are well prepared for employment and subsequent upward mobility.

The Surgical Technology program is a training program that provides the student with the knowledge and skills to become a qualified surgical technologist. Important attributes for success of program graduates are critical thinking, problem solving, and the application of the training to the work requirement. The present forward trend in this field is expected to continue for the foreseeable future.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, handicapped condition, academic disadvantage, or economic disadvantage.

To assist each student to attain his or her respective potential within the program, **both the instructor and the student incur an obligation in the learning process.** The instructor is a manager of instructional resources and organizes instruction in a manner, which promotes learning. **The student assumes responsibility for learning by actively participating in the learning process.**

This is a dynamic field, which requires attention to current curriculum and up to date instructional equipment. The Surgical Technology program must promote the concept of change as the profession evolves. The need for nurturing the spirit of involvement and life-long learning is paramount in the surgical technology field and related areas.

PROGRAM ACCREDITATION

The Surgical Technology Program is accredited by the Commission on the Accreditation of Allied Health Education Programs. (CAAHEP) on the recommendation of the Accreditation Review Counsel on Surgical Technology and Surgical Assisting.

Further information regarding the accreditation of the Surgical Technology program can be found through the Commission on Accreditation of Allied Health Education Programs (www.caahep.org).

PROGRAM GOALS AND MINIMUM EXPECTATIONS

The curriculum is designed to meet the minimum expectations as outlined by the CAAHEP Standards and Guidelines for Surgical Technology programs. The goal is, *"to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."* It is comprehensive, with a wide range of learning exercises and feedback mechanisms adapted to each topic.

COGNITIVE DOMAIN

Upon completion of the Surgical Technology Program, the student will be able to demonstrate the ability to manage stressful situations through basic knowledge that will allow quick, accurate responses in situations that may occur.

PSYCHOMOTOR DOMAIN

Upon completion of the Surgical Technology Program, the student will be able to demonstrate manual dexterity and proficiency in common surgical procedures by organizing responsibilities efficiently and accurately and through anticipation of the needs of the members of the operation room team.

AFFECTIVE DOMAIN

Upon completion of the Surgical Technology Program, the student will demonstrate knowledge of the patient as an individual, and an understanding of what the operation means to the patient, both physically and psychologically.

PROGRAM PHYSICAL DEMANDS & TECHNICAL STANDARDS

Technical standards are an accreditation requirement meant to assist both students and program faculty in determining appropriate qualifications for the program. Technical standards must meet state and federal requirements that preserve the rights of individuals with disabilities. The standards below reflect those referenced by the U.S. Department of Labor and the requirements of local job postings.
The following are physical demands that must be met in both the on-campus lab experience and in the clinical experiences.

Standing:	7-8 hours per day; Stand and maintain balance; Stand on raised surgical step stools
Walking:	1-2 hours per day; Walk 100 meters in 1 minutes; Climbing stairs
Bending:	1-2 hours per day; Pick up objects from floor; Squat then rise from standing
Reaching:	1-2 hours per day; Reach above shoulder; Reach below waist

Lifting:	3-4 hours per day; Up to 75 pounds alone; Transfer and position surgical patient with a team; Repetitive lifting of 30+ pound instrument trays; Pushing and pulling large equipment
Fine Motor:	Pick up small objects with hands; Twisting while disconnecting and assembling equipment; Perform repetitive motions with hands
Hearing:	Hear and repeat normal speech without seeing lips; Hear faint body sounds like blood pressure; Hear equipment auditory alarms
Visual:	See small objects at 20 inches away; See larger objects at 20 feet away; distinguish color
Tactile:	Feel vibrations to palpate pulse; Detect temperature to identify hot/cold solutions

WGTC complies with all provisions of the Americans with Disabilities Act (ADA) and makes reasonable accommodations upon request for qualified individuals. Please contact Accessibility Services at accessibilityservices@westgatech.edu if you feel that you may need accommodation to assist you in performing the functions listed above

OCCUPATIONAL RISKS IN SURGICAL TECHNOLOGY

Surgical Technologists work directly with providers and patients, with the goal of providing health care and ensuring patient safety. They can perform both administrative and clinical services, filling several roles in a variety of healthcare environments.

As with any healthcare position, there are certain occupational risks or hazards while performing their duties, including the following:
- Exposure to infectious diseases
- Sharps injuries
- Blood-borne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

There are protections set up by the Occupational Safety and Health Administration (OSHA), which has established a series of standards that protect the safety of healthcare workers and patients.

As an accredited program, West Georgia Technical College's Surgical Technology program teaches students about the hazards they face on the job and protocols that can be put into place to ensure a workplace culture that prioritizes safety.

ADVANCED PLACEMENT, EXPERIENTIAL LEARNING, AND TRANSFER CREDIT

Admission to West Georgia Technical College's Surgical Technology program is based on a competitive selection process. There are minimum requirements for admission, and meeting minimum requirements does not guarantee admission to the program.

ADVANCED PLACEMENT AND EXPERIENTIAL LEARNING

The Surgical Technology program does not award advanced placement or accept credit via experiential learning.

TRANSFER STUDENTS

Students with credits from another surgical technology program may apply to the program. Surgical Technology course credits attained will be evaluated on a course-by-course basis. Non-Surgical Technology course credits are subject to West Georgia Technical College's transfer credit policy.

Transfer students will be admitted as space permits, after regular admission and re-entry students. Students requesting transfer of credit must submit the following information:

❖ West Georgia Technical College application for admission. Included official transcripts to all colleges attended.
❖ Surgical Technology Program Competitive Selection application for admission.
❖ Letter to Surgical Technology Program Director requesting transfer into the WGTC Surgical Technology program.
❖ Include the syllabus and detailed course standard and/or description of each Surgical Technology course completed with a grade of "C" or higher.

GENERAL PROGRAM POLICIES

SEMESTER SCHEDULE OF CLASSES

Surgical Technology classes are taught in a sequential order requiring the student to develop basic skills and knowledge to then incorporate forming advanced skills and knowledge. The semester schedule of classes for the Surgical Technology program is listed below:

Spring Semester
SURG 1010 – Introduction to Surgical Technology
SURG 1020 – Principles of Surgical Technology
Summer Semester
SURG 1100 – Surgical Pharmacology
SURG 2030 – Surgical Procedures I
SURG 2110 – Surgical Technology Clinical I
SURG 2120 – Surgical Technology Clinical II

Fall Semester
SURG 2040 – Surgical Procedures II
SURG 2130 – Surgical Technology Clinical III
SURG 2140 – Surgical Technology Clinical IV
SURG 2240 – Seminar in Surgical Technology

If a student initiates a withdrawal from classes after the drop add period *but* before the midpoint of the semester several consequences may occur:

1) He or she will **not** receive a refund for the other sequenced classes.
2) In order to withdraw from any course with a "W", the withdrawal must be initiated by the posted "Last day to withdraw with a W" date. This date is usually just after the midpoint of the semester.

COMPLETION OF COURSE COREQUISITES

The Surgical Technology program is a lock-step program. All courses required in each semester must be successfully completed simultaneously. In the event that a student fails any individual class, they will not be permitted to continue in any program course, including the corequisites for that semester.

Semester corequisite courses include:
   1st Semester – SURG 1010, SURG 1020
   2nd Semester – SURG 1100, SURG 2030, SURG 2110, SURG 2120
   3rd Semester – SURG 2040, SURG 2130, SURG 2140, SURG 2240

REQUIREMENTS FOR GRADUATION

1. A final course average grade of 70% or better in each Surgical Technology course**.**
2. Successful completion of the Clinical Practicum.
3. Acceptable employability skills which include attendance, reliability, punctuality, appearance, socialization skills, cooperation and professional communication.
4. Completion of a comprehensive final exam at the end of the final semester in the curriculum.
5. The National Certification exam is a test given at end the program. It is the student's responsibility to join the Association of Surgical Technologists ($45 fee) and to apply for the exam ($230 fee) during the program.

PROGRAM RE-ENTRY

There may be situations where a student must leave the program due to administrative withdrawal, personal reasons, or academic deficiencies and re-entry may be desired. Re-admission in any semester is based on space availability.

• All students desiring re-entry into the first semester of the program must reapply with Admissions and go through the competitive admissions process again. A minimum of an overall GPA of 3.0 is required.

- Program re-entry into the second or third semesters of the program will be based on an academic test over the previous semesters, an appropriate skills check-off, and clinical site and course space availability. Failure of either the academic test or skills check-off will disqualify the student for re-entry into the second or third semesters.

SURGICAL TECHNOLOGY LAB SKILLS CHECK OFFS

Students will have up to three opportunities in the skills lab to demonstrate achieved competency for each skill check off. Each lab skill competency must be satisfactorily passed to meet the course requirements. Students cannot miss a competency check-off. Failure to demonstrate competency with a skill after the third attempt will result in the student receiving a zero for the demonstrated skill and may result in course non-progression. The student will be responsible for demonstrating competency of all specified skills in the skills lab.

The instructor will teach, demonstrate, and supervise the practice of the skill. The student is responsible for required readings and review of handouts, if applicable. The student should make arrangements for additional practice of the skill, if needed. The student will attempt a check off of the specified skill through one-on-one observation by an instructor. Evaluation will be based on the instructor's final assessment.

The student cannot repeat a check-off attempt on the same day of a failed attempt. If unsuccessful on the first try, the student must do the following:
- Review of didactic and lab material pertaining to failed skill. Examples of review material include: textbooks, PowerPoint presentations, class notes and handouts, and approved skill videos.
- Remediation practice in lab (as time permits) and outside of lab time with instructor during office hours.
- Demonstration to another student that has previously checked off (recommended, but not required).
- Arrange another check-off attempt with the instructor.

CLASS HOURS

The Surgical Technology program will utilize the hours listed in Banner for each CRN. There may be times, such as during skill checkoffs, that hours may slightly deviate from the scheduled course hours. Any changes in schedule will be communicated with students beforehand with the intention of limiting the impact of any deviation of regularly scheduled course hours.

There may arise rare circumstances that require alteration of the posted schedule due to faculty commitments, such as: conferences, committee meetings, faculty meetings, and other college-related functions. Any changes in schedule due to faculty commitments will be communicated with students beforehand with clearly designated assignments to be completed.

During Summer and Fall semesters, students will be on campus on Monday as listed on Banner. Students will be at a hospital clinical site for clinical practicum Tuesday – Friday 6:30a.m. to 3:00p.m.

STUDENT PROFESSIONALISM

Students are expected to behave in a manner that follows West Georgia Technical College's Student Code of Conduct at all times. Once students begin their clinical practicum, they are also responsible for following all facility policies and procedures while at their clinical site.

ARTIFICIAL INTELLIGENCE

You may augment your knowledge, gain a new perspective, and improve your ability to apply the concepts we cover with the help of artificial intelligence (AI) tools. However, it is essential that we make efficient and ethical use of these tools. No more than 20% of the references or information utilized in your assignments or projects should come from AI resources; this will assure the validity of your work and the depth of your comprehension. The goal is to promote thorough research that draws from a wide variety of sources (textbooks, scholarly publications, interviews with subject-matter experts, etc.). You should properly cite your material from AI resources or add a separate appendix labeled **"AI Learning Insights"** to your work if you want to make use of artificial intelligence resources. The following should be included in this section:

AI Prompt: Write down the exact question or prompt you asked AI.

Learning Analysis: Provide a brief overview of the main points that AI raised in response to your question/prompt.

Reflection on Oneself: Analyze the AI's answer critically. How do you feel about the data/information shown? Why?

Improper use of AI resources or failure to cite or document AI resources will result in a deduction in professionalism points.

ATTENDANCE

It is the student's decision to take this class. Therefore, once the student makes this decision, they decide to take upon themselves the behaviors and responsibilities required for each Surgical Technology course as delineated in the Surgical Technology Handbook and each course syllabus. Excellent attendance and punctuality are key behaviors which demonstrate responsibility and commitment to a successful learning experience. It is this commitment to learning that will enable the student to progress satisfactorily towards completion of course goals and objectives. It is necessary that the student sets a pattern of professional behavior which mirrors the attendance expectations in the true clinical environment. Attendance demonstrates professionalism and regular and punctual attendance is the expectation in the professional workplace setting.

Due to the nature of the program's courses, each class serves as a building block of knowledge for the next class session. Each student is responsible for making up all assignments, materials, examinations etc. when absent from class as delineated in the course syllabi. All missed lecture/ lab exercises must be completed to verify completion of the course objectives. The instructor for the course must be notified as soon as possible regarding any tardies or absences.

A student that misses any time during SURG 2110-2140 Clinical in Surgical Technology (clinical practicum) will be required to make the time up before the end of the semester. If time

must be made up between semesters, a student will receive a grade of "I" for Incomplete status, until the time made up is documented.

PERSONAL APPEARANCE (DRESS CODE)

The personal appearance and demeanor of Surgical Technology students reflect both the school and program standards are indicative of the students' interest and pride in their profession. Students in improper, incomplete, wrinkled or soiled uniform or with poor hygiene will be asked to leave the classroom/lab/clinical site and not return until they have proper hygiene or uniform. Any missed class or clinical time to achieve proper hygiene or uniform must be made up by the student.

Our uniform requirements are established on evidence-based research and guidelines for practice recommended by the Association of Surgical Technologists (AST) and the Association of periOperative Registered Nurses (AORN). These uniform requirements are hospital industry standards that have been established for the sterile environment to promote optimal patient outcomes and infection prevention. We follow these guidelines on campus due to the fully immersive simulation environment of our labs.

The following uniform is required to be worn every class and clinical day beginning on the first day of class:

APPROVED ATTIRE
- Scrubs in solid color chosen by the class; no additional color trim is allowed.
- Scrub tops must be the standard V-neck style with no ties in the front or back.
- Scrub pants must be the standard style – no joggers, no elastic at the ankles. Cargo pockets are acceptable.
- A long sleeve, round neck, waist length, scrub jacket in solid white color. Front of jacket must either snap, button, or zip up to the neck. Sleeves must have elastic at the wrist.
- The West Georgia Technical College Emblem must be sewn on left side of the scrub jacket only, NOT on the scrub shirt.
- Undershirts may be worn under scrubs, but must be white, short sleeved, collarless, and minimally visible. Undershirt sleeves may not extend past scrub sleeves at any time, either in class, lab or clinical.
- Clean, plain white socks or hose must be worn. Supportive compression hose/socks for both males and females are suggested.
- Clean white uniform or <u>SOLID</u> white leather athletic shoes (no high tops; no clogs). Shoes may not have mesh or holes of any kind, and must provide the student protection from fluids and sharp objects. A separate pair of "inside OR" shoes are suggested for clinicals.
- Students must display a West Georgia Technical College ID badge at all times according to WGTC policy. These can be purchased in the bookstore. Badge must list current school year and "Surgical Technology" under the student's name.
- Program faculty reserve the right to disallow any uniform deemed inappropriate or unprofessional.

PERSONAL APPEARANCE AND HYGIENCE

- Clean, neat and appropriate hairstyle and color.
- Fingernails will be short, neat and clean. Fingernails must not be visible over ends of fingers. No polish can be used, including clear polish. No artificial or acrylic nails are allowed. Nail checks will be performed periodically by faculty to ensure compliance with this infection control measure.
- All jewelry is prohibited. No visible body piercing is allowed.
- Proper underclothing must be worn.
- Makeup is allowed, but should be kept to a minimum.
- No false eyelashes are allowed.
- Males must keep any mustache and/or beards neatly trimmed. Proper cover is to be worn in the OR to contain all hair.
- No hats are allowed.
- Proper dental and body hygiene are required. Perfumes and colognes should not be worn. Due to the close contact between students and staff and the use of much of the same equipment, the best of hygiene should be considered. The program will not tolerate complaints generated because of hygiene issues such as offensive body odor (including the smell of cigarette smoke and poor dental hygiene), general uncleanliness, dirty clothes, or other complaints.

PERSONAL CONTACT DURING LABS

Due to the nature of the surgical technology skills students are learning and the proximity necessary for:

- Surgeon to technologist interaction,
- Circulator to technologist interaction,
- Technologist and circulator to patient interaction,
- And instructor to student interaction,

It is often necessary to have physical contact and close proximity during labs. This includes many activities of scrubbing and donning sterile attire, preparing a sterile setup, and steps of surgical procedures, as well as during the instruction of such skills. At no time will physical contact by instructors or other students be allowed to vary outside of the normal parameters and functions of the operating room.

CELL PHONES AND COMPUTERS

Cell phone usage is not allowed during on campus lecture or labs. Cell phones must be on silent and put away during on campus lectures and labs. Personal computer usage is acceptable in the classroom for school-related functions only: taking notes, viewing PowerPoints, etc. Checking email, chatting, playing games, browsing the internet, or logging into social media is not allowed. Use of earbuds or headphones is not allowed in any part of the department at school or in the clinical setting.

While attending clinical sites or off-campus events, cell phones may be kept with you for cases of emergency and electronically submitting cases only. There will be no use of cell phones

in the OR/SPD setting. Any use of a phone should be done during designated break or lunch times and should be conducted outside the department areas.

Students are prohibited from taking pictures in the operating room or clinical site locations. In accordance with HIPAA laws, no patient information may be recorded or disseminated through any media outlets including photos, video, email, text, or social media. This also applies to students' receipt of patient information or photos through any means mentioned above. No comments about clinical sites are permitted to be posted on social media.

STUDENT WORK POLICY

Students are allowed to work in their free time but will not be permitted to leave class or clinical to go to work. It is recommended that students try to limit their outside work hours to accommodate the didactic and clinical rigors of the program.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff within the clinical institution in the capacity of a surgical technologist.

CANCELLED CLASSES DUE TO INCLEMENT WEATHER

In the event weather conditions are such that travel to and from school for students and faculty would be hazardous or extreme temperature presents a safety comfort problem, school may be closed for the day or delayed in opening. WGTC will announce any closing or delay on radio station AM 750, other radio stations, and our automated phone attendant. West Georgia Tech will be announced separately from County Public Schools. If you have not signed up for text/phone notifications, please log on to your WGTC Dashboard and complete that. Additionally, your instructor will make an announcement via WGTC email and/or Blackboard regarding any weather delays or closures.

CAMPUS SAFETY AND EMERGENCY PREPAREDNESS

The president or designee may decide to close the school if severe weather conditions exist. Emergency closing announcements will be made as early in the day as is feasible. Local radio and television stations will be called. One of the following announcements will be made:

1. School closed – school is closed to all personnel.
2. School closed/faculty and staff report – school is closed to students; adjunct faculty need not report.
3. School will be open at a certain time – any class meeting at the designated opening hour or later will meet as scheduled.

BUILDING AND GROUNDS SECURITY

Security personnel are located at all campuses. Damage of any nature to school property, whether willful or otherwise, will be reported upon detection to the Campus Police Department. The name(s) of the person(s) responsible will be submitted if known. Any break-ins will be

reported without delay, whether damage is noted or not. Care will be taken to avoid disturbing prints and other evidence.

If there is a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, the administrative office will first contact the local police and then prepare a written report, giving a brief statement of the circumstances of the incident and listing equipment and supplies damaged or stolen.

FIRE DRILL – BUILDING EVACUATIONS

Know where emergency exits are located, should the need arise to evacuate.
1. Follow the directions of the instructor
2. Leave immediately, quickly, quietly, without panic
3. Close all doors.
4. Be sure all pathways are clear.
5. Move as far as possible from the building.
6. Re-enter only when instructed to do so.

FIRE EVACUATION PLAN

a. In the event of a fire; faculty, staff, and students will follow the established evacuation procedure.
b. Fire Alarm Emergency Signal sounded (check with your instructor for specific signals on each campus).
c. Students and instructors will proceed to their designated assembly area when the alarm is sounded. Disabled students who are limited in mobility will be assigned a partner by the instructor and/or the person in charge.
d. Classroom and lab doors/windows will be closed by the instructor and/or persons designated.
e. All equipment will be turned off at the time the alarm sounds.
f. No one will return to the building until the return signal is given.
g. After students are assembled at a designated area outside the building, roll call will be conducted. Instructors will report the status of roll call to the administrator in charge of the area.
h. The "ALL CLEAR" will be indicated.
i. Word to dismiss (or close the college) will be passed personally by the president or his/her designee.

TORNADO EVACUATION PLAN

In the event of severe weather; faculty, staff, and students will follow the established evacuation procedure.
a. Tornado Emergency Signal will be sounded (check with your instructor for specific signals on each campus).
b. Students and instructors will proceed to the designated posted areas.
c. Leave area immediately. Do not take time to close windows and doors.

d. Instructors will ensure that all students proceed to the designated area.
e. Sit down against interior wall and cover head, if possible.
f. No one will return to the area until the return signal is given.

BOMB THREAT PROCEDURES

Personal announcements to evacuate will be made by staff. Students and staff will evacuate using institutional fire evacuation routes. Students and other individuals should be assembled by class and/or group at a distance of 500 feet from the buildings. "All clear" signal will be indicated when it is safe to reenter the building.

HEALTH SCIENCES/EMERGENCIES

First aid kits, safety equipment, and staff trained in first aid are available on campus. In the event of injury or another medical emergency, the nearest instructor or first aid monitor should be notified. Professional emergency care, if needed, will be secured by an administrator. In case of a serious accident or illness, the college will refer the student to the nearest hospital for emergency care and will notify the person specified by the student as their emergency contact.

It is to be understood that the student or his/her family will be responsible for the cost of emergency care, including ambulance services. An incident report must be filed with the office of the Vice President of Administrative Services. Students should always follow the emergency procedures posted in each classroom, lab, and office.

TRAFFIC AND PARKING REGULATIONS

Regulations are designed to make traffic and parking on campus as safe and convenient as possible. Regulations apply to all students and College employees.
The following are violations of school policy as well as county and state laws:
a. exceeding speed limit posted;
b. parking in illegal, restricted, or reserved zones;
c. parking on lawns or walks;
d. driving on sidewalks, walkways, shrubs, or lawns;
e. backing into parking space (front parking only);
f. running a stop sign; and
g. any other violation of county and state laws.

These regulations are in effect 24 hours a day.

Violations can be enforced and are subject to penalties and fines as imposed by county and state laws. Hazardous and improperly parked vehicles may be towed at the owner's expense.

ACTIVE SHOOTER

What to do in an active shooter situation:
• **Evacuate** if there is an accessible escape path, attempt to evacuate the premises:
   a. Have an escape route and plan in mind

b. Evacuate regardless if others agree to follow

c. Leave your belongings behind

d. Help others escape if possible

e. Prevent others from entering an area where the active shooter may be

f. Keep your hands visible

g. Follow the instructions of any police officers

h. Do not attempt to move wounded people

- **Hide Out** if evacuate ion is not possible, find a place to hide where the active shooter is less likely to find you:
  a. Hide in an area out of the shooter's view

  b. Provide protection if shots are fired in your direction

  c. Lock the doors

  d. Block entry to your hiding place with heavy objects

  e. Do not trap yourself or restrict your options for movement

  f. Silence your cell phone and stay quiet

- **Take Action** as a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:
  a. Acting as aggressively as possible against him/her

  b. Yelling

  c. Throwing items and improvising weapons

  d. Committing to your actions

ACCIDENT, ILLNESS, OR SERIOUS INJURY

a. Generally, it is best not to move sick or injured persons who are non-ambulatory unless their location presents some imminent peril, i.e., fire, collapsing building, etc.

b. Determine the basic nature of the sickness or injury.

c. Report it immediately to campus administration or college police - call 911 directly first, if the person is seriously injured.

d. Comfort the person and render first aid, if necessary and you know what to do.

e. Stay with the patient until campus administration or police arrive.

IF NOTIFIED TO EVACUATE

a. Leave by your normal building evacuation route

b. As time permits, close doors and windows, and be observant for suspicious packages and persons in the area

c. If you see suspicious packages or persons. do not approach them - report them to authorities as soon as you are safe

d. Do not re-enter the building until the all clear has been given.

e. If You Smell Gas ... Act Quickly

f. A rotten egg odor is added to natural gas so that you can smell a leak if it occurs. The gas itself is actually odorless, but a substance called "mercaptan" is added as a precaution.

GAS LEAK

If you smell a natural gas odor:

a. Do not use any devices that might create a spark, such as fire alarms, elevators, telephones. light switches, cell phones, computers or other electrical devices which might ignite the gas.

b. Immediately have everyone leave the area.

c. Once you are well away from the area, call maintenance personnel or the college police to report the odor.

d. Keep everyone away from the building until given the "all clear" from a gas company employee or appropriate college official.

e. Once outside, get away from the building. Do not smoke, use cell phones, or other electrical devices in the area of the affected building.

HOSTAGE OR TERRORIST SITUATION

If you are taken hostage:

a. Be patient. Time is on your side. Avoid drastic action.

b. The first 45 minutes are the most dangerous. Be alert and follow instructions.

c. Don't speak unless spoken to and then only when necessary.

d. Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish rapport with the captor. It is probable that the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.

e. Try to rest. Avoid speculating. Expect the unexpected.

f. Be observant. You may be released or escape. You can help others with your observations.

g. Be prepared to speak with law enforcement personnel on the phone.

EARTHQUAKE

If Indoors:

a. Seek refuge under a desk or table.

b. Stay away from glass, shelves, heavy equipment, windows and outside walls.

The United States Geological society provides the following statement about standing in doorways during an earthquake, "In modem homes doorways are no stronger than any other parts of the house and usually have doors that will swing and can injure you. YOU ARE SAFER PRACTICING THE DUCK, COVER, AND HOLD under a sturdy piece of furniture."

• After the initial shock:

a. Evaluate the situation lo determine the extent of any destruction.

b. Contact the college police to report the occurrence and any damage.

c. Also, report any specific hazards, including gas leaks or power failures.

d. Evacuate the building if you feel it may be unsafe or when directed to do so.

e. Be prepared to take protective measures for your safety during potential aftershocks.

f. If an emergency exists with an on-campus building, activate the building alarm. The alarm will activate locally inside the building only. Report the emergency to the college police.

- If outdoors, quickly move away from building structures and utility poles.
- If in an automobile, stop in the safest area available as soon as possible. Stay in your vehicle for shelter.

EXTREME WEATHER CONDITIONS

a. Students should not leave the building during a watch or warning (high school students visiting college only).

b. Take cover and in struct others to do the same when a warning notification is given. Find an interior wall of a building away from windows and exterior doors or proceed as directed by competent authority.

c. Curl up in a "ball" or fetal position near the wall and place hands o\'cr the head. Remain in this position until the severe weather passes.

d. Do not initiate a building evacuation during these circumstances. If fire 1s not present and a clear exit is maintained, everyone should remain indoors until the severe weather passes.

e. Instructors are to close windows and doors before leaving with students.

f. Instructors should keep their class rosters with them during the alert, and ensure that all the students are following the alert procedure. Instructors should verify student classroom count.

g. Students in mobile classrooms will move to safe areas when directed by the Campus Administrator or designee.

h. The all-clear signal will indicate an end to the alert.

PROGRAM EMERGENCY MANAGEMENT PLAN

In the event of unanticipated interruptions which may include, but are not limited to, the unexpected departure of key personnel, natural disaster public health crisis, fire, flood, power failure, failure of information technology services, or other events that may lead to inaccessibility of educational services, the surgical technology program will utilize the following preparedness plan to assure continuity of education services. Continuity of education is the main focus for each adaption to the plan.

- Unexpected departures of key personnel that cannot be immediately replaced will warrant schedule changes for students and current faculty. As necessary, with instructor departures, the Program Director/Practicum Coordinator and/or other surgical

technology instructors will substitute until a qualified replacement is onboard and appropriately trained.

- In the event of an unexpected departure of the Program Director:

    a. The Dean of Health Sciences and the program instructors have continuous access to all curriculum delivery.

    b. If access to the KMS is unavailable, Instructors have alternate electronic access via their accounts with the publishers and/or hard copies of the program textbook, study guide, course exams, answer keys, resources, and content assessment forms.

    c. In the event of an extended internet outage, course content in the KMS can be downloaded and viewed offline.

    d. The Dean of Health Sciences and all program instructors will be provided with the most recent electronic and hard copies of the program Handbook, schedule, Course Syllabus, and Curriculum Guide at the start of every cohort.

    e. All instructors and center directors will receive copies of clinical schedules and contacts before students starting their practicum to ensure awareness and continuity of schedules.

    f. Upon completion and submission of each Annual Report Form, an electronic copy will be shared with the Dean of Health Sciences to assure programmatic continuity, along with all the raw data.

For any event that leads to the inability to access educational services on campus, the following guidelines are to be utilized.

a. Communication of all program status changes will be through email notifications and Blackboard announcements. All efforts will be made to execute communication of program status changes within 48 hours of the event. All communication and correspondence should be maintained in a file. Communication should be with the institution, faculty, students, and clinical affiliates when necessary or when changes occur.

b. Provide updated information to students on how to access Student wellness, Security, and Student Success within the college community.

c. Virtual instruction methods will take place synchronously to deliver the theory portion of the core curriculum. Skills will be scheduled when in-person instruction will be scheduled with the institution. If other options are available such as using another facility with sufficient resources to demonstrate and evaluate skills, this method will be utilized to provide continuity of the educational experience. Skills will continue to be documented on paper with signatures.

d. Virtual instruction methods will be monitored for effectiveness by evaluating student progress and providing additional e-learning resources to assist students with adapting to this modality.

e. Classrooms and labs are equipped to hold virtual instruction via, Microsoft Teams. The college utilizes the Blackboard Learning Management System for assignments,

discussions, and quizzes. Respondus Lockdown Browser will be utilized for all quizzes. The college will support the technology required.

f. Program information sessions will be conducted virtually utilizing the same documentation until the program faculty can return to on-ground sessions.

g. Clinical assignments affected may delay graduation time due to the clinic hour requirements. In the event clinical is delayed, the Practicum Coordinator will work with each clinical site to determine current availability and/or changes to schedules that may be necessary. If a site is no longer able to accommodate a student, efforts will be made to find an alternative site promptly. There will be no change in clinical assessments or meeting clinical graduation requirements.

h. In the event graduation will be delayed, the Program Director will provide each student with an action plan to complete their education. All documents will be maintained.

i. Provide any information that may help document how outcomes were affected by the interruption.

j. Document any overlap of clinical slots due to the circumstances.

k. Notify the Program Advisory Committee of the change. If necessary, plan an emergency meeting to assist with emergency plans. (For long-term interruptions).

l. Notify ARC/STSA as appropriate. Maintain all records of action plans and course of strategy for the emergency duration.

CLINICAL POLICIES & REQUIREMENTS

CLINICAL ASSIGNMENTS

Clinical assignments are a required aspect of the Surgical Technology program to provide opportunities to achieve professional competencies. All students are expected to exhibit an attitude of maturity, professionalism and responsibility toward their clinical assignments and experiences. Each clinical location expects the student to provide high quality patient services in addition to achievement of competencies. Students are expected to practice in a safe, legal and ethical manner.

Students will be assigned clinical rotations to receive the necessary clinical experience as defined by our accrediting body, the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Students will be assigned to one or more clinical sites throughout the program based on clinical site availability and student case requirements. Although consideration may be given to clinical site location and student drive time, it is not a deciding factor in clinical assignments. To successfully complete the SURG 2110/2120/2130/2140 clinical courses, students must complete each assigned clinical rotation.

In rare instances, clinical practicum may be altered should there arise a need to evenly delegate clinical assignments between students.

Students should be aware that paid parking is required at some clinical sites. Students will be responsible for any incurred costs in transportation and/or parking associated with clinical rotation assignments. Due to the large geographic footprint of West Georgia Technical College, students should expect the potential for their commutes to exceed an hour one-way.

CLINICAL ATTENDANCE

Students are required to attend all clinical assignments as scheduled by the program faculty. A clinical schedule will be established for the Summer and Fall semesters, outlining all required clinical days that comprise each semester's clinical experience. Students are permitted **one absence per semester**. Any additional missed clinical time must be **made up by the student**. Failure to complete required make-up time may **jeopardize a student's ability to successfully meet the clinical course requirements**.

Tardiness will not be tolerated. Two instances of clinical tardiness will be counted as one absence.

Students are required to complete the designated number of **general and specialty surgical cases** in accordance with the **Association of Surgical Technologists (AST) curriculum requirements**. It is important to note that students are expected to **continue participating in surgical cases even after minimum accreditation case requirements have been met**, in order to satisfy **WGTC and TCSG KMS curriculum requirements**.

Clinical rotation and practicum dates will **align with the official semester start and end dates**. Students will **remain assigned to their clinical rotations and actively participate in assigned cases through the conclusion of each semester's clinical rotation**, regardless of case minimums being achieved.

If a student will be tardy or absent due to unavoidable circumstances, he or she must contact Mr. Austin Smith, CST, Clinical Coordinator 770.537.5758 no earlier than 5:30a.m. and also contact their clinical site supervisor to notify them of their tardiness or absence within 30 minutes of the scheduled clinical start time. Any correspondence before 5:30a.m. regarding tardiness or absence can be communicated via email: austin.smith@westgatech.edu.

Scheduled absenteeism (i.e. appointments, vacations, marriages, etc.) must be reserved for periods when classes are not in session. If a student must leave clinical site early (due to illness, emergency, etc.) Mr. Austin Smith, CST, Clinical Coordinator (334) 580-7090 must be notified immediately.

BLS FOR HEALTHCARE PROVIDERS CARD (CPR)

All students are required to have a BLS for Healthcare Providers card from the American Heart Association. This certification must be valid for the entire year of the program. This course may be taken through WGTC's Continuing Education department or you may find information about BLS courses through the American Heart Association.

It is the responsibility of the student to ensure their BLS certification remains valid for the entire calendar year. In the event of a mid-year lapse of BLS certification, the student must schedule a new CPR class to renew their certification and provide proof of their continued certification to the Clinical Coordinator.

IMMUNIZATIONS

As healthcare professional students, it is highly recommended that you are vaccinated against infectious diseases encountered at clinical/practicum sites. It is recommended you discuss these vaccinations with your personal physician.

Students are required to follow the medical clearance policies designated by their assigned clinical/practicum sites. Please be aware that some clinical/practicum sites may

mandate vaccinations against specific diseases such as COVID-19, influenza and/or testing for specific diseases such as tuberculosis. If you elect not to be vaccinated or tested, you may not be allowed to attend those clinical/practicum sites. If you do not have all required immunizations and tests, you may have limited access to clinical/practicum sites. This may delay or prevent program completion.

Although vaccines are not required for program admission, each clinic/practicum site reserves the right to deny a student entry based on their own policies and procedures. If a student is denied entry to a clinical/practicum site based on lack of vaccinations or testing, the student may not be able to complete the clinical/practicum course. As a result, successful completion of the program may not be possible. Please see individual program materials for information regarding specific vaccine and testing requirements.

This information is intended to give recommendations and not set specific policies on vaccinations and/or testing. West Georgia Technical College, the Nursing division, the Health Sciences division and the Technical College System of Georgia are not responsible for any adverse reactions that may occur as a result of vaccines and/or testing.

Note: As of February 2023, local clinical affiliates are no longer mandating Covid 19 vaccinations.

STUDENT LIABILITY INSURANCE

Each student is required to pay a fee for liability insurance as part of their student fees. This is insurance that the college buys that covers you for any errors or harm you might cause to property or a patient while in the externship.

PREGNANCY

Students who become pregnant while enrolled in the West Georgia Technical College Surgical Technology Program have the option to voluntarily inform the Program Director of their pregnancy. This information must be in writing. A student will not be considered pregnant without written disclosure.

Upon written disclosure, the student and the Program Director will meet to discuss the potential harmful effects of exposure to diseases, chemicals, radiation, and anesthetic gases inherent in the practice of surgery on the unborn baby, as well as the options available to the student to fulfill the educational requirements of the program.

The pregnant student is required to seek advice and counsel from their attending physician concerning continuing in the Surgical Technology Program at West Georgia Technical College. A checklist form will be provided for the student to review with their physician. After consultation with the program director and seeking counsel from their attending physician, the student will choose from the following options:

1. The student may voluntarily withdraw from the Surgical Technology program. If they leave in good academic standing, they will be reinstated to the program at the beginning of the semester that was not completed, on a space available basis.

   • If the student does not re-enter the program at the earliest possible date after delivery, they will have to reapply for the program under the standard of

application procedure, should they wish to enter the program at a later date. In this case, the student will begin the program from the first semester, and they will be responsible for any incurred costs involved in repeating a course.

2. The student may choose to continue in the Surgical Technology program. Student clinical assignments will not be changed; however, the student will be reminded of possible hazards and exposure risks, and guidance will be given as to proper protection mechanisms.

In addition, the student must supply a signed Pregnancy Form and Physician Visit Checklist to be allowed to continue in the program. The student will be expected to fulfill all assignments as required of all other students. The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation.

If the student chooses to continue in the program they are assuming responsibility for certain medical risks. Some of these risks and areas of concern include, but are not limited to:

1. Exposure to anesthetic gases and compressed gases.
2. Exposure to surgical smoke plume including toxic chemicals and by-products such as hydrogen cyanide, toluene, perchloroethylene, benzene, formaldehyde, and ethylbenzene.
3. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents, and fixing agents.
4. Exposure to infectious waste and bloodborne pathogens.
5. Exposure to hormones (e.g., prostaglandins and progesterone's).
6. Exposure to ionizing radiation and other sources of radioactive materials.
7. Exposure to diseases including, but not limited to HIV, Hepatitis B and C, influenza, COVID-19, tuberculosis, MRSA, measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella.
8. Injury including, but not limited to sharps injuries, electrical hazard, exposure from equipment, and musculoskeletal injuries.
9. Necessity to frequently lift and carry up to 75 pounds, as well as to twist, bend, squat and kneel.
10. Necessity to stand and walk for long periods of time of up to 8 hours.

If the student remains in the Surgical Technology Program during pregnancy, they accept full responsibility for their actions and relieve West Georgia Technical College, its faculty, and surgical clinical sites of any responsibilities in case of adverse effects.

STUDENT INJURIES

The program's faculty should be notified immediately should any student suffer an injury that requires medical attention while in a clinical site. Students are guests in each of these clinical assignment sites and are therefore responsible for securing and financing any medical treatment required as a result. The clinical site and West Georgia Technical College are not responsible for injuries incurred by students.

The student's preceptor and clinical leadership should be immediately notified upon injury. The student must then take whatever necessary actions to take care of their injury (washing out a sharps injury, holding pressure to reduce bleeding, sitting or lying down if fall

injury, etc.). The Clinical Coordinator must be notified as soon as possible at 770.537.5758 following a student injury. In the event of a bloodborne pathogen exposure, Dr. Phyllis Ingham, Dean of Health Sciences and West Georgia Technical College's Exposure Control Coordinator, can be reached at 706.616.2515 and phyllis.ingham@westgatech.edu.

BACKGROUND CHECKS & DRUG SCREENING

All students will be required to undergo a criminal background and drug test from Advantage Students. This is process is mandatory and must be completed in order for the student to attend clinical. Students with a positive drug screen will be prohibited from attending hospital clinical sites. If a student fails a background check, the student will be unable to do their clinical rotation. The student cannot complete the program without attending clinical rotations.

It is not acceptable for a student to discuss background checks or drug screening directly with the clinical site. Any questions or comments regarding this process or regulations must be directed only to WGTC program faculty.

STUDENT CONDUCT

The conduct of the Surgical Technology student reflects upon the individual, the clinical site, West Georgia Technical College and the surgical profession. Therefore, the surgical technology student must conduct himself/herself in a professional, mature manner at all times. Surgical technology students will adhere to all policies in the program handbook and any additional West Georgia Tech policies. Failure to comply with policies will result in disciplinary action (detailed below) as defined by the Student Code of Conduct and possible dismissal from the program. It is the student's responsibility to be aware of all clinical requirements, college requirements, and the requirements for completion as stated in the syllabus.

The Surgical Technology program reserves the right to refuse admission and/or program continuation to any student who is involved in any activity considered unprofessional or not conducive to proper patient care.

Misconduct is defined as: deliberate violation of a standard or improper behavior (Webster's); and is characterized by the following behaviors during clinical time:
- Non-alert condition.
- Possession of drugs or alcohol.
- Under the influence of drugs or alcohol.
- Sleeping at the clinical site.
- Theft from the clinical site.
- Immoral or unethical conduct as deemed by program faculty or clinical site.
- Smoking in prohibited areas.
- Unapproved extended breaks or lunch times.
- Eating or drinking in prohibited areas.
- Refusing to do assigned tasks within the realm of capabilities.
- Forgery/falsifying any record of attendance or evaluation tool.
- Leaving the assigned clinical site without permission from the supervisor and WGTC faculty. This includes leaving the specifically assigned operating room even if the student

remains on the hospital premises but is not in their assigned area participating in assigned tasks.

- Contacting any clinical site personnel regarding preceptor or supervisor evaluations, or criminal background or drug screen results.

- Taking photographs or video recordings in the operating room or restricted hospital areas as prohibited by hospital policy.

- Making comments regarding the school or clinical site on social media.

- Violation of any HIPAA regulation including: recording or disclosing any patient information including personal information, pictures, videos, health information. This is to include taking pictures in the operating room by which any patient may be identified including taking pictures of the surgery schedule.

- Functioning independently in the circulator role as prohibited by law or hospital policy.

If behavioral issues become a problem, the student will have a documented verbal warning with another WGTC faculty or staff member present. If the problem still exists, the student will receive a formal counseling session with another WGTC faculty or staff member present. The student will be presented with an action plan for remediation. If all requirements for remediation aren't met, and the issue remains, the instructor will submit a violation of Student Code of Conduct. The instructor reserves the right to amend this process, depending on the severity of the infraction, but all WGTC policies and procedures will be followed to ensure a student's due process.

CLINICAL DISMISSAL

Any student suspected of being impaired due to alcohol or drugs will be subject to an alcohol or drug test (at the student's expense) and face immediate program dismissal. Please refer to the college's drug and alcohol policy in the WGTC handbook.

If a student is believed to have committed an instance of misconduct listed above, the instructor will investigate with the clinical site and hold a conference with the student. If a student is found to have committed any of the above stated instances of misconduct, they may be removed from the clinical site either by WGTC faculty or by request of hospital management.

A student may also be removed from a clinical site by WGTC faculty or by request of hospital management due to safety issues, patient endangerment, employability skills, or violation of the Student Code of Conduct. In addition, a student may be dismissed from clinicals for failure to progress in skill acquisition after having been advised and remediated.

If a student is removed from the clinical site by request of hospital management and/or WGTC faculty, due to safety issues, patient endangerment, employability skills, unprofessional misconduct, or failure to progress in skill acquisition as referenced above, the student will earn the grade of "F" for the clinical practicum courses, SURG 1010/2110/2120/2130/2140. This results in a conference and dismissal from the program, including any other SURG courses which are co-requisites. A student dismissed by a clinical site for these reasons will not be eligible to return to the SURG program in any subsequent semester.

If a student is dismissed by request of hospital management due to any other reason not stated above, the instructor will review the dismissal on a case by case basis in collaboration with program faculty.

SURGICAL CASE REQUIREMENTS

The Surgical Technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrub surgical procedures of increased complexity as he/she moves toward entry-level graduate competency. These are requirements of our programmatic accrediting body, the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Students must complete a minimum of 120 cases as delineated below.

Note: Each student is required to complete a minimum of **120 total cases**, including both **general and specialty cases**, performed in **first scrub and second scrub roles**, as outlined by program and accreditation requirements. Once these required cases have been satisfactorily completed, students are **expected to continue participating in clinical cases as assigned by the clinical site** through the **end of the clinical rotation course**. Completion of the minimum 120 cases **does not indicate completion of clinical rotations**, and students remain responsible for all scheduled clinical requirements until the course concludes.

ROLES DEFINED:

First Scrub Role: To document a case in the first scrub role, the student shall perform the following duties during any given surgical procedure with proficiency:
- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform required operative counts with the circulator prior to the procedure and before the incision is closed, according to AST guidelines and facility policy.
- Pass instruments and supplies to the sterile surgical team members during the procedure, including anticipation of surgical team needs.
- Maintain sterile technique as measured by recognized breaks in sterility, correction of sterility breaks, and documentation as needed.

Second Scrub Role: The second scrub role is defined as the student who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:
- Assistance with diagnostic endoscopy
- Assistance with vaginal delivery
- Cutting suture
- Providing camera assistance
- Retracting
- Sponging
- Suctioning

Observation Role: The observation role is defined as a student who has not met the first scrub or second scrub criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

CASE REQUIREMENTS:

I. A student must complete a minimum of 120 cases as delineated below:
   A. General Surgery
      1. A student must complete a minimum of 30 cases in General Surgery
         a. 20 of these cases must be performed in the First Scrub Role.
         b. The remaining 10 cases may be performed in either the First or Second Scrub Role.
   B. Specialty Surgery
      1. A student must complete a minimum of 90 cases in various surgical specialties, excluding
         General Surgery.
         a. A minimum of 60 cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
            i.   A minimum of 10 cases in four different specialties must be completed in the First Scrub Role (40 cases total).
            ii. The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
         b. The remaining 30 cases may be performed in any surgical specialty in either the First Scrub or Second Scrub Role.
      2. Surgical Specialties (excluding General Surgery)
         a. Cardiothoracic
         b. Genitourinary
         c. Neurologic
         d. Obstetric and gynecologic
         e. Orthopedic
         f. Otorhinolaryngologic
         g. Ophthalmologic
         h. Oral Maxillofacial
         i. Peripheral vascular
         j. Plastics and reconstructive
         k. Procurement and transplant

COUNTING CASES:

I.   Cases may be counted according to surgical specialty as defined in the core curriculum.
   a. One pathology is counted as one procedure.
      i.   Example – A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.
   b. Counting more than one case on the same patient:

   i. Example – A trauma patient requires a splenectomy and repair of a LeFort fracture. Two cases can be counted and documented since the procedures are in different surgical specialties.

   ii. Example – A procedure that requires different setups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) following with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.

  c. Diagnostic vs. operative endoscopy cases

   i. An endoscopy classified as a semi-critical procedure is considered a diagnostic case.

   ii. An endoscopy classified as a critical procedure is considered an operative case.

   iii. Diagnostic and operative cases will be counted according to specialty

   iv. Diagnostic cases are counted in the Second Scrub Role up to a total of 10 of the required 120 cases.

    1. Example – A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy with ureteral stent placement is an operative procedure.

II. Vaginal delivery cases are counted in the Second Scrub Role of the OB/GYN specialty, up to a total of 5 of the required 120.

CASE DOCUMENTATION

  Students' clinical participation is required to be documented and stored in a secure location. Students are required to log all cases into an electronic database. The information must be complete and accurate, and a preceptor electronic signature is required for each case logged by a student. Students must complete all case documentation prior to leaving their clinical site for the day.

  Any falsification of information on the clinical case log will be subject to West Georgia Technical College's Academic Integrity policy. The online clinical case log is a legal document, and by electronic signature, the student and preceptor attest to the accuracy of the information.

ELECTRONIC SIGNATURES

The Surgical Technology program recognizes an electronic signature as a valid signature from students and clinical site staff for purposes of clinical case documentation and clinical evaluation, subject to the conditions listed below. An electronic signature is defined as any electronic process signifying the integrity of the document, presented in electronic format.

PROCEDURE

Each student's case log and forms are stored in a secure cloud-based location, which are only accessible by program faculty and the individual student. Authorized users must sign in with individual log-in credentials to access the secure location and forms. It is the responsibility and obligation of all parties to keep log-in credentials secure and confidential. Once logged in, any information uploaded, updated, or removed is subject to the College's Academic Integrity policy (GT 5.1.20). Users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

Surgical Specialty	Total # of cases required	Minimum # of First Scrub cases required	Maximum # of Second Scrub cases allowed
General Surgery	30	20	10
Surgical Specialties -Cardiothoracic, ENT, Eye, GU, Neuro, OB/GYN, Oral, Maxillofacial, Orthopedics, Peripheral Vascular, Plastics	90	60	30
Optional: Diagnostic Endoscopy Bronchoscopy, Colonoscopy, Cystoscopy, EGD, ERCP, Esophagoscopy, Laryngoscopy, Panendoscopy, Ureteroscopy			10 diagnostic endoscopy cases may be applied toward the Second Scrub cases
Optional: Labor & Delivery			5 vaginal delivery cases may be applied toward the Second Scrub cases
Totals	**120**	**80**	**40**

ACADEMIC RESOURCES

BOOKSTORE

West Georgia Technical College bookstores are conveniently located on the Murphy, Douglas, Carroll, Coweta, and LaGrange campuses to provide students with a place to shop for all their educational needs including textbooks, rental books, e-books (jump books), calculators, notebooks, bookbags, etc. The bookstore also carries a wide range of non-educational items such as shirts, snacks, cards, and Golden Knights Athletics logo items. Additionally, if you are having trouble making it to one of our campus bookstores, West Georgia Technical College also provides its students with the capability of purchasing their books online.

LIBRARY

WGTC has libraries at our Carroll, Douglas, LaGrange, Murphy, and Coweta campuses. Each library functions as a research center for students, faculty, staff, and community users. The collection of each site consists of books, periodicals, newspapers, videos, audio cassettes, software, and other types of multimedia and electronic reference resources such as virtual assistance and GALILEO (Georgia Library Learning Online).

TUTORING

WGTC offers face-to-face tutoring on every campus for some subjects and Free Online Tutoring through Upswing. See the Student Success Services webpage on the college's website for more information.

ONLINE LEARNING

WGTC provides a webpage with links to common online resources such as:

- Blackboard login and orientation
- Online proctoring
- Online help
- Forms and procedures
- Student Advising

See the Online Learning Center webpage under Online Learning on the college's website for more information.

WGTC POLICE DEPARTMENT

The West Georgia Technical College Police Department is on duty whenever classes are in session.

When to contact the College Police:
- If you witness a crime
- If you are a victim of a crime
- If you feel that your safety or the safety of others is being threatened by someone's behavior
- If you witness any violation of the student code of conduct
- If you see someone acting suspiciously or who does not belong in your area

How to reach the College Police: **Phone: 855-579-4357**

COMMUNITY SUPPORT SERVICES

Resources by county can be found on the College's website under Student Support Resources.

CAREER SERVICES

The mission of the West Georgia Technical College Career Services Department is to provide support to students, graduates, and employers while creating a viable link between students and potential career sources.

Career Services is designed to assist students in preparing for the job search process and locating major related employment upon graduation. Career Services maintains contact with the instructional staff and acts as a conduit for referrals. Students may access services such as individual career counseling, career workshops, assessments, and online career resources at any time during their enrollment or after graduating.

The Career Services Job web is the primary resource for advertising available employment opportunities to students and alumni of West Georgia Technical College.

APPENDIX

School of Health Sciences
Surgical Technology Program
Request for Readmission/Reentry

Request for readmission must be received at least one month prior the start of the semester in which the student would like to renter. A Readmission Committee will review the request.

Student Name and Student ID: _____

Name of the program you are requesting to reenter: _____

Date/Semester you would like to reenter: _____

Reason for dismissal, withdrawal or disruption in program progression (select all that apply):
_____ Academic Failure (Classroom)

_____ Academic Failure (Clinical)

_____ Withdrew Passing and reason _____

_____ Withdrew Failing and reason _____

_____ Other and reason _____

Describe in detail the reason you believe you were unsuccessful in progressing within the program.

_____

_____

_____

_____

_____

Please give at least three strategies or plans you will make to ensure success if allowed to return to the program.

1.

_____

_____

_____

_____

2.

_____

_____

_____

_____

3.

_____

_____

_____

Interruption in program progression places students at a higher risk for certification and/or licensure failure. What actions will you take to prepare yourself for your national certification (CST) exam?

_____

_____

_____

_____

_____

The following will be required if you are allowed to return to the program:

1. Overall average for each surgical technology course must be 70 or greater with satisfactory completion of all course requirements.
2. Make an appointment with Student Success Services before the first day of class and provide the visit documentation to the program director.
3. Completion of all clinical assignments. You should not be tardy or leave early for clinical.
4. Completion of all assignments, testing, and any remediation.
5. Exhibit professional behavior.
6. _____If applicable, lab "check off" on skills that should have been satisfactory for any previous courses.
7. _____If applicable, documentation that assistance was sought related to English as a second language.

Readmission is not guaranteed. A student may only repeat a course one time. A second failure in a program will result in dismissal from the program. This would make the student ineligible for readmission.

If readmission is not granted, the student would need to repeat the program courses in their entirety.

I accept the required terms for my readmission/re-entry. I understand that failure to comply with these requirements may result in failure to successfully complete the program.

_____

Student Signature   Date

School of Health Sciences
Program Name: <u>Surgical Technology</u>
COUNSELING FORM

Student Name _____   **Date of Counseling** _____

Student Email _____   **Student Phone Number**_____

Student ID _____   **Department Director**_____

Dates of previous discussion related to reason for counseling: _____

Reason for Counseling:

Is this the *first* counseling session for the reason above? **Yes** or **No**
If no, how many prior counseling sessions has this employee had for the reason above (do not include this session)?
Recommendation for Improvement:

Student's self-recommendation for Improvement:

Student please note: Signing this counseling form indicates that it has been reviewed with you. Please use the back of this form if more space is needed for comments/remarks.
Please attach any copies of supplemental documents (evaluations, emails, any related documentation, etc.)

_____
Student Signature   **Date**

_____   _____
Department Director's Signature   **Date**   **Witness Signature**   **Date**

STUDENT ACKNOWLEDGEMENT

This signature sheet is due on the first day of class

PLACE YOUR INITIALS next to each statement indicating your agreement. PRINT NAME, SIGN AND DATE at the bottom of the sheet.

_____ I have read the following 2026 Surgical Technology Handbook in its entirety. I understand the included policies and hereby agree to abide by them.
- Surgical Technology Program student handbook
- SURG 1010 syllabus • SURG 1020 syllabus

_____ I understand that I must personally complete all required lab skill competencies and that accommodations cannot be made which would waive the accomplishment of each required competency.

_____ I understand that failure to reach any lab skill competency by the assigned due date may result in my dismissal from the Surgical Technology program on the date of failure. I further understand that such dismissal may negatively impact my GPA and financial aid.

_____ I understand that I will be working at clinical assignments at my own risk, and that the clinical sites are not responsible for my medical care should I be injured.

_____ I understand that my student records may be shared with the clinical training sites and any guest instructors if necessary.

_____ I permit the Surgical Technology program at West Georgia Technical College to use my likeness in photographs or videos for promotional materials for the program.

_____ I understand that in order to successfully complete SURG courses, a 70% or better final course average must be achieved.

_____ The final is a proctored comprehensive final exam over the chapters discussed in the course. I must maintain a 70% final course grade average to successfully pass the course.

_____ I acknowledge that I'm allowed one clinical absence for the semester. I must make up any lost time due to additional absences. I understand that repeated absences may impact my ability to successfully complete the Surgical Technology clinical practicums.

_____ If I do not successfully pass a lab skills checkoff on the first attempt, I understand that I have responsibilities that are defined in the Surgical Technology Handbook for remediation of the skill before I can make another attempt at the same skills checkoff.

_____ If I fail after a third attempt skills attempt, I will receive a zero for the skills checkoff. This may impact my ability to pass the designated course requirements and may prevent continued course progression.

_____ I acknowledge that there is no make-up opportunity provided if I fail to pass the final exam. I understand that the final exam is a critical assessment of my knowledge and skills, and I accept full responsibility for preparing adequately and performing to the required standard.

_____ I understand that in practical assessments, failure to identify and appropriately handle contamination issues will result in zero for the assessment and the procedure described in the 2026 Surgical Technology Handbook details the remediation process required before I can repeat the skill assessment.

_____ I acknowledge that the failure to catch and address contamination will result in an automatic failure of the respective skill check-off, regardless of any other aspects of my performance.

_____ I recognize that it is my responsibility to be aware of and adhere to the contamination prevention protocols outlined in the Student Handbook and course syllabi during practical assessments.

_____ I will familiarize myself with the specific contamination prevention guidelines provided in the Student Handbook and course syllabi. If I have any questions or require clarification, I understand that I should seek guidance from my instructor.

_____ I understand that adherence to these guidelines is essential for my success in the program and my future career as a surgical technologist.

_____ I acknowledge that I have been provided the opportunity to ask questions and seek clarification on any aspects of the handbook that I may not have fully understood. By signing this statement, I agree to accept my position in the Surgical Technology Program and commit to upholding the standards of professionalism, ethics, and academic integrity required by the program.

Printed Name: _____

Signature: _____

Date: _____