GREAT PLAINS
Technology Center

Surgical Technologist

Student Handbook

Class #37

2024-2025
Revised April 2, 2025

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"WE OPERATE EVERY DAY,

AND AN OPERATION IS BUT

AN INCIDENT IN OUR DAY'S WORK.

FOR THE PATIENT, IT IS HIS WHOLE LIFE

AND HE MUST AND WILL WALK

THROUGH THE VALLEY OF THE

SHADOW OF DEATH ALONE.

HE CERTAINLY CANNOT PAY US

A GREATER COMPLIMENT THAN BY

PUTTING HIS LIFE INTO OUR HANDS,

AND NOTHING BUT THE VERY HEART

AND BACK BREAKING BEST

MUST BE GIVEN BACK IN RETURN."

by

KERRY E. CAVANAUGH RN., BSN.

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GREAT PLAINS
Technology Center

SURGICAL TECHNOLOGY CAREER PROGRAM

WELCOME

Dear Surgical Technologist Student:

As the Director of the Great Plains Technology Center's Surgical Technology Program, I am pleased to welcome you to one of the many first steps in the process of creating your future career.

I believe you have chosen to become a Surgical Technologist because of your self-less desire to help your fellow man, your integrity to do it right, and your accountability to your team and patients is of the upmost importance to you. I hope you will find as much gratitude and joy as I have in your new career.

During the 9 months course of study, you will be given the best preparation, guidance, and encouragement you need to become a successful Certified Surgical Technologist. You will be encouraged to set goals and dedicate your time and attention to your didactic and clinical skills. Finally, you will be encouraged to rise to the highest of professional standards of the Certified Surgical Technologist. I have faith in you, and I will be with you every step of the way.

Your Director,

Livia Rocha, RN

Surgical Technologist Career Program
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ADMINISTRATION – GREAT PLAINS TECHNOLOGY CENTER

Superintendent ....Clarence Fortney

Deputy Superintendent .... Joelle Jolly

Campus Director, Tillman-Kiowa Campus... Ken McKee

Campus Director/Principal, Comanche County ....Justin McNeil

Director of Instructional Support Services ....Brandon Mayer

Directors of Instruction .... William Matthey, & Blake Thomas

Director of Instruction (Health Science Services) ....James Bishop

Director of Adult Career Development.. Morgan Gould

Director of School Career Opportunities & Real Education (SCORE)................................ Blake Thomas

Director of Student Support Services .... Courtney Ferguson

Director of Corporate Training.. Morgan Gould

Director of Marketing and Communications.. Teresa Abram

Director of Information Technology ....William Matthey

Director of Purchasing & Maintenance...Justin Neeley

Business Manager ....Lindsey Billen

Human Resources Director..Valerie Anderson

SURGICAL TECHNOLOGIST

Director.. Livia Rocha, RN

Clinical Instructor .... Chelsea Blackshere, CST

This handbook has been approved by the Board of Great Plains Technology Center.

**The Surgical Technologist Handbook will supersede the
Great Plains Technology Center Student Handbook in areas of conflicting policies.**

Surgical Technologist Handbook Revised April 2, 2025

INTRODUCTION

We have a sincere interest in you as an individual and look forward to helping you achieve your goal of becoming a Surgical Technologist.

Your primary responsibility this year will be to learn to be a safe, skillful, and responsible Surgical Technologist. This handbook contains policies and procedures of Surgical Technologist. Students are expected to adhere to these policies and procedures.

Students in Surgical Technologist Career program must also adhere to the policies and procedures outlined in the Adult Student Handbook of Great Plains Technology Center. Policies are subject to change; upon notification, students are responsible to adhere to any policy change.

We wish you success in the achievement of your occupational objective.

I. COMPLIANCE STATEMENTS

NOTICE OF NONDISCRIMINATION

 Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the school, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. *Great Plains Technology Center does not discriminate on the basis of race, color, national origin, religion, gender, gender expression, sexual orientation, gender identity, or qualified disability or veteran's status in admission to its programs, services, activities or access to them, in treatment of individuals, or in any aspect of the Technology Center's operations.* In addition, the school agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, Ok 73505 or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK 73542.

Title IX Coordinator	Valerie Anderson	(580) 351-6761
504 Coordinator	Kristy Barnett	(580) 250-5531
Investigator	Justin McNeil	(580) 250-5601
Investigator	Morgan Gould	(580) 250-5553

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a

cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

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NONIMMIGRANT ALIEN STUDENTS
This school is authorized under Federal law to enroll nonimmigrant alien students.

CAMPUS SECURITY ACT
In order to comply with federal regulation 34 CFR 668.36 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at www.greatplains.edu. The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period and information/policies regarding campus crime.

USEPA REQUIRMENTS
Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

MINUTE OF SILENCE
Great Plains Technology Center will observe one minute of silence each school day pursuant to SB-815. The time will be announced by a designated tone on the public address system.

DRUG-FREE SCHOOLS
Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment. They make you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks. They may damage major organs, increase your risk of cancers, and even cause death.

There are three alcohol and drug treatment centers serving Comanche, Tillman and Kiowa counties—they are: Reflections, Southwestern Medical Center; Silver Linings, Comanche County Memorial Hospital; and Taliaferro Community Health Center.

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the health of people, the Great Plains Technology Center has a fundamental, legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the abuse of alcohol, tobacco and drugs and their continuous promotion in our society, the Great Plains Technology Center provides drug education units, which are integrated within the standard curriculum. These units help prepare students to make the proper decision concerning drug and alcohol use.

Drug use, possession (including paraphernalia), and sale on the school grounds and at school functions will not be tolerated. Specific infractions and appropriate disciplinary actions are listed in the GPTC Student Handbook. Some possible actions include, suspension, expulsion, and/or referral to the local law enforcement agency.

A copy of the Drug-Free Schools Policy and the GPTC Student Handbook will be available to students

online at www.greatplains.edu. Continual education will be provided by drug education seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug-free educational environment.

II. SURGICAL TECHNOLOGIST CAREER PROGRAM

DESCRIPTION
Surgical Technologists handle instruments, supplies and equipment necessary during the surgical procedure and work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care before, during and after surgery. The major combines classroom instruction, laboratory practice, and clinical experience to ensure that each graduate meets entry-level competencies as a Surgical Technologist.

The Surgical Technologist Career Program is designed to prepare post-secondary adult students for entry-level employment as Surgical Technologists. The career program is structured to provide the students with a foundation in the basic sciences and subjects unique to the operating room. Upon completing the major, the Graduate Surgical Technologist will be able to function as a member of the surgical team delivering direct patient care before, during, and after surgical intervention.

The instructional Surgical Technologist content, which is 1,185 hours of classroom and clinical instruction, is based on an occupational analysis of the surgical technology field and is adjusted to reflect local employment. Local employment needs as determined by the instructor, administrators, and advisory committee are also considered.

Upon successful completion of the career program, the graduate will be eligible to sit for the National Center for Competency Testing/Tech in Surgery Certified (NCCT/TS-C) Examination. This class only accepts 16 students.

MISSION
The mission of the Surgical Technologist Career Program is to prepare individuals for success in work and in life by providing exemplary Surgical Technology education.

VISION
Our vision is to meet the needs of the 21st century health system by providing exemplary Surgical Technology education and training opportunities to the workforce of the future.

PHILOSOPHY
We, the faculty, believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living, and the other teaching us how to live. We subscribe to the belief that career technology education is an essential part of the two educations. There is dignity in work, and that work is one of our best means of developing the intelligent use of our hands and minds.

Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the adult student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health care profession.

We believe that Surgical Technologists offer a vital service to the total needs of the patient. Operating room service provides thorough, well-planned intervention, safe comprehensive support, and care for the patient undergoing a surgical procedure. This requires the ability to view the patient as a complete person with physical, psychosocial, and spiritual needs. The ultimate goal of surgical intervention is to restore the patient to optimum functioning or, in the case of some terminal illnesses, to achieve a peaceful death. The Surgical Technologist curriculum provides guided learning experiences in meeting these needs of the patient.

This course of study assists the student in acquiring the knowledge, skills, and attitudes necessary to function as a member of the surgical team. Each student has an individual background to contribute to the profession. As knowledge, perception and understanding of patient care increases; the student's attitudes and behavior will change. The student should develop the responsibility to uphold the ideals of the health profession, and work toward its continued improvement. They will be viewed as true professionals and will find the task rewarding.

GOALS & OUTCOMES

The goal of the Great Plains Technology Center Surgical Technologist Career Program is to graduate Surgical Technologists of the highest quality who are prepared to enter the healthcare profession as a competent entry-level surgical technologist, with advanced cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be motivated, self-confident, and exhibit ethical behavior. Upon achieving the goals of this career program, students will:

1. Integrate acquired knowledge and skills to the role of the Surgical Technologist in caring for the surgical patient.

2. Contribute effectively as a member of the surgical team to provide quality patient care.

3. Comply with the policies and procedures established by the medical facility.

4. Employ appropriate ethical and professional values while performing employment responsibilities.

5. Demonstrate cognitive development by passing the National Center for Competency Testing/Tech in Surgery Certified (NCCT/TS-C) Examination.

6. Promote personal and professional accountability by assuming responsibility for continued professional and educational growth.

HISTORY AND ACCREDITATION

Surgical Technologist at Great Plains Technology Center began in 1987 as a hospital-based program at Comanche County Memorial Hospital. Surgical Technologist became a joint venture between GPTC and Comanche County Memorial Hospital in 1988 and has graduated over 3415 students to date.

Surgical Technologist has undergone a number of changes since its beginning but continues to uphold high ideals and expectations for its students.

Many of the Surgical Technologist graduates are employed as surgical technologists in the operating room, and labor and delivery departments of hospitals in the Lawton community, as private scrubs for surgeons, and in numerous healthcare facilities across the United States.

To contact the accreditation agency:

- ***Oklahoma Department of Career and Technology Education (ODCTE)***
  1500 W. 7th Avenue
  Stillwater, OK 74074-4398
  Phone: (405) 377-2000,
  https://oklahoma.gov/careertech.html

III. CURRICULUM

GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY

Career Cluster: Health Science (HL)

Career Pathway: Support Services

Local Program: Surgical Technologist (HL0010017)

Program Hours: Adult Students: 1185 Hours

Instructors:

Name	Office	E-Mail
Livia Rocha	(580) 250-5574	lrocha@greatplains.edu
Chelsea Blackshere	(580) 250-5681	cblackshere@greatplains.edu

Academic Credit: Adult Students: Transcript

Prerequisites: Must be a high school graduate or equivalent. Minimum age 18 and take the Next Generation ACCUPLACER exam.

Program Description:
Surgical technologists handle instruments, supplies and equipment necessary during the surgical procedure and work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care before, during and after surgery. The program combines classroom instruction, laboratory practice, and clinical experience to ensure that each graduate meets entry-level competencies as a Surgical Technologist.

The Surgical Technologist program is designed to prepare post-secondary adult students for entry-level employment as Surgical Technologists. The program is structured to provide the students with a foundation in the basic sciences and subjects unique to the operating room. Upon completing the program, the Graduate Surgical Technologist will be able to function as a member of the surgical team delivering direct patient care before, during, and after surgical intervention.

The instructional content, which is 1,185 hours of classroom and clinical instruction, is based on an occupational analysis of the surgical technology field and is adjusted to reflect local employment; local employment needs as determined by the instructor, administrators, and advisory committee.

Upon successful completion of the program, the Graduate will be eligible to sit for the NCCT/TS-C Examination.

Clinical Rotations:
Clinical rotation will be held at the following hospitals:

Lawton, OK	Ambulatory Surgery Center
	Comanche County Memorial Hospital
	Southwestern Medical Center
Altus, OK	Jackson County Memorial Hospital
Chickasha, OK	Grady Memorial Hospital
Duncan, OK	Duncan Regional Hospital

Program Goals:
The goal of the Great Plains Technology Center Surgical Technologist program is to graduate Surgical Technologists of the highest quality who are prepared for entry into the healthcare profession as a competent entry-level surgical technologist with advanced cognitive (knowledge), psychomotor (skills),

and affective (behavior) learning domains. Graduates will be motivated, self-confident, and exhibit ethical behavior.

Upon achieving the goals of this program, students will:
Integrate acquired knowledge and skills to the role of the surgical technologist in caring for the surgical patient

- Contribute effectively as a member of the surgical team to provide quality patient care
- Comply with the policies and procedures established by the medical facility
- Employ appropriate ethical and professional values while preforming employment responsibilities
- Demonstrate cognitive development by passing the NCCT/TS-C Exam
- Promote personal and professional accountability by assuming responsibility for continued professional and educational growth

Related Career Opportunities:

- Advancement to role of a surgical assistant
- Employment as a product representative
- Employment in material management or central supply area
- Surgical Technology educator

Program Objectives:

The Surgical Technologist program is designed to prepare the student to assume the responsibility to function in association with registered nurses, surgeons, and anesthesiologists to provide the best possible care for the surgical patient. A graduate of the Great Plains Technology Center Surgical Technologist program will have the ability and skills to:

Level I – Specific Objectives

- Recognize, define, and differentiate between application of common and complex medical terms
- Analyze unfamiliar medical terms by applying knowledge of word parts
- Interpret verbal and nonverbal communication by demonstrating effective communication with instructors, classmates, and other surgical team members
- Recognize, contrast, and compare anatomical structures using anatomic references to identify body positions, planes, directions, cavities, and organs
- Differentiate normal and abnormal physiological functions relating to types of diseases and modes of disease transmission
- Describe and practice proper safety techniques to prevent accidents and exposure to blood-borne pathogens by consistently utilizing Standard Precautions in the classroom, lab, and clinical areas
- Demonstrate the cognitive understanding of the principles of asepsis by identifying and correcting breaks in technique during lab practice
- Identify the members of the surgical team and distinguishes between each members' role in the surgical intervention
- Understand the legal and ethical responsibilities and limitations of a surgical technologist by performing within the scope of the profession
- Demonstrate the related nursing procedures by practicing vital signs and analyze any abnormality in the results
- Identify and discuss the specific needs and care of patients with special or complex needs
- Describe and demonstrate the pre-operative preparation to include obtaining an informed surgical consent, transportation, positioning, clipping, and prepping of the surgical patient during the preoperative phase
- Apply mathematical principles to solve problems involving dosage calculations and other applied mathematical concepts
- Distinguish between surgical pharmacological agents and describe each classification's effect on the human body

- Contrast and compare methods, agents, and techniques of anesthesia administration
- Discuss the anatomy, physiology, and pathophysiology of basic surgical procedures
- Analyze diagnostic and procedural steps for basic surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations
- Identify the use of various supplies and equipment of the basic operating room
- Identify the classification, names, parts, materials, finishes, and uses of the basic surgical instrumentation
- Apply knowledge of the basic instrumentation to specific surgical procedures while practicing in lab setting
- Demonstrate the steps of surgical scrubbing, gowning, and gloving
- Demonstrate initial techniques for preparing instrumentation and supplies on the sterile field
- Employ the techniques, timing, methods, and legal responsibilities of counting instruments, sponges, needles, and other countable items on the sterile field
- Apply cognitive and psychomotor knowledge to Clinical Practicum

Level II – Specific Objectives

- Integrate cognitive knowledge and psychomotor skills acquired from Level I to enhance proficiencies
- Analyze diagnostic and procedural steps for basic and complex surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations by completing a weekly Surgical Case Management Plan
- Performing all essential activities of surgical patient care utilizing the principles of aseptic technique, critical thinking, and problem solving in order to adapt to the changing surgical environment
- Discuss the anatomy, physiology, and pathophysiology of basic and complex surgical procedures
- Assimilate knowledge of procedural step by selecting and organizing instruments, equipment, and supplies for the delivery of patient care during the basic and complex surgical procedures with limited assistance of another team member
- Demonstrate an understanding of electricity by applying safe patient care practices in the operating room
- Demonstrate an understanding of robotics by applying technology to safe patient care practices in the operating room
- Demonstrate an understanding of the principles of physics to safe patient care practices in the operating room
- Apply cognitive and psychomotor knowledge to Clinical

Practicum II Level III – Specific Objectives

- Integrate cognitive knowledge and psychomotor skills acquired from Level II to enhance proficiencies
- Demonstrate the ability to prioritize procedural steps and independently organize the surgical field, while considering the relevant anatomy and physiology on all surgical procedures
- Apply principles of professional communication in a variety of demanding situations
- Utilizing decision-making and problem-solving skills in the application of Surgical Technology principles
- Demonstrate professional behavior consistent with legal requirements and ethical expectations consistent with the AST Code of Ethics
- Formulate a plan for personal and professional growth by preparing a career portfolio and obtaining a position as a competent entry level Surgical Technologists

- Demonstrate achievement of advance cognitive, psychomotor, and affective skills from the Surgical Technologist program core curriculum by successfully passing the NCCT/TS-C exam

DESCRIPTION OF COURSES

Course #	Course Name	ADT	ADL	Total

HL00342   Core Medical Terminology (8551)   **45   0   45**

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

HL00597   Anatomy (5333)   **40   20   60**

Anatomy is the study of the structure and shape of the body and their relationships to one another. This course includes both gross anatomy (anatomy of the large body structures), as well as microscopic anatomy (anatomy of body structures too small to be seen with the naked eye).

HL00598   Physiology (5220)   **40   20   60**

Human physiology, a branch of general physiology, is concerned with how the human body works. This course will approach the study through an organ-system approach. Organ-systems are collections of cells, tissues, and organs which have dedicated functions in the body.

HL00034   Surgical Technology Orientation   **15   0   15**

Surgical Technology Orientation includes the basic safety concepts, individual learning styles, introduction to information technology and review of the surgical technology handbook.

HL00047   Core Employability Skills   **30   0   30**

In this course students learn how employability skills enhance their employment opportunities and job satisfaction. Students are introduced to key employability skills and will learn the importance of maintaining and upgrading skills as needed.

HL00112   Introduction to Surgical Technology   **30   0   30**

This course is designed to provide information introducing the student to the roles and responsibilities of the surgical team and the health care system. Students will explore the ethical and legal concepts and professional responsibilities of the surgical technology field.

HL01056   Disaster and Emergency Preparedness   **15   0   15**

This course includes these aspects of emergency preparedness and disaster training: preparation and planning, detection and communication, incident management and support systems, safety and security, clinical/public health assessment and intervention, contingency, continuity and recovery and public health law and ethics. This is a new course for surgical technology, however it could be offered in any program.

HL00144   Essentials of Surgical Asepsis   **32   28   60**

This course will introduce the student to the principles and practices of aseptic technique, scrubbing, gowning, gloving, sterilization, and disinfection. Upon completion of this course, the student will be able to discuss and demonstrate the principles of aseptic technique.

HL00145   Surgical Case Management   **48   72   120**

This course will introduce the student to the supplies and equipment that are an integral part of their training as a Surgical Technologist, including instrumentation, suture, sponges, drains, counts, and the sterile field and draping of sterile field. Upon completion of the course, the student will be able to demonstrate competency in using supplies and equipment in the surgical environment.

HL00202 Surgical Tech Practicum I   0   30   30

Surgical Technologist Practicum I is an introduction to principles of surgical conscience in preparation for patient care. This course provides observational and practical experiences in the laboratory setting and/or clinical environment.

HL00113 Surgical Patient Care   35   10   45

Upon completion of this course the student will be able to demonstrate patient care skills in the surgical environment. The course enables the student to develop techniques used to safely transport, position, and prep the patient for surgery, and the proper care of surgical specimens. Students will apply these skills across the lifespan and to patients with complex needs.

HL00203 Surgical Pharmacology   30   0   30

This course familiarizes the student with the various drugs used in surgery and their administration. The student will demonstrate an understanding of basic anesthesia equipment, drugs, and methods in order to function effectively in the surgical setting. Upon course completion the student may assist the anesthesia personnel if required.

HL00204 Microbiology and Wound Healing   30   0   30

This course is designed to provide the student with a basic background in microbiology. This course will provide a better understanding of the relationship between microorganisms and the maintenance of health and/or the prevention of disease. The course of study includes a general introduction to microbiology, infection/immunology, and wound healing

HL00114 Surgical Procedures I   90   0   90

This course is designed to provide instruction in basic, intermediate, and advanced core procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student will be able to apply and demonstrate the concepts related to the following surgical procedures: General, Obstetric and Gynecological, Genitourinary, Otorhinolaryngologic, and Orthopedic Surgery.

HL00205 Surgical Procedures II   75   0   75

This course is designed to provide instruction in basic, intermediate and advanced specialty procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student should be able to apply and demonstrate the concepts related to each of the following surgical procedures: Neurosurgery, Cardiothoracic, Peripheral Vascular, Oral, Maxillofacial, Plastic and Ophthalmic Surgery.

HL00207 Surgical Tech Practicum II   0   210   210

This course provides clinical experience in the surgical environment. The student assumes responsibility as the first scrub role, handling instruments and supplies and equipment necessary for the surgical procedure. Emphasis is placed on core surgical procedures.

HL00208 Surgical Tech Practicum III   0   240   240

This course provides advanced clinical experience in the surgical environment with minimal assistance. Students will prepare for and complete the NCCT/TS-C exam.

Program Total:	**Theory**	**Lab/Clinical**	**Total**
Adult Student:	735	450	1185

Evaluation Policy:

As a formative evaluation tool, the Surgical Technologist program utilizes a program learning/management system called "Schoology" to provide feedback of didactic knowledge, skills performance evaluations and course information to the students. The grade book portion of Schoology records students' test results and provides immediate feedback and a detailed breakdown of responses

to different questions.

Examples of formative evaluation tools used by the program to measure cognitive, psychomotor and affective behaviors include journaling, group discussions (question and answering sessions), pop quizzes, Study-ware quizzes and textbook assignments, workbook assignments, individual lab skill check-offs and weekly clinical evaluations feedback.

An example of summative evaluation tools utilized by the Surgical Technologist program to assess the student's overall progress includes a final comprehensive examination for each course within the program. Prior to the start of the clinical portion of the program, each student's lab skills performance is evaluated by a faculty member and a clinical preceptor using a clearly defined performance rubric. Feedback and discussion of performance evaluation is provided immediately after skills assessment in a formal meeting with each student, clinical preceptor/evaluator, clinical instructor, and the Program Director. The evaluation tool verifying the post-evaluation conference includes the date and signatures of the student, evaluator, and program faculty.

Documentation of all completed student evaluations are maintained in a program called Trajecsys. Other clinical evaluation tools include weekly clinical evaluations, clinical case verifications, case study assignments, clinical logs and daily informal student feedback.
Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

Grading Standards:
Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

Didactic Grading Scale

The grading scale as adopted by the Board of Educations is as follows:

A = 93 - 100
B = 85 - 92
C = 77 - 84*
D = 70 - 76
F = 60 and Below

Each individual course, as outlined in the Surgical Technologist program, will be given a separate theory grade based on the following categories:

Homework Grades ....5% of final grade
Final Exam Grades ....20% of final grade
Employability Grades ....5% of final grade
Lab Grades...5% of final grade
Clinical Grades .... 30% of final grade
Test Grades..30% of final grade
Quiz Grades .... 5% of final grade

*Students are required to maintain an 80% average in each course taught to pass from one level to the next in each semester and to complete the Surgical Technologist program. No late assignments are accepted.

If student is absent the day that assignments are made, it is the student's responsibility to contact instructor to review material covered during class or clinical and receive assignment, exams, or worksheets given.

Exams will be made up immediately upon return to class unless advanced arrangements have been

made with the instructor. Any student missing an exam will have 10 points deducted from the makeup exam. If student fails to make up the exam during the specified time frame, it will result in a "0" for that exam grade. (It is the student's responsibility to make arrangements with the instructor for examination makeups.)

If a didactic examination results in the student's GPA falling below 80%, the student will be notified of this and allowed to remediate and retest. The student must retest within a week (7 consecutive days to include the weekend). The first and second test will be added together and divided by two for final grade. After remediation, if an 80% is not attained within the allotted time, the student will be placed on academic probation for a period of 2 weeks. If the student fails to achieve an 80% GPA after the probation period, the student will be recommended for dismissed from the program.

Academic didactic probation is used to provide the student with extra credit work, (20 points maximum) one time per semester per each course, in order to gain knowledge and experience necessary in deficient surgical technology concepts to raise his/her grade up to the required academic standard of the 80% GPA, but not to exceed the 80%.

Specific requirements, during a counseling session, of the academic didactic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling of tutoring, individual instruction and verifying the time period for improving his/her grade. The academic didactic probation is in place to encourage students to seek extra help from instructor to continue improving future exam or assignment grades.

Extra credit work must be turned in within two weeks after the written academic probation counsel, or student will forfeit points.

If the final exam brings a student's final academic didactic GPA below the 80% in a course, then the student will be recommended for dismissal from the Surgical Technologist program, regardless of prior probationary status.

TESTS, GRADES, AND EVALUATION

Students may access grades at https://www.gptech.org/grades
ID = first initial of first name and last name, all in caps.
Ex. Jim Smith = JSMITH
PIN = last 4 numbers of your SSN.

At the end of the academic didactic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.

CLINICAL GRADING POLICY:

- Level II-III grades are derived from the clinical evaluation.
- Grades will be awarded by achievement of clinical objectives.
- There is a total of two hundred fifty-eight points possible for each clinical week.
- The grading system will be sub-divided into 3 main areas.
- Attendance – Four per day, Twenty possible per week.
- Professional Accountability – Twenty-four possible points per week.
- Case Management Accountabilities – One hundred and four possible points per week.
- The student will be required to complete one Case Management Plan per week worth one hundred possible points.
- The student will receive ten points each week for completion of the Surgical Procedure Case Log (Checklist) and the Clinical Data Totals Form.

LEVEL I – PERFORMANCE CHECK OFFS

Performance Evaluation grades are given in Level I for skills in Essentials of Surgical Asepsis, Surgical Patient Care, and Surgical Case Management.

Once student has completed practice on a specific skill, the following process will evaluate the student.

Performance evaluation - Once the student has satisfactorily completed the skill, the student will be rated using the following rubric. If the student's performance is unacceptable, the student will be allowed to review the material and perform skill for evaluation again. A total of 3 tries will be allowed. Student must pass each skill evaluation attempt with a score of 100%.

LABORATORY SKILLS EVALUATION RUBRIC

A. Successful – 100- First attempt
    Student is able to perform skills, following specified guidelines provided in class, independently (without guidance or suggestions from instructor), and should be able to identify own errors and correct errors without intervention from instructor.

B. Needs Work – 90- Second attempt
    Student is able to perform skills, following specified guidelines provided in class, with minimal guidance or cuing (suggestions) from instructor. Student is able to identify own errors but requires assistance from instructor in correcting errors.

C. Not Successful – 80- Third attempt
Student requires multiple cues/guidance from instructor to perform skill, following specific guidelines in class. Requires assistance from instructor to identify errors. Student is able to perform skills during a third (3rd) testing time with minimal guidance or cuing.

Make-Up Work Policy:
All Make-Up Work is the Responsibility of the Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests, and employability due to absences. Students should always arrange for any make- up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:
For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Course Requirements and Expectations:
The general course requirements and expectations include:
- Be able to bend, walk, and stand for long periods of time, ex 8-12 hours at a time
- Be able to lift, carry, push, and handle equipment, supplies, or patients exceeding 25 pounds
- Be able to work in environmental temperatures from 60 degrees to 80 degrees Fahrenheit range
- Be aware that exposure to latex gloves may cause the development of allergic reactions
- Be aware that their skin should be clear and free of conditions which would impair the integrity of skin
- Must demonstrate ability to functionally perceive the nature of sounds and the spoken word, may use adaptive techniques or devices
- Must demonstrate ability to functionally express self orally and/or in writing
- Must be able to demonstrate the functional ability to obtain impressions of shape, size, and motion by passing routine vision screening and to distinguish red and green colors,

adaptive devices may be used
- Adhere to the policies and procedures as outlined in the Great Plains Technology Center Adult Student Handbook
- Successfully complete the NCCT/TS-C Exam

Student Behavior Includes:
- Student will demonstrate responsibility by being punctual and adhering to daily attendance requirements.
- Student will demonstrate responsibility for academic achievement by completing all required course work.
- Student will use appropriate language and effective communication skills, avoid gossip, and demonstrate patient and peer confidentiality.
- Student will maintain personal safety by wearing safety glasses and lead aprons. Student must practice sharp(s) precautions and must follow standard precautions at all times during lab and clinical practicum

NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the instructor.

Industry Alignments:
- Central Board for Sterile Processing and Distribution (CBSPD)
- National Consortium of Health Science Technology Education (NCHSTE)

Certification Outcomes:

Tier 1 – Certifications Recognized, Administered and/or Endorsed by Industry
- National Center for Competency Testing (NCCT) Tech in Surgery Certified – (TS-C) (8730)

CIP Code and SOC Code Crosswalk:
- CIP Code – 51.0909
- SOC Code – 29-2055.00

OCAS program code:
- 9343 – Surgical Technologist (Accredited Program)

Instructional Materials and Supplies:
Students are required to purchase the following list of textbooks and/or supplemental reference materials. The prices listed are approximate and subject to change.

Textbooks: **Textbooks will be ordered on the student's behalf and dispersed on the first day of class.

Ehrlich, Ann, and Carol L. Schroeder. Medical Terminology for Health Professions. 9th ed. 978-

0357513649.
   Clifton Park: Delmar Cengage Learning, 2013. ($118)

**Fuller, Joanna R. Surgical Technology: Principles and Practice Textbook. 8th ed. 978-0323680180. St. Louis:
   Saunders/Elsevier, 2017. ($113)

**Nemitz, Renee. Surgical Instrumentation: An Interactive Approach. 3rd ed. 9780323523707. St. Louis:
   Saunders/Elsevier, 2013. ($75)

**Phillips, Nancy Marie. Berry & Kohn's Operating Room Technique. 14th ed. 9780323709149. St. Louis:

Saunders/Elsevier, 2014. ($113)

**Vaughn, Dean. <u>Medical Terminology 350: Learning Guide</u>. 2nd ed. 978-0914901129. Walpole: DCM Instructional Systems, 2013. ($30.00)

CIMC-Career and Instructional Material Center

**<u>Introduction to Surgical Technology</u>. 4th ed. HO3018. Stillwater: MAVCC, 2014. ($74.00)

**<u>Surgical Techniques, Student Edition</u>. 4th ed. HO3019. Stillwater: MAVCC, 2014. ($68.00)

GREAT PLAINS
Technology Center

COURSE # - COURSE NAME	INSTRUCTOR	THEORY HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS
HL00034 - SURGICAL TECHNOLOGY ORIENTATION	L. Rocha	15	0	0	15
HL0012 - INTRODUCTION TO SURGICAL TECHNOLOGY	**L. Rocha**	**30**	**0**	**0**	**30**
Module 1-A Professional Responsibilities and Relations		10			
Module 2-A Interpersonal Relations & Communication Skills		10			
Module 3-A Legal and Ethical Responsibilities		10			
HL00342 - CORE MEDICAL TERMINOLOGY	**L. Rocha**	**45**	**0**	**0**	**45**
Module 1-B Dean Vaughn Terminology Lesson 1-12		45			
HL00537 - DISASTER AND EMERGENCY PREPAREDNESS	**L. Rocha**	**15**	**0**	**0**	**15**
HL00046 - ANATOMY AND PHYSIOLOGY / PATHOPHYSIOLOGY	**L. Rocha**	**120**	**0**	**0**	**120**
Module Section A Module 1 Organization of the Body		4			
Module 2 Cells, Tissues, and Membranes		6			
Module Section B Module 1 Integumentary System		8			
Module 2 Skeleton System		10			
Module 3 Muscular System		10			
Module 4 Nervous System		10			
Module 5 Endocrine System		7			
Module 6 Special Senses Organs		9			
Module 7, 8, 9 Circulatory System		12			
Module 10 Lymphatic System		4			
Module 11 Respiratory System		7			
Module 12 Digestive System		10			
Module 13 Urinary System		7			
Module 14 Male Reproductive System		8			
Module 15 Female Reproductive System		8			
HL00144 - ESSENTIALS OF SURGICAL ASEPSIS	**C. Blackshere**	**32**	**28**	**0**	**60**
Module 1-A Principles of Aseptic Technique		10			
Module 2-A Scrubbing, Gowning, and Gloving		12			
Module 3-A Sanitation, Sterilization & Disinfection		10			
HL00113 - SURGICAL PATIENT CARE	**L. Rocha**	**35**	**10**	**0**	**45**
Module 1-B Pre-Operative Routines and Related Nursing Procedures		8			
Module 2-B Care of Patients with Special or Complex Needs		8			
Module 3-B Positioning and Prepping		14			
Module 4-B Care of Specimens		5			

COURSE OF STUDY TOTAL COURSE HOURS - 1,185

COURSE # - COURSE NAME	INSTRUCTOR	THEORY HOURS	LAB HOURS	CLINICAL HOURS	TOTAL HOURS
HL00145 - SURGICAL CASE MANAGEMENT	**C. Blackshere**	**48**	**72**	**0**	**120**
Module 1-C Duties of the Surgical Team Module		6			
Module 2-C Surgical Environment and Equipment		4			
Module 3-C Instrumentation		16			
Module 4-C Sutures, Needles, and Stapling Devices		10			
Module 5-C Sponges, Dressings, Packing, and Counts		4			
Module 6-C Drainage Systems and Tubes		4			
Module 7-C Preparation and Draping of the Sterile Field		4			
HL00203 - SURGICAL PHARMACOLOGY	**L. Rocha**	**30**	**0**	**0**	**30**
Module 2-D Weights and Measures		3			
Module 3-D Syringes and Hypodermic Needles		4			
Module 4-D Pharmacologic Agents		12			
Module 5-D Anesthesia		11			
HL00204 - MICROBIOLOGY AND WOUND HEALING	**L. Rocha**	**30**	**0**	**0**	**30**
Module 1-C Introduction to Microbiology		10			
Module 2-C Infection and Immunology		10			
Module 3-C Wound healing		10			
HL00114 - SURGICAL PROCEDURES I	**C. Blackshere**	**90**	**0**	**0**	**90**
Module I General Surgery		25			
Module 2 Obstetric & Gynecologic Surgery		20			
Module 3 Genitourinary Surgery		10			
Module 4 Ear, Nose and Throat Surgery		15			
Module 7 Orthopedic Surgery		20			
HL00205 - SURGICAL PROCEDURES II	**C. Blackshere**	**75**	**0**	**0**	**75**
Module 5 Ophthalmic Surgery		13			
Module 6 Plastic Surgery		13			
Module 8 Neurosurgery		12			
Module 9 Cardiacthoracic Surgery		25			
Module 11 Peripheral Vascular Surgery		12			
HL00047 - CORE EMPLOYABILITY SKILLS	**L. Rocha**	**30**	**0**	**0**	**30**
HL00202 - CLINICAL PRACTICUM I	**C. Blackshere**	**30**	**30**	**0**	**30**
HL00207- CLINICAL PRACTICUM II	**C. Blackshere**	**0**	**0**	**210**	**172.5**
HL00208 - CLINICAL PRACTICUM III	**C. Blackshere**	**0**	**0**	**240**	**202.5**
TOTAL COURSE HOURS		***595***	***140***	***450***	***1185***

IV. ACADEMIC CALENDARS

Students who are successful in the program need to have a flexible schedule, completed financial arrangements, a supportive family to allow studying curriculum at home, reliable transportation, and reliable backup childcare. Combined clinical and didactic academic hours will **not** exceed forty (40) hours per week or 8 hours per day.

- **SCHOOL CALENDAR**
  The GPTC Board approved school calendar is found at www.greatplains.edu under Quick Links /calendar.

*Students are not assigned to clinical education settings during holidays that are observed by the sponsoring institution.

- **ACADEMIC CALENDAR**
  The academic calendar with dates can be found at gptchealth.remote-learner.net

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Level I:

Is designed to cover the major didactic portion of the curriculum, with limited exposure to the operating room environment. This level is designed to introduce the student to the operating room environment, and to help students become safe, effective, and dependable surgical technologists.

Class/Lab: Monday-Friday .... 8:00am – 3:00pm
Lunch Break:……………………………………………………………………………11:00am – 12:00pm
AM Break .... 9:15am – 9:30am
PM Break.. 1:15pm – 1:30pm

*Level I Practicum (30 hour) will begin in December.

Level II:

Consists of student clinical participation. The student will continue with classroom didactic study two days a week, and will participate in the clinical area three days per week. This level is designed to integrate cognitive knowledge and psychomotor skills acquired in Level I to enhance clinical proficiencies.

Clinical: Monday through Wednesday…………………………………………… *6:30am – 2:30pm*
Class/Lab: Monday & Tuesday .... 8:00*am* – 3:15pm
Lunch Break: 45 minutes in length …………………………………………….....11:00am – 12:00pm
AM Break.. 9:15am – 9:30am
PM Break.. 1:15pm – 1:30pm

*Level II Practicum (210 hour) will begin in January. Start and end times will vary with clinical sites

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Level III:

Consists of advance clinical practice. The student will participate in the clinical area for four days per week. This level is designed to bring the student to the point where he/she is able to function, upon graduation, independently in the surgical suite, by demonstrating achievement of advanced cognitive, psychomotor and affective domain skills needed to function as an effective member of the surgical team.

Clinical: Monday through Thursday... *6:30am – 2:30pm
Class: Monday.. 8:00am – 3:15pm
Lunch Break: 45 minutes in length…………………………………………… 11:00am – 12:00pm
AM Break .... 9:15am – 9:30am
PM Break.. 1:15pm – 1:30pm

*Level III Practicum (240 hour) will begin in March. Start and end times will vary with clinical sites

Students will be required to rotate to all clinical sites. All students will be required to participate in an 8 hour period of call time from either 3:00pm-11:00pm or 11:00pm – 7:00 am during Level III Clinical Practicum.

GPTC SURGICAL TECHNOLOGY CAREER PROGRAM COURSE OUTLINE

The 9-month program of study is divided into two semesters per year. The courses which are taught each semester are shown below by semesters:

Semester I – (Level I and Level II)

- Surgical Technology Orientation
- Core Medical Terminology
- Disaster & Emergency Preparedness
- Surgical Patient Care (Lab)
- Anatomy and Physiology/Pathophysiology

- Introduction to Surgical Technology
- Essential of Aseptic Technique (Lab)
- Surgical Cases Management (Lab)
- Surgical Pharmacology
- Clinical Practicum I & II

Semester II – (Level II and Level III)

- Anatomy and Physiology /Pathophysiology (Continued)
- Surgical Procedures I
- Clinical Practicum II (Continued)
- Core Employability Skills

- Microbiology & Wound Healing
- Surgical Procedures II
- Clinical Practicum III

V. ADMISSIONS

APPLICATION PROCESS
To apply for your new career at Great Plains Technology Center, your first step is to call for an appointment with a Career Advisor at 580-250-5535**.**

What to bring to your appointment
- An official transcript: High School, Technical, & College
- Any current health certification cards
- All VA beneficiaries utilizing VA funds must turn in all transcripts/training records, to include his/her military transcript and transcripts from all prior post-secondary institutions, to be evaluated for prior credit, whether or not prior credit is granted.

For more information, see the Surgical Technology Career Program Application Process Booklet in Student Services, Building 100, Room 107.

CONDITIONAL ADMISSION
Applicants notified of initial acceptance into the Surgical Technologist Career Program have a conditional admission pending attendance of mandatory meeting, negative drug screen, clear background check, clinical site privileges, and completed financial arrangements prior to the start date of the career program / program.

1. **Educational Requirement** – You must be a high school graduate or have obtained a GED.

2. **Age Requirement** – You must be 18 years of age to attend clinicals.

3. **CPR certification** – GPTC will accept only Healthcare Provider CPR from American Heart Association.

4. **Clinical Site Privileges** – If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the career program and unable to take the certification exam.

5. **Previous Health Care Employment** – If you previously worked at a health care facility, you must have a favorable record with the facility to be eligible for clinical rotations.

6. **Negative drug screen** – Applicants will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. An applicant with a positive drug screen will be denied admittance. *(You will be notified when and where to have this done.)*

7. **Clear background check** – Information from an applicant's background check will be submitted to clinical facilities for approval to attend clinical practice. Clinical facilities may deny students access to clinical rotations upon the finding of the background check in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program. *(You will be notified when and where to have this done.)*

8. **Mandatory meeting** – Applicants must attend the mandatory information meeting to acquire additional information about admission and to initiate their background check and receive additional program information and requirements.

9. **Vaccinations**
   - Quantiferon test for TB or 2-step PPD
   - Hepatitis B series (series of 3 injections) .... Must submit a positive Titer
   - MMR (measles, mumps, rubella - series of 2 injections) .... Must submit a positive Titer
   - Varicella (chicken pox – series of 2 injections)................... Must submit a positive Titer
   - Tetanus – must have received immunization .... Within the last 10 years
   - Seasonal Influenza ....(You will be notified when to have this done)
   - Covid series………………series of 1 or 2 injections; or exemption from all clinical sites

10. **Completed financial arrangements** – Applicants must pay tuition and fees. Funding award letters/purchase orders will be accepted in lieu of payment.

DRUG SCREEN POLICY– Adult Medical Programs
Students notified of initial acceptance into adult medical program have a *conditional* admission pending attendance of mandatory meeting, appropriate CPR certification, negative drug screen, clear background check, suitable physical exam, and payment of tuition and fees prior to the start date of the program.

Students in medical programs are required to be screened for substance abuse prior to clinical practicums. The purposes of the drug screen policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the school policy related to illicit use of substances as stated in the Great Plains Technology Center (GPTC) Student Handbook and the Policies and Procedures book. Students must abide by the drug screen policies of each health care agency in which a student is assigned for clinical practicums. Area agencies require that students not be involved in the use, or possession of alcohol or non-prescribed drugs. Also, students may not use prescription drugs illegally.

Students will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. In addition to initial screening that will occur when the student is admitted to a medical program, students may be subject to testing when requested by a specific clinical agency or

for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes.

Initial Drug Screening. Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being admitted into a medical program. A diluted result will require a retest, at the school's expense. An applicant with a positive drug screen will not be admitted into the program.

CRIMINAL BACKGROUND CHECKS

In order to protect patients and the general public, obtaining a cleared background check on each student (18 years of age and older) and instructor participating in clinical rotations is required by our clinical education settings/clinical sites. Each clinical education setting has their own requirements for processing background checks, which may include fingerprinting. These requirements are found in the individual contracts with the clinical education setting and Great Plains Technology Center. Schools and clinical education settings reserve the right to review any information that could impact the student's ability to function safely in the clinical education setting.

Each student's background check will be processed by the same background check facility designated by GPTC and/or by the clinical education setting. NO other background check will be accepted. The following (including, but not limited to) will be verified and must comply with the requirement. All findings must be satisfactory according to the clinical rotation agreement for each clinical education setting.

- Social Security Number Verification
- Criminal Search last 7 years
- Violent Sexual Offender and Predator Registry Search
- U.S. Treasury Office of Foreign Assets Control (OFAC)
- List of Specially Designated Nationals (SDN)
- Fingerprint Verification

Additionally, students must not have an unfavorable record with any of the clinical education settings from a previous employment, another clinical rotation, or any other reason.

The clinical education setting may refuse any student from participating in the clinical experience who has a criminal background check record that relates to a felony or misdemeanor, or for any nature concerning the safety and security of patients, or any other reason. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

A conviction/criminal history record does not necessarily disqualify an individual for admission in a career program. However, if a conviction/criminal history record is not approved by a clinical education setting and the student is unable to receive the required clinical components, then the student may not be able to continue in the career program in which he/she has applied.

The dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the state of Oklahoma as deemed necessary by the school, may be provided to the clinical education settings to meet requirements of the clinical education settings without disclosing the student's identity.

If the student leaves the career program and is later readmitted, another check will be completed only if it has been longer than 30 days.

PHYSICAL ABILITY STANDARDS

Students applying to the Surgical Technology Career Program must demonstrate sufficient physical and emotional health to be considered fit to participate in academic education and laboratory experiences, and to practice clinically with the public in a safe and effective manner. The attendance requirements and stamina demand on the surgical technologist student require student technologists to be in good physical and mental health. The following are physical abilities standards requirements of the Surgical Technology Career program.

ISSUE	DESCRIPTION	STANDARD	EXAMPLES OF NECESSARY ACTION
HEARING	Use of auditory sense Active Listening Oral Comprehension	Auditory ability sufficient to monitor & assess health needs of the patient & maintain facility safety.	Ability to hear & respond to questions & directions from instructors, students, surgeons, & staff. Hear monitor alarms, emergency signals.
VISUAL	Use of sight & visualization Visual Color discrimination Near & Far vision	Visual ability and acuity sufficient for observation & assessment necessary during a surgical procedure.	Handling fine sutures and needles safely and efficiently in response to the needs of the surgeon and surgical procedure, being able to visualize and follow the surgical procedure, and working with small supplies and instruments that require calibration.
TACTILE	Use of touch Assisting and caring for others.	Shall possess tactile ability to sufficiently handle all the microscopic supplies, instruments, and equipment.	Loading fine sutures onto needle drivers and for passing to the surgeon delicate instrumentation; good hand eye coordination; keep hands and arms steady while moving your arm or while holding your arm and hand in one position. Implantable items for patients may be very delicate, in combination with sterile surgical gloves, some supplies and instruments require very delicate manipulation.
MOBILITY	Performing general physical activities. Physical ability & stamina. Static strength Trunk Strength Dynamic Strength	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in operating rooms without contaminating sterile workspaces. Must also be able to work in a small area without contaminating him/herself and the surgical team.
MOTOR SKILLS	Physical ability, Multi limb & gross body coordination. Manual and finger dexterity. Control precision.	Gross & fine motor abilities sufficient to provide safe & effective patient care, repeats same movements to make quick precise machine control adjustments & use fingers or hands to grasp, move & assemble objects.	Pass surgical knives, hypodermic needles, and sharp instrumentation without causing injury to the patient, him/herself or to the remainder of the surgical team; handle fine sutures and delicate instrumentation; position and transport patients. Respond promptly to the surgeon's/patient's needs, manipulate equipment, Lift a minimum of 50 pounds, exert a sustained force of 20 pounds, push/pull mobile equipment weighing up to 300 pounds. Stand in sterile scrub attire for prolonged periods (sometimes wearing a 12–20-pound lead apron underneath the gown).
COMMUNICATION	Speech, reading, writing. Effective use of English language. Communication abilities sufficient for effective oral expression, speech clarity, & written communication.	Comprehension & accurate recall of verbal & written communication. Interaction with patients, families, students, instructors, physicians & staff. Speak clearly so that listeners can understand. Effectively understanding verbal & nonverbal behavior.	Concisely & precisely explain treatment & procedures; interpret patient's response & provide documentation following ethical and legal guidelines.

INTERPERSONAL	Ability to relate to others with learning strategies, information gathering, service orientation, & idea evaluation.	Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, & economic backgrounds, identify needs of others. Express ideas clearly & use logic to determine strengths & weaknesses.	Establish rapport with patients, families, & colleagues. Able to maintain professional ethical & moral behavior & attitude under adverse conditions.
BEHAVIORAL	Emotional & mental stability. Judgment & decision making.	Functions effectively under stress, understands new information or materials by studying & working with them. Concentrate & not be distracted while performing a task Judge the cost and benefits of a possible action.	Flexible, concern for others, Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, & unexpected patient needs.
CRITICAL THINKING	Ability to problem solve & problem sensitivity & originality.	Critical thinking ability sufficient for clinical judgment and notice when something is wrong or likely to be wrong.	Organize and prioritize; arranging instrumentation or actions in a certain order/pattern according to specific rules; must be able to bring together and relate the similarities of surgical procedures & situations in order to function on unfamiliar procedures. Concentrate for prolonged periods of time in a sterile environment. Need to quickly assess needs for surgical procedure, anticipate surgeon's needs

CLINICAL EDUCATION SETTING PRIVILEGE

An applicant may be denied clinical privileges at a facility due to an unfavorable record with any health care facility from previous employment or an unclear background check.

UNCLEAR BACKGROUND CHECK NOTE: Without participation in the clinical rotation component of the Surgical Technologist Career program curriculum, the student will be unable to fulfill the requirements for graduation from the program and therefore will not be eligible to take the National Surgical Technologist Certification Examination.

Please be aware that the clinical education setting reserves the right to refuse placement of any student. If a particular clinical education setting refuses placement of a student, the school will seek reasonable accommodations to provide alternative clinical education settings that meet program objectives if possible. A student who is unable to meet the clinical requirements will result in not being able to pass the course and policies for dismissal may apply. To receive a clinical placement in educational settings, you must comply with all the requirements and all findings must be satisfactory.

UNFAVORABLE RECORD NOTE: If you have an unfavorable record with any health care facility from previous employment, the facility may refuse to allow you to participate in clinical rotation. If this applies to you, please see the Program Director immediately.

The school and clinical education setting reserves the right to review any other information prior to or during the course of the program, that may have a bearing on the student's ability to function safely.

READMISSION POLICY

1. All students requesting readmission must apply with said permission from the Director of Academic Affairs and External Relations.

2. Students leaving, in good standing:
   a. In good standing is defined as students who voluntarily leave with a good behavior and performance record.

   b. A student who withdraws in good standing prior to the end of a semester/trimester must reenter the program at the beginning of that semester/trimester.

   c. If student has withdrawn due to a medical condition, he/she must submit a release and documentation from doctors, counselors, therapists, or treatment centers, or by the applicant themselves if outside help was not sought, and how those problems have been resolved and corrected for the applicant's success in the program.

   d. Students leaving before successfully completing the first semester/trimester do not compete with other applicants to be slotted in the program.

   e. Students leaving after completion of the first semester/trimester must meet with the program director for approval of reentry.

   f. Returning students will only be considered for readmission if the class has vacancies.

3. Students leaving, <u>not in good standing</u>:
   a. Not in good standing is defined as a student who is dismissed or voluntarily leaves with an unfavorable behavior or performance record.

   b. Returning students must compete with other applicants to be slotted in the program.

   c. Returning students must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. (See page 9 of this Handbook for more details)

4. Any student applying for readmission who has been out of the program for more than one year must meet with a Career Counselor to start the application process. All Conditional Criteria for Admission must be met. (See page 9 of this Handbook for more details)

5. Students may qualify for readmission only one time.

ADVANCED STANDING

1. Applicants must meet the admission requirements of Surgical Technologist.

2. Applicants will supply an official transcript of prior Surgical Technology preparation, showing a GPA of 2.5 or above.

3. Applicant's official transcript must reflect evidence that the courses in the Surgical Technologist program content under consideration have been completed within one year. Submit a course syllabus for review. Credit earned through correspondence will not be accepted.

4. Course(s) under consideration must be comparable in content and length, as required in the Surgical Technologist, and must have earned a grade of 80% or better to be accepted. Admission into the Surgical Technologist with advanced standing would have to occur at the beginning of the term in which the needed courses were offered.

VI. TUITION AND FEES

GREAT PLAINS
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SURGICAL TECHNOLOGIST COST SHEET
AUGUST 2024 - CLASS #37

TUITION...		**$ 3021.75**
1st Semester (August)...	$1511.00	
2nd Semester (January).......................................	$1510.75	
SURGICAL TECHNOLOGIST FEES..		**$ 1815.50**
1st SEMESTER...		**$1431.50**
Lab fees..	$100.00	
Accessories (Safety Glasses)	$15.00	
AST Gold Bundle Package Membership....................	$247.00	
Liability Insurance......................................	$15.00	
CareerSafe Online Safety Course.........................	$32.00	
MyClinical Exchange.....................................	$39.50	
InPlace..	$35.00	
Ropes Teambuilding Course..............................	$40.00	
Technology Fee...	$100.00	
Textbooks...	$808.00	
2nd SEMESTER...		**$384.00**
Board Vitals CST Exam Prep App.........................	$179.00	
NBSTASA CT Practice Exam..............................	$80.00	
Curriculum..	$25.00	
Graduation Ceremony...................................	$100.00	
CLINICAL UNIFORMS..		**$200.00**
Cost is approximate. This is a separate cost, and it is not covered by your tuition or surgical technologist fees. Clinical uniforms cannot be charged against your PELL.		
TRAJECSYS..		**$100.00**
This product is required for the Surgical Technologist Program. This is a separate cost, and it is not covered by your tuition or surgical technologist fees. (This is for 2 semesters)		
TOTAL COST FOR PROGRAM...		**$5137.25**

COST BREAKDOWN BY SEMESTER

SEMESTER 1 – August 2024..		**$3242.50**
Tuition...	$1511.00	
Surgical Technologist Fees..............................	$1431.50	
Clinical Uniforms	$200.00	
Trajecsys...	$100.00	
SEMESTER 2 – January 2025..		**$1894.75**
Tuition...	$1510.75	
Surgical Technologist Fees..............................	$384.00	

Tuition and fees or documentation from your funding agency are due by the first day of class each semester. Students who are enrolled in a program for more than 10 scheduled school days will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status. Out-of-district adult students will pay in-district tuition plus $1000 for an "out-of-district" fee. Tuition and fees will not change while a student is enrolled in the program.

FUNDING AGENCIES:
Please contact GPTC before issuing a payment for student's tuition and fees.

Board Approved: 5/7/2024

Tuition and/or documentation of financial aid is due by the first day of class. Students who are enrolled in a course for 10 days or more will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.

Textbooks may be purchased in the Great Plains Technology Center Bookstore or at a vendor of your choice. Textbooks are required on the first day of class. The student is responsible for purchasing exact titles and current editions.

The travel vehicle and cost of transportation to geographically-dispersed clinical education settings is the sole financial responsibility of students.

Refunds
For specific information related to tuition refund policies, refer to GPTC Student Handbook under Financial Aid, or contact the Financial Aid office in building 100, room 107.

- **VA Beneficiaries:** GPTC is required to report, without delay, the interruption or termination of attendance for individuals enrolled in an education assistance program administered by VA. VA beneficiary students may be in debt to the VA if they withdraw or are terminated. All overpayments will remain the responsibility of the student. A student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty.

VII. FINANCIAL ASSISTANCE

Surgical Technologist Career program students at the Great Plains Technology Center have a number of grants, scholarships, and benefits, which may be available to them.

1. Information about financial assistance through the Federal Financial Aid grant (PELL), Great Plains Foundation, Vocational Rehabilitation Service, or any other funding source may be obtained from the Financial Aid office, located in Building #100, room 107, Lawton campus.

2. In order to receive Title IV Federal Funds at GPTC, a student must maintain satisfactory progress. Please refer to the GPTC Student Handbook. No Title IV funds will be dispersed while a student is on probation.

3. Students who are enrolled in a career program for more than 10 scheduled days will be responsible for the full semester's tuition and fees, regardless of enrollment or funding status.
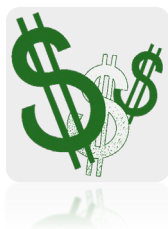
VIII. ATTENDANCE POLICIES

THE RESPONSIBILITY FOR ATTENDANCE LIES WITH THE STUDENT.

1. Students receiving Federal Financial Aid and Veteran's Education Benefits must maintain 85% attendance for each semester to continue receiving benefits.

2. To qualify for National Technical Honor Society, a student will not be absent more than 6 days.

3. Students absent for 3 or more consecutive days due to illness, must present a written statement for physical clearance from a physician, before returning to class or clinical.

4. Students with an injury during the school year may be required to provide physical clearance from a physician.

5. Absences of 5 consecutive school days, without contact, will result in dismissal.

6. Temporary Interrupt: While Great Plains Technology Center does allow for leaves of absence, it is discouraged in the Surgical Technologist Career program. Due to the requirements for graduation, it is especially challenging for the student to be successful in maintaining academic performance when a leave of absence occurs. Students who desire a Temporary Interrupt are required to meet with the Surgical Technologist Director, prior to taking leave. Temporary Interrupts may affect financial aid. Temporary Interrupts will not exceed 20 school days.

7. The faculty believes that for learning to take place, a student must be in attendance. Because of our commitment to prepare students for jobs/careers, attendance policies reflect those found in the work place, rather than those typically found in school.

8. Daily participation in classroom and laboratory activities is needed to provide students with skills for surgical technology. Students are expected to demonstrate responsibility by being punctual and adhere to daily attendance requirements using Trajecsys Report System as the primary median.

9. Eight (8) absences are allowed in per semester.

10. Only 3 absences per semester may be clinically related. Absences from clinical that exceed 5 days may be grounds for dismissal.

11. When a student is within 2 days of reaching their maximum allowed total absences, the Director will counsel the student in writing and will place the student on attendance probation. <u>Non-compliance with probationary terms will results in dismissal.</u>

12. When a student reaches the maximum allowed total (8) absences or the 3rd clinical absence, the student will be recommended for dismissal.

13. There is NO make-up of seat time allowed. <u>If a student exceeds the maximum number of absences, appropriate disciplinary action will be taken, up to and including dismissal</u>. The Surgical Technologist Director, Director of Academic Affairs, or designee, may waive this policy for appropriate extenuating circumstances.

14. Arriving for work on time is an important part of being employable. Students must be in class at the designated time. Habitual and/or excessive tardies will result in instructors not being able to recommend a student to a potential employer. Tardies count toward attendance as follows:

    a. Any absence up to 1 hour in length will result in 1 tardy.

    b. Any absence from 1-2 hours will result in 2 tardies.

    c. Any absence from 2-3 hours will result in ½ day absence.

    d. Tardies will be assessed for arriving late or leaving early.

    e. 3 tardies equate to ½ day absence.

15. Penalties assessed to clinical absences:

a. A tardy to the clinical area in excess of 30 minutes will result in student dismissal from clinical for that day.

b. A student without adequate clinical preparation will be dismissed from clinical and assessed 1 day absence.

c. An absence from the clinical setting must be called in to the assigned clinical location before the start of report, and to the attendance instructor's voice mail. Failure to do so will be reflected in the clinical evaluation.

16. Appointments for personal reasons will be made outside school hours. Personal needs are to be taken care of during breaks, before class time, and at lunchtime, rather than during class time. Appointments with Instructor or Director will be made at breaks, before or after school – not class time. Instructor and Director are at school from 8:00am to 4:00pm.

17. **VA Beneficiaries:** GPTC is required to report, without delay, the interruption or termination of attendance for individuals enrolled in an education assistance program administered by VA. VA beneficiary students may be in debt to the VA if they withdraw or are terminated. All overpayments will remain the responsibility of the student. A student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty.

18. Counseling concerning the attendance policy will be documented and kept in the student's file.

19. See Section IV. Academic Calendar for class and clinical times.

20. The student must notify the director of Surgical Tech 2 hours before class or clinicals begin if he/she is going to be absent for class. It is unacceptable for the student to call and report their absences after class begins.

21. **SCHOOL PHONE NUMBER – (580) 250-5574**. If you are unable to reach the Surgical Technologist Director, call one of the Health Careers secretaries in Building #700 and leave a message. The numbers are (580) 250-5570 or (580) 250-5670.

22. Should it become necessary to leave class early, the Surgical Technology Director must be informed immediately.

23. **NEVER LEAVE CLASS OR THE CLINICAL AREA WITHOUT NOTIFYING THE SURGICAL TECHNOLOGIST DIRECTOR, INSTRUCTOR, AND PRECEPTOR.** (Doing so can be grounds for dismissal)

IX. INCLEMENT WEATHER SCHOOL POLICY

When weather conditions make driving unsafe and when other schools in the county are closed, the Superintendent or his/her designee will make the decision regarding the operation or closing of GPTC.

GPTC will broadcast updates (recorded *School Messenger* messages) to telephones of full-time high school, full-time adult students, and staff in case of an emergency.

If the decision is made to close the school, the various local radio and TV stations will be advised as soon as possible, but not later than 6:30 a.m. Therefore, unless a radio or TV announcement is made to the contrary GPTC will be open.

X. STUDENT EVALUATION/GRADING STANDARDS

EVALUATIONS

As a formative evaluation tool the Surgical Technologist Career program utilizes a program learning/management system called "Moodle" to provide feedback of didactic knowledge, skills performance evaluations and course information to the students. The grade book portion of Moodle records students' test results and provides immediate feedback and a detailed breakdown of responses to different questions.

Examples of formative evaluation tools used by the program to measure cognitive, psychomotor, and affective behaviors include journaling, group discussions (question and answering sessions), pop quizzes, Study-ware quizzes and textbook assignments, workbook assignments, individual lab skill check-offs and weekly clinical evaluations feedback.

An example of summative evaluation tools utilized by the Surgical Technologist Career program to assess the student's overall progress includes a final comprehensive examination for each course within the program. Prior to the start of the clinical portion of the program, each student's lab skills performance is evaluated by a faculty member and a clinical preceptor using a clearly defined performance rubric. Feedback and discussion of performance evaluation is provided immediately after skills assessment in a formal meeting with each student, clinical preceptor/evaluator, clinical instructor, and the Program Director. The evaluation tool verifying the post-evaluation conference includes the date and signatures of the student, evaluator, and program faculty.

Documentation of all completed student evaluations are maintained in each student's permanent file. Other clinical evaluation tools include weekly clinical evaluations, clinical case verifications, case study assignments, clinical logs and daily informal student feedback.

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

GRADING STANDARDS:

Didactic Grading Scale
- The grading scale as adopted by the Board of Educations is as follows:

    A = 93 - 100
    B = 85 - 92
    C = 77 - 84*
    D = 70 - 76
    F = 69 and below

Late assignments will not be accepted.

If student is absent the day that assignments are made, it is the student's responsibility to contact instructor to review material covered during class or clinical and receive assignment, exams, or worksheets given. Exams will be made up immediately upon return to class unless advanced arrangements have been made with the instructor. Any student missing an exam will have 10 points deducted from the makeup exam. If student fails to make up the exam during the specified time frame, it will result in a "0" for that exam grade. (It is the student's responsibility to make arrangements with the instructor for examination makeups.)
If a didactic examination results in the student's GPA falling below 80%, the student will be notified of this and allowed to remediate and retest. The student must retest within a week (7 consecutive days to include the weekend). The first and second test will be added together and divided by two for final grade. After remediation, if an 80% is not attained within the allotted time, the student will be recommended for dismissed from the program.

Specific requirements, during a counseling session, of the academic didactic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling of tutoring, individual instruction and verifying the time period for improving his/her grade. The academic didactic probation is in place to encourage students to seek extra help from instructor to continue improving future exam or assignment grades.

If the final exam brings a student's final academic didactic GPA below the 80% in a course, then the student will be recommended for dismissal from the Surgical Technologist Career program, regardless of prior probationary status.

- ***Falsifying, cheating, or plagiarism on assignments or tests will not be tolerated and the student will be recommended for dismissal.***

Each individual course, as outlined in the Surgical Technologist career program, will be given a separate theory grade based on the following categories:

> Homework Grades .... 5% of final grade
> Final Exam Grades.................................. 20% of final grade
> Employability Grades .... 5% of final grade
> Lab Grades .... 5% of final grade
> Clinical Grades .... 30% of final grade
> Test Grades .... 30% of final grade
> Quiz Grades .... 5% of final grade

An 80% grade average is necessary to progress from one level to the next and to complete the Surgical Technologist Major.

TESTS, GRADES, AND EVALUATION
1. Students may access grades at https://sonisweb.greatplains.edu/studsect.cfm
   a. ID = first initial of first name and last name, all in caps.
      Ex. Jim Smith = JSMITH
   b. PIN = last 4 numbers of your SSN.

At the end of the academic didactic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.

MAKE-UP WORK POLICY:
All Make-Up Work Is the Responsibility of the Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

CLINICAL GRADING POLICY:
Level II-III grades are derived from the clinical evaluation.
1. Grades will be awarded by achievement of clinical objectives.
2. There is a total of two hundred fifty-eight (258) points possible for each clinical week.
3. The grading system will be sub-divided into 3 main areas.
   - Attendance – Five per day, Twenty-five (25) possible per week.
   - Professional Accountability – Twenty-four (24) possible points per week.
   - Case Management Accountabilities – One hundred and four (104) possible points per week.
4. The student will be required to complete one Case Management Plan per week worth one hundred possible points.
5. The student will receive ten (10) points each week for completion of the **Surgical Procedure Case Log** (Checklist) and the **Clinical Data Totals Form.**

LEVEL I – PERFORMANCE CHECK OFFS

Performance Evaluation grades are given in Level I for skills in Essentials of Surgical Asepsis, Surgical Patient Care, and Surgical Case Management.

Once student has completed practice on a specific skill, the following process will evaluate the student.

Performance evaluation - Once the student has satisfactorily completed the skill, the student will be rated using the following rubric. If the student's performance is unacceptable, the student will be allowed to review the material and perform skill for evaluation again. A total of 3 tries will be allowed. Student must pass each skill evaluation attempt with a score of 100%.

LABORATORY SKILLS EVALUATION RUBRIC

A. Successful – 3 points
   Student is able to perform skills, following specified guidelines provided in class, independently (without guidance or suggestions from instructor), and should be able to identify own errors and correct errors without intervention from instructor.

B. Needs Work – 2 points
   Student is able to perform skills, following specified guidelines provided in class, with minimal guidance or cuing (suggestions) from instructor. Student is able to identify own errors but requires assistance from instructor in correcting errors.

C. Not Successful – 0 points
   Student requires multiple cues/guidance from instructor to perform skill, following specific guidelines in class. Requires assistance from instructor to identify errors. Student is able to perform skills during a second testing time with minimal guidance or cuing.

CLINICAL CASE REQUIREMENTS

1. The total number of cases the student must complete is 140.

2. Students are required to complete 30 cases in General Surgery. Twenty (20) of the cases must be in the First Scrub Role.

3. Students are required to complete 110 cases in various surgical specialties. Seventy (70) of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, (20) is the maximum number of cases that can be counted in any one surgical specialty.

4. The Surgical Technologist Career program is required to verify, through the surgical rotation documentation, the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.

5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.

6. Observation cases must be **documented**, but do not count towards the 140 required cases.

7. Counting Cases **-** Cases will be counted according to surgical specialty.

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases That Can be Applied Towards 140 Cases
General Surgery	30	20	10
Surgical Specialties • Cardiothoracic • ENT • Eye • GU • Neuro • OB/GYN • Oral/Maxillofacial • Orthopedics • Peripheral Vascular • Plastics • Procurement/Transplant	110	70	40
Diagnostic Endoscopy: • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Sinoscopy • Ureteroscopy			10 diagnostic endoscopy cases may be applied toward the second scrub cases. [5]
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases. [5]
Totals	**140**	**90**	**50**

FIRST AND SECOND SCRUB ROLE AND OBSERVATION

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

- Verify supplies and equipment needed for the surgical procedure.

- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.

- Perform counts with the circulator prior to the procedure and before the incision is closed.

- Pass instruments and supplies to the sterile surgical team members during the procedure.

- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

SECOND SCRUB ROLE

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

- Sponging

- Suctioning

- Cutting suture

- Holding Retractors

- Manipulating endoscopic camera

OBSERVATION ROLE

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

STUDENTS RECORDS

Grades earned and the instructor records daily attendance until the student completes the program course or is terminated.

Refer to the Great Plains Technology Center's Student Handbook for policy regarding confidentiality of student information and records.

Clinical rotation will be held at the following hospitals:

> Lawton, OK ....Ambulatory Surgery Center of Southwestern Hospital
> Comanche County Memorial Hospital
> Southwestern Medical Center
>
> Altus, OK ....Jackson County Memorial Hospital
> Chickasha, OK………Grady Memorial Hospital
>
> Duncan, OK:..............Duncan Regional Hospital

If a student does not maintain competencies for the established clinical practicum level, the student will be put on clinical probation until competencies are reach an 80%. Failure to meet the competency requirements at the end of the clinical practicum level will result in dismissal from the program.

XI. POLICIES & PROCEDURES

SAFETY - ACCIDENTS AND INJURIES

1. The student must report all accidents or errors immediately to the preceptor in charge of the student and to the Surgical Technologist Director. This is an individual responsibility.

2. The student must complete a <u>Great Plains Technology Center School Incident Form</u> at the time of the incident / accident.

3. The student will be advised to seek emergency medical care as needed. If the student becomes ill or is injured while on duty, the instructor must be contacted immediately. The student is responsible for expenses resulting from injury in the clinical area.

4. The student must fill out the proper forms according to hospital policy.

STUDENT HEALTH POLICIES

1. It is extremely important for the school to know the health of each student prior to admission and throughout the duration of Surgical Technology Career program. A physical examination is to be completed by each student prior to the first day of class (date deadline will be determined and sent), and the examination report will be submitted to the school to be kept on file in the student's records.

2. The school does not have a physician assigned to the care of students. In case of illness or emergency, each student should have the name of his/her physician on record in the school office.

3. The student may be asked to contact his/her physician regarding appropriate measures to be taken in the event of exposure to infectious and communicable disease in the clinical area when deemed advisable by the faculty.

4. It is strongly recommended that each student be enrolled in some type of hospitalization insurance plan. **(Cost of insurance is the students' responsibility. The GPTC faculty or clinical affiliates are NOT responsible for injuries incurred at each clinical site or at GPTC and are the responsibility of the student.)**

5. Students in the clinical area are expected to abide by the policies of the hospital in regard to illness.

6. Students absent for **three or more days**, due to illness, must have a release from the attending physician before returning to Clinicals. This release will be filed with the student's records.

7. If the student becomes ill or is injured while on duty, the instructor must be contacted immediately. **The student is responsible for expenses resulting from injury in the clinical area**.

8. Any student with a noted physical need or illness is expected to be under a doctor's care and provide proof of continued treatment as necessary.

9. Physician and dental appointments should not conflict with classroom or clinical assignment.

10. **ILLNESS**:
    The Surgical Technologist Director or School Nurse may exclude from school, students with fever, sore throat, coughs or colds, conjunctivitis, ringworm, skin rash, or any other condition or illness that the school nurse suspects of being contagious. A student with a fever of 101° or greater may not attend Clinicals for 24 hours after the temperature has returned to normal, per hospital policy.

11. **STUDENTS MUST BE ABLE TO MEET THE SURGICAL TECHNOLOGIST STUDENT HEALTH REQUIREMENTS THROUGH-OUT ENROLLMENT IN THE PROGRAM**.

12. The hospitals will make available emergency medical care to Great Plains Technology Center School's Surgical Technologist students and faculty members who are assigned to the hospitals, and who become ill or injured while at the hospital. The cost of such treatment will be the responsibility of the ill or injured student or faculty member.

13. **HEPATITIS B VACCINATIONS**:
    Due to the potential exposure to blood borne pathogens and body fluids, students enrolled in Surgical Technologist are required to have the series of three hepatitis B vaccinations and must provide a positive Titer or sign a declination form, acknowledging the student's decision to refuse to take the vaccinations.

STUDENT HEALTH REQUIREMENT

SURGICAL TECHNOLOGIST CAREER PROGRAM STUDENTS MUST:

1. Provide evidence of good health, by submitting a completed Great Plains Technology Center Physical Form, which has been completed by your personal physician.

2. Not be infected with any infectious diseases which could be transmitted to patients.

3. Must not have any open lesions on hands or arms, such as psoriasis or dermatitis.

4. **Submit titers and shot record as proof of immunity of current immunizations.**

5. Provide a physician's statement of release regarding any physical limitations.

6. Be aware that the vaccination for Hepatitis B is required unless a Hepatitis B declination statement is signed. Must submit a positive Titer.

REQUIRED IMMUNIZATIONS *Must provide copy of Shot Record and Titers*	
MMR (2 doses of live measles vaccine) (Measles, Mumps, Rubella)	*Must submit a positive Titer.*
Hepatitis B (3 doses of Hepatitis B vaccine)	*Must submit a positive Titer.*
Varicella (Chicken pox)	*Must submit a positive Titer.*
Quantiferon or 2-step PPD	*Must be documented on Shot Record.*
Tetanus TDaP (within last 10 years)	*Must be documented on Shot Record.*
Seasonal Influenza	*You will be notified when to have this done.*

14. **PREGNANCY**
   a. *WARNING:* In the event that a student is pregnant, Surgical Technology faculty will advise the student that she may be subjected to radiation and anesthesia gases, which are harmful to the unborn fetus. If a pregnant student chooses to wait entrance into the program for the safety of herself and the unborn fetus, Surgical Technologist Career program will hold a space for the student in the following year's class.

   b. Special consideration is given, upon request of a student, due to exposure to ionizing radiation and anesthesia gases during pregnancy. Because of the increased radiation sensitivity of the developing fetus, the National Council of Radiation Protection and the U.S. Nuclear Regulatory Commission recommends "during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem".

   c. The Great Plains Technology Center, in connection with the clinical affiliate, advises the highest level of caution possible and, therefore, have developed the following policies:

   The student is encouraged to notify the program faculty of pregnancy. *Note: This is a voluntary disclosure and the student has the right to revoke the declared pregnancy worker statement. This notification must be made in writing and a signed statement of pregnancy sent to the medical advisor. This will not alter clinical rotations based upon pregnancy.*

   i. The student may use all allotted leave prior to or after delivery and may apply for temporary interruption from campus administration. All additional days missed are to be made up. (Please refer to GPTC Student Handbook - Temporary Interrupt)

ii. If the student chooses to withdraw from the program completely, she will be reinstated at the beginning of the semester of withdrawal.

iii. If at all possible, the student is encouraged to attend all classroom instruction until full return to the program is made. The student should receive permission from her physician to do this.

The Information and Consent form that you signed for the GPTC Student Handbook also covers the Surgical Technologist Career Program Student Handbook, and a copy will be kept on file by the Surgical Technologist Director.

DRUG SCREENING OF EXISTING STUDENTS
Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the program will not be permitted. A diluted result will require a retest, at the school's expense. Students who test positive for illicit drug use may not continue in clinical practicums and therefore cannot meet objectives for clinical courses. Following school policy, they will be dismissed from the program and may apply for readmission. In order to be considered for readmission, the student must submit a letter from a treatment agency verifying completion of a drug treatment program. Readmission is not guaranteed. If a student is readmitted and tests positive for substance abuse a second time, the student is not eligible for further admission. If a student tests positive for a prescribed drug, the student must submit a valid prescription, providing the drug level is within prescribed limits and that the level does not indicate abuse.

PRACTICE DRILLS AND EMERGENCY PREPAREDNESS POLICY
Great Plains Technology Center has, in place, an emergency situation management plan that will be reviewed with all students periodically by their instructors. (We must take these drills seriously!)

The Local **Incident Command Team (ICT)** has developed a Local Emergency Management Plan to support Great Plains Technology Center during a crisis involving the school district. The plan is divided into two sections. Section I is designed to identify and review the center's **Internal Resources and Capabilities**. Section II is designed to outline the **Emergency Management Plan** the center's employees should follow during an emergency or crisis involving employees, students or patrons of the community.

This plan is reviewed annually with students and drills are conducted each semester and will help:
1. Provide quick access to emergency procedures.

2. Involve other emergency response agencies, i.e. fire and police departments.

3. Define the roles and responsibilities of school personnel.

4. Minimize potentially serious situations before escalating to a full emergency.

5. Take a proactive approach to determining risk and vulnerability before an emergency occurs.

6. Provide a safe center for our staff and students.

This plan offers maximum flexibility for handling unpredictable situations while operating within an outlined structure that supports the district and offers maximum administrative control.
The **ICT** will become a standing committee responsible for reviewing and updating the **Emergency Management Plan**. This will be done through regular meetings called by the **Incident Commander**. It will also be the team's responsibility to assist in providing staff training for all staff and faculty.

The Following are Emergency Preparedness Procedures covered with staff and students:

EMERGENCY PROCEDURES
Tornado, High Winds, Severe Thunderstorms – Earthquake - Snow or Ice Storm - Suicide Intervention - Death of a Student or Faculty Member - Assault / Rape - Child / Domestic Abuse - Stray Animal on Campus - Hazardous Material Spill - Gas Leak - Electrical Outage - Wildfire / Grass Fire - Fire Procedures - Bomb Procedures - Bomb Report - Administration Lockdown - Lock Out Procedures - Doors To Be Left locked -

Lockdown Procedures - Lockdown Personnel by Building / Lockdown Rooms - Employee and Student Instructions for Accidents / Injuries-Before 4 pm - Employee and Student Instructions for Accidents / Injuries-After 4 pm - Accident / Incident Form - AED / Oxygen Tank Locations - CPR Mask / First Aid Kit Locations - Backup Campus Communication Plan by Building with Campus and Building Maps.

HARASSMENT POLICIES

For specifics concerning Harassment Policies, please refer to the GPTC Student Handbook, under Sexual and/or Racial Harassment Policies of Students and Bullying / Cyber bullying Policies of Students and can be found at www.greatplains.edu

BULLYING POLICIES

Jeanne Clery Act: The technology center has taken steps toward improving the safety and well-being of students, employees, and visitors. The technology center engages in comprehensive violence prevention efforts, including education programs which seek to increase awareness and reduce incidents of misconduct such as bullying, harassment, intimidation, retaliation, and criminal acts including sex offenses. The technology center will not tolerate these acts on its campus, or off campus if such conduct impacts the education environment.

Bullying, Harassment, Intimidation and Retaliation: these forms of misconduct will be investigated and responded to under the technology center's policies and procedures related to such misconduct. Copies of these policies and procedures are available student handbook and www.greatplains.edu.

Criminal Activity and Sex Offenses: Criminal activity is defined as any conduct which violates a local, state or federal law. Examples include, but are not limited to, all forms of homicide, assault, battery, robbery, theft, arson, property crimes, hate crimes, weapons violations, and drug/alcohol violations.

Sex offenses are a type of criminal activity and are defined as unwelcome conduct of a sexual nature. Sex offenses commonly include stalking, rape, and acquaintance rape. Sex offenses may include other misconduct, whether violent or nonviolent, if the conduct is unwelcome and is of a sexual nature.

Reporting Criminal Activity and Sex Offenses: Any individual who has witnessed or been the victim of criminal activity, including sex offenses, should immediately report the incident to Great Plains staff, Campus Security, and local law enforcement (Dial 911). This will increase safety and allow for critical evidence to be preserved. Any member of the technology center's administrative team will help students report sex offenses to law enforcement upon the student's request. Sex offenses should also be promptly reported to the technology center's Title IX Coordinator so the technology center can conduct an appropriate investigation and take the necessary remedial actions. Reports can be made to:

> Title IX Coordinator
> Deputy Superintendent
> Great Plains Technology Center
> 580-355-6371
> 4500 SW Lee Blvd
> Lawton, OK 73505

Investigations: All criminal activity and sex offenses alleged to have occurred on (off) campus, whether involving a visitor, employee or student, will be promptly investigated. All sex offenses alleged to have occurred off campus but involving a technology center student will be investigated to determine if the incident has impacted the education environment. Although this investigation may be conducted in conjunction with local law enforcement, the technology center will independently determine whether student or employee disciplinary consequences are appropriate and what, if any, victim supportive services should be offered. Disciplinary Procedures and Consequences Both the accused and the accuser have the right to be present and/or represented at any formal disciplinary hearing, and both shall be informed of the outcome of the investigation. Any student or employee who is determined to have committed a sex offense or other crime on campus will face severe disciplinary consequences, up to and

including termination for employees and expulsion for students. A full statement of the technology center's disciplinary procedures can be found in policies regarding student behavior (for students) and professional conduct (for employees). These technology center sanctions are independent of other civil or criminal penalties through law enforcement. Supportive Services for Victims of Sex Offenses Any individual who is the victim of a an on-campus sex offense, and any student who is the victim of an off-campus sex offense impacting the education environment may receive information on community resources such as mental health care, victim advocacy and housing referrals. Technology center administrators will work with these individuals to assess the need and craft appropriate interventions to ensure continued student and employee success. Statistical Information Prior to October 1st of each year, the technology center will disseminate a campus crime report to all current students and employees via Student Handbook, facility postings, email and internal/external school websites. The report will comply with all aspects of the Clery Act. Applicants and members of the public may view a copy of this report at www.greatplains.edu. The district will maintain all statistical data on Clery Act crimes for seven (7) years.

Statement of Legislative Mandate and Purpose: This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Statutory Definition of Terms: "*Bully*" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"*Threatening behavior*" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"*Electronic communication*" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

 Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

"At school" means on technology center grounds, in technology center vehicles, at technology center sponsored activities, or at technology center sanctioned events.

The "Reasonable Person" Standard: In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

Types of Bullying: "Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

"Social Bullying" includes harm to another's group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target's current relationships, or deprive the target of self-confidence or the respect of peers.

"Sexual Bullying" includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target's body; engaging in off-campus dating violence that adversely affects the target's education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target's sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the technology center.

Understanding and Preventing Bullying: A full copy of this policy will be posted on the technology center's website and included in all handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the technology center's annual written notice of the availability of the anti-bullying policy. Written notice of the policy will also be posted at various places in all campuses.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the technology center's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the technology center's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The technology center's deputy superintendent and individuals designated as campus investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the technology center's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports.

Student Reporting: Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify any school staff member.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously, and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Bullying Investigators: Each campus will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the technology center's website, and in the bullying prevention education provided annually to students and staff. The technology center's anti-bullying program is coordinated at the district level by the deputy superintendent

Investigating Bullying Reports: For any alleged incidents of bullying reported to technology center officials, the designated official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). Technology center officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official.

In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached, and any additional action taken, if applicable. Further, the investigator will notify the campus director that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the campus director may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The campus director may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a technology center official believes the resource might be of assistance to the student/family.

The technology center is not responsible for paying for these services. No technology center employee is expected to evaluate the appropriateness, or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All technology center employees will act in good faith. The technology center may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The technology center may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow technology center officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification for Minor Students: The assigned investigator will notify the parents (minor students only) of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents (minor students only) of a target with the results of the investigation and any community resources deemed appropriate to the situation.

 If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents (minor students only) of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Monitoring and Compliance: In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the technology center will identify a Bullying Coordinator who will serve as the contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the technology center will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

 A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the technology center's Annual Performance Report.

Reference: OKLA. STAT. tit. 70 § 24-100.2

POSSESSION / USE OF ELECTRONIC COMMUNICATION DEVICE

Possession of any portable audio/video device is permissible, but use is limited to break and commons areas unless instructor permits otherwise. Misuse of these devices may result in their confiscation. A student may, however, possess a portable communication device for emergency circumstances upon the prior consent of both a parent or guardian and the Campus Director/Principal or Administrator. The emergency circumstances are limited to medical necessity, such as grave illness of family members requiring immediate ability to contact student.

All devices must be turned off during class time unless permitted by instructor and <u>are subject to confiscation</u> if they cause a disturbance during class time. No electronic messages are to be returned except during the student's break time. Audio recording devices may be used to record lectures upon the approval of the instructor. Use of photographic equipment shall require *advance* written administrative approval. Any device confiscated will be turned over to the Campus Director/Principal for disposition.

EMPLOYMENT POLICIES

Students are advised that GPTC does not restrict or have a specific policy on outside job-related work activities with industry. Advisement will be given to those individuals whose job-related activities affect school work, i.e. sleeping in class, grades declining, etc.

Students are advised that GPTC and its Advisory Committee members strongly discourage students from working as a technologist until after completion of the program. This recommendation promotes excellence in education and enhances quality and safety of patient care as well as the protection of the surgical technologist student. Clinical Education Settings have agreed to not hire students in a technologist capacity until the student has completed the entire requirement for graduation.

Students are not allowed to work as an employee during school hours. (Example: Clock in for pay during scheduled school hours or signing for the day to work while students are doing clinicals.)

Students are **not** allowed to volunteer during their own time or non-scheduled school hours for clinical experience, as they will not be covered under medical liability insurance and may be deemed as discrimination of other students unable to have the same opportunity.

Students are advised that the Surgical Technology Career program and the administration at GPTC do not recommend or endorse currently enrolled students being employed by a medical facility as unsupervised technologists, after school training hours, evenings, nights, weekends, or holidays.

GPTC therefore, is not medically, physically, or legally liable for any action that the student may do willfully in part or whole; nor due to negligent action or behavior done willfully in part or whole, while employed by a medical facility, after school training hours, evenings, nights, weekends, or holidays. (This recommendation promotes excellence in education and enhances quality and safety of patient care as well as the protection of the surgical technologist student.)

LEGAL NAME CHANGE

If a student has a name change during their period of enrollment in Surgical Technology Career program, they must provide a copy of the legal document verifying this name change to the Surgical Technologist Director, Financial Aid Officer, and Health Careers Secretary.

DRESS CODES AND APPEARANCE REQUIREMENTS

Prospective employers visit our school frequently and are very conscious of the appearance of students. Our purpose is to prepare for employment; therefore, student attire should reflect the technical training program in which the student is enrolled. All students of Surgical Technology Career program will be required to purchase and wear appropriate uniform and shoes at all times while in class and clinical areas. GPTC student nametags are a part of the uniform and must be worn at all times. The following is a list of infractions concerning students' dress, which are considered in violation of this student code:

1. No bare feet.

2. No body piercing jewelry or adornments (except in ears, studs only) may be worn in class. No jewelry is allowed at clinicals or in lab.

3. Non-prescription sunglasses are not to be worn inside the building. Any kind of head cover or forehead bands are to be removed when the student enters the classrooms.

4. Students in some programs will be expected to wear protective equipment designated by the instructor. Protective clothing includes such items as lab coats and safety glasses.

5. Students will wear scrub uniforms for all skill lab practice and skill tests while in class and during clinical practicum.

6. Students found violating the Dress Code will be sent to the appropriate Director's office for disciplinary action. Time out of class will be un-excused. (Work missed cannot be made up)

7. Repeat violations may result in probation, or possibly, suspension from school.

CLINICAL DRESS CODE
1. Surgical Scrubs will serve as the school uniform, which will be worn to and from the clinical areas.

2. A **NAMETAG** is required, identifying that the student is a Great Plains Technology Center student.

3. A scrub jacket will be needed for the clinical areas. It must be clean and free from wrinkles. It is not to be worn inside the restricted surgical area but will be worn over scrub clothes to and from the hospital cafeteria**.**

4. **Students will be sent home to change into appropriate clothing for the clinical area.**

5. Clean black, leather or vinyl (not canvas, or mesh) duty shoes must be worn in the clinical area only. These shoes are only to be worn in the clinical areas.

   a. Shoes and laces should be cleaned or polished as often as needed.

   b. Shoes should be of sturdy leather, which provides good support.

   c. Canvas shoes, sandals, and clogs, i.e. crocs are not allowed.

6. Clean undergarments must be worn under scrub clothes in the clinical area.

SAFETY APPAREL - LAB/CLINICAL AREAS
1. Safety glasses/goggles are required for the clinical area and must be worn at all times while in the operating room.

2. Safety glasses will be worn in the school lab area or any time students are practicing with skill assignments.

3. Students will be sent home if they fail to have safety eye wear in the clinical area.

4. Any student found not wearing safety glasses in the clinical area will have points deducted from their clinical performance grade.

GROOMING
1. Good **PERSONAL HYGIENE** must be maintained at all times.
   a. Use of deodorant is required.
   b. Special precautions should be taken to prevent halitosis. Those students who smoke, please take special precautions in this area.
   c. Should poor hygiene be noted, student will be counseled by instructor.

2. **COSMETICS**
   a. False eyelashes are NOT permissible in the classroom or the operating room.
   b. Perfumes and colognes may be used in moderation.
      NOTE: Students will be asked to leave the clinical area if cologne is too strong.

3. **FINGERNAILS**
   a. Nail polish or artificial nails are NOT permissible in the classroom or the operating room.
   b. Nails will be kept short and clean.

4. **HAIR**
    a. Hair should be kept neat and clean.
    b. Ribbons, flowers, conspicuous barrettes, hair rollers or bandannas may not be worn.
    c. All hair must be completely covered by a surgical cap while in the operating room. Surgeon's caps are not permitted.
    d. Beards must be neatly trimmed or shaved according to the hospital policy.
    e. No abnormal/extraordinary hair color shades permitted, i.e. green, pink, blue, red etc.

5. **JEWELRY**
    a. Wedding rings and wristwatches may be worn but must be removed and pinned to your shirt, when you are assigned to scrub on a surgical procedure.
    b. No wrist watches allowed in classroom or clinicals.
    c. **WHEN SCRUBBING IN THE OPERATING ROOM, NO JEWELRY OF ANY KIND MAY BE WORN**.
    d. Religious insignia or small neck chain may be worn out of sight.

6. **CHEWING GUM**

    May be permitted, provided there is no popping or smacking of the gum. The instructor has the discretion to ask the student to discard the gum if the chewing becomes a distraction.
    (NOTE: Some surgeons do not like people to chew gum!)

STUDENT PARKING AND DRIVING
All cars must be parked properly upon arrival and not moved until the end of the class session. All cars must be registered, and the decal must be properly displayed. Students will not be permitted to loiter in the parking lots or sit in their cars during the break or lunch periods. If at any time a student violates the rules and regulations concerning their driving or personal vehicles, driving privileges will be revoked. The student will then be required to find other means of transportation.

If you are planning to drive to school, you are expected to comply with the following rules:

1. Fill out and turn in vehicle registration form.

2. You will be given a GPTC sticker to be placed on the lower left-hand corner of rear window, vehicles without rear windows, place sticker on the left rear of vehicle.

3. Speed limit is 10 mph.

4. Students are to park in designated areas only.

5. Staff parking is marked with the word "**STAFF**". Do not park in these spaces.

6. Blue marked spaces are for the handicapped.

7. Reckless or unsafe driving will result in loss of driving/parking privileges.

8. Students will not pass buses while they are loading or unloading passengers.

9. Vehicles parked in the wrong section or parked in such a manner that two (2) spaces are used, or where the sidewalk is blocked, shall be subject to being towed away.

10. The owner of such a vehicle will be responsible for all expenses incurred for its removal.

11. Students may be allowed to drive their private vehicles to conferences or field trips with the permission of the Program Director.

FOOD AND DRINKS
The school cafeteria provides lunch and vending machines provide break items at a moderate cost. No food or drink is to be taken out of the school cafeteria or student lounge. The students are expected to act in a mature manner when using this facility.

- Vending machines for drinks and snack items are located in the student lounge.

- *FOOD OR DRINKS WILL NOT BE ALLOWED IN THE CLASSROOM.*

- Break and lunch times will be posted in the classroom.

CHANGES IN POLICIES
The program director and/or faculty will notify students of changes in policies by documentation with memorandums. Students are required to sign the memorandums to demonstrate acknowledgment of change in policy.

STUDENT RECORDS
Students' records will be kept on file in the Surgical Technologist Program Director's office for a period of five years. Copies of admission records and transcripts are kept securely behind two locked entities in the Health Careers Office.

XII. PROFESSIONAL CAREER AND TECHNOLOGY STUDENT ORGRANIZATIONS (CTSO)

ASSOCIATION OF SURGICAL TECHNOLGISTS (AST)
AST is the professional organization for surgical technologists. Student membership to the Association of Surgical Technologists (AST) will be included in the student needs fees. Student membership is for a period of 1 year and can be renewed yearly after graduation at regular membership cost. Additional information can be found at www.ast.org.

HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)
Student officers will be elected to serve for the class and HOSA Chapter. Their responsibility will be to hold class meetings and turn in money earned from fund raising activities to the activity account. The president may be asked to serve on school committees, as necessary. Additional information can be found at www.hosa.org.
Community, social, and recreational activities depend largely upon the wishes of the class. Any school sponsored activity must be approved by the Program Faculty/Dean of Students.

All students will be enrolled as members of Health Occupations of America (HOSA). In order to enhance professional development, the student is encouraged to become active in these organizations, on the local, state, and national levels.

The Career and Technology Student Organization (CTSO) will meet once a month on campus with a scheduled activity. HOSA has annual meetings in which there are numerous activities for student participation to promote professional values and life-long learning.

All students must abide by the Health Occupations Students of America Code of Conduct.

FUNDRAISER GUIDELINES

Primary Goal: All students participate to reap financial benefits.

Funds will be deposited in the Surgical Technologist Career Program Activity Fund Account at GPTC, when Fund Raiser is completed on the same day or when students deposit money or turn money into program faculty from fund raisers.

Students that do not participate in a particular fund raiser are ineligible to participate in activities funded by revenue gained from the fund raiser.

Students that are absent or unable to participate in fund raisers may participate in activities funded by fund raiser revenue by making a donation of $5.00 (five dollars) or more, depending on class vote.

A log will be kept by the Secretary/Treasurer of the student organization on class participation for each fund raiser and the money raised will be divided among the students who participated.

The supplies brought by each student for fund raisers will be returned to the student, unless prior arrangements have been made, i.e. signs, tables, drinks, baked goods, candy, garage sale items, decorations, flowers, balloons, Walk-a-Thon items, car wash items, or any other fund raiser items.

Fund raising activities are conducted at Program Director's discretion and may be canceled or rescheduled based on class display of teamwork and productivity.

Funds raised in the Surgical Technologist Activity Account may be used for community service, social activities, and professional conferences at local, state, or national levels, clinical appreciation recognition, and graduation supplies.

Health Occupations students have their own student organization. All Surgical Technology Career program students are enrolled as members of this organization.

Student officers will be elected to serve for the school year. A faculty member will serve as the advisor.

Student officers include:
- President
- Vice-President
- Parliamentarian
- Secretary
- Chaplain
- Historian
- Reporter

Officers and Committee responsibilities will be defined for class members by the class advisor.

HOSA dues: $17.00
These fees are paid by GPTC (subject to change).

Students must abide by Health Occupations Students of America Activity Participation Agreement.

NATIONAL VOCATIONAL-TECHNICAL HONOR SOCIETY (NTHS)
The National Vocational-Technical Honor Society is a non-profit organization for academically outstanding students enrolled in programs at Great Plains Technology Center. The purposes of the Society are to promote leadership, academic scholarship, service, honesty, career development and skilled workmanship.

STUDENT QUALIFICATIONS:

1. Maintain "A" grade in all classes

2. No more than 6 days absent per year

3. CTSO organization participation

4. Faculty recommendation

BENEFITS TO STUDENTS
- Members are provided membership certificates.
- Upon request, The National Office will send a letter of recommendation in the member's behalf to three businesses or post-secondary schools at their time of graduation from the program.
- Members will also have their names included in the "National Register of Outstanding Technical Students in America".
- Organization membership, which can be added to resume.

MEMBER DUES
$25.00 one-time dues for life.

XIII. AWARDS AND RECOGNITION

"Student of the Month" Award
Nominations are accepted from students, must be signed, and state the reason for the nomination. Faculty will consider the nominations and will select a "Student of the Month" from the class. The "Student of the Month" will be announced at the HOSA meetings or at an appropriate time. The "Student of the Month" will be selected based upon the following criteria:

  a. Outstanding achievement in a particular area not necessarily scholastic.
  b. Attitude / Enthusiasm.
  c. Professionalism.
  d. Consistency in theory and clinical.
  e. Class participation.
  f. Satisfactory attendance.

"Student of the Year" Award
Nominations and selection for the "Student of the Year" award are accepted from clinical preceptors and the operating room staff members from all clinical affiliations.
The "Student of the Year" will be announced at the Program's Graduation ceremony. The "Student of the Year" will be selected based upon the following criteria:

  a. Excellence and outstanding achievement in academics and clinical competencies
  b. Professionalism
  c. Leadership
  d. Superior employability skills.

"Best Clinical Achievement" Award
Nominations and selection for the "Best Clinical Achievement" Award are accepted from clinical preceptors and the operating room staff members from all clinical affiliations.
The "Best Clinical Achievement" Award will be announced at the Program's Graduation ceremony. The "Best Clinical Achievement" Award will be selected based upon the following criteria:

  a. Superior clinical achievement.
  b. Attitude / Enthusiasm.
  c. Professionalism.

"Top Academic" Award
The "Top Academic Achievement" Award is given by the Surgical Technology Program to the student who demonstrates the highest GPA in didactic and clinical academics. The "Top Academic Achievement" Award will be presented during the graduation ceremony.

XIV. GRADUATION REQUIREMENTS

Great Plains Technology Center recognizes the successful completion of the Surgical Technology Career program requirements by awarding a Certificate of Completion.

To be considered a Surgical Technology Career program completer by the graduation date, the student must successfully complete the 1,185-hour Course of Study. This includes accomplishing a passing grade of 80% in all didactic course work & demonstration of all clinical competencies & proficiencies outlined in Levels I–III in the clinical handbook and must scrub on a total of 140 documented surgical procedures. There is no refund for early Surgical Technologist completion.

XV. CERTIFICATION

1. Successful completion of Surgical Technology Career program will entitle the student to be eligible to sit for the National Certifying Examination.

2. The NCCT grants a certification to those who demonstrate their theoretical and practical knowledge by passing the National Surgical Technologist Certifying Examination.

3. Surgical Technologists who pass the NCCT certifying examination are certified and authorized to use the initials TS-C to designate their status as Certified Tech in Surgery (TS-C), as long as their certification remains valid. Currently, TS-C certification is valid for one year with proof of completing 14 clock hours.

4. Certification as a Surgical Technology Career program provides proof to your employer, other health care professionals, the public and your peers that the certified individual has met the national standard for the knowledge that underlies surgical technologists. Certified individuals demonstrate mastery of the broad range of knowledge of surgical procedures, aseptic techniques, and patient care by successfully completing the surgical technology career program certifying examinations.

   Certification is voluntary, but the trend nationwide is towards requiring certification for employment. The choice to become certified demonstrates individual pride in the profession, the desire to be recognized for mastery of the principles of science and patient care unique to Surgical Technologist, and an ongoing commitment to quality patient care. Certification can be a means for upward mobility, a condition for employment, a route to higher pay, and a source of recognition nationwide.

5. Eligibility for certification: Student must be a graduate of a Surgical Technology Career program to sit for the National Center for Competency Testing/Tech in Surgery-Certified (NCCT/TS-C) exam.

   The following items must be submitted:
   a. Letter from the Surgical Technologist Director, showing completion of a Surgical Technology Program.
   b. Proof of identification i.e. Driver's license or State ID.
   c. Completed application form.

6. Fees include:
   Test Fee
   Study Guide with exams
   Shipping/Handling
   Total Fee……………………………………………………………………$247.00

XVI. STUDENT RESOURCES

A. CAREER COUNSELING
We offer counseling services which prepare our students for success in their technical programs. A counselor will help you with student orientation, placement counseling, career counseling, academic counseling, motivation, decision making, goal setting, crisis counseling and referrals to other counseling services.

Student Resource Center Secretary
Erica Flenoury / Lise' Krawczynski
Building 100, Room 111
Great Plains Technology Center
4500 W. Lee Blvd.
Lawton, OK 73505
Phone: 580-250-5535
Office Hours: Monday – Friday, 8:00 a.m. – 4:00 p.m.

B. ACADEMIC CENTER
What is available in the Academic Center?
- Computer Lab – 12 computers with internet and laser printer access
- WorkKeys Curriculum – self-paced and internet-based
- Learning/Working Styles Inventory
- GPTC program-specific practice

The Academic Center Coordinator can also help with the following:
- Learning/Working Style Assessment
- Improving study, test taking skills, and time management
- Develop a basic skills improvement plan for Math & Reading
- Providing individual/group instruction for refreshing or remediation

Academic Center Coordinator
Amanda Thomas (mthomas@greatplains.edu)
Great Plains Technology Center
4500 W. Lee Blvd.
Lawton, OK 73505
Phone: 580-250-5529

C. DISABILITY SERVICES COORDINATOR
The Special Needs Coordinator is committed to meeting the needs of students with disabilities based upon documentation of a disability provided by an Individualized Education Plan (IEP) or covered under Section 504 of the Rehabilitation Act of 1973, as amended. The Disability Services Coordinator will assist students with disabilities by facilitating academic services while working with classroom instructors, students, home school, referral agency, and/or parents.

Kristy Barnett (kbarnett@greatplains.edu)
Bldg. 100 Room 107
Great Plains Technology Center
4500 W. Lee Blvd.
Lawton, OK 73505
Phone: 580-250-5531
Office Hours: Monday – Friday, 8:00 a.m. – 4:00 p.m.

D. GUIDANCE AND COUNSELING
Students should feel free to discuss any problem with the school campus administrator, faculty members, or the school counselor.

If a problem cannot be resolved with the assistance of the Surgical Technologist Director/Instructor, the student may make an appointment with the Director of Academic Affairs.

GPTC Faculty members and school counselors are available, BY APPOINTMENT, for conferences with students during the school day.

XVII. STANDARDS OF CONDUCT AND DISCIPLINARY POLICIES AND PROCEDURES

1. It is the student's responsibility to maintain a friendly but dignified relationship with patients and co-workers. Criticism should be accepted as a basis for self-improvement.

2. The student must recognize his or her responsibility for the correct and careful use the school and or hospital property and the patient's personal property.

3. Students shall refrain from discussing the patient and his/her diagnosis or personal problems, except with authorized faculty and surgical staff.

4. Broken, damaged, or lost property resulting from the student's negligence may be charged at a cost to him / her by the hospital and / or the school.

5. Students may not visit patients unless they are relatives or friends and then not during school hours or in uniform.

6. Cheating on examinations or written work WILL NOT BE TOLERATED and will be grounds for dismissal.

7. The student must abide by the Surgical Technologist written dress code, while on campus and in the clinical area.

8. The student should make an appointment when desiring to see the Surgical Technologist Director.

9. If unable to keep an appointment with the Surgical Technologist Director, the student should cancel the appointment in the time allowed.

10. **THE SURGICAL TECHNOLOGIST DIRECTOR OR INSTRUCTOR SHOULD NOT BE CALLED OR TEXTED AT HOME UNLESS IT IS AN EMERGENCY**.

11. When on duty in the clinical area, the student is responsible to the preceptor or nurse assigned to that room.

12. Any student who fails to meet the professional expectations of the school will be counseled by the Surgical Technologist Director with regards to the problem. A plan of goals will be set up to help the student meet the program standards.

13. The "Code of Ethics for Surgical Technology Career program" should be kept in mind as a guide for conduct at all times.

Disciplinary Policies and Procedures

1. Certain acts of behaviors are considered unacceptable and detrimental to the overall objectives of the Surgical Technologist Career program. The following list is not inclusive but represents many of the unacceptable modes of behavior.

2. When one of the following unprofessional/misconduct incidents occurs, the student will first be given a verbal counseling. Upon committal of second incident, the students will be given a written counseling and will be considered for either suspension or dismissal with the third unprofessional/misconduct incident.

3. The suspension time shall be up to 3 days. During this time, any missed homework, workbook, quizzes, clinical practicum, or examinations will be counted as a zero. No makeup of work will be allowed.

4. If warranted, a student may be dismissed upon the first incident if behavior has been an ongoing issue for the student and/or if the student has been on previous probationary status.

5. Unprofessional/misconduct. The term "unprofessional/misconduct" shall include, but not be limited to:
   - Use of profanity.
   - Acts of sexual harassment.
   - Inaccurate recording, falsifying or altering records admission records, i.e. medical history.
   - Falsifying, cheating, or plagiarism on coursework.
   - Leaving an assignment without properly advising appropriate personnel.
   - Violating the confidentiality of information or knowledge concerning the patient.
   - Possession of guns or other weapons in the school or hospital.
   - Violation of student health policies.
   - Exhibiting unethical or immoral conduct.
   - Insubordination - *"A willful or intentional disregard of the policies and reasonable instructional staff and self"*.
   - Discourtesy to patients, clinical affiliate employees, physicians, public, peers, or GPTC employees.
   - Disregard of established school or Clinical Education Settings policies, to include use of cell phones and designated parking.
   - Intoxication, drinking alcoholic beverages, possessing or selling illegal drugs or controlled substances on school premises or in clinical areas.
   - Fighting on school or affiliate's property.
   - Accepting or soliciting gifts, gratuities, tips or personal property from patients or visitors.
   - Abusing or destroying any property on the school or affiliate premises.
   - Sleeping in class or at the clinical affiliate during scheduled shift.
   - Any activity that would jeopardize the health and welfare of a patient, the hospital discriminating in the rendering of patient care service as it relates to human rights and dignity of the individual.
   - Cell phones or pagers being disruptive during class.
   - Creating or attempting to create a disturbance.
   - Using cell phones at Clinical Education Settings during non-specified times (i.e. breaks and lunch).
   - Utilizing computers in classroom without prior consent of instructor, to include external devices and/or printing, which will be subject to inspection by program faculty.
   - Failure to abide by direct, indirect, or repeat supervision policies when performing skills as a student.
   - Failure to abide by appropriate "**STANDARDS OF CONDUCT**".

XVIII. PROBATIONARY PERIOD

The probationary period is a trial period in which the student must improve or be dismissed from the program. Length of Probation period is 2 weeks unless approved by the Program Director. A student may be placed on probation in Surgical Technologist for any of the following reasons:

1. Academic failure - Inability to make 80% in any specific subject area.

2. Absenteeism - Lack of regular class or clinical attendance. (Refer to GPTC attendance policy)

3. Inappropriate conduct - Behavior that reflects unfavorably on the student and/or program.

4. Unsatisfactory performance in a clinical setting as reflected by evaluations and documentation.

5. Lack of physical and/or mental health necessary to function in the program.

6. Inappropriate or unacceptable attire in the classroom or the clinical setting. (Refer to GPTC Student Handbook)

XIX. WITHDRAWAL AND DISMISSAL POLICY

Any student considering withdrawal or who has been dismissed from the Surgical Technology Career program must meet with the Surgical Technologist Careen Major Director. The student will be required to:

1. Fill out a Withdrawal/Dismissal Form requested for the student files. No refunds will be processed unless a withdrawal form is completed. (See GPTC Student Handbook refund policy)

2. Turn in your GPTC Student nametag.

3. Return all school owned books.

4. Return all school owned tools, equipment.

5. Pay all financial obligations.

No request for withdrawal will be accepted by telephone.

Re-admission may be denied if there is a failure to comply with the withdrawal procedures. See the GPTC student handbook.

An EXIT INTERVIEW with the Surgical Technologist Director is strongly recommended, especially if the student plans to seek readmission.

XX. GRIEVANCE POLICY AND PROCEDURE

GRIEVANCE PROCEDURE
In the course of occupational and technical education at Great Plains Technology Center, the student shall have the opportunity for contesting any action, grading, or evaluation made by administration, faculty, or staff of Great Plains Technology Center in a grievance hearing, if so desired.

Definition of Grievances
A grievance is a claim or charge of injustice or discrimination based upon an event or condition, which affects the welfare of condition of an individual student or group of students. A grievance statement shall meet the following conditions:
A. The grievance must be filed within thirty (30) days of the occurrence and describe the circumstance upon which it is based.

B. It must specifically identify the policy, procedure, or status violated, misinterpreted, or inequitably applied.

C. It must furnish sufficient background concerning the alleged violation, misinterpretation, or inequitable applications, and identify persons, actions, and/or omissions that led to the allegation.

D. It must include the date, time, and place of the occurrence.

E. The specific solution/relief requested by the aggrieved must be stated.

Procedures for Resolving Grievances
A. **Informal:** Should a student or parent believe there is a cause for grievance, he/she should make a request of and discuss the grievance with the person involved for the express purpose of resolving the grievance mutually and informally.

B. **Mediation:** If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Compliance Officer as described in item 8.1. The Compliance Officer or designee will meet the complainant and respondent in order to mediate and resolve the complaint to the satisfaction of both parties. The mediation resolution will be documented and agreed to in writing. The Director of Academic Affairs and External Relations and Director of Instruction are acting Compliance Officers.

C. If no resolution is accepted by the parties, the Compliance Officer or designee shall render a written decision within five (5) working days of the mediation. This hearing will be recorded for documentation purposes and for review by the parties of the hearing or others should the decision of the Compliance Officer be challenged.

D. **Formal:** If attempts to resolve the grievance informally are unsuccessful, the student or parent should file a written, dated, and signed grievance with the Compliance Officer as described in item 8.1. The Compliance Officer will appoint a committee made up of an administrator, counselor, and instructor to hear the grievance within five (5) working days. This hearing will be recorded for documentation purposes and for review by the parties of the hearing or others should the decision of the committee be challenged. The Committee will notify the grievant of its decision in writing within give (5) working days.

E. **Board of Education**: Should the grievant be dissatisfied with the decision of the Committee after the final interview, he/she may request, in writing, a hearing at the next regularly scheduled meeting of the Great Plains Technology Center Board of Education. The written request must be received within 10 days of the decision of the Committee who will put the request on the board agenda for the next regularly scheduled meeting. The decision of the Board of Education is final.

XXI. APPEAL PROCEDURE *(Refer to the GPTC Student Handbook for complete details)*

A student has the right to request an appeal to review program expulsion, which shall be defined as exclusion from regular classroom instruction for any period exceeding ten (10) days, when a student violates one or more of the Student Codes, or in the case of health-related programs, their respective handbook policies.

This appeal must be in writing, within two (2) school days from the date of the hearing using the Student Due Process Appeal form, which will be provided to the student upon request. Students will follow the procedure set forth in section 6.5, 6.6, 6.7, 6.8, 6.9, and 6.10 of the Student Code in the GPTC Student Handbook.

The appeal process does not apply to academic termination.

The student shall continue to participate in regular classroom instruction pending the hearing if he/she properly and timely files an appeal request. If the dismissal is related to a clinical violation, the student will not be allowed to return to the clinical area, until a decision has been reached.

XXII. ASSOCIATION OF SURGICAL TECHNOLOGIST

STANDARD OF PRACTICE

I. Teamwork is essential for preoperative patient care and is contingent upon interpersonal skills.

II. Preoperative planning and preparation for surgical intervention are individualized to meet needs of each patient and his / her surgeon.

III. The preparation of the surgical suite / clinical area and all supplies and equipment will ensure environmental safety for patients and personnel.

IV. Application of basic and current knowledge is necessary for proficient performance of assigned functions.

V. Each patient's right to privacy, dignity, safety, and comfort are respected and protected.

VI. Every patient is entitled to the same application of aseptic techniques within the physical facilities.

CODE OF ETHICS FOR SURGICAL TECHNOLOGISTS

1. To maintain the highest standard of professional conduct and patient care.

2. To hold in confidence, with respect to patient's beliefs, all personal matters.

3. To respect and protect the patient's legal and moral right to quality patient care.

4. To not knowingly cause injury or any injustice to those entrusted to our care.

5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.

6. To always follow the principles of asepsis.

7. To maintain a high degree of efficiency through continuing education.

8. To maintain the practice skills willingly, with pride and dignity, and with full regard to limitations.

9. To report any unethical conduct or practice to proper authority.

10. To adhere to the code of ethics at all times in relationship to all members of the health care team.

This code of ethics is the official code as adopted by the Association of Surgical Technologists, Inc., as it appears in the "Registry of Certified Surgical Technologist", 1974 edition.

SURGICAL TECHNOLOGY CAREER PROGRAM
ORGANIZATIONAL CHART
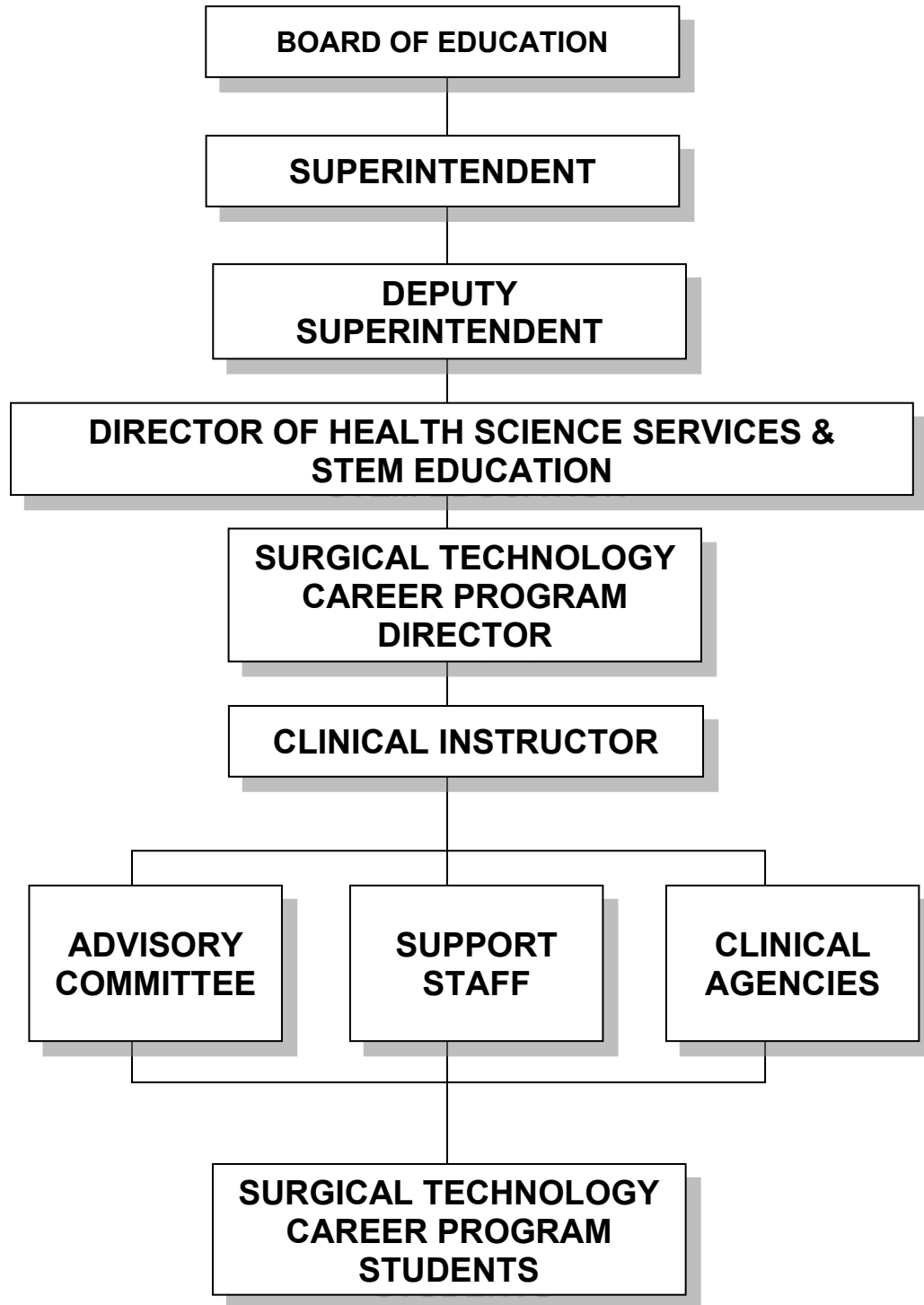
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ACCREDITATION STATEMENT

BOTH STATE AND NATIONAL AGENCIES CURRENTLY CERTIFY FULL TIME PROGRAMS AT GREAT PLAINS TECHNOLOGY CENTER.

For comments contact here: https://oklahoma.gov/careertech/policies/comments-or-complaints.html

Students/Stakeholders can request a copy of accreditation and licensure documents here: jarcher@greatplains.edu

ALL FULL TIME CAREER MAJORS / PROGRAMS ARE CERTIFIED BY:

OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION

1500 West 7th Avenue ◆ Stillwater, Oklahoma 74074-4364 ◆ Phone: 405.377.2000 ◆ **www.okcareertech.org**

INDIVIDUAL PROGRAMS ARE ACCREDITED THROUGH THE FOLLOWING AGENCIES

FULL TIME CAREER MAJOR/PROGRAM	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Cosmetology (OSBCB)	Oklahoma State Board of Cosmetology and Barbering	2401 NW 23rd Street #84 Oklahoma City, OK 73107	405.521.2441 www.ok.gov/cosmo/
Practical Nurse (ACEN)	Accreditation Commission for Education in Nursing, Inc.	3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326	404.975.5000 www.acenursing.org
Practical Nurse (OBN)	Oklahoma Board of Nursing	2501 N. Lincoln Blvd., Suite 207 Oklahoma City, OK 73106	405.962.1800 www.ok.gov/nursing
Automotive Service Technician Combination Collision Repair Technician	Automotive Service Excellence (ASE)	1503 Edwards Ferry Rd, N.E. Suite 401 Leesburg, Virginia 20176	703-669-660 www.asealliance.org
Veterans Education and Training	Oklahoma Dept. of Veteran Affairs	2132 NE 36th St Oklahoma City, OK 73111	405.523-4000 www.ok.gov/saa
SHORT TERM COURSES	**ACCREDITING AGENCY**	**ADDRESS**	**PHONE & E-MAIL**
Emergency Medical Services Long Term Care Nurse Assistant/ Home Health Aide	Oklahoma State Department of Health	123 Robert S. Kerr Ave. Suite 1702 Oklahoma City, OK 73102-6403	405-426-8000 www.health.state.ok.us
Motorcycle Safety	Motorcycle Safety Foundation, Oklahoma Highway Safety	200 NE 21st ST Oklahoma City, OK 73136	405.523-1470 https://oklahoma.gov/ highwaysafety.html
Paramedic (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 www.caahep.org
Paramedic (CoAEMSP)	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions	8301 Lakeview Parkway, Suite. 111-112, Rowlett, Texas 75088	214.703.8445 www.coaemsp.org
CAMERON UNIVERSITY PROGRAMS TAUGHT AT GREAT PLAINS TECHNOLOGY CENTER	**ACCREDITING AGENCY**	**ADDRESS**	**PHONE & E-MAIL**
Radiologic Technology (JRCERT)	Joint Review Committee on Education in Radiologic Technology	20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182	312.704.5300. Electronic Accreditation System can be found at www.jrcert.org
Advanced Respiratory Therapist (CoARC)	Committee on Accreditation for Respiratory Care	264 Precision Blvd Telford, TN 37690 USA	817.283.2835 www.coarc.com

ALL PROGRAMS POLICIES AND PROCEDURES ARE AVAILABLE TO THE PUBLIC FOR VIEWING

Revised 4-2-2025

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GREAT PLAINS
Technology Center

SURGICAL TECHNOLOGIST STUDENT
STATEMENT OF UNDERSTANDING

I, _____ , hereby certify that I have read the *Surgical Technologist Program Handbook* and have had the opportunity to ask questions.

As a condition of my enrollment in the school, I agree to comply with the high standards and rules set forth therein.

Failure to comply with the policies may result in disciplinary action and/or dismissal from the career program.

The Surgical Technologist Handbook will supersede the

Great Plains Technology Center Student Handbook

in areas of conflicting policies.

_____
Student's Signature

Dated this _____ day of _____ , 20_____ .

This handbook has been approved by the
Great Plains Technology Center Board of Education,
April 2, 2025, for the 2024-2025 school year.