



**Associate of Applied Science
in Surgical Technology
Student Handbook**

The information in this handbook is designed to enhance and supplement the EVIT Course Catalog. It is crucial to fully understand both sources. Certain policies that pertain to the Surgical Technology program may vary from general policies. In such situations, the policies outlined in the Surgical Technology Handbook will take precedence.

Contents

Admission Information	2
Accreditation	3
Office Hours	3
Attendance Policy	3
Absences and Late Work	3
Grading Scale:	3
Homework	4
Final Grades	4
General Information	4
Dress Code for Core Courses	4
Cell Phone Policy Classroom and Lab	5
Phone Usage and Compliance at Clinical Sites	5
Health and Safety	5
Requirements for Clinical Attendance	5
Immunization Requirements	5
Drug testing	6
Pre-Clinical Drug Testing	6
Reasonable Suspicion Drug Testing:	6
Refusal of Drug Testing	7
Skills Lab and Clinical Expectations:	7
To proceed in the program/attend clinicals	7
Clinical Rotation Expectations.....	7
Procedure Log and Evaluation	7
Professional Demeanor	7
Grounds for dismissal.....	8
Case Requirements	8
Needle and other sharp injuries	8
Guidelines Regarding Exposure to Bodily Fluids.....	8
Program Completion	9
AAS Surgical Technology Degree	9
Transferability of credit.....	9
Disclosures	9

Admission Information

In addition to the requirements specified in the course catalog, the admission requirements for the Surgical Technology program include:

- High School Diploma or GED
- Official Transcript (if you are transferring credits)
- Valid DPS Fingerprint Clearance Card*
- Valid Government Issued ID
- Social Security Card
- Immunization Record
- Health Insurance may be required by some clinical sites and is highly recommended
- American Heart Association BLS CPR Card*

*Cards must remain current throughout the duration of the program.

Program of Study

The following is the sequence of courses for the AAS Surgical Technology. Classroom and clinical components run concurrently for selected courses. EVIT AAS program has 3 semesters per year. Each semester is 16 weeks long with a one-week break in between semesters. The AAS Surgical Technology degree program is comprised of five semesters of instruction as follows:

Semester 1	Semester 2	Semester 3
SSS101 Student Success Seminar	SUR120 Medical Terminology for the Surgical Technologist	SUR131 & SUR131L Surgical Technologies Fundamentals with Lab
BIO201 & BIO201L Principles of Anatomy & Physiology I	SUR122 & SUR122L Intro to Surgical Technology with Lab	SUR132 Pharmacology for the Surgical Technologist
BIO202 & BIO202L Principles of Anatomy & Physiology II	ENG102 First Year Composition II	PSY101 Introduction to Psychology
ENG101 First Year Composition I	MAT142 College Mathematics	

Semester 4	Semester 5
SUR211 & SUR211L Advanced Surgical Techniques with Lab	SUR221 Capstone & CST Review
ETH101 Ethics in Today's World	SUR222 Clinical Internship

Accreditation

EVIT is institutionally accredited by the Council of Occupational Education (COE).

The AAS Surgical Technology degree program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Office Hours

Instructors are available during their posted office hours or by appointment, Monday-Friday. They can be reached by phone, email, or in person. Emails will be returned within 48 hours of receipt, during those hours. Students who email, call, or message outside of these hours should not expect a response until the next business day.

Attendance Policy

Students are expected to maintain 100% attendance and adhere to punctuality standards. Students with attendance below 85% may be administratively withdrawn.

In the event of tardiness or absence due to unforeseen circumstances, prompt notification to the instructor is mandatory. A "NO CALL NO SHOW" may result in immediate dismissal.

It is the student's responsibility to make arrangements to make up any missed assignments or exams.

Requests must be in writing. If a student misses educational time due to illness or an extreme personal emergency, he or she must notify the instructor prior to class.

If a student has an excused absence on a test day, the student will be required to take a make-up test, different from that administered to the rest of the class, at the instructor's discretion.

Students may be released from a clinical site early due to low census, provided there are no other tasks, and must promptly notify the Director and the responsible individual at the clinical site. This should be the exception, not the rule. Failure to provide proper notification can lead to dismissal from the site and the program. **Students who leave a clinical site early without permission will be placed on clinical attendance probation and could be dismissed from the program.**

Absences and Late Work

Late Work: Students will have **2 calendar days** to submit the assignment with deductions.

- Day 1: 10% points deduction from the student's achieved grade.
- Day 2: 20% points deduction from the student's achieved grade.
- Day 3: The student receives ZERO points for the assignment.

Grading Scale:

Letter Grade	Grade Scale
A	90%-100%
B	80%-89.9%
C	70%-79.9%
D	60%-69.9%
F	59.9% and below

To be considered passing and progress to the next semester, students must maintain specific grading criteria.

- General Education Courses
 - Students must achieve a minimum cumulative average of 80% in MAT142, BIO201, and BIO202.
 - Students must maintain an average grade of at least 70% in the remaining General Education courses.
- Core Courses
 - Students must maintain an 75% or higher **on the exam average** AND
 - Students must maintain an average grade of at least 70%.

Homework

In all courses, students will be required to complete out-of-class assignments. These assignments include, but are not limited to, reading, exercises and problem-solving, projects, research papers, and presentations. A student in a degree program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab, when applicable.

Final Grades

Grades are final when filed with the Registrar by the instructor.

A grade may only be revised due to a documented clerical or procedural error.

Student work cannot be reassessed to achieve a different outcome.

General Information

Dress Code for Core Courses

Students are encouraged to exemplify professionalism and consistently uphold the reputation of the EVIT Surgical Technology program, the profession, and themselves while on campus.

Failure to follow the dress code may result in disciplinary action, ranging from a one-day dismissal to dismissal from the program.

Adhere to the guidelines outlined in the Course Catalog, incorporating the specified additions pertaining to the EVIT Surgical Technology Uniform.

- Didactic:
 - Clean EVIT-approved purple scrubs that are wrinkle-free and in good repair.
 - Closed-toed shoes. No shoes with holes (i.e., Crocs®).
 - Student ID badge or facility badge when in clinicals.
 - Students must maintain good personal hygiene, with no detectable odors, including perfumes or fragrances.
 - Facial hair must be neat and trimmed.
- Clinical/Lab*:
 - EVIT Surgical Technology scrubs.
 - Closed-toed shoes. No shoes with holes (i.e., Crocs®).

- Makeup should be neutral, minimal, and professional.
- Nails should be kept clean and trimmed, extending no more than ¼ inch beyond the tip of the finger. Artificial nails or polish are not permitted.
- No dangling jewelry. All jewelry must be contained within PPE.

*You must adhere to facility policies while at the clinical site.

Cell Phone Policy: Classroom and Lab

- The use of cellular phones during class, skills lab, simulation, and clinical time is **strictly prohibited**.
- Phones should not be audible during class or lab time.
- Phones may be allowed for instructional activities at your instructor's discretion.

Phone Usage and Compliance at Clinical Sites

- Limited phone use is permitted for obtaining preceptor signatures or capturing images, contingent upon prior approval from the clinical site to ensure HIPAA compliance.
- It is emphasized that hospital policies supersede program allowances, underscoring the importance of strict adherence.

Health and Safety

Requirements for Clinical Attendance

For the duration of the program, students must maintain:

- Valid Level 1 Fingerprint Clearance Card
- Valid BLS from the American Heart Association (AHA) for the Healthcare Provider Card (may be acquired prior to semester four).
- Valid health insurance coverage.

Immunization Requirements

All students entering the Surgical Technology program must meet all immunization requirements to be enrolled in the clinical portion of the course.

Students must upload documentation of the following:

- Measles, Mumps, Rubella
 - Proof of two vaccines **or** titers showing immunity to all three diseases
- Tetanus
 - Proof of TDaP **or** Td vaccine within 10 years
- Varicella
 - Proof of two vaccines **or** titers showing immunity
- TB test
 - Two-step PPD skin test, **or** Quantiferon/T Spot Blood test, **or** Chest X-ray performed specifically for TB clearance, to be completed annually
- Hepatitis B

- Proof of three vaccine series or titer showing immunity
- Influenza vaccination
 - Proof of annual vaccination is due by October 1st each year the student is enrolled
- COVID vaccination/COVID booster if required by the facility
 - At least two doses of any brand

Students unable or unwilling to provide documentation of compliance with the immunization requirements will be withdrawn from all Surgical Technology courses.

Clinical requirements may vary by partner site. Students will be notified of any changes as they occur.

Drug testing

Pre-Clinical Drug Testing

In accordance with the industry standards for Surgical Technology, a random drug screen and background check are required at the student's expense prior to the start of the clinical experience. Written verification by the physician of any prescription drugs the student is currently taking should be submitted to the testing personnel.

Only students with negative results on the drug screen will be allowed to remain in the ST Program. Students who test positive for illegal substances, non-prescribed legal substances, or substances deemed clinically unsafe for the clinical setting will be dismissed from the program.

Once notified of the drug testing date and time, students have 48 hours to complete the drug screen request. Students absent on the day of drug screen notification will be notified by the ST Program Administrator or Instructor and must comply within 48 hours. Failure to do so will be considered a positive drug screen result.

Reasonable Suspicion Drug Testing:

When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by a substance, the following steps are taken:

- The instructor will remove the student from the campus or clinical area and notify the appropriate supervising personnel. Corroboration of the student's behavior will be requested from the supervisor or other qualified medical personnel for validation and incident reporting.
- The student's listed emergency contact will be called to pick up the student for transport. Students suspected of impairment will not be allowed to drive themselves.
- Contact information for the designated drug testing facilities will be provided to all students. If requested to leave a campus or clinical site for cause testing, students have 2 hours to appear at the drug testing facility at their own expense. The student will use their EVIT picture ID for identification at the drug testing facility.
- The Surgical Technology program director will be informed of the student's actions and procedures taken by the faculty.

After Reasonable Suspicion drug testing, the student must meet with the Program Director before being given clearance to return to class or clinical.

- If the drug test results are positive, the student will be expelled from the program. Recommendations for counseling intervention will be offered.

- If the results of the test are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student will meet and discuss the circumstances surrounding the impaired behavior.
- Based on the information provided in this meeting, and further medical evaluations if warranted, the Program Director and/or the clinical instructor will make a decision regarding the student's return to the campus and/or clinical setting.

Refusal of Drug Testing

If a student refuses Drug testing at any point during the program:

The instructor will remove the student from the campus / clinical setting, and the student will be dismissed from the program.

Skills Lab and Clinical Expectations:

To proceed in the program/attend clinicals

Students must pass each skill assessment.

Students who do not demonstrate competency on an initial skill assessment will receive **one remediation opportunity** followed by **one reassessment**. A maximum of **two attempts per skill** is allowed. Failure to demonstrate competency on reassessment will result in a **failing grade being recorded**.

Remediation must be scheduled with the instructor during non-class hours.

Students who do not complete all skills assessments will not be allowed to attend clinicals.

Students who do not pass didactic and lab courses will not be allowed to attend clinicals.

Clinical Rotation Expectations

Students are expected to actively engage in tasks such as scrubbing cases, pulling cases to learn supplies and how to read a preference card, assisting with room turnovers, and learning supplies in the core. However, it is important to note that students should not be used as staff. Students should anticipate up to a 3-hour drive to their site.

Procedure Log and Evaluation

- Attendance at clinical sites will be documented by students clocking in and out through Platinum Planner using GPS verification at the clinical site.
- Students are required to submit procedure logs daily in Platinum Planner. Preceptor verification must be completed in accordance with clinical site policies to confirm participation and competency.
- Weekly preceptor evaluation forms must be submitted and signed by both preceptor and student.
- Additional Notes
 - Alternative methods are provided to the student for instances where Platinum Planner access is unavailable.

Professional Demeanor

It is strongly advised that students focus on their training objectives and avoid involvement in facility "politics" or "gossip." Maintaining a professional demeanor is crucial, as it reflects not only on the individual but also on the educational institution.

Students are expected to maintain patient confidentiality

Information related to patients should only be discussed in appropriate learning situations in accordance with HIPAA guidelines.

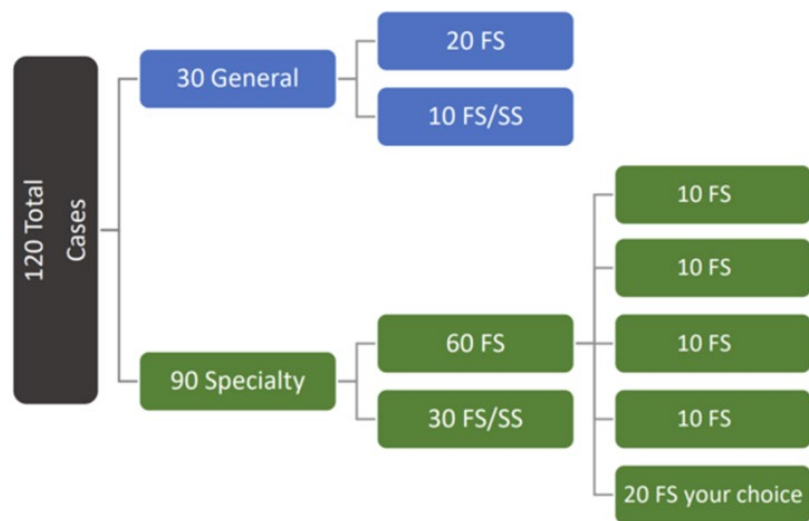
Grounds for dismissal

A student can be dismissed from the program at any time for any violation of the handbook or course catalog for either academic or disciplinary reasons. In addition to academic or disciplinary reasons, a student may be dismissed for the following reasons:

- Unsatisfactory clinical performance or dismissal from a clinical site.
- Excessive absenteeism or tardiness (including leaving early).
- Breaching patient confidentiality.
- Repetitive unprofessional behavior.

Case Requirements

- FS = first scrub
- SS=second scrub



Program Completion

The EVIT AAS Surgical Technology Program is designed to prepare students to obtain employment as Surgical Technologists. Neither employment nor passing of the certification exams is guaranteed by the EVIT Surgical Technology Program.

AAS Surgical Technology Degree

In order to graduate and receive the Surgical Technology Completion Certificate and the Associate of Applied Science, the student must have completed the following criteria:

- Completion of 66 credits.
- Grade of 80% in exams AND coursework in MAT142, BIO 201, and BIO202. Grade of 70% or better in all remaining general education courses.
- Grade of 75% in exams AND 70% coursework in core courses. Must pass all skill assessments within two attempts.
- Acceptable progress during clinical rotation. Negative feedback from the facility will be investigated and appropriate action taken. This includes the possibility of dismissal from the program.

Transferability of credit

The EVIT AAS Surgical Technology has articulation agreements with DeVry University, University of Phoenix, and Walden University. A transcript of the coursework and sequence will be provided to the student upon determination of program completion. Syllabi for each individual course of instruction at the receiving institution are available upon request. The AAS Surgical Technology degree program does not guarantee the transferability of any coursework, as this is at the sole discretion of the receiving institution.

Disclosures

- This comprehensive document underscores the importance of professionalism, adherence to policies, and active participation throughout the clinical rotation to ensure a conducive learning environment for all students.
- The standards and guidelines prescribed in this handbook are in addition to those prescribed for students under EVIT policies, administrative regulations, and EVIT Course Catalog. Violation of standards may serve as grounds for suspension, or other discipline, up to and including dismissal from the program.
- EVIT reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations in this publication.
- EVIT does not discriminate on the basis of race, color, gender, national origin, disability, religion, or age in its programs, services, or activities. Compliance: Title IX, Title VI, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988. The Title IX Compliance Officer is Dr. Chad Wilson, Superintendent. For information regarding discrimination grievance or complaint procedures, contact the Chief Academic Officer of Compliance at 480.461.4011.