

Surgical Technology

Student Handbook



Hillyard Technical Center

Surgical Technology Program Mission:

Hillyard Technical Center Surgical Technology Programs goal is to educate students academically and clinically and provide the opportunity to develop the skills and knowledge necessary to gain employment as surgical technologists and become contributing members of the health care team.

2008/2009

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Welcome

Welcome to the Surgical Technology Program. You have chosen a very interesting, challenging and fulfilling career. We know the effort that went into your decision and the work required to complete the program. As instructors we are ready to assist you in achieving your goal.

The Surgical Technology Program is one of five adult preparatory programs offered at Hillyard Technical Center. The ST program adheres to HTC's policies and procedures, which are designed to serve and protect the rights, health and educational opportunities of all students. Both the programs didactic and hands-on lab areas are housed at Hillyard Technical Center. Clinical rotations occur off campus at the numerous contracted clinical sites and all are listed in the clinical handbook along with the regulations and schedules.

The ST Program provides the necessary knowledge to prepare the operating room and work as a team member, as well as participating in pre, intra, and post-op care with the emphasis on the sterile field. After successful completion of this program, you will receive a Certificate of Completion, thus making you qualified to sit for the National Certification Exam administered by the Association of Surgical Technologists. After successfully passing this test you will be a Certified Surgical Technologist and use the professional designation of CST.

The ST Program is a very full eleven months of eight hour days, Monday through Thursday. This time consists of two semesters as outlined in this handbook.

We are excited and pleased to have you in our class and hope you enjoy surgery as much as we do.

WELCOME ABOARD, HAVE FUN!!

Linda VanDyke, CST, CFA
Program Coordinator/Instructor

Teckla Willumsen, LPN, ST
Clinical Coordinator/Instructor

Function of a Surgical Technologist

The Surgical Technologist performs a wide variety of functions prior to the surgical procedure, during the surgery, and after the procedure is complete. These functions are divided into two main categories: sterile functions, and non-sterile functions.

A) Sterile functions:

1. Assists the surgeon during surgery.
 - a. Passing instruments and other equipment in a prescribed manner.
 - b. Maintenance of an orderly surgical field.
 - c. Keep instrument table neat so supplies can be handed quickly and efficiently.
 - d. Anticipate needs of the surgeon by watching the progress of the surgery.
 - e. Pass instruments and other supplies in a manner so the surgeon does not have to turn away from the wound site.
2. Acts as a first assistant to the surgeon
 - a. Retract tissue
 - b. Cut sutures
 - c. Sponge blood from the wound
 - d. Irrigate the wound(Advanced surgical technologist with a certification as First Assistant)
 - a. Clamp tissue
 - b. Place sutures
3. Take part in sponge, needle, and instrument counts. (Counting occurs before, during and after the procedure in order to insure that items are not left in the wound.)

B) Non-Sterile functions:

1. Assists in circulating. (Works with the nursing staff to set up and maintain the room)
 - a. Opens sterile supplies before and during surgical procedure.
 - b. Helps position the patient on the surgical table.
 1. The technologist must be familiar with surgical positions and know which ones are used for each type of surgery. Practicing safe positioning techniques to prevent injury to the patient and staff.
 - c. Performs the sterile scrub prep of the patient.
 - d. Performs the shave prep prior to surgery.
 - e. Assist the anesthesiologist when requested.

- f.** Assists sterile personnel with connections of suction tubing, electrical cords, and other items that must be connected to non-sterile sources.
- g.** Ties the gowns of surgical personnel.
- h.** Adjusts the surgical lights.
- i.** Handles all on-sterile equipment in the room during the surgery.
- j.** Documents and records the sponge, needle, and instrument count.
- k.** Assists in transporting the patient pre and post procedure.
- l.** Assists in documenting and preserving any specimen received during surgery.



Hillyard Technical Center Surgical Technology Program

HILLARD TECHNICAL CENTER MISSION:

Our mission is to provide students with the training in an environment that is responsive to the needs of our community and a changing global society through the use of advisory boards, innovation and technology

SURGICAL TECHNOLOGY PROGRAM MISSION & GOALS:

Hillyard Technical Center Surgical Technology Programs goal is to educate students academically and clinically and provide the opportunity to develop the skills and knowledge necessary to gain employment as surgical technologists and become contributing members of the health care team.

This will be accomplished by (1) providing an environment that prepares competent entry-level surgical technology graduates in the cognitive, psychomotor, and affective learning domains, and (2) meeting or exceeding the criteria set forth in the current standards and guidelines for an Accredited Educational Program in Surgical Technology.

To this end, the following purposes have been established:

1. To prepare students for competency in health services in the cognitive, psychomotor, and affective learning domains.
2. To provide general education this expands student's horizons, develops strong communication skills, and encourages critical thinking.
3. To provide students with practical experience and training in a chosen field of study.
4. To encourage social and classroom related activities which promote both personal and professional growth.
5. To enhance students success through continuous assessment and improvement of teaching, learning and institutional effectiveness.
6. To assist graduates throughout their careers in securing employment and improving career opportunities.
7. To encourage graduates to continue their education and to lead effectively through service in a world without boundaries.

Advisory Board Members 2008 - 2009

- Dr. George Mulder, MD, FACS; Heartland Surgical Associates
- Regenia Briggs, Director; Hillyard Technical Center
- Shirley Day, Adult Program Coordinator; Hillyard Technical Center
- Ellen Beamon, RN, Nurse Recruiter; Heartland Regional Medical Center
- Diane Searcy, RN, Schedule Coordinator; Heartland Regional Medical Center
- Kathy Miller, CST, GU/GYN Team; Heartland Regional Medical Center
- Amanda Snowden, BSN, Schedule Coordinator; Heartland Regional Medical Center
- Shannon McGarry, CST ; Cameron Regional Medical Center
- Mary Jo Hutchcraft, BSN, CNOR, OR Manager; Heartland Surgery Center
- Teresa Hart, BSN, CGRN, Team Leader, GI Services; Heartland Regional Medical Center
- Elizabeth Garrett, CST; Mercury Surgery Center LLC
- Noreen Houts, Public Advisor; Katherine's Gifts
- Linda VanDyke, CST, CFA, ST Program Coordinator; Hillyard Technical Center
- Teckla Willumsen, LPN, ST, ST Clinical Coordinator; Hillyard Technical Center
- Eric Jorgensen, MD, ST Instructor; Hillyard Technical Center
- Shelly Springs, CST; 2008 HTCST Past President
- 2009 Surgical Technology Class President

Terminal Objectives/Outcome Criteria

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

- 1) Demonstrate growth in personal, vocational, and community life.
- 2) Demonstrate responsibility in directing and delivering patient care.
- 3) Contribute to the delivery of health care as a resourceful member of the health care team.
- 4) Practice effective verbal and non-verbal communication with patient/clients, significant others, and health care team members.
- 5) Exhibit attitudes and behavior that are respectful to patient/client, significant others, and health care team members.
- 6) Practice effective verbal and written communication skills in relaying information to other health care providers.
- 7) Actively participate in educational and professional activities that will increase intellectual, technical, and professional growth.
- 8) Display qualifications of successful completion of program eligibility to apply to take the National Certification Examination for Surgical Technologists.
- 9) Demonstrate individual responsibility as a Certified Surgical Technologist according to the National Board of Surgical Technology and Surgical Assisting (NBSTSA).



Classroom Rules

- 1) Be on time, classes begin at 7:30 AM sharp.
- 2) Be prepared to work, have all necessary books, pens, paper, etc.
- 3) Give speakers your undivided attention.
- 4) Ask questions, there is no such thing as a “dumb question”.
- 5) No cheating, plagiarism or lying will be tolerated.
- 6) Turn work in on time. Any late papers must be cleared by the instructor prior to the due date & all papers are to be **completed** before the beginning of each scheduled class.
- 7) Backpacks &/or luggage must be kept in the library area or your lockers.
- 8) Name tags are mandatory and must be worn to class and clinicals.
- 9) No cell phones in school. Arrangements for calls must be made prior to the beginning of class.
- 10) An emergency phone is located in the HTC Main office for brief calls.
- 11) Scrubs will be provided for you and must be worn on clinical days and class field trips. **NO EXCEPTIONS.** These may also be worn on other class days.
- 12) Scrubs (any type) and closed toed shoes must be worn on lab days and/or in the lab.
- 13) Any form of insubordination will **not** be tolerated and could be cause for dismissal from the program. i.e. leaving class &/or clinicals early without approval
- 14) Attendance is extremely important. If for any reason you cannot be in class or at the clinical site you must call Mrs. VanDyke or Mrs. Willumsen at one of the numbers provided on their cards, at least 30 minutes prior to start time. **NO EXCEPTIONS!**
- 15) Set aside study time to read and review what was covered that day.
- 16) Anyone coming to class or clinical under the influence of drugs or alcohol will be dismissed from the program permanently. **NO EXCEPTIONS!**

Computer Rules

- 1) No food or drink.
- 2) Keep work areas clean and organized.
- 3) Computers may take a few seconds to start. Please be patient.
- 4) Do not change formats, icons, desktops, screensavers or colors.
- 5) You may only enter programs assigned.
- 6) No games. The Internet is a privilege and not a right.
- 7) No instant messaging.
- 8) No downloading software.
- 9) Always save work to your student “H” drive.
- 10) Log off computer or shut down from the desktop at the start icon.

- **NOTE:** Violation of classroom or computer rules will result in disciplinary action.

Student Handbook

The Surgical Technology Student Handbook is to be used in conjunction with the Surgical Technology Clinical Rotation Handbook.

Accreditation

The Surgical Technology Program is accredited through Commission on Accreditation for Allied Health Education Programs (CAAHEP).

Medical Director

Dr. George Mulder, MD, FACS
Heartland Surgical Associates
901 Heartland Road
Heartland Plaza 2, Suite 1810
St. Joseph, Missouri 64506

Definition and Purpose

Surgical Technology is an Allied Health Profession whose primary concern is the care of surgical patients in the operating room. The Surgical Technologist helps prepare the operating room with necessary instruments and supplies plus testing equipment.

The primary role of a Surgical Technologist is to maintain the sterile field and aid the surgeon by passing sterile supplies and/or directly assisting with the surgery.

The Surgical Technologist is a direct patient care provider and is therefore in contact with and works in conjunction with the patient, his/her family, physicians, nurses and other health care professionals.

The purpose of the HTC ST Program is to prepare students who have demonstrated the necessary desire, aptitude, strength of character, and maturity to pass the National Certification Exam of Surgical Technology and to be selected for and to hold a Surgical Technology position. The purpose however does not end there. The student will be taught the Surgical Technology Code of Ethics, the Patient Bill of Rights, the principles of quality assurance, and the elements of safety and infection control associated with all skills presented.

Requirements for Admission

Discrimination in regard to age, marital status, sex, national origin, race, color, creed, religion, or handicap (to the extent of the law) will not be tolerated.

Admission is competitive. A committee selects students after completion of an application, criminal background check, and informal interview.

All applicants must meet the following minimal requirements:

- 1) Be of good moral character.
- 2) Be at least 18 years of age, as verified by proper ID.
- 3) Complete high school or have a 12th grade GED equivalent, verified by an official transcript and if applicable GED scores.
- 4) Be in good health, as verified by a physical examination.
- 5) Hepatitis B vaccination series & PPD skin testing prior to the start of clinical rotations. Occupational Safety and Health Administration (OSHA) require these for persons with potential blood exposure.

Foreign Students

Foreign students shall meet the same general admission requirements as all students.

All applicants from non-English speaking countries shall demonstrate a working knowledge of written and spoken English as verified by TOEFL (Test of English as a Foreign Language) and TSE (Test of Spoken English) Examinations.

Clinical Instruction and Practice

Each student is rotated through a planned program of clinical instruction in hospitals or clinics. Learning experiences are provided in the care of patients in the operating room, cardiac cath lab, sterile processing, and obstetrics with selective experiences assigned by the Clinical Instructor. Refer to the Clinical Handbook for more details.

Graduation Requirements

The students must have returned all books and/or materials borrowed from the school and/or clinical rotation sites.

All tuition and expense monies owed to HTC must be paid in full or arrangements satisfactory to the institution.

The student must have completed all clinical competencies.

A grade of “C” (75%) or better must be attained in all classes.
All terminal objectives must be met.

Academic Guidance

Support services are available to ST students. Students have access to such services as financial aid, career counseling, and the Vocational Resource Educator. Instructors will guide students toward understanding, observing program policies and practices and may provide guidance or referral for personal and/or academic concerns that may interfere with progress in the program.

The Coordinator and Instructors of the Surgical Technology program will:

- 1) Maintain an “open door” policy. There may be times however when visitation is inopportune, therefore, we ask that you request permission before entering the office.
- 2) Provide disciplinary counseling in accordance with program policies and procedures when needed. Written documentation will be kept in the student’s file.
- 3) Refer students to the Director of Hillyard Technical Center when deemed necessary.

Attendance Policy

Class Attendance: ST students can have **not more than 26 clock hours of absence for the first semester and 46 hours for the second semester**, regardless of excuse. A student with excessive absences will be subject to termination. If at any time five consecutive days are missed without acceptable notification to the Coordinator/Instructor, a student will be terminated.

Tardy and Partial Absences: If a ST student is late to class or to a clinical rotation; they will be reported as tardy. Tardies accumulate toward the student’s total number of hours absent. If a student leaves class or a clinical site at any time during scheduled hours, the time will be reported as a partial absence. Partial absences accumulate toward the student’s total number of hours absent.

Instructors are in the best position to judge the effect of an absence on any student’s progress.

- Attendance will be taken in every class, lab and/or clinical rotation.
- The student should see his/her instructors concerning any work missed during absences. A student on suspension will not be allowed to make-up any missed work. Any make-up time/work will be at the instructor’s discretion.
- If a student must be absent, he/she should inform the coordinator/instructor in advance whenever possible.
- Students suspended from a program must check in with the Director/Assistant Director of HTC before returning to class.
- A student may use the appeal process for policy decisions.

Grades

Grades will be issued to the student one-week after the reporting period has ended.
Final grades will be distributed the last day of scheduled classes.

Grade Key

93 – 100% = A
83 – 92% = B
75 – 82% = C
65 – 74% = D
Below 65% = F

Withdrawal

Students desiring to withdraw from school must contact the school office and submit a written statement giving the reason for withdrawal within seven (7) calendar days of the last day's attendance.

Make-up Policy

The first day a student returns to school, he/she is responsible for contacting each instructor regarding material to be made up. Failure to do so could result in a zero for missed assignments.

Early tests will not be allowed and no test will be made up during class time. Tests can be made up before or after school or at lunchtime, at the instructor's approval.

Confidentiality

Health Insurance Probability and Accountability Act (HIPAA) of 1996 is a law that includes punishments for anyone caught violating patient privacy. The law states, "Those who do so for financial gain can be fined as much as \$250,000. or go to jail for as many as 10 years. Even accidentally breaking the rules can result in penalties and embarrassment for you and your organization." All information about patients is considered private or "confidential" whether written on paper, saved on a computer, or spoken aloud. This includes their name, address, age, social security number, diagnosis, treatments/medications, past health conditions, or any other personal information. If you reveal this information to someone who does not need to know it, you have violated a patient's confidentiality, and **you have broken the law.**

Liabilities

The St. Joseph School District, Hillyard Technical Center, faculty, and staff will not be held accountable for the health, safety or behavior of students of the Surgical Technology Program during non-classroom or non-clinical hours or when traveling to and from scheduled educational experiences regardless of the time of day.
See Clinical Handbook

Student Conduct

In any organization it is important that all work together for the good of the whole so the rights and interests of all are assured. In the ST Program and the clinical sites in which you will be working this is especially true. Any failure to work together harmoniously and effectively by maintaining good standards of behavior may affect the well being of the patients. This is the reason rules of conduct have been established. It is your responsibility to know and follow them. Common sense, good judgment and accessible personal behavior on your part will make our program and the clinical sites a better place to study and learn. The demonstration of poor behavior and unprofessional attitudes of others are not an excuse for you. **You are accountable for your own actions.**

The Instructors of the Surgical Technology Department have the authority to *order* a drug screen for an individual student or the entire class at any time. Failure to comply with this regulation will result in immediate dismissal from the program.

Probation

The student will be given a written evaluation specifying the type of probation, the time allowed showing improvement, and the criteria set forth by the Coordinator/Instructor in order to be removed from probation.

Types of probation:

1. **Academic/Grades in theory** – Any subject with a grade below a “C” (75%) average.
2. **Clinical** – Any clinical rotation with a grade below “C” (75%), failure to meet the critical evaluation/clinical syllabus, and/or lack of professional conduct. (see clinical handbook)
3. **Attendance** – See attendance policy page 10.
4. **Conduct** – Unprofessional conduct will not be tolerated in the classroom the clinical setting.

At the close of probationary period the student’s progress will be evaluated and at the time the student will be:

1. Removed from probation
2. Have probation extended
3. Be dismissed from school

Promotion Policy

To remain in school the student must:

1. Demonstrate the ability to consistently function in a safe and competent manner in each clinical area. (see clinical evaluation forms)
2. Maintain a “C” (75%) or better average in each theory and clinical area.

Students not meeting the above requirements will be placed on probation.

Personal Appearance

Cleanliness, neatness, and good grooming distinguish a Surgical Technologist.

- Two sets of scrubs will be issued to each student. These must be worn to the clinical sites during each clinical rotation.
- Have a specific pair of rubber sole, washable shoes for clinical days.
- Socks must be worn in the clinical setting.
- Hair will be clean, worn up or tied back at all times while at clinical & during lab.
- Fingernails must be clean and trimmed. Polish is acceptable if not chipped. Absolutely no fake or tipped nails are allowed as per AORN standards.
- Only one set of earrings may be worn, additional piercings must be removed.
- Tattoos that are visible must be covered at all times.
- Lockers may not be available at all clinical sites so leave purses, watches, rings, etc at home. Try to take only the necessities. If lockers are not available ask the person in charge where you can leave your personal belongings. Your clinical scrubs or any personal scrubs may be worn in the classroom.

HTC follows the St. Joseph School District Dress Code Policy's- if appearance becomes an issue the matter will be addressed individually

Office Hours and Phone Numbers

The HTC office hours are:

Monday – Thursday 7:30 AM – 8:30 PM

Fridays 7:30 AM – 3:00 PM

Main office phone # (816) 671-4170

Summer Hours (to be announced)

ST Instructor's Office Hours are:

Monday – Thursday 7:00 AM – 4:30 PM

Office phone # (816) 671-4170 and ask for the Surgical Technology Program

Linda VanDyke's cell # (816) 261-3630

Teckla Willumsen's cell # (816) 387-6846

Library Facilities

The facilities for the Surgical Technology Program include:

- Resources in the classroom, computers, and the Internet.
- Missouri Western State College (271-4360) – Students may use materials for research at their facility free of charge or pay \$25.00 for a community card and be able to check out books.
- St. Joseph Public Library (232-7729) – Free to the public
- Rolling Hills library (233-7729) - Free to residents of the Rolling Hills District. \$45.00 a year for non-residents.
- Hospital and Surgery Center libraries as per facility.

Each will have their own library facilities. ST students must follow each facilities guidelines as to using their materials.

****Violation of rules may lead to fines and/or loss of privileges****



"I've called this meeting to discuss absenteeism."

SJSD Student Information

Housing

Hillyard Technical Center is a commuter campus. The student will need to seek his/her own arrangements for housing.

Parties

The giving of parties and gifts to instructors is strictly against School District policy.

Appearance and Safety

Reasonable cleanliness and appearance in dress are expected of all students. When and where safety factors are involved, each program will continue to establish those regulations considered in the best interest of the students. Program safety regulations shall be posted. Safety glasses are required in most programs.

Telephone

Incoming calls for students will be handled through the office, and the student will be called from class **ONLY** in an emergency.

Cafeteria

Microwaves and vending machines are also available for student use in the Student Break Rooms.

Safety Practice and Procedures

In compliance with Senate Bill 519: ‘...all students, regardless of age, working in potentially hazardous areas **will** utilize appropriate eye protection equipment.’ All such areas are posted throughout the building. It is the responsibility of the student to obtain safety glasses. These are available through your instructor.

Electronic Devices

Use of the following will not be allowed in the school unless directly related to an instructional purpose and prior approval is obtained from the program instructor.

- Cellular Telephones
- Pagers
- Compact disc players
- Lazer pointer
- Headphones
- Mp3 players

Medication

No medication will be allowed on the school campus without prior approval.

Tools

HTC supplies the majority of the tools and equipment needed for training. However, almost all students will find need to purchase some tools and equipment for themselves. Instructors will give you a tool list for your area of training.

HTC does not carry insurance on student-owned tools. Students should carry their own insurance.

Breaks

Full time Students are permitted two breaks daily, mid-morning, and mid-afternoon. Breaks will begin and end at the scheduled times. Please maintain quiet and order in the halls during this time and leave the break room clean and in order. **All food and drink must be kept in the break room.** Breaks are a privilege, not a requirement, and should not be abused.

Smoking or Chewing Tobacco

Smoking or chewing tobacco is not allowed on school property, school sponsored trips, or at school events.

Personal Security

Do not leave your books, bags or tools unattended. Be sure to lock your car at all times. The school carries no insurance for personal items, such as tools, car stereos, etc. If left overnight on school property, they are still the student's responsibility. **Please watch your personal possessions – avoid being a victim.**



"I like your attitude, Harry."

General Information

Cancellation of Classes

Travel for students and staff is not recommended nor encouraged if there is any question about being able to reach the campus safely. If a student lives out of the St. Joseph School District, is unable to travel and classes are missed, they should contact their instructor to see if make-up work can be provided.

When a decision is made to cancel classes, every effort will be made to contact the media by 6 A.M. or earlier. **Remember, Hillyard Technical Center is a part of the St. Joseph Public School District. If the St. Joseph Public School classes are cancelled, HTC classes are cancelled.**

The following media will be notified if classes are cancelled.

Channel 2	-	KQTV
68 AM	-	KFEQ Radio
105.1 FM	-	KKJO Radio
1050 AM	-	KKJO Radio
1270	-	KGNM Radio

Drills and Evacuation

Fire drills are held periodically during the year. Directions for exiting the building are posted in each classroom. Each instructor will inform students of the exit to be used in emergency evacuation. The signal to leave the building will be a continuous bell. Whenever this occurs, everyone is to immediately leave the building in an orderly manner. Students are to move away from the building at least 50 feet and are not to block the exits or sidewalks or congregate around fire hydrants. A signal will be sounded to return to the building. (See "Safety Procedures Booklet" posted in classroom.)

Tornadoes and Severe Storms

In case of severe weather warnings or threat of tornado, students will be warned by way of an intermittent bell. Severe weather procedures are posted in each classroom. Follow the instructor's directions and move in an orderly fashion to an assigned shelter area. When an "ALL CLEAR" has been sounded, students will be notified and given further instructions.

(See "Safety Procedures Booklet" posted in classroom.)

First Aid

The School's First Aid is located in the Main Office. Every injury, however slight, should be reported. The school makes every effort to provide emergency first aid. First aid kits are also located in classrooms.

Illness, Accident, and Injury/ General Liability Insurance

Hillyard Technical Center reserves the right to call a physician or take a student to the Med-Clinic or Heartland Regional Medical Center Emergency in case of student illness or injury and to call for ambulance service to deliver a student to the hospital. Judgment of school officials shall determine such action. Such action is taken only when deemed necessary and is at the student's expense unless injury is a result of faulty equipment or school negligence.

Accidents can and do happen on school property. HTC, however, is NOT responsible for accidents that occur on school property as a result of student negligence. Students are urged to have their own health insurance to cover costs should such accidents occur. The School does have general liability insurance to cover accidents that occur as a result of faulty equipment or School negligence.

Every effort will be made to prevent accidents but the school incorporates the following statement as part of the understanding between itself and the students. "Hillyard Technical Center assumes no liability, express or implied, for the results of sickness or accidents involving personal injury to any student whether in connection with the school's instructional program wherever conducted, or incidental to other activities on the school's property or elsewhere."

Pregnancy

The policy of the School Board of St. Joseph with reference to maternity leave will form the basis for HTC student regulations. As long as the student and/or baby's health is not endangered, and her physical condition does not impair her ability to perform assigned duties, the student may continue in the program. A physician's written and signed order must be provided for any portion of time a student may not fulfill any shop requirements due to the pregnancy. Each case will be reviewed individually as to the best interest of the student and HTC.

NOTE: Power lifting and power tools are used extensively in the technical classes and lifting, tugging and pushing are required. Masks, respirators, and other safety breathing devices are required in classes where chemicals are used. **PLEASE** notify your physician that you are in a technical class. The school will furnish you and/or your physician the needed information.

Communicable Disease Control

Hillyard Technical Center shall cooperate with county and state health departments in developing procedures for control of communicable diseases. All procedures shall conform to the regulations for communicable disease control set up by the State Health Department.

Campus Security

Hillyard Technical Center is concerned about the safety and security of students on its campus, in the school's facilities, and at school sponsored activities. The school monitors potential risk and maintains crime information as required by the Crime Awareness and Campus Security Act of 1990. Crimes are classified in two categories:

1. Crimes against persons, and
2. Crimes against property

The statistical data shall be kept for the following on-campus criminal offenses: murder, sexual assault (forcible and non-forcible), robbery, aggravated assault, burglary and motor vehicle theft. Statistics shall be kept for the number of arrests occurring on campus for liquor law, drug abuse and weapons possession violations. During officially sponsored activities, any crimes committed against participants, their property or the facilities are considered crimes committed on campus.

HTC does not employ campus police or persons specifically charged with security issues. Security is viewed as the responsibility of the entire School Community. A City of St. Joseph police person is assigned to each district school as a liaison officer and as such will make periodic visits.

Any student, staff member or employee of HTC must report any criminal activity at the earliest possible opportunity to the Director.

The Director shall contact the appropriate law authority to determine 1) that illegal activity was reported and 2) to determine what action the School should take to cooperate in an investigation.

All access to campus facilities is controlled. Procedures to use the campus facilities are outlined in the Rules and Regulations of the St. Joseph School District. In general, Hillyard facilities are available only to school and school related organizations.

The maintenance staff of HTC has been vested by the Board with the authority to enforce all school rules and regulations. In addition, the maintenance staff has been informed that they shall maintain a program of crime deterrent activities including a review of all campus entry/exit points, locks, and individual window and door security devices (including alarm systems). Maintenance staff shall review campus lighting at regular intervals.

Currently, Police Officer David Lloyd from the St. Joseph Police Department is assigned to HTC as a liaison officer.

Traffic and Parking

Student Cars: Cars should be used only to get the student to and from school. Speed limit on campus is 10 mph. Exercise extreme caution. All state and local traffic regulations are in effect on campus. If speed limits are abused, driving privileges on campus may be revoked and a fine issued.

Student parking is restricted to assigned areas. Visitors Lot, Faculty Parking, Handicapped Parking, and designated NO PARKING ZONE are restricted from general student use. Vehicles parked in unauthorized areas will be towed at the owner's expense. Students may not back into parking lot stalls and must park properly in designated parking areas.

Outdoor repair of automobiles on or off the student parking lot is discouraged. Inoperable vehicles will be towed away at the owner's expense if allowed to remain on campus property an unreasonable length of time. Major mechanical work is not permitted on campus or in parking areas.

Financial Aid

Refer to Financial Aid Handbook

Grievance and Appeals Process

All students have the right of due process in filing, and resolving grievances concerning abridgement of rights, including, but not limited to, disciplinary action, student scholastic progress, financial aid, actions or activities of the School. Grievances may be processed on either an informal or formal basis.

In grievances involving suspension from class or school activities, the student who is pursuing resolution of either an informal or formal grievance **will be allowed to continue to attend classes and school sponsored events and activities until the grievance is resolved.** UNLESS, the Director of HTC has determined that continuation in classes or participation in school sponsored events and activities presents a volatile or hostile situation that would endanger personnel or escalate the grievance being considered.

Section 1: Purpose

The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to problems that may arise.

Section 2: Definitions

Grievance: A grievance is defined to mean an allegation by a student that there has been a violation, misapplication or non-application of a school rule(s) or policy.

Grievant: A student who files a grievance.

Days: Shall be defined to mean school days

School Board: Refers to the School Board of the St. Joseph School District.

Section 3: Informal Procedures

If a student feels they have a grievance, an attempt should be made to resolve the grievance immediately, at the lowest level of involvement. The grievance must be raised within ten (10) days from the date the grievant could have reasonably gained knowledge thereof: but, in no event, more than (20) days from the occurrence giving rise to the grievance. **STUDENTS ARE ENCOURAGED TO SEEK RESOLUTION OF THE GRIEVANCE THROUGH THE INFORMAL PROCEDURE.**

Section 4: Formal Procedure

The formal grievance procedure is available to all students of the School in an attempt to provide equitable solutions to problems that may arise. The formal grievance must be raised within ten (10) days from the date of the resolution of the informal grievance; but, in no event, more than twenty (20) days from the resolution. All appeals should begin with the person involved and follow through each step of the prescribed procedure, if satisfactory resolution is not reached at any previous step. Any variation in the order of appeal shall negate that appeal.

Step 1. If the informal grievance procedures have not satisfied the grievant, a formal grievance form may be submitted to the Director, who will within five days call together the School's Student Grievance Committee. The Director of HTC or the Director's designated substitute will serve as chairperson of the School's Grievance Committee.

Step 2. The School's Student Grievance Committee shall meet within ten days of the date the complaint is received by the Committee to review evidence from both sides, and prepare a written response to the grievant. The student may request to appear in person to review the complaint. Such a request must be indicated on the formal Grievance form. The student will be notified in writing of the date, time and place of the hearing. Grievance Committee hearings are not open to the public or to School staff not specifically invited by the involved parties to participate in the hearing. The student will have the opportunity to present witnesses and evidence in his/her behalf and to hear and question those presenting evidence or testimony supporting the charges. It is the student's responsibility to arrange for witnesses and to notify the Grievance Committee chair of the arrangements.

If the student fails to appear at a scheduled hearing, and has not requested a continuance with reasonable basis for continuance, the committee will proceed on the basis of available evidence. A written record of the committee hearing will be filed and a copy distributed to all involved parties.

Step 3. If the decision of the School Student Grievance Committee is not satisfactory to the student, the student may request in writing and appeal hearing with the

Executive Director of School Management on the findings and decisions of the Campus Student Grievance Committee within ten (10) days.

Step 4. If the decision of the Executive Director of School Management is not satisfactory to the grievant, the grievant may, within ten (10) days, request in writing an appeal hearing with the Superintendent of the St. Joseph School district.

Step 5. If the decision of the Superintendent is not satisfactory to the grievant, the grievant may, within (10) days, request in writing and appeal hearing with the St. Joseph School District's Board of Education on findings and decision of the Superintendent. In the event the grievant is not satisfied with the decision of the School board, the grievance can be submitted to civil courts. The student should have legal counsel for this procedure.

Section 5. Withdrawal

A grievance may be withdrawn at any time during this process.

Section 6. Use of Legal Counsel

Grievance hearings are not intended to be a judicial-type adversary procedure, but simply a fair and ample opportunity for both sides to present facts. Neither party will be allowed the presence or use of legal counsel at any stage of the grievance procedure unless the student is currently facing criminal charges generated by the same incident. In this case, the student would be allowed the right of possible assistance of counsel in the hearing and appeals procedure, but the legal counsel may not speak on behalf of the student, not in his/her stead. If, in this instance, the student utilized legal counsel, the School Board and its representatives also retain the right to have legal counsel present.



FORMAL GRIEVANCE FORM

HILLYARD TECHNICAL CENTER

Name

Date

Address

City

State

Phone

Nature of Problem and
Date Grievance Occurred: _____

Remedy Sought: _____

_____ I request to appear in person to review my complaint

_____ I do not wish to appear before the grievance committee

Signature

Drug-Free Workplace Policy

In accordance with Federal regulations, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students is prohibited on all St. Joseph School District property or while participating in any school-sponsored activity, event, or function.

Violation of this policy may result in disciplinary action that may include termination. As a condition of employment, each employee must abide by the terms of this policy and must notify the Associate Superintendent of Personnel of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after conviction. The Association Superintendent of Personnel will notify any appropriate federal agency within ten days after receiving notice from the employee or otherwise receiving actual notice of such conviction.

Thirty days following receipt of the above notification, the district will take appropriate disciplinary action, which may include termination or a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program.

Each student must abide by the terms of this policy and must notify the director of HTC, the Adult Program Coordinator, or the Financial Aid Officer of any criminal drug statute conviction for a violation occurring no later than five days after conviction. The Federal Office of Education will be notified within ten days after receiving notice from the student or otherwise receiving actual notice of such conviction. Drug eligibility question on the FAFSA must be answered truthfully.

The St. Joseph board of Education is committed to maintain an environment that is free from the effects of drug abuse. Additional information concerning health hazards related to drug abuse, terminology, drug and alcohol assessment and rehabilitation programs, and laws re regularly distributed to employees and students.

Terms

- 1. Alcohol** – For the purpose of this document, is classified as a drug;
- 2. Controlled Substance** – means a controlled substance in Schedules I through V of section 202 of the Controlled substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CRK k300.11 through 1300.15;
- 3. Conviction** – means a finding of guilt (including a pleas of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;
- 4. Criminal Drug Statute** – means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance;
- 5. Drug-Free Workplace** – means a site for the performance of work done in connection with a specific grant at which employee of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance;
- 6. Employee** – means the employee of a grantee directly engaged in the performance of work pursuant to the provisions of the grant;

7. **Federal Agency or Agency** – means any United States executive department, military department, government corporation, government controlled corporation, any other establishment in the executive branch (including the Executive Office of the President, or any independent regulatory agency);
8. **Individual** – means a natural person;
9. **Student** – means an individual who is enrolled in the St. Joseph Public School District which includes Hillyard Technical Center.

Possible Legal Sanctions for Convictions St. Joseph Ordinance

Drugs: a misdemeanor, term of imprisonment up to six (6) months or a fine up to \$100 or both.

Alcohol: (under 21 years), a misdemeanor, and carries a jail term of up to six (6) months or a fine up to \$500.

Missouri Statutes

Drugs: Legal sanctions for possession includes:

1. First offense is punishable by a state prison term of up to twenty (20) years or by imprisonment in the county jail for a term of six (6) months but no more than a year.
2. For prior felony convictions relating to controlled substances, provides for a minimum time of five (5) years to life imprisonment.
3. Offenders with two (2) prior felony convictions face a term of not less than ten (10) years to life imprisonment.

For the offense of selling, giving or delivering controlled substances, punishment includes:

1. A term in the state prison of not less than five (5) years to life imprisonment.
2. A seller with a prison conviction faces a minimum of ten (10) years to life imprisonment in a state prison.

Alcohol: For the offense of illegal possession or use of alcohol a person under twenty-one (21) may lose his/her license of one (1) year.

Federal Laws

For the offense of manufacturing controlled substances or possession with intent to manufacture, the punishment is up to fifteen (15) years imprisonment or up to a \$25,000 fine or both.

For the offense of simple possession of controlled substances, punishment includes up to one (1) year imprisonment and up to a \$5,000 fine.

Student violations of the standards as stated in the above paragraphs may result in any one or a combination of the following School's disciplinary sanctions:

- # Warning
- # Disciplinary
- # Suspension
- # Referral to an appropriate drug/alcohol treatment program
- # Referral to law enforcement agencies
- # Any other action considered necessary by School officials

Students/employees accused of violating the drug/alcohol policy as established shall have the right to access of an appeal as defined within the School's grievance and policies procedures.

Sexual Harassment

Hillyard Technical Center is committed to creating a positive and productive environment for all students. As part of that commitment, it is the policy that no one, staff or students, should be subject to unwelcome sexual overtures of conduct-verbal of physical. Sexual harassment is a serious form of misconduct that will not be tolerated.

The Board and administrative staff personnel are responsible for helping to create a positive and professional work environment and for taking prompt and decisive action at any time they are made aware of sexual harassment and intimidation. Substantiated instances will be met with disciplinary action up to, and including, dismissal. Instances of false accusations will also be dealt with appropriately.

Definitions – Guidelines established by the Equal Employment Opportunity Commission (29 CFR 1504.11) defined sexual harassment as:

- Unwelcome and sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when,
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individuals, or
 3. Such conduct has the purpose or effect of interfering with an individual's work

performance or creating an intimidating, hostile, or offensive working environment.

Academic sexual harassment is the use of authority to emphasize the sexuality or sexual identity of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate, or opportunities. (National Advisory Council of Women's Educational Programs, 1980.)

Procedures – Any employee or student who believes that he or she has been the subject of sexual harassment should act immediately in accordance with the following procedures. All information obtained will be held in confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the issue.

Reporting and Complaint Resolution Procedures:

- A. In instances where an employee feels that the individual may not be aware that his or her behavior is perceived to be inappropriate or where further occurrences may be averted, and where it will not be jeopardizing personal safety, the employee should communicate the incident(s) in accordance with the grievance policy established by the Board.
- B. Where the employee or student believes any person who would normally handle a step in the grievance process, is involved in sexual harassment, the employee or student may initially file the grievance with the person(s) responsible for handling the next succeeding step in the grievance procedure.

Any allegation of sexual harassment will be investigated and appropriate action to resolve the complaint will be initiated while protecting the anonymity of all individuals involved.

The Personnel Office of the St. Joseph School District will retain all confidential documentation of allegations and investigations.

Campus Equal Opportunity Compliance

The Associate Superintendent for Personnel or the director of Special Services is the coordinator of the School's policy of nondiscrimination including Title IX and Section 504 of the Rehabilitation Act. Information and assistance may be obtained from either of these two offices located at the St. Joseph school District's Board of Education Offices, 925 Felix Street, St. Joseph, MO 64501, 816-671-4000.

Policy Statement of Equal Opportunity

Hillyard Technical Center does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability, in admissions, administration of its education policies, scholarships, financial aid and loan programs.

Inquiries concerning the application of HTC's policy of nondiscrimination should be directed to the Associate Superintendent of Personnel or the director of Special Services at 925 Felix Street, St. Joseph, MO 64501-816-671-4000.

HTC believes that it is the right of all students to obtain an education in a school environment free from all forms of discrimination or harassment, including sexual harassment. Any student who believes he or she has been the subject of discrimination or harassment should report the incident to a member of the school's professional staff who will bring it to the attention of one of the school's two educational equity representatives.

Section 504 is a part of Public Law 93-112 known as the Rehabilitation Act of 1973. This law prohibits discrimination against all persons with disabilities, both students and employees, by agencies such as school districts receiving federal financial assistance. Section 504 of this law contains requirements including accessibility and employment practices concerning all persons with disabilities. Subpart A of Section 504 outlines eligibility criteria while Subpart D more directly addresses the needs of students with disabilities in an education setting. Subpart D of Section 504 furnished school districts an appropriate process for providing a free and appropriate public education (FAPE) for all students with disabilities at the preschool, elementary and secondary level. The HTC facility is handicap accessible.

Family Rights and Privacy Act of 1974

The St. Joseph School district has developed policies and procedures in compliance with the Family Rights and Privacy Act of 1974. These policies and procedures are available for review and are on file with the Associate Superintendent of Personnel, 925 Felix Street, St. Joseph, MO 64501, 816-671-4000. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a post-secondary education program, regardless of their age; and parents of dependent students, if the student is under 18 years of age and in a secondary school program.

Generally, students have the right to inspect and review their educational records, have the right to a hearing to challenge the contents of their records and the right to receive copies of all, or part, of their educational records.

Surgical Technology Program 2008-09 Semesters

1st Semester

October 6, 2008 – February 5, 2009

Progress reports November 20th
Grades distributed February 11th

2nd Semester

February 9, 2009 – September 3, 2009

Progress reports April 2nd
Grades distributed June 11th

Schedule change

June 8, 2009 – September 3, 2009

Progress reports July 16th
Final grades distributed September 3rd

Rev. 07/08

Surgical Technology Program 2008-09

Program Outline

1st Semester: October 6, 2008 – February 5, 2009

- I Anatomy and Physiology Review
 - Cells and human biology
 - Tissues, glands, and membranes
 - Organ systems

- II Fundamentals of Surgical Technology
 - Pre-operative issues
 - Intra-operative issues
 - Post-operative issues
 - Sutures, needles, staples
 - Asepsis

- III Techniques of Surgical Technology
 - Asepsis
 - Creating and maintaining a sterile field
 - Techniques of sterilization
 - Techniques of disinfection
 - Identification of equipment common to surgery
 - Identification of instruments by:
 - Type
 - Function
 - Name
 - Identification of surgical supplies
 - Identification of suture/stapling devices
 - Basic surgical setups

- IV Medical terminology
 - Pronunciation and use of words common to surgery and the medical setting

- V Pharmacology
 - Mathematic review
 - Terminology related to drugs
 - Sources of drugs
 - Legal aspect of pharmacy
 - Diagnostic agents
 - Antibiotics
 - Drugs that affect coagulation
 - Cardiac Drugs
 - Diuretics
 - Ophthalmic agents
 - Obstetric drugs

Hormones
Antineoplastics
Drugs that affect the nervous system
Anesthesia

IV Introduction to Surgical Technology

Computer Skills
Information management
Professional organizations
Job descriptions
Safety
Patients' needs
Ethical issues
Legal issues

VII Biomedical science

Electricity
Physics
Lasers
Cryo
Ultrasounds
Robotics

VIII Patho-physiology

Cell pathology
Mechanism of disease
Tumors
Fluid and homodynamic
Inflammation and infection
Wound healing

2nd Semester: February 9, 2009 – September 3, 2009

February 9, 2009 – June 4, 2009

- I Clinical practice (2 days/week)
Application of Surgical Techniques
- II Surgical Procedures
Common surgical procedures including:
 - Pre-op diagnosis
 - Post-op diagnosis
 - Intro-operative proceduresDisease processes
Supplies needed for common surgical procedures including:
 - Sterile supplies
 - Non-sterile supplies
- III Microbiology
Classification and identification of organisms
Isolation and Universal precautions

Schedule change: June 8, 2009 – September 3, 2009

- IV Clinical Practice (3 days/week)
Application of surgical techniques
- V Surgical Procedures II
Advanced procedures



Rev. 07/08

Surgical Technology Program 2008-09 Schedule

1st Semester:

October 6, 2008 – February 5, 2009

DAY	TIME	ACTIVITY	INSTRUCTOR
Monday	7:30 – 8:00 AM	Fundamentals of ST	VanDyke / Willumsen
	8:00 – 11:00 AM	Medical Terminology	Linda VanDyke
	11:00 AM – 12:00 PM	Lunch	
	12:00 – 4:00 PM	Fundamentals (Lab)	VanDyke / Willumsen
Tuesday	7:30 - 11:00AM	Fundamentals of ST	VanDyke / Willumsen
	11:00 AM –12:00 PM	Lunch	
	12:00 – 4:00 PM	Fundamentals of ST (Lab)	VanDyke/Willumsen
Wednesday	7:30 - 11:00 AM	Fundamentals of ST (Lab)	VanDyke / Willumsen
	11:00 AM –12:00 PM	Lunch	
	12:00 – 4:00 PM	Fundamentals of ST	VanDyke / Willumsen
Thursday	7:30 – 8:00 AM	Fundamentals of ST	VanDyke / Willumsen
	8:00 – 11:00 AM	Pharmacology	Teckla Willumsen
	11:00 AM – 12:00 PM	Lunch	
	12:00 – 4:00 PM	Fundamentals (Lab)	VanDyke / Willumsen

2nd Semester:

February 9, 2009 – June 4, 2009

DAY	TIME	ACTIVITY	INSTRUCTOR
Monday	7:30 – 11:30 AM	Procedure I	VanDyke / Willumsen
	11:30 AM – 12:30 PM	Lunch	
	12:30 – 4:00 PM	Microbiology	Dr. Eric Jorgensen
Tuesday	Variable to Site	Clinical I	Sites
Wednesday	7:30 – 11:30 AM	Procedure I	VanDyke / Willumsen
	11:30 AM – 12:30 PM	Lunch	
	12:30 – 4:00 PM	Microbiology	Dr. Eric Jorgensen
Thursday	Variable to Site	Clinical I	Sites

Schedule Change:

June 8, 2009 – September 3, 2009

DAY	TIME	ACTIVITY	INSTRUCTOR
Monday	7:30 – 11:30 AM	Procedure II	VanDyke / Willumsen
	11:30 AM – 12:30 PM.	Lunch	
	12:30 – 4:00 PM	Procedure II	VanDyke / Willumsen
Tuesday	Variable to Site	Clinical II	Sites
Wednesday	Variable to Site	Clinical II	Sites
Thursday	Variable to Site	Clinical II	Sites

Rev. 07/08

Surgical Technology Handbook Agreement

I have **read, understand** and **agree to abide** by the regulations and procedures addressed in the 2008-09 Surgical Technology Student Handbook. I am also aware of the consequences by not abiding by the policies addressed.

Name (please print)

Signature

Date

Read and review the ST Handbook, then sign & return a copy for your permanent file.

Rev. 07/09