



# Western Nebraska Community College

## **SURGICAL TECHNOLOGY PROGRAM**

### **HANDBOOK**

**2023-2024**

This Surgical Technology Program Student Handbook is your guide for the academic program and success. Students are subject to all College Policies and Regulations as presented in the official WNCC catalog and student handbook. This student handbook presents additional information applicable to your program of study. Keep this program handbook available for reference.

The following guidelines are not all encompassing. Students will be given additional guidance throughout the school year as it may pertain to clinical, lab, and/or classroom performance and expectations, global changes in healthcare policies, changes in healthcare facility policies, etc. Students should also refer to the Western Nebraska Community College (WNCC) Catalog, the Western Nebraska Community College Student Handbook, the respective course syllabus and syllabus addendum for additional guidance and direction.

# WESTERN NEBRASKA COMMUNITY COLLEGE HEALTH SCIENCES DIVISION SURGICAL TECHNOLOGY FACULTY AND ADMINISTRATION DIRECTORY

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# Program Overview

The Surgical Technology Program is an Associate Degree in Applied Science program. The Surgical Technology Program at WNCN is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. The Program is designed to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The curriculum includes science courses, that provide the basis for application of principles of Surgical Technology. Basic courses in the theoretical aspects of Surgical Technology encompass lecture, skills labs, clinical, and on-line instruction.

Under the direction of the Program Director, program faculty, and clinical preceptors, students are provided with hand-on experience at approved clinical agencies.

Surgical Technologists share responsibility with the faculty, physician residents, nurses, ancillary staff, surgeons, and others, for the welfare of the patient. Professionalism, personal appearance, teamwork, hard skills (technical) and soft skills (behavioral) are emphasized throughout this program.

## Program Mission

The mission of the Surgical Technology Program is to provide a student-centric environment that develops professional, qualified, patient advocates prepared to function as competent entry level professionals in the field of Surgical Technology, becoming life-long learners and contributing positively to the communities and agencies they serve.

## Program Goals

Furthermore, the program strives to meet student learning and employability goals via a combination of general education and comprehensive clinical education utilizing the cognitive, psychomotor and affective learning domains. The Program is committed to preparing graduates to support societal and technological advancements, aligning with the college's mission to model excellence in service to the community.

## Program Student Learning Outcomes

1. Upon completion of this program students will develop effective interpretation and expression of ideas through written and oral communication the operating room. (Affective)
2. Upon completion of this program students will employ critical thinking skills in their identification of variations and analysis of information and/or equipment during surgical procedures. (Psychomotor and Cognitive)
3. Upon completion of this program, students will be able to demonstrate the ability to perform the role of first scrub on all basic general and specialty surgical cases as defined by the Association of Surgical Technologists (AST). (Psychomotor and Cognitive)

4. Upon completion of this program, students will be able to demonstrate application of principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room. (Psychomotor)
5. Upon completion of the program, students will demonstrate a Surgical Conscience in all aspects of their professional practice (Affective, Psychomotor, and Cognitive)
6. Upon completion of the program, students will be able to demonstrate global patient care by monitoring the surgical environment along with other team members. (Affective, Psychomotor and Cognitive)

### **Program Goals: Cognitive Learning Domain**

The graduate Surgical Technologist will:

1. Become an integral part of a surgical team providing care to the patient undergoing surgical intervention.
2. Identify the structures and functions of the human body and commonly found pathologies.
3. Recognize the value of continued professional and personal growth by participating in education and professional activities and the sharing of knowledge with colleagues.
4. Evaluate own performance by identifying strengths and limitations using standards of the profession.
5. Master and complete specific performance objectives and competencies in the academic/lab/clinical areas as so stated in the Core Curriculum for Surgical Technology 6th edition.
6. Apply for and take the National Certification examination when eligible.

### **Psychomotor Learning Domain**

The graduate Surgical Technologist will:

1. Apply the scientific principles of aseptic technique.
2. Recognize breaks in aseptic technique and take immediate corrective action.
3. Demonstrate practice that reflects the development of a surgical conscience.
4. Participate in the preparation and sterilization of supplies and equipment used in surgery.
5. Participate in the preoperative preparation for a surgical procedure.
6. Function in the "First Scrub role" on basic and specialty surgical procedures as required in the Core Curriculum 6th edition.
7. Assist with circulating duties.
8. Identify potential and existing safety hazards in the operating room environment.
9. Complete mandatory student experience records using correct terminology and accurate spelling.
10. Actively participate in the evaluation process, including self-evaluation.
11. Prepare and handle drugs and solutions properly with concern for legalities, under the supervision of a Registered Nurse.
12. Apply effective communication skills to a given situation.

### **Affective Learning Domain**

The graduate Surgical Technologist will:

1. Demonstrate dependability and integrity.
2. Display an attitude of empathy and respect for the patient and co-workers.

3. Carry out Surgical Technologist duties aseptically, calmly and efficiently in a stressful environment.
4. Utilize a variety of methods to facilitate personal and professional growth.
5. Functions as a surgical technologist throughout a surgical procedure, using an efficient routine and adhering to hospital policy and best practices.
6. Recognize the uniqueness of patients when providing surgical care.
7. Utilize critical thinking when providing care to achieve established goals.
8. Demonstrate accountability in their practice based on current knowledge in the field of surgery.

## WNCC Surgical Technology Technical Standards

Surgical Technologists serve as an integral part of the surgical team providing surgical care to patients. Surgical Technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of surgical procedures. These established technical standards are provided to the prospective student as a guide to the expected level of competency during the completion of the Surgical Technology Program. Graduates of the WNCC Surgical Technology Program must:

1. Demonstrate effective interpretation and expression of ideas through written and oral communication in the operating room. Examples would include questions and discussions with peers and patients regarding care both preoperatively and intraoperatively and effective communication with surgeons and nurses to optimize patient care.
2. Apply knowledge and experience (critical thinking skills) in their identification of variations and analysis of information and/or equipment used during surgical procedures. Examples of critical thinking in the surgical setting include effective prioritization and anticipation skills in the dynamic surgical environment.
3. Demonstrate competence in performing the role of first scrub on all basic general and specialty surgical cases as defined by the Association of Surgical Technologists. Examples include preparation of the sterile field with instruments, supplies, equipment and medication, and passing instruments and supplies to sterile team members.
4. Demonstrate the application of principles of asepsis in a knowledgeable manner that provides for optimal patient care in the operating room. Examples include the identification of proper aseptic technique and recognizing breaks in technique.
5. Demonstrate a Surgical Conscience in all aspects of their professional practice, proficiency and strict adherence to best practice guidelines. Examples include professional accountability and integrity.
6. Demonstrate global patient care by monitoring the surgical environment along with other team members. Examples include effectively communicating with all members of the surgical team, preoperative team, patients and their families.
7. Demonstrate the physical and mental endurance necessary for long-term surgical procedures.

# Program Policies and Guidelines

## Student Progression

Core courses within the Surgical Technology program (SURT) must be successfully completed in the required sequence in order to progress to the next semester.

The student must maintain the minimum grade of 2.33 (C+) in any surgical technology course or he/she may not progress to the next semester in the course sequence. In addition to the required GPA, lab skills-check offs and clinical performance must meet minimum standards outlined herein.

For successful course completion and graduation, students must:

1. Meet all institutional graduation requirements of an Associates of Applied Science Degree.
2. Complete all required coursework for the Surgical Technology curriculum with a C+.
3. Successfully pass the Final Lab Skills Check-offs.
4. Meet the clinical courses expectations and objectives.
5. Complete the National Board of Surgical Technology and Surgical Assisting National Certification Examination
6. Adhere to all College and Program policies and guidelines

The following grading scale will be applied to all Surgical Technology courses:

A+	= 98% - 100% (4.0)	C-	= 71% - 74%
A	= 95% - 97% (4.0)	D+	= 68% - 70%
A-	= 91% - 94% (3.67)	D	= 65% - 67%
B+	= 88% - 90% (3.33)	D-	= 61% - 64%
B	= 85% - 87% (3.0)	F	= < 60%
B-	= 81% - 84% (2.65)		
C+	= 78% - 80% (2.33)		
C	= 75% - 77% (2.0)		

## Re-admission

Students are not automatically guaranteed re-admission into the Surgical Technology program upon withdrawal or failure. If a student was dismissed based on a single or multiple serious issues, a panel can permanently deny re-admittance based on previous circumstances. The members of this panel are outlined in the disciplinary action/dismissal policy section of this handbook.

-Surgical Technology program courses must be successfully completed in the required sequence in order to progress to the next semester.

-The student must maintain a grade of 78% (C+) in any surgical technology course, successfully pass the Final Lab Skills Check-offs, and meet the clinical courses expectations and objectives, or he/she may not progress to the next semester in the course sequence and will be dropped from the program.

-Students who do not progress in the program, or who withdraw must apply for re-admission to the program for the following year if eligible. If more than 1 year elapses the student may re-apply but will have to start the program over, from the beginning.

-If a student intends to re-apply, the entire readmittance process must be completed (i.e. application, drug screen, background check, etc.).

-Students can only attempt the program twice.

-Re-admission may be considered if there is available space in the program and if there are available clinical sites. The student who reapplies would go onto the waitlist chronologically. Clinical site availability may be limited based on instructor availability.

- Any student that is re-admitted will be required to follow the most recent program handbook.

-The student must communicate, in writing to the surgical technology program director (STPD) their intent to re-apply within **3 weeks** of course failure or insufficient course grade. This letter **MUST** include:

1. Why the student was unsuccessful in being eligible to progress or why they withdrew.
2. How the student will remedy the situation, or if/how the situation has been resolved.
3. Why the student believes they will be successful if given another opportunity to progress.

-The student re-applying will be required to complete a skills competency assessment from the previous term with passing scores (see Final Skills Check-off score requirements in the Lab section of this handbook). This must be done 1 month prior to the time of the re-admittance semester. If the student does not pass the skills competency assessment, they will not be allowed to re-admit and will have to start the program over as long as they have not attempted the program twice already. Practice to prepare will be allowed in the lab 2 times and may be without instructor/STPD supervision. A time will be scheduled by the student and agreed upon by the instructor/STPD. The skills competency assessment may be recorded and will be evaluated by the lab instructor(s), STPD or both.

### **Load/Study Time**

Time management is the key to success in the Surgical Technology program. Students are strongly encouraged to utilize any and all available time for study/practice. A three credit course involves at least six hours of work outside of class every week. Students are reminded that the key to success in the perioperative environment is a practice of self-driven learning and improvement. **Students are expected to seek assistance and counseling to improve performance in this course internal and external to the program resources.**

### **Communication**

Effective communication is the hallmark of teamwork, personal accountability, and is of critical importance in the perioperative environment. Students are expected to communicate weekly, at minimum with faculty and will do so primarily via email. Student's are expected to check Black Board and their email daily. Text messaging or other forms of electronic communication should be utilized only if other forms are not available. Students must also maintain weekly communication with their assigned clinical site contacts regarding pertinent information such as tardiness, absences, performance and surgical cases. In addition, respectful and effective communication with preceptors and other health care team members is imperative to student success.

## **Technology Requirements**

Some Surgical Technology courses are delivered in an online, blended, synchronous and/or asynchronous format. Students are responsible for having the necessary means to participate in such courses. To help ensure success, students should be proficient using e-mail, the Internet and common desktop productivity software. Blackboard Learn is the system WNCC students are required to use. Supported browsers must be used to be sure that all of the features work properly. If you are unfamiliar with completing these kinds of changes on your computer, you will want to ask a trusted friend or a computer support person to help you. (WNCC IT staff cannot configure student computers!) Please refer to the "Technical Information" folder in the "Getting Started" tab of Blackboard for further details.

- **Internet Access-** High speed internet access is recommended. Slower connections may not provide optimal course experience and performance. High speed is considered to be 25MB download or higher and 3MB upload or higher.
- **Web Browser-** Latest versions of Google Chrome, Mozilla Firefox, or Microsoft Edge for Windows Operating Systems or Safari for Apple/macOS. Older versions or older browsers such as Microsoft Internet Explorer are no longer compatible or supported.
- **Operating System-** Apple/macOS 10.13+ or Windows 10 or higher.
- **Web Conferencing-** Courses using **Zoom** for online class meetings require the following:
  - **To Broadcast Audio:** Headset with microphone required.
  - **To Broadcast Video:** Built-in or external web camera (e.g. Microsoft Life Cam or Logitech Quickcam) camera
- **Important Note:** Students are responsible for a technology backup plan should circumstances dictate its use. Except in very unusual situations, grade changes, late assignments, tuition refund requests, and the like that are based on technology failure or on occurrences resulting in technology failure will not be considered.
  - Students should develop in advance and then follow a backup plan for their computer and classroom information or data. Computer and/or hard disk failures do happen, and can result in a failed class, lost tuition, or simply a late assignment. Students are expected to ensure that they can continue to participate in class and also to complete assignments with minimal disruption to themselves or others. Students can use OneDrive as part of their WNCC account for storing of data.
  - If the computer disruption is so serious that it may last longer than a few days, students need to contact the instructor to get help so they can remain in the class.
  - **Computers:** In the event of a computer failure, students should have a plan to use another computer, such as at a local coffee shop, Internet café, library, or a work location; with a friend or family member; or on a second or even third computer at home. Students should use an extra external hard drive or portable drive and take their backed up data to use on this computer.
  - **Emergencies:** Students should have a plan for finding another computer in the event of an emergency such as a power failure, natural disaster, fire, burglary, or loss of access to one's home. As in the example above, students should use an extra external hard drive, OneDrive, or portable drive and take their backed up data to use on this computer.

## **NBSTSA Secure Practice Examination, National Certification Exam & Post-Graduation Survey**

As a condition of graduation, students will be **required** to participate in the NBSTSA Secure Practice Examination, the National Certification Exam and a post-graduate survey during the final semester. Student success or failure of the exams is irrelevant as it pertains to graduation.



## **Attendance**

The student should enter the Surgical Technology program as if the first day of class is their first day on the job. Clinical, lab and classroom attendance is crucial to success. Due to the nature of the curriculum and academic timelines, students are strongly discouraged from taking leaves of absences that are voluntary in nature such as; elective medical procedures, family vacations, personal vacations, or other situations that are not emergent or unavoidable. Tardiness and absences can result in unsuccessful completion of courses. See specific course addendum's for information. No more than 10% of the scheduled clinical experience hours may be missed. Clinical absence(s) exceeding 10% will result in failure of the course. **Students must notify their instructor and clinical contact directly not less than 1 hour prior to clinical or class if they will be absent or tardy.**

## **Appearance**

Grooming/appearance standards will be pertinent to both sexes and be applicable to all courses/events that at which the student is attending or representing WNCC and the Surgical Technology Program.

Each Student must wear appropriate (per agency policy) and professional dress to and from the clinical site. This includes business casual attire or black scrubs with the WNCC Surgical Technology Patch

Hair should be clean, neat and secured in such a manner that prohibits extension beyond surgical head covers. Facial hair should be neatly trimmed and maintained. Long hair will need to be held back in order to fit into a cap/bonnet. Students should be aware that some clinical agencies may prohibit facial hair due to improper fit of facial masks. Some facilities may ask that you wear a special mask/surgical head covering to contain facial hair.

Personal cleanliness, use of a deodorant and good oral hygiene is expected at all times.

Perfumes, cologne and scented hand cream is not permitted.

Cosmetics may be worn with discretion.

Per the Association of Surgical Technologists Guidelines for Best Practice for Wearing Jewelry: Jewelry should not be worn in the O.R. Because the possibility exists that microbial colonization of the skin under rings can occur and possible transmission of the microbes places the surgical patient at risk for acquiring an SSI, it is recommended that the non-sterile and sterile surgical team members remove all bracelets, earrings, necklaces, rings, and watches prior to entering the OR. In addition, surgery personnel should remove facial and oral jewelry before entering the OR. Wearing eyebrow, lip, nose, and tongue piercings present the potential of dislodging and falling onto a sterile field, and possibly enter the surgical wound.

Nail Polish (of any kind), fake nails and acrylic nails are not allowed in the clinical setting. If a student arrives to clinical with any of the aforementioned, they will be sent home. Fingernails should not be more than 1/4" long per AST guidelines.

No visible body piercings are permitted. This includes tongue piercings. A clear "spacer" may be worn in a pierced nostril, eyebrow, etc.

Clinical site grooming and dress code policies will be strictly adhered to. Failure to do so will result in dismissal from the site and could also result in the student being removed from the program.

Each student should purchase a pair of shoes that will only be worn at the clinical site, shoe covers should be worn in the operating room.

Students will be required to purchase surgical scrubs. Only the color and style of scrubs as directed by the Program Director will be acceptable. This scrub attire is required for all Surgical Technology lab courses. Scrub attire will be kept clean, neat, and present a professional appearance at all times. Scrub attire will be available at the clinical site.

It is also recommended that each student purchase their own protective eyewear. Per OSHA standards, it must be of the wrap around style and adequately cover the eyes. Those students who wear eyeglasses must also use either protective eyewear or side shields.

Students are expected to follow the Standard Precautions as recommended by the Center for Disease Control while in the clinical environment.

### **Health, Illness and Injury**

Students are responsible for their own health needs and expenses incurred in caring for their needs throughout the program, including immunizations and titers required for program admission. It is recommended that all students have health insurance prior to beginning the surgical technology program.

### **Pregnancy**

Students who become pregnant should notify the program faculty or program director immediately upon awareness of the pregnancy. Student rotations will not be changed, however the student will be reminded of possible hazards of radiation effects, anesthetic gas inhalation, and guidance will be given as to proper protection mechanisms. The student is expected to fulfill all assignments as required, unless a physician has deemed her unable.

If it is medically necessary to remove the student from the clinical setting, she may be able to continue in the didactic portion of the program if applicable. However, the student must make-up all clinical time missed before being eligible for graduation from the program. This could result in a delay of graduation beyond the expected graduation date.

### **Injury/Exposure**

If a student is injured in a clinical area, ***the incident must be reported immediately to the preceptor, instructor, charge nurse and Program Director.*** Required emergency treatment and appropriate report forms must be completed. If the student sustains any type of potential exposure to blood borne pathogens, or any other injury, all clinical agency policies and procedures must be followed. Injury sustained in class, lab or at clinical site must be reported and an accident report filled out at both the clinical site and college. Students are guests at each clinical facility and are therefore responsible for securing and financing any medical treatment required as a result.

### **Basic Life Support (BLS)**

BLS preparation must be obtained through the American Heart Association prior to program admittance. All costs related to obtaining BLS and scheduling a class are the responsibility of the student. BLS must remain active throughout the Surgical Technologist Program in order for the

student to participate in clinical experiences. A copy of your BLS card must be provided to the Program Director and in some instances, clinical agencies will require a copy.

### **Liability Insurance**

Students must purchase liability insurance prior to the start of clinical rotations. If a student is refused coverage, they will be unable to go to the clinical site, resulting in failure of the clinical course.

### **Immunization Requirements for Clinical Sites**

Clinical Agencies have very strict requirements for individuals coming into their facilities as employees or students to protect the health and safety of the patients.

Prior to starting the clinical rotation, documentation of titers and immunizations must be submitted to the Program Director.

An immunization checklist is provided at the end of this handbook.

It is the responsibility of the student to make arrangements to obtain each of these items as well as pay the health care provider for these services. Any student that does not provide evidence of each of these listed criteria will be ineligible to be placed at a clinical site. If a student is prohibited from going to a clinical site, this may result in failure of the clinical course.

### **Drug Testing**

Students should be aware that a 10-panel drug screen is mandatory for entrance into the Program. If a student is assigned to a facility that requires this type of screening and fails the requirement of the site, the student will be withdrawn from the program. Applicants to the Surgical Technology Program are required to test negative for drug and/or alcohol abuse before being accepted into the Program. All test results, positive or negative, will be sent to the Program Director. **All costs for testing are the student's responsibility.**

**Any applicant who tests positive for drugs not medically prescribed for that applicant will lose their admission seat and will not be permitted to reapply to the Surgical Technology Program. Any student seeking admission who knowingly and intentionally attempts to provide a substitute or adulterated urine specimen will lose their admission seat and will not be permitted to reapply to the Program.**

**Surgical technologist students already in the sequence of courses:** Any surgical technology instructor may request a drug/alcohol screen given reasonable cause. "Reasonable cause" exists when a student exhibits behavior that suggests impairment from drug or alcohol use or when clinical/lab performance or safety is affected. These behaviors include but are not limited to: poor judgement, mood swings, over-reaction, poor or inappropriate patient care, etc. In the clinical setting, the clinical sites can also request a drug screen based on their facility policies. Students testing positive will **not be** permitted to return to the sequence of surgical technology courses, and will not be permitted to reapply to the Program.

### **Background Checks**

Students are required to undergo a program approved background check, no other background check will be accepted. Students are responsible for all costs relating to background checks. It is students'

responsibility to keep the program informed as to any changes to the background check. Failure to report charges prior to acceptance into the program or during the program may result in dismissal from the program. Additional background checks may be required depending on clinical facility requirements. Clinical facilities may have different policies/procedures related to background check results. Acceptance into the Surgical Technology Program does not guarantee that clinical sites will accept a student's criminal background. If a student is not permitted at clinical sites due to their background check results, they will be unable to complete the clinical course requirements resulting in clinical course failure. The student assumes all responsibility and cost related herein.

### **Professionalism**

To be a professional means to maintain competence in a specialized body of knowledge and skills. It encompasses attitudes, values, and behaviors. Professionals must strive to learn, understand and exhibit the characteristics that develop their vocation as a profession and not merely an occupation. Students must continually seek opportunities for professional and personal growth.

In order to achieve professionalism a student must commit to continuing education, being nonjudgmental of patients, surgical conscience and honesty, respect for the patient's decisions, communicating effectively, consistent attendance and punctuality, maintaining patient confidentiality, willingness to learn and cope with change, and respect for their preceptors, nurses, surgeons and all other health care workers.

The Association of Surgical Technologist's Code of Ethics details the conduct expected in the surgical technology profession. Many professional codes of conduct have been incorporated into law, and all codes can have some effect on judgements about professional conduct for litigation. Failure to comply with a code of professional conduct may result in expulsion from the program and/or profession.

### **Conduct**

Students are reminded that they are accountable to not only the conduct and behavioral standards outlined by the WNCC Student Handbook, Program Handbook, and WNCC Catalog but are also accountable to the AST Professional Code of Ethics, the policies and standards of the clinical site, and any and all Federal, State, and Local statues/regulations that apply to healthcare.

### **AST Code of Ethics**

#### **POSITION STATEMENT CODE OF ETHICS**

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights 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 and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

Additionally, students are reminded that they represent the Surgical Technology Program throughout their enrollment and will be held accountable for the conduct and behaviors both within and outside the program and within and outside WNCC. Any circumstances involving law enforcement or criminal charges that occur during the students enrollment must be reported to the Program Director immediately. The occurrence and/or the failure to report the occurrence could result in dismissal from the Program. Furthermore, instances of mis-conduct may result in course failure or dismissal from the Program without re-admission.

**Students are expected to maintain confidentiality at all times in the classroom and clinical setting.** Students will be accountable to national HIPPA regulations as healthcare providers. This includes but is not limited to, information learned verbally or in written format. Dismissal from the program will result for any breach of patient confidentiality.

It is recognized that certain students may have previous healthcare experience, skill sets, or certifications/qualifications. All students will be required to strictly adhere to their scope of practice as surgical technology students regardless of previous experience or qualifications. Students are to **never** work independently of an instructor or staff preceptor in the clinical setting. Performing duties that are not in a student's scope of practice may result in dismissal from the Program.

Students will be held accountable to WNCC, The Surgical Technology Program and the clinical agencies policies for behavior and conduct. Failure to adhere to any of these policies and procedures could result in the student being removed from the program.

### **Social Media**

Students should be aware that conduct/behavior expectations are also relevant to the online/electronic environment. Students will be held to the same standards of conduct/behavior regardless of the method or format in which the misconduct/behavior occurs and are accountable for these behaviors irrespective of recipient or intent.

### **Disciplinary Action/Dismissal Policy**

#### **Clinical/Lab/Lecture Occurrence Form**

An occurrence form may be used to address unsatisfactory or unacceptable student behaviors. If a student receives a clinical occurrence form, they will receive a zero for the "instructor evaluation" grade for that week. Additionally, if a student receives 3 occurrence forms throughout the Program, they will be placed on a performance improvement contract. Examples include but are not limited to; being disruptive during class, failure to prepare for clinical, leaving clinical early or changing clinical days without instructor permission, arriving late to clinical, missing required meetings, behavioral concerns reported by clinical affiliates and/or clinical preceptors, disrespectful behaviors, unprofessional behaviors, inappropriate language, discussion of inappropriate subject matter, untimely responses to requests, non-compliance with appearance and/or hygiene in accordance with the Standards of Practice and Guidelines set forth by the Association of Surgical Technology, engaging in social media/taking photographs while in the clinical environment, failure to comply with facility policies (smoking, dress code, etc.), and/or demonstrating a lack of initiative in seeking learning experiences.

#### **Performance Improvement Contract (PIC)**

If a student's academic or professional performance is not adequate or they are not meeting the course expectations and/or student learning outcomes, a performance improvement contract will be

utilized. In the event of a PIC, the instructor/PD will identify needed improvements. The student will be expected to create and achieve detailed goals, with input from the instructor/PD, based on the contract expectations. If a student does not meet the expected goals/outcomes of the contract, that lack of performance will be directly reflected in their final grade for the class. Failure to meet the terms of the PIC will result in the reduction of the Final course grade by two letters. The PIC will be re-evaluated no later than 30 days after initiation at which time it may be extended if circumstances warrant, or otherwise terminated.

A PIC may be initiated for the following circumstances which are not all inclusive:

1. A theory, lab or clinical grade at midterm (below a 78%)
2. Behaviors which interfere with performance and/or patient safety.
3. Behaviors consistent with poor aseptic technique and/or surgical conscience.
5. Course student learning outcomes are not being met.
6. Lack of integrity or professional behavior.

In the event of a single serious issue which after timely review appears to be egregious, the decision may be made to immediately remove the student from the clinical experience for the semester without a PIC. Examples may include but are not limited to patient harm or injury, negligence, malpractice, unprofessional conduct, violation of patient privacy (HIPPA violation), substance abuse, performing duties outside of the scope of practice (administering medication, patient assessment), unethical behaviors (cheating, plagiarism, falsifying documents) abandonment, aggressive behaviors and failure to report unethical conduct or practice.

Procedure:

1. In the event that any one of these aforementioned single serious issues occurs, the situation will result in immediate review of the incident with the student and the program director (PD) and other involved parties if applicable.
2. The student will be placed on immediate clinical suspension.
3. If initiated, a Review Panel will meet within 5 business days. The Panel consists of the Surgical Technology Program Director (STPD), Dean or Associate Dean, and one other health sciences faculty member designated by the STPD. If a conflict of interest occurs, the STPD or Dean will assign an alternative panel representative.
4. The student MAY NOT be able to participate in further clinical activities until the panel has made a recommendation and has made a final decision.

The panel will make one or more of the following recommendations:

1. Remediation-initiation of a performance improvement contract
2. Course Failure
3. Dismissal from the Surgical Technology Program.
4. Inability to re-apply/re-enter the Program in the future.

Students have the right to appeal the decision. Please refer to the College Student Handbook for the academic complaint appeal procedure.

## Lab

The “hands on” skills of a successful Surgical Technologist require diligent, dedicated, and continuous practice and improvement. Peer teaching and constructive criticism are important aspects of Surgical Conscience and constant improvement and maintenance of skills. Students are to be advised that the laboratory based training in the program will be conducted realistic to the perioperative environment when possible. Time, supplies, and space are available to all students throughout the program. It is up to the individual to take the initiative and personal responsibility to continually practice and improve upon the various skill sets required for job performance. It is the students’ responsibility, as a team, to ensure the lab area is properly cleaned, restocked, and organized at the end of each lab period. Elective open lab periods will be made available to those students requesting them **by appointment only**. DO NOT attempt to use or operate any equipment until you have received the appropriate instruction for its use. When using equipment, treat it kindly. All equipment should be placed in the appropriate storage area after use. Laboratory sessions are not considered adjourned until the lab is in the proper order.

A Finals Skills Check-off is required to pass the lab courses. To pass the lab courses students must achieve a minimum cumulative score of 78% on the formative assessments. Students must ALSO score a minimum score of 78% on the Final Skills Check-off. If either the formative or summative (Final Skills Check-off) assessment is below a 78%, the student will not pass the course.

EXAMPLE: If a student scores an 80% cumulative score on the formative assessment and receives a score less than a 78% on the Final Skills Check-off, the student will receive and F for the course regardless of their formative assessment grade.

If a student scores 78% or higher on the Final Skills Check-off, the formative assessments grade will be posted as their grade for the lab course.

## Clinical Sites

As part of the AST Core Curriculum 6e requirements, students will participate in clinical rotations at various facilities. Students will observe and participate in perioperative care, preparation and interventions at healthcare facilities progressively assuming greater role responsibilities. Clinical case requirements per the AST Core Curriculum are listed at the end of this handbook.

Students are required to complete all clinical hours and are required to advise their course instructor of any variation from assigned hours. Even though there is a case number requirement for course/program completion, you must complete the hours in order to obtain college credit. If you have met your case requirements, you must still attend clinical for the entire semester. In some circumstances students may be allowed to complete their clinical hours on campus, in the Learning Resource Center, in preparation for the CST exam. To be considered, you must have completed the required number of cases and the Program Director and Instructors must approve.

Available clinical sites are selected by the program faculty. Student needs, academic, lab and clinical performance will be taken into consideration by the faculty for site assignment. Students **WILL NOT** under any circumstances negotiate or otherwise make their own arrangements for clinical experiences. Many clinical sites require that the students travel out of the local area. Transportation, lodging, meals and other expenses associated with clinical rotations are the responsibility of the student.

Students are not permitted to participate in clinical activities when they are not enrolled in a clinical course. For example, during college breaks and in between semesters.

For performance issues during clinical, a conference may be held with the student, instructor and the individuals from the clinical site that have relevant input to the issue at hand. If performance does not improve the student may be withdrawn from the Program. In the event that a clinical site reports a situation/concern with a student, a COF or PIC will be completed. If three COFs are documented, the student will be put on a PIC.

A pattern of deficiency is the repeated performance of an undesirable clinical or professional behavior(s) as identified by the instructor or clinical site. The behavior can occur during one or more clinical experiences to be defined as a pattern. (Examples include but are not limited to the following: chronic tardiness, disruptive clinical behavior, safety issues, skill deficiencies and/or unprofessional behavior). The student will be counseled on the undesirable behaviors and methods to correct the deficiencies as well as future expectations. Failure to demonstrate satisfactory improvement will result in an unsatisfactory clinical grade, which will result in a failing grade for the clinical course.

In the clinical or laboratory setting, a student who demonstrates unsafe behavior(s) which may endanger self or others may be dismissed and failed in the clinical or laboratory component of a course regardless of the theory grade.

It should be remembered that the clinical site has the right to remove any student at any time from clinical rotation at their facility if it is determined their behaviors or actions violate policy or jeopardize patient or staff safety. Any student who is removed from a clinical site for poor performance or disruptive behaviors by either the healthcare facility or WNCC is at risk of failing the course and is subject to the disciplinary actions herein.

Faculty have the right to dismiss the student from the clinical area if, in consultation with the Program Director, the behavior is a critical issue of patient safety, or if the instructions in this Handbook are being disregarded. There is a possibility that the student will not be permitted to return to the clinical setting for the remainder of the semester and would receive a failing grade for the course regardless of the theory grade.

### **Experiential Learning Credits**

- I. **Philosophy**-In pursuit of a degree, diploma, or certificate at Western Nebraska Community College, each student is required to complete some specified number of semester hours contingent on the program. The successful completion of one course or one semester hour indicates that the student has mastered a specific body of knowledge or skills. Western Nebraska Community College accepts the following as methods of validating mastery of those bodies of knowledge or skills:
  - A. Successful completion of a Western Nebraska Community College Course.
  - B. Presentation of a transcript from an accredited college or university indicating completion of comparable coursework.
  - C. Recommendations of credit equivalency made by an external authority such as The American Council on Education (i.e., military experiential credit).
  - D. Successful completion of a standardized examination in the subject matter area such as CLEP.
  - E. Internal validation of experiential learning.

The following policies and procedures deal with the internal validation of experiential learning.



## II. Policies

The policy governing such awards includes the following:

- A. Petition must be made on a course-by-course basis.
- B. Credit will be awarded only for those courses that are available at Western Nebraska Community College
- C. A maximum of twelve semester hours may be validated in this manner.
- D. The fee for this type of validation is \$25.00 per semester hour.

## III. Procedures

- A. The student should secure and complete a petition for validated learning equivalency. Special attention should be paid to the documentation of why the student believes such an award would be justified based on their acquisition of the course competencies and demonstration that the learning objectives of the course have been met. (The student may need to make a request to the Educational Services Office to obtain a course syllabus.)
- B. A faculty member in the area of the course, the Division Chair, and the Dean of Instruction will review this petition and either reject for cause or approve it.
- C. If approved, this petition constitutes a learning equivalency contract between the institution and the student. It is then the student's responsibility to complete whatever proposal for validation of learning equivalency has been approved.
- D. Once the proposed demonstration of competency has been completed, the faculty member, the Division Chair, and the Dean of Instruction will again meet to determine the quality of the work. If the work is unanimously judged to be of an adequate caliber, the student will be awarded the appropriate number of semester hours of Western Nebraska Community College credit.
- E. All documentation pertaining to the award will be forwarded to the Registrar who will make the appropriate transcript entries. The transcript notation will show that experiential credit has been awarded for the course and the student receives a P (Pass) grade.
- F. The Business Office will be notified that the credit has been awarded and the student is to be billed \$25.00 per credit hour.

## Inclement Weather

In the event of a severe weather or other emergency in which the police or state patrol request that the public not travel, WNCC will officially close the campus/campuses in the affected areas. If campus is closed, students will be notified by a mass generated phone call and/or email. Maintaining the safety of all students is a priority. Students are responsible at all times to provide current telephone/address information to the College.

Clinical days that are missed as a result of inclement weather do not have to be made up. However, please understand that a specific number of hours do have to be completed in order to pass clinical courses, and we will deal with these circumstances on a case-by-case basis.

If students are in route to a clinical area or already at a clinical area when they receive notice of campus closings, they are to leave the clinical agency. It is our preference that you are home and safe in these situations. Please notify the clinical contact person when this occurs and communicate to them that it is the policy of the program for you to leave. Contact your instructor before traveling to determine the safest option.

Circumstances may occur where there is no official campus closure, but due to the distances that some students travel, the STPD or instructor will advise that you do not attempt to go to clinical or that there may be a delay in clinical start time as a result of inclement weather. Every effort will be made to notify you in advance.

If you feel that conditions are not safe for you to travel, please contact the STPD and instructor to discuss the situation and come to a conclusion prior to the start of your clinical day.

### **Blackboard**

Blackboard Learn is a web based learning management system designed to allow students and faculty to participate in classes delivered online, blended courses and lecture course materials. This enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, tests, lectures and more. The MyWNCC Portal provides students with access to their own class schedules, program information, faculty and advisor information, degree auditing, grades and transcript access.

Hybrid lectures may be utilized throughout the program. Students will be responsible for locating and utilizing any lecture materials provided online via Blackboard.

Students are responsible for checking Blackboard and their WNCC email daily at minimum. This is imperative to program success.

# The AST Core Curriculum: 6<sup>th</sup> Edition

## Clinical Case Requirements

First and Second Scrub Role Observation, Case Requirements, and Documentation Guidelines for Categories of Student Scrub Experiences are defined as follows:

### **First Scrub Role**

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.***

1. Verify supplies and equipment needed for the surgical procedure.
2. Set up the sterile field with instruments, supplies, equipment, medications(s) and solutions needed for the procedure.
3. Perform counts with the circulator prior to the procedure and before the incision is closed.
4. Pass instruments and supplies to the sterile surgical team members during the procedure.
5. Maintain proper aseptic 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 the criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

1. Sponging
2. Suctioning
3. Cutting suture
4. Holding retractors, other instruments, or limbs.
5. Manipulating endoscopic camera

**Observation** 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 role.

## Surgical Case Requirements

Conditional to successful completion of the program, and per AST 6<sup>th</sup> Edition Core Curriculum requirements students must complete a minimum of 120 total surgical procedures.

### SURGICAL ROTATION CASE REQUIREMENTS

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases
General Surgery	30 <sup>2</sup>	20 <sup>2</sup>	10
Surgical Specialties: <ul style="list-style-type: none"> <li>• Cardiothoracic</li> <li>• ENT</li> <li>• Eye</li> <li>• GU</li> <li>• Neuro</li> <li>• Ob-Gyn</li> <li>• Oral/Maxillofacial</li> <li>• Orthopedics</li> <li>• Peripheral vascular</li> <li>• Plastics</li> <li>• Procurement/Transplant</li> </ul>	90 <sup>3</sup>	60 <sup>3</sup>	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> <li>• Bronchoscopy</li> <li>• Colonoscopy</li> <li>• Cystoscopy</li> <li>• EGD</li> <li>• ERCP</li> <li>• Esophagoscopy</li> <li>• Laryngoscopy</li> <li>• Panendoscopy</li> <li>• Sinoscopy</li> <li>• Ureteroscopy</li> </ul>			10 diagnostic endoscopy cases may be applied toward the second scrub cases. <sup>5</sup>
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases. <sup>5</sup>
<b>Totals</b>	<b>120<sup>1, 7</sup></b>	<b>80</b>	<b>40</b>

To further elaborate,

### **General Surgery Cases**

Students are required to complete a minimum of thirty (30) cases in General Surgery. Twenty (20) of those cases should be in the First Scrub role.

### **Specialty Surgery Cases** (excludes General Surgery procedures)

Students are required to complete a minimum of ninety (90) cases in various surgical specialties. Sixty (60) of those cases should be in the First Scrub Role and evenly, but not necessarily equally, distributed amongst a minimum of four (4) surgical specialties.

### **Other Procedures**

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

### **Observation Role**

Cases must be documented, but do not count towards the 120 required cases.

### **Case Counting Procedure**

Cases will be counted according to surgical specialty.

For example; Trauma patient requires a splenectomy and repair of a Lefort 1 Fracture. Two cases can be counted and documented since the splenectomy is considered a general surgery procedure and the repair of LeFort 1 is oral-maxillofacial surgical procedure. If a patient requires a Breast Biopsy followed by a Mastectomy, it is one (1) pathology, breast cancer, and the speciality is General Surgery; therefore, it is counted and documented as one (1) procedure-one case.

Scope cases that convert to an open case are counted and documented as one (1) procedure-one case

Student case logs should be consistently maintained, verified, and stored in order to provide evidence that the students are completing the required cases. All case records will be maintained by the student and reviewed by program faculty. The Program Director will store the records.

## Immunization Requirements

### Record of Varicella IgG Positive/Negative \_\_\_\_\_

If negative, record of two doses of vaccine #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Then re-titer \_\_\_\_\_

### Record of Hepatitis B antibody Positive/Negative

If negative, record of 3 doses of vaccine #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, record of booster #4 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, record of 2 more doses #5 \_\_\_\_\_  
#6 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, non-converter

### Record of Measles IgG Positive/Negative \_\_\_\_\_

If negative, record of two doses of vaccine #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, record of booster #3 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, non-converter

### Record of Mumps IgG Positive/Negative \_\_\_\_\_

If negative, record of two doses of vaccine #1 \_\_\_\_\_ #2 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, record of booster #3 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, non-converter

### Record of Rubella IgG Positive/Negative \_\_\_\_\_

If negative, record of one dose of vaccine #1 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, record of booster #2 \_\_\_\_\_  
Then re-titer \_\_\_\_\_ If still negative, non-converter

### Record of Flu vaccination during flu season (usually August through May) \_\_\_\_\_

### Record of Tuberculosis (TB) testing

TB skin test within last 12 weeks \_\_\_\_\_ and within last 12 months \_\_\_\_\_  
OR Quantiferon Gold TB lab test within last 12 weeks \_\_\_\_\_  
If + TB testing, record of negative chest x-ray \_\_\_\_\_

### Record of tetanus, diphtheria, and pertussis (Tdap)

### Record of Covid vaccine or exemption letter



**Surgical Technology Program**

**Student Handbook Acknowledgement Form**

I, \_\_\_\_\_ have been provided with a Student Handbook describing the Surgical Technology Program and the policies and expectations contained within. I affirm that I have read, understand and agree to abide by the expectations, and that I will successfully complete the tasks and requirements of the program and the profession.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**Student Technology Acknowledgement Form**

I, \_\_\_\_\_ have read the Technology Requirements on pages 7-8 of the ST Handbook. I understand what technology is required to take online, blended, synchronous and asynchronous classes in the ST Program, and I will ensure that I have the necessary laptop/tablet, internet access, web browser, and operating systems prior to beginning courses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name





**Surgical Technology Program**

**Hold Harmless/Injury Release Form**

This form is required to ensure that all students have been informed that the clinical and lab portions of this program could result in injury, illness, and/or incapacitation.

I, \_\_\_\_\_, have been informed that the clinical and lab portions of Western Nebraska Community College's Surgical Technology Program includes both real and mock surgical procedure experiences that could be inheritantly dangerous. Thus, I hereby understand that there is a potential for me to become injured, ill, or incapacitated. I agree to follow all instructions of the program instructors as well as safety rules, regulations, recommendations and/or policies of WNCC and our clinical affiliates. Furthermore, I agree that at anytime (past/present/future) I will hold Western Nebraska Community College, the Surgical Technology Program, the Surgical Technology Program Director, program instructors, clinical affiliates, or staff of clinical affiliates harmless of any financial liability that may arise due to an injury, illness or incapacity that may occur.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## Surgical Technology Program

### **Refusal of Immunizations and COVID-19 Acknowledgement**

While I have the right to refuse immunizations required by the WNCC Surgical Tehcnology Program, and or clinical affiliates of the college, I also understand that clinical rotations in surgery are a requirement in order to successfully complete the program and graduate. If refusal to obtain the required vaccinations and/or titers prevents me from attending or completing requirements of the clinical course(s) in which I am enrolled, I acknowledge that I will not be able to successfully complete the course, and as a result, fail to progress in the program.

Furthermore, by my signature below, I acknowledge that there is a risk of exposure to COVID-19 in the hospital setting, and that exposure to patients/staff with the virus will occur. I understand that a reality exists that I could contract COVID-19 from program courses, activities, and clinical rotations. I understand that it is my choice whether or not I attend program courses which will put me at risk of exposure.

Applicant's name (print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Surgical Technology Program

### Student Non-Disclosure Agreement

Western Nebraska Community College has a legal and ethical responsibility to respect the right to privacy of all individuals and to ensure the confidentiality of their health information.

I understand that as a student of the Surgical Technology Program at Western Nebraska Community College, I have a responsibility to maintain the privacy of all individuals and the confidentiality of all health information.

I hereby agree that:

1. I will hold confidential all health information I have access to.
2. I will use discretion to ensure verbal communication of health information remains confidential.
3. I will protect written health information from public and unauthorized access.

I understand that the violation of this agreement may result in corrective action, up to and including, dismissal from the current class and preclusion of participation in any future Health Sciences Division Programs at Western Nebraska Community College.

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Signature

---

Print Name

---

Date



## Surgical Technology Program

### Professional/Ethical Behavior Agreement

Western Nebraska Community college has a responsibility to ensure that students maintain proper professional/ethical conduct both in classroom and clinical sites.

I understand that as a student of the Surgical Technology Program at Western Nebraska Community College, I have a responsibility to maintain professional/ethical behavior in all aspects of the program.

I hereby agree that:

1. I will maintain confidentiality of any information read, overheard, or exposed at clinical facilities, including information that is non-related to client care.
2. I will maintain confidentiality of any activity that occurs at a clinical facility.
3. I will maintain integrity.
4. I will practice within legal limitations of my role
5. I will practice in a respectful nondiscriminatory manner
6. I will demonstrate reliability and dependability
7. I will treat my peers, surgical staff and all health care workers with respect at all times.
8. I will follow the policies and procedures found in the WNCC Surgical Technology Program Student Handbook.

I understand that the violation of any principles of professionalism/ethics may result in corrective action, up to and including, dismissal from the current class and preclusion of participation in any future Health Sciences Division Programs at Western Nebraska Community College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**Student Acknowledgement Of Inclement Weather Policy**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**Surgical Technology Program**

**Student Work Policy**

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

I have read, understand, and agree to abide by the student work policy:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## Surgical Technology Program

### Student Signature Page

I understand that surgical technology students must be able to perform certain functional abilities for the delivery of safe, effective care. If a physical and/or mental health condition arises that interferes with my ability to meet the clinical competencies, I must submit a physician's release documenting my ability to meet the clinical competencies before continuing or re-entering the program.

**Initials:** \_\_\_\_\_

I understand that if the College is unable to make a clinical placement with clinical affiliate site due to performance, misconduct, or a criminal background check, I may be dismissed from the program.

**Initials:** \_\_\_\_\_

I understand that if I fail to call or attend clinical, orientation, or a mandated college or facility training I may receive a occurrence form or be dismissed from the program.

**Initials:** \_\_\_\_\_

I understand that if I fail or drop a WNCC Surgical Technology class, I may be dismissed from the program.

**Initials:** \_\_\_\_\_

I understand if I do not follow the expectations/policies of the WNCC Catalog, Surgical Technology Handbook, and/or course-level syllabus, I may be dismissed from the program.

**Initials:** \_\_\_\_\_

I understand if I violate the Academic Integrity Policy, I may be dismissed from the program and/or WNCC.

**Initials:** \_\_\_\_\_

I understand if I violate HIPAA, I may be dismissed from the program.

**Initials:** \_\_\_\_\_

I understand if I fail to submit CPR, student liability insurance, background check, drug screen, titers and immunizations by the required deadline, I may be dismissed from the program and/or my admission process ceased.

**Initials:** \_\_\_\_\_

I have reviewed each policy and procedure in this handbook and understand I am responsible to follow them.

Print & Sign name \_\_\_\_\_

Date: \_\_\_\_\_