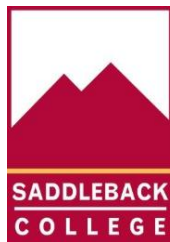


SURGICAL TECHNOLOGY PROGRAM STUDENT HANDBOOK 2026/2027



SURGICAL TECHNOLOGY

Surgical Technology Program Core Values

Excellence Integrity Innovation Compassion Respect
Life-long Learning Student-Centered Leadership

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I. Surgical Technology Program Information

A. Introduction

Welcome to the Surgical Technology program at Saddleback College! The faculty, staff, and administrators are all glad you are here. We want you to be successful and we are all committed to ensure your success!

Surgical Technology is a combination of education, experiences, skills, abilities, and most importantly, the capacity to provide great care. We support enrolling a diverse cohort of Surgical Technology students to reflect the diversity of patients and cultural richness diversity brings. Surgical Technologists are caregivers, patient advocates, educators, lobbyists, and change agents. Sometimes, Surgical Technologists are simply human beings sharing in the experiences of life and death.

Surgical Technology is a demanding profession, and one must make a serious commitment as a student to put forth one's best effort. In addition to lecture, students are expected to study long hours to prepare for clinical lab. Students will also be required to complete a Clinical Practicum with one of our community partners and are expected to always conduct themselves professionally and with integrity. Students with disabilities are encouraged to contact Disability Services as early as possible.

Assignments and other learning activities are required to fulfill course expectations. These are not done during scheduled class hours. These are homework assignments that will require many hours of work. Students must make time allowances for this work. It is recommended that students discuss these requirements with family members, so they can be understanding and supportive of your academic needs. Commitment to attaining your goal is your responsibility.

It is recommended that you work less than 20 hours a week. If work is financially necessary, it should be planned for weekend and/or holiday time only, preferably in a field that can directly help you in Surgical Technology. If there is financial need, please follow the link to [financial aid](#).

Success in the Saddleback College Surgical Technology Program requires each student to commit to:

1. Making education their top priority during their tenure in the program.
2. Seeking assistance as necessary.
3. Take responsibility for their own learning by completing readings and assignments on time.
4. Being proactive in communicating when things change.

B. Mission, Beliefs, and Philosophy

The Saddleback College Associate Degree Surgical Technology Program's mission, beliefs, philosophy, and outcomes are congruent with that of Saddleback College and South Orange County Community College District.

THE SADDLEBACK COLLEGE SURGICAL TECHNOLOGY PROGRAM'S MISSION IS TO:

- Provide high quality, innovative, equitable, and inclusive education to a diverse student body.
- Support student success.
- Instill in the learner the need for life-long learning and professional development.
- Prepare competent entry level Surgical Technologists to provide quality patient-centered care.

The Saddleback College Associate Surgical Technology Program Mission is aligned with the mission, vision, values, strategic goals and directions of Saddleback College. In addition, the surgical technology program's philosophy subscribes to the following beliefs about people and health, education, and educators, and the teaching/learning process in surgical technology.

Beliefs about People and Health

- A person is a complex being with biopsychosocial needs that can adapt to internal and external changing environments.
- A person's health status exists along a continuum.
- Maslow's hierarchy of human needs is used to prioritize health care needs.
- Erikson and other developmental theorists are used to determine and prioritize psychosocial needs.
- Health status is influenced by the person's development stage, their individual needs, lifestyle choices, culture, race, ethnicity, and gender.
- The surgical technology faculty affirms their belief in the worth and dignity of all persons and the right of the health care consumer to make informed choices regarding personal health.

Beliefs about Education and Educators

- Education inspires and develops a community of diverse learners dedicated to achieving their full potential in a global society.
- Educators provide access to learning opportunities that promote student success, intellectual growth, individual expression, and character development.
- Educators have a responsibility to recognize previous education and experience of the learner.
- Educators promote and foster lifelong learning.
- Education takes into consideration the learner's cultural and ethnic background, learning abilities, life experiences, and disability related needs.
- Educators stress high ethical standards, moral values, and integrity that provide a strong foundation upon which to develop professional and personal behaviors.
- Education promotes a dynamic environment of innovation and collegiality.
- The educational process occurs through a variety of methods such as the use of technology, simulation, role modeling and role-playing, mentoring, coaching, collaborative teaching and learning, lecture/discussion, case studies, laboratory, and experiential learning.
- Educators provide students with a general education gives them an opportunity to develop to their fullest potential- personally and professionally.
- Educators support the freedom to teach and the guarantee of equal educational opportunity for all persons.
- Beliefs about the Teaching/Learning Process in Surgical Technology
- It is the right and responsibility of educators to utilize their knowledge and skills freely to assist students to reach their highest potential.
- Students are expected to bring to the surgical technology program a desire to learn, initiative and self-direction, an open and inquiring mind, a commitment to the profession, and a belief in the worth and dignity of all persons.
- Students are responsible for their own learning; the instructors' major role is to coach, facilitate, role model, and mentor.
- Differences in learning styles and in the rate of learning must be considered in the educational process.
- The most effective learning environment is created by a collegial relationship between faculty and students.
- Teaching and learning in nursing is built on evidence-based practice and the transfer of information from theory to practice utilizing the nursing process.
- The surgical technology faculty is responsible for the development and evaluation of the surgical technology curriculum.

C. General Information

The Surgical Technology program offers one track:

Surgical Technology Associate's Degree

The Surgical Technology Program Associate's Degree prepares students with a general education the knowledge, technical skills, and professional behaviors required to become competent, entry-level surgical technologists. Graduates will be equipped to assist in surgical procedures across various healthcare settings, including hospitals, outpatient surgery centers, and specialty clinics. Through a combination of classroom instruction, hands-on laboratory practice, and clinical experiences, students learn to maintain a sterile field, manage surgical instruments, and support surgeons and operating room teams in delivering safe, efficient, and high-quality patient care.

D. Accreditation

The Surgical Technology Program at Saddleback College is in the process of seeking accreditation through the **Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)**, with final accreditation action granted by the **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**.

Our program is scheduled to launch in **Spring 2026** and will span three semesters:

- **Fall 2026** (Foundational coursework)
- **Spring 2027** (Advanced didactic and lab training)
- **Fall 2027** (Clinical externship experience)

Accreditation is a multi-phase process that includes submission of key documentation, such as the **Request for Accreditation Services (RAS)** and **Self-Study Report**, followed by a comprehensive **site visit** conducted by ARC/STSA. The site visit is designed to assess the program's alignment with national standards and typically takes place once students have completed at least **half of their clinical experience plus one additional day**. However, this timeline is flexible and may be adjusted to ensure that students can provide meaningful feedback about their clinical experiences.

Our program anticipates a **site visit in Fall 2027**, which—if conducted in **Oct 2027**—would allow for the earliest possible review by ARC/STSA's Board of Directors at their **Nov/Dec 2027** meeting. From there, if the site visit findings are favorable with minimal concerns, the ARC/STSA would forward a recommendation for accreditation to the CAAHEP Board of Directors for final review, potentially resulting in **initial accreditation being awarded**. Should the site visit identify multiple areas for correction, the review and final action may be delayed to later Board meetings in **2028** or beyond.

Important Notes for Students:

- Students graduating from the program will not be eligible to sit for the **Certified Surgical Technologist (CST)** exam until **initial accreditation is awarded**.
- The college is committed to a timely and transparent accreditation process and is exploring all scheduling options—including the possibility of introducing limited clinical exposure (e.g., sterile processing) earlier in the program—to potentially accelerate the site visit timeline.

Our **Request for Accreditation Services (RAS)** was submitted in June 2026, which coincides with the program being officially “ready to admit” students for the first cohort starting in **August 2026**.

We are committed to achieving and maintaining full accreditation status and will keep students informed of key milestones and decisions throughout this process.

For more information about ARC/STSA and CAAHEP, visit:

- www.arcstsa.org
- www.caahep.org

E. Professional Organization

Association of Surgical Technologists (AST):

- Overview: The AST is a prominent national organization representing surgical technologists in the United States.
- Mission: Its mission is to promote the profession of surgical technology through advocacy, education, and certification.
- Benefits: Members receive access to professional development opportunities, networking events, educational resources, and the ability to participate in continuing education programs to maintain certification.

National Board of Surgical Technology and Surgical Assisting (NBSTSA):

- Overview: The NBSTSA is responsible for certifying surgical technologists and surgical assistants.
- Mission: It aims to ensure quality care in the operating room by certifying surgical technologists who meet the required competencies through the Certification Examination for Surgical Technologists (CST).
- Benefits: Certification by the NBSTSA enhances a professional's resume and demonstrates a commitment to the highest standards in surgical technology.

Foundation for Surgical Technology:

- Overview: This organization focuses on enhancing surgical technologists' educational and professional development.
- Mission: Its goal is to promote and support surgical technology programs through scholarships, grants, and educational resources.
- Benefits: The foundation helps improve the quality of surgical technology education and training through funding and resources.

These organizations provide valuable resources, networking opportunities, certifications, and advocacy efforts that contribute to the professional growth and recognition of surgical technologists in healthcare. Membership in these organizations can greatly enhance a surgical technologist's career and commitment to best practices in patient care.

F. Contact Information

TITLE	NAME	OFFICE LOCATION	EXTENSION (Dial 949-582 first, then extension)
Dean of School of Health and Wellness	Rebecca Orozco rorozco@saddleback.edu	HS 240	4787
Assistant Dean of School of Health & Wellness	Linda Call llcall@saddleback.edu	HS 244	4701
Department Chair/ Coordinator Professor	James Major jmajor@saddleback.edu	HS 256	4796
General Assistance	Surgical Technology Department	DIVISION OFFICE:	DIVISION PHONE:
Email:	scst@saddleback.edu	HS 235	(949) 582-4701
Program Assistance	Mikaela Besseling		
Program Specialist	mbesseling@saddleback.edu	HS 235	(949) 582-4701
Student Success Coach	Michael Mencer mmencer@saddleback.edu	HS 235	6425
Academic Counseling	Saddleback Counseling Office	GW 201-1	4572

II. Surgical Technology Associate's Degree

A. Student Learning Outcomes

In 1956, Benjamin Bloom, a noted educational psychologist and theorist, collaborated with a group of educators to define and publish a framework of learning for educators. The framework, called “Bloom's Taxonomy,” is world-renowned and continues to be in use today as the gold standard for writing learning objectives. Bloom's group identified three overarching taxonomies for learning, deemed domains. The taxonomies include the cognitive (knowledge), affective (behavior), and psychomotor (skills) domains. Each of the three domains identifies general learning objectives arranged in a hierarchy from simple to complex. Bloom's original cognitive areas of learning include knowledge, comprehension, application, analysis, synthesis, and evaluation. The affective domain included receiving, responding, valuing, organization, and characterization by value set. The psychomotor domain included reflex movements, basic fundamental movement, perceptual, physical activities, skilled movements, and non-discursive communication (AST Core Curriculum, 2021).

Course Student Learning Outcomes are learner-oriented expectations written in measurable terms that describe the knowledge, skills, or behaviors students should demonstrate at the end of the course. Course student learning outcomes are aligned with program student learning outcomes and support students' achievement of *End of Program Student Learning Outcomes* and overall *Program Outcomes*.

End of Program Student Learning Outcomes describe the knowledge, skills and behaviors derived from the program mission, philosophy and beliefs, organizing framework, curriculum and clinical experiences that students should be able to demonstrate, with or without accommodation at the end of the program. Four end of program student learning outcomes are the culmination of nursing education in the associate degree nursing program at Saddleback College.

Program Outcomes are described in the annual Surgical Technology Program Evaluation, aka, Systematic Evaluation Plan, and represent key measurable assessments of program quality and effectiveness and plans for improvement.

End of Program Behavioral Objectives / Program Learning Outcomes (PLOs)

Upon completion of the surgical technology program, the student will:

- I. Cognitive Domain
 - a. Evaluate the scope of practice for the Surgical Technologist, incorporating ethical, legal, and professional principles.
 - b. Demonstrate mastery and integration into practice concepts of basic sciences, aseptic technique, surgical technology skills, and a surgical conscience as established in the AST core curriculum.
 - c. Test successfully for the national certification exam, administered by NBSTSA.
- II. Affective Domain
 - a. Practice professionalism and facilitate a therapeutic holistic environment when interacting with patients, families, and members of the healthcare team.
 - b. Display respect for the diversity of others including, but not limited to, sociocultural, socioeconomic, spiritual, and lifestyle choices.
 - c. Adhere to a lifelong learning commitment and the need to improve their practice based on current evidence.
- III. Psychomotor Domain
 - a. Reproduce HIPPA, OSHA, Standard Precautions, and other infection control measures required in the healthcare setting.
 - b. Illustrate the importance of adhering to regulations / measures as set forth by governing agencies.
 - c. Demonstrate practices that will ensure safe patient-centered care and anticipate the needs of the surgical team in the perioperative setting.
 - d. Operate within the workforce as qualified and technically skilled healthcare professionals.

B. Program Theoretical Framework

The guiding philosophy for this model curriculum is based on John Dewey's theory of Experimentalism. With this form of education, learner thinking replaces rote memorization and shallow understanding at center stage; from the start, learners are situated in activities that require them to experiment with ideas as they pursue ends that matter to them (Waks, 2018). With immersion in the perioperative field, the learner can experience firsthand the Surgical Technologists' roles and responsibilities. In their clinical experience, in the role of Surgical Technologist, they gain meaningful interpretation of concepts taught in didactic by implementing these concepts into practice, and through this experience they create ways of completing tasks that are meaningful to them. This creates a practitioner that is competent at the highest level

because these experiences will gain permanence in the mind due to the meaningful experience which aligns with placing learner thinking at center stage. This framework also contributes to building critical thinking because the learner uses problem-solving skills to create solutions for different experiences they encounter during their clinical rotations. Martins (2021) defines critical thinking as the ability to parse through information, data, statistics, and other details to identify a satisfactory solution. Surgical Technologists are the experts in their field and are required to respect and protect each patient's right to quality Aeger Primo (Patient Centered) care. They also have a responsibility to ensure all principles of surgical consciousness are followed to ensure positive patient outcomes. Surgical technologists are experts in the theory and application of the principles of asepsis and sterile technique to combine the knowledge of human anatomy, surgical procedures, and implementation and tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures (Association of Surgical Technologists [AST], n.d.).

Professionalism is another area which requires mastery to be a Surgical Technologist. Persons in this role must develop interpersonal relationships, effective communication, and teamwork skills. Another area vital to success in this role is conflict resolution skills which include the development of active listening, stress management plans, and the ability to identify behavioral concerns and the required procedure for reporting.

As a Surgical Technologist, situations will arise that present moral and/or ethical issues. Surgical Technologists need to develop a surgical conscience for ethical decision-making, identification of key elements for surgical decision-making, and adherence to principles of patient confidentiality, both verbal and written.

Surgical Technologists work with a variety of machinery and will display competence in implementation, safety, and manufacturing characteristics, of specialty surgical equipment, surgical equipment, and supplies. Surgical technologists facilitate the safe and effective conduct of invasive and non-invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety (AST, n.d.). Patient safety is of the highest priority when there is any type of invasive or non-invasive procedure and it is the responsibility of the Surgical Technologist to ensure Aeger Primo care by identifying potential problems and planning for the unexpected. The Surgical Technologist needs to ensure prevention and best practices are in place and being adhered to throughout procedures.

C. Technical Standards and Occupational Hazards Statement

Students enrolled in the Surgical Technology program must be able to meet the following technical standards, with or without reasonable accommodations. These standards are necessary for the successful acquisition of knowledge and skills required for graduation and entry-level employment as a surgical technologist.

1. Physical Abilities

Students must possess sufficient physical stamina, strength, and motor coordination to:

- Stand for prolonged periods (up to 8–12 hours per day).
- Move and position patients and equipment.
- Lift and carry up to 50 pounds.
- Perform repetitive tasks and fine motor skills with precision (e.g., manipulating surgical instruments).
- Have good manual dexterity and hand-eye coordination.
- Tolerate exposure to bodily fluids, chemicals, and other potentially hazardous materials.

2. Sensory Abilities

Students must have functional use of:

- **Vision:** to read fine print on instruments, labels, and monitors; observe changes in patient condition.
- **Hearing:** to respond to verbal commands, monitor equipment sounds, and communicate effectively with the surgical team.
- **Touch:** to identify tissue textures and control surgical instruments.

3. Communication Skills

Students must be able to:

- Communicate effectively and professionally in English with instructors, peers, patients, and the surgical team.
- Read and comprehend written materials (e.g., instructions, protocols, charts).
- Write clearly and accurately in documentation.

4. Cognitive Abilities

Students must demonstrate:

- Critical thinking and problem-solving skills under stress.
- The ability to follow complex directions quickly and accurately.
- Concentration for extended periods.
- Sound judgment and decision-making skills in emergency situations.

5. Behavioral and Emotional Stability

Students must:

- Demonstrate emotional maturity and stability to handle high-stress environments.
- Work effectively in a team, maintain professional conduct, and respect confidentiality.
- Respond calmly and appropriately to criticism and feedback.
- Show responsibility, accountability, and ethical behavior.

6. Professional Conduct and Ethics

Students must adhere to:

- Standards of the AST Code of Ethics.
- Institutional policies, legal regulations, and patient rights.
- A high level of integrity, confidentiality (HIPAA), and responsibility.

Occupational Hazards Statement

Surgical technologists work in environments that present a variety of occupational hazards. Students entering the Surgical Technology program should be aware that the profession involves regular exposure to physical, chemical, biological, and emotional stressors commonly encountered in the operating room and other surgical settings.

These occupational hazards may include, but are not limited to:

- **Exposure to Bloodborne Pathogens and Bodily Fluids:** Risk of contact with infectious agents such as HIV, hepatitis B and C, and other microorganisms.
- **Sharps and Instrument Injuries:** Handling of surgical instruments and needles increases the risk of cuts and puncture wounds.
- **Chemical Hazards:** Regular exposure to disinfectants, sterilizing agents, anesthetic gases, and other potentially harmful substances.
- **Radiation Exposure:** Working near radiologic imaging equipment may involve limited exposure to ionizing radiation, requiring adherence to safety protocols.

- **Latex Sensitivity:** Frequent contact with latex-containing products may result in allergic reactions or sensitivities.
- **Ergonomic and Musculoskeletal Risks:** Prolonged standing, repetitive motions, and lifting heavy equipment or patients can contribute to physical strain or injury.
- **Emotional and Psychological Stress:** High-pressure environments, urgent decision-making, and exposure to traumatic situations may cause mental and emotional fatigue.

Students are required to follow all institutional safety protocols, use personal protective equipment (PPE) appropriately, and participate in safety training to minimize these risks. Awareness and adherence to occupational safety standards are essential components of professional responsibility in surgical technology.

D. Courses and Program Requirements

Prerequisite Courses:

Course Number	Course Name	Units
HSC 104	Medical Terminology	3
BIO 13	Human Anatomy and Physiology	4
COMM 5	Interpersonal Communication	3

Core Surgical Technology Courses:

Course Number	Course Name	Units	Term
BIO 45*	Biology of Human Disease	3	Term 1
SURG 210*	Surgical Technology Fundamentals	3	Term 1
SURG 210L*	Surgical Technology Fundamentals Lab	2	Term 1
SURG 220*	Surgical Procedures	4	Term 2
SURG 220L*	Surgical Procedures Lab	2.5	Term 2
SURG 230*	Advanced Surgical Procedures	4	Term 2
SURG 230L*	Advanced Surgical Procedures Lab	2.5	Term 2
SURG 240*	Operating Room Clinical Practicum	4.5	Term 3
SURG 250*	Operating Room Clinical Practicum II	4.5	Term 3

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Academic Progression and Grading

1. Generic students must take core surgical technology classes with a clinical component in the following sequence:
 - Semester/Term 1: ST 210/210L
 - Semester/Term 2: ST 220/220L & ST 230/230L
 - Semester/Term 3: ST 240 & ST 250
2. Additional core classes must be completed prior to enrollment of ST 140 (OR Clinical Practicum):
 - Social or Behavior Science Course (Area 3)
 - Arts or Humanity Course (Area 4)
 - Life Long Learning (Area 5)
 - Math 10 - Introduction to Statistics
 - Eng 1A - Principles of Composition

E. Tuition, Fees, and Costs

Tuition charges and course fees are subject to change. If tuition increases, it usually occurs at the start of fall semester. Saddleback tuition is different for residents and nonresidents. The listed tuition and fees are based on the current academic year and are based on the minimum completion requirements of the program. Actual cost can vary based on the number of courses taken.

Semester 1

Surg Tech courses tuition (5 units)	\$230
Student Health fee	\$26
Parking Permit	\$40
Books	\$520
Cengage (online materials)	\$120
Uniforms (2 sets of scrubs)	\$120
Semester 1 Total Approximate Cost	\$1056

Semester 2

Surg Tech courses tuition (12 units)	\$552
Student Health fee	\$26
Parking Permit	\$40
Books	\$50
Background/Drug Test	\$100
Compliance Tracker	\$50
Liability Insurance	\$28
Physical/Immunizations/Titers	\$400

Basic Life Support Certification	\$80
Semester 2 Total Approximate Cost	\$1326

Semester 3

Surg Tech courses tuition (9 units)	\$414
Student Health fee	\$26
Parking Permit	\$40
Semester 3 Total Approximate Cost	\$480

Approximate Program Total: \$2,862

*Note: Program costs may vary. Students may have tuition for general education courses required for the completion of an Associate's Degree that are not noted in the costs above.

F. Applying to the Program

The following is the admission process for Saddleback College Surgical Technology Program:

1. Students are expected to meet with a counselor prior to applying to the program.
2. Students must meet eligibility requirements for admission.
3. Students apply to the program during the application period.
4. Students are expected to submit all required documents to accompany their application
5. Admission to the program is based on the State Chancellor's Multipoint Criteria for Enrollment (pending approval).
6. Students must complete HSC 104, COMM 5, and Bio 13, or equivalent, prior to or while applying for the Surgical Technology Program.
7. Students are invited into the program according to space availability and ranking according to points. The students with the highest scores will be invited to join the program. Please note that the point cut-off may vary with each application cycle (Spring/Fall). Be sure to include all required documentation when submitting your application in Submittable to receive full points. Official Transcripts must be submitted to the Admissions & Records office. **Unofficial transcripts** may be uploaded with your application in Submittable (online software platform), while **official transcripts** must be submitted directly to the Admissions & Records office.
8. Once invited into the program, students must accept or decline admission during required response time as indicated.
9. Students who accept an invitation into the program must attend a mandatory orientation and paperwork session.

10. The Saddleback College Surgical Technology Program does not keep a waiting list. Students who are not invited into the program may re-apply to the program as many times as they wish,
11. A list of alternates will be kept and alternates will be expected to meet the same standards and requirements as the students who have been accepted into the program. Alternates who are not ready to enter the program when notified of a potential availability to enter the program, will not be chosen and the next alternate will be asked.
12. Upon completing all requirements, students will be cleared by the program specialist to register for ST 210 & ST 210L.

G. Code of Ethics

Surgical Technologist Code of Ethics

We teach and uphold the Code of Ethics for Surgical Technologists as determined by the Association of Surgical Technologists (AST) (2013):

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.

H. Grading System

1. Theory grades are based on objective examinations and written assignments per each course syllabus. The grading scale for all “ST” courses is:

A	90-100%
B	80-89%
C	75-79%
D	60-74%
F	59% or less

Using the scale listed below, the final theory grade may be rounded up from 0.5 or higher except to pass the course:

A	89.5 -100%
B	79.5 - 89.4%
C	75.0-79.4 %

2. Clinical evaluations are “pass/fail.”

3. Incomplete grades are assigned according to the grading policy as outlined in the Saddleback College Catalogue.

4. A student in the surgical technology program who does not achieve a minimum grade of "C" in any required course cannot progress in the surgical technology program until such course is completed with a minimum grade of "C". A student may repeat a course with a clinical component only once.

I. Attendance

Regular attendance is essential for success in the Surgical Technology Program, as the curriculum is rigorous and heavily reliant on hands-on instruction, clinical practice, and active participation. Students are expected to attend all scheduled classes, labs, and clinical rotations on time and to communicate promptly with instructors regarding any unavoidable absences.

Excessive absences or tardiness may result in academic penalties, including dismissal from the program, as consistent participation is crucial for developing the knowledge, skills, and professional behaviors required in the surgical field. Students are responsible for making up any

missed work in accordance with instructor guidelines. The detailed attendance policy for each course is outlined in the individual course syllabus.

J. Clinical Placement Requirements

Policy: No student shall be assigned to a facility without verifying he/she/they have met all standards and requirements of the facility. These verifications shall be in writing and shall be stored after program completion for the purposes of validating compliance with accrediting standards (i.e. Health Center Attestation, First Aid Card, and so on). No program may impose additional requirements for students that are not grounded in Title 5 § 58106 (Program and Course Approval Handbook, 7th Ed.).

“These sections allow the college to restrict students from enrolling in a course when the following are true: Prerequisites, co-requisites, or other advisories on recommended preparation have been established for the course and/or health and safety considerations, facility limitations, faculty availability, funding limitations, or other constraints have been imposed by statutes, regulations, or contracts.”

Purpose: The purpose of this policy is to ensure all School of Health and Wellness students adhere to all affiliate facilities requirements to begin training at the facilities and that all agreements are within active timeframes and department standards.

All surgical technology students must meet the deadlines for submitting clinical placement documents. Failure to do so may require the student to be removed from the program and/or take a leave of absence. Students who cannot comply within the stated deadlines must meet with the director of the Surgical Technology Program before the deadlines.

Surgical Technology students should strive to maintain a high level of wellness. In order to fulfill objectives for the Surgical Technology Program, students should expect to come in contact with or be assigned to care for individuals with a variety of communicable diseases including acquired immune deficiency syndrome and hepatitis. Students who receive a non-compliance notice from the Student Health Center must meet with the director of surgical technology for guidance. After receiving acceptance into the program, students are expected to contact the Student Health Center for a telehealth appointment, even if students choose to use their own health care provider for the immunizations and physical. Whenever there is any change in the health status of a student, he/she is responsible for notifying the student health center with current information. The student is also expected to keep the ADN Faculty and Director informed in writing when there is any need for on-going health care. Additional tests or records may be required as necessary to verify satisfactory health status during the program. (See Policy III.6).

I. Health Requirements

Students assigned to clinical rotations must meet the health requirements mandated by the clinical facilities. The following health requirements must be completed and maintained throughout the clinical rotation:

- Immunizations
 - o Current flu vaccine
 - o Tdap vaccination within past 10 years
 - o COVID-19 vaccination
- Titers
 - o Measles
 - o Mumps
 - o Rubella
 - o Varicella
 - o Hepatitis B
- Tuberculosis test within the past year
- Physical exam

Students who do not meet the health requirements established by the clinical facilities may not be permitted to attend clinical rotations. Failure to complete the required clinical hours may result in an inability to successfully complete the course. It is the student's responsibility to ensure all health requirements are met by the deadlines provided.

II. Non- Health Requirements

In addition to the health requirements, students must also complete the following requirements for clinical placement:

- Background Check
- Drug Testing
- Active Professional Liability Coverage
- Active Medical Insurance Coverage
- Current American Heart Association BLS card-cannot expire during semester
 - o Each student has the responsibility to become certified in basic life support for healthcare providers (BLS), American Heart Association, by the beginning of the program. It is also the student's responsibility to renew the certificate and maintain its

currency annually throughout the course of the program (see Policy III.2).

For any questions or concerns regarding these requirements, students should contact the Program Office as soon as possible.

III. Background Placement Policy

Rationale

Having a felony / misdemeanor conviction may preclude an applicant from being accepted into the program. Additionally, Saddleback College and the program have clinical affiliation agreements with hospitals, clinics, and health organizations that provide the terms and conditions for clinical placement. As such, students with a felony / misdemeanor conviction or charge may be unable to continue in the program due to the inability to participate in the clinical component of the program.

Background Check Procedure

The School of Health and Wellness will designate an approved vendor(s) to conduct criminal background checks. All issues will be reported from the vendor(s) directly to the appropriate designee in the School of Health and Wellness Dean's office. Results from vendors other than those designated by the School of Health and Wellness to conduct criminal background checks will not be accepted. Applicants / students must contact the designated vendor(s) and comply with instructions in authorizing and obtaining criminal background checks. A background check may be requested at any time during a student's time in the program in addition to the initial background check. All background checks and associated expenses are at the student's expense. Background results are considered confidential and will only be viewed by the Dean and Director/Assistant Director of the program. Student will have ownership of the report and the school will have viewing rights.

Report Results

Negative Criminal Background Results: The names of all applicants and current students with negative criminal background checks will be reported to the assigned designee through the authorized procedures in the School of Health and Wellness. No further action by the applicant / student or school is required.

Positive Criminal Background Results: Any applicant / student whose report indicates a positive result in their criminal background check will receive

notification by email from the School of Health and Wellness office within seven (7) business days. Applicants / students will be required to schedule a time to discuss the findings with the Dean/ designee within five (5) business days of the emailed notification.

Program Candidates

At the meeting with the Dean/ designee if the individual is a candidate for the program, the candidate will be informed that he/ she may either proceed in the process, request a deferral, or informed that he/ she is not eligible to enter the program. If an Action Plan is created, a copy will be given to the Candidate and the original placed in the student's file. The candidate shall conform to all the requirements in the Action Plan. If the candidate fails to conform to the terms and conditions in the Action Plan, he / she may not be eligible to enter the program.

Admitted Students

If the individual is a student in the program, the student will be informed at the Dean/ designee's meeting whether he/ she student may continue in the program, receive a suspension while the matter is being adjudicated, or is dismissed from the program. If an Action Plan is created, the student shall conform to all the requirements in the Action Plan. If a student fails to conform to the terms and conditions in the Action Plan, he / she may be immediately dismissed from the program

If a student, who is currently in the program, on deferral, or in remediation status, is charged with a felony / misdemeanor, he/ she shall report the occurrence to the Dean of Health Sciences within 36 hours of being charged or before the next clinical rotation. * The student shall call the Dean's office and report the issue(s) in addition to emailing the Dean and Director/Chair of the program. Providing false or incomplete information is subject to dismissal from the program. The Dean of Health Sciences will meet with the candidate / student to discuss the occurrence. An Action Plan will be completed at this meeting and a copy will be given to the student with the original placed in the student's file. The Action Plan shall address any changes to a student's scheduled clinical schedule.

The student shall conform to all the requirements in the Action Plan. If a student fails to conform to the terms and conditions in the Action Plan, he / she may be dismissed from the program.

Appeal Process

Should a(n) applicant / student disagree with the decision of the Dean/ designee, the student shall follow the appeal process. The applicant/ student must submit in writing the reason for the appeal, including any extenuating circumstances, and the remedy the student is requesting. The appeal must be submitted and received by the Dean's office within five (5) business days of the initial meeting. Upon receipt of the appeal, a meeting will be convened consisting of the Dean, the Director, a health science faculty member selected by the student, and the student within five (5) business days. Any additional evidence must be submitted for consideration three (3) business days prior to the meeting. A decision will be reached and provided to the student in writing within ten (10) business days of the meeting.

All dates must be complied with by the student. Any deviation from the dates must be approved by the Dean in writing.

1. Upon acceptance into a program with a clinical requirement, students will be required to obtain a criminal background check and drug test. The School of Health and Wellness will provide guidelines and due dates to the student on how to apply for their background check/drug test and the cost.
2. Students will be given a deadline date by which the background check/drug test results, etc. must be submitted to their CastleBranch account. Failure to meet deadlines will result in no-entry into the program.
3. Students who do not complete a background check/drug test by the deadline date will not be allowed to register for classes.
4. In the event a student withdraws from a program with a clinical requirement, the background check/drug test must be repeated upon re-entry into the program if out of the program for longer than one semester.

K. Clinical Site Policies and Expectations

Transportation

Each student is responsible for his/her own transportation and parking. Instructors are not permitted to transport students in their private cars. Students are encouraged to carpool and should not rely on only one means of transportation. Student assignments to the hospital and clinical cannot be made based on carpools.

Changes In Name, Telephone Number and/or Address

Any change of name, address, or telephone number must be done through MySite. Also notify division office so changes can be made in the files. *All communication from faculty, the staff, the Director and Dean, to students should be via the students' Saddleback email account.*

L. Failing, Withdrawal, and Re-Admission to Program

1. Student withdrawal or Excused Withdraw (EW) from a surgical technology course with a clinical component will be considered a failure in that course if, at the time of withdrawal, the student is receiving a grade less than "C" in theory and/or has unsatisfactory performance in the clinical component. The student's transcript will reflect a "W" or an "EW" if the student withdraws prior to the college drop date. The nursing program history will be recorded as a failure.
 - ☐ The "EW" option pertains to COVID-19 or specific event beyond the control of the student (per course catalog) and,
 - ☐ may only be used once for the entire program.
2. A "D" or "F" in theory or a clinical failure will result in a failure of the entire course (clinical and theory).
3. Formal drops or withdrawals with the office of admissions and records are the responsibility of the student.
4. A student who has two course or clinical failures in the surgical technology program will be dropped from the surgical technology program and is not eligible for re-entry.
5. For readmission, a student who withdraws from the surgical technology program must meet with the program director or designee for advisement purposes and complete a petition requesting re-entry to the program (see policy II.11).
6. All first semester students desiring re-entry must complete the entire application process.
7. Eligible students will be readmitted on a space-available basis.

8. The faculty believes that dishonest behaviors are inconsistent with safe surgical technology practice and, therefore, reserves the right to dismiss from the surgical technology program any student who demonstrates evidence of dishonest behaviors.
9. A student dismissed for academic dishonesty, unprofessional behavior or breach of confidentiality is not eligible for re-entry into the surgical technology program.

M. Program Completion

GRADUATION REQUIREMENTS

PURPOSE This policy outlines the mandatory requirements that students must fulfill to graduate from the Surgical Technology Program and be eligible for certification as a Surgical Technologist.

SCOPE This policy applies to all students enrolled in the Surgical Technology Program seeking to graduate and obtain certification.

ACADEMIC REQUIREMENTS

1. **Course Completion** - All required courses in the surgical technology curriculum must be completed with a minimum grade of "C" (75%) or better.
2. **Clinical Requirements** - Students must complete a minimum of 120 cases as specified by the Association of Surgical Technologists (AST). This includes 30 cases in General Surgery and 90 cases in various surgical specialties. At least 90 cases must be performed in the first scrub role, while a maximum of 30 cases can be performed in the second scrub role. All clinical cases must be documented in the approved case log system, and students must maintain a clinical evaluation average of 75% or higher.
3. **Laboratory Performance** - Students are required to successfully complete all laboratory skills assessments and demonstrate competency in all required surgical skills. All practical examinations must be passed with a minimum score of 75%.
4. **Professional Requirements** - Students must maintain current CPR certification throughout the program. All required immunizations and health screenings must be completed and kept current. Students must pass a criminal background check and drug screening. HIPAA training and certification must be completed, and professional liability insurance must be maintained throughout the program.

5. Attendance Requirements - Students must adhere to attendance policies in all classroom courses, per the course syllabus, and complete 100% of required clinical hours/cases. All excused clinical absences must be made up according to program policy.

6. Financial Obligations All financial obligations to the institution must be satisfied, and financial aid exit counseling must be completed where applicable.

CERTIFICATION ELIGIBILITY

Upon successful program accreditation and completion of all graduation requirements, students will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination, apply for state licensure where applicable, and receive their program diploma or degree.

ACADEMIC STANDING

Students must maintain a cumulative GPA of 2.0 or higher, demonstrate satisfactory academic progress throughout the program, and exhibit professional behavior meeting program standards.

Students who do not meet graduation requirements may appeal through a written petition to the Program Director, including supporting documentation of extenuating circumstances and a proposed plan for completion of requirements. Appeals must be submitted within 10 business days of notification of failure to meet requirements.

DOCUMENTATION

For graduation processing, students must submit a completed graduation application, updated immunization records, current CPR certification, completed clinical case logs, final clinical evaluations, and exit interview documentation.

POLICY COMPLIANCE

Failure to meet any of the above requirements will result in delay of graduation, inability to sit for certification examination, and withholding of program completion documentation. The Program Director, in consultation with program faculty, has final authority in determining whether graduation requirements have been met.

III. Policies and Expectations

A. Academic Honor Code

Saddleback College students are responsible for regulating their own conduct in accordance with the Code of Conduct set by the District Board of Trustees. The Code of Conduct is outlined in the Saddleback College [Student Handbook](#), pp. 49- 51. It is each student's responsibility to adhere to an academic honor code, which upholds the integrity of the institution and the educational process so that all students have an equal opportunity to demonstrate their academic abilities.

Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to cheating, plagiarism, falsification/fabrication.

Cheating

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

- The use of unauthorized sources of information during tests. This would include, but is not limited to, crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
- Looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so.
- Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for oneself.
- Altering graded class work and resubmitting that work for reconsideration.
- Engaging in any kind of unauthorized assistance or communication with another person during an exam.
- Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work.

Plagiarism

Plagiarism is the inclusion in total or part of another's words, ideas, work, material, or data as one's own. Plagiarism includes, but is not limited to:

- Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one's own work.
- Copying, using or borrowing another's ideas, assignments, test answers, lab work, research, report, term paper, computer program, file or data, etc., and submitting it as one's own work or allowing another student to do so.
- Submitting as one's own work, work prepared by others or prepared in collaboration with others.
- Reproducing another's work so closely that any reasonable person would, after careful evaluation of the circumstances, conclude that plagiarism has occurred.

Falsification/Fabrication

Any act of inventing or altering information to deceive is considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

- Inventing and submitting falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
- Falsifying signatures on required forms or other academic records.
- Using another person's identification, falsifying one's identification, or representing oneself as another person. Changing official academic records or documents, without going through a proper approval process.
- Knowingly misrepresenting successful completion of prerequisites.

Cheating, plagiarism, or falsification of any kind may result in failure of a course and removal from the RN program. Reentry is not guaranteed if there is a violation and is subject to the discretion of the enrollment committee with the nursing director and Dean.

Conduct

Professional conduct requires that the nursing student represent himself/herself as a professional student when involved in authorized Program activities. This includes wearing the uniform with an emblem, name pin and picture ID card when representing Saddleback College. South Orange County Community College District (SOCCCD) also has an Administrative Regulation [Board Policy 5500](#).

To maintain a safe environment for the patient and the student the instructor has the unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, safety, and performance. Any student whose conduct, clinical performance, or health is in question will be asked to leave the clinical facility.

Students will abide by individual clinical agency policies and procedures. Students are directly responsible to the instructor for all assigned time. Students are not permitted to leave the clinical

site during the clinical day, unless a specific disability related accommodation has been previously approved. Should there be an emergency, students should report to their faculty member about needing to leave the clinical facility. Upon returning to the clinical site, the student should report directly to the faculty member.

B. Special Accommodations

Saddleback College recommends that students with disabilities discuss academic accommodations with their professors, the Disability Services office prior to the first day of class as accommodations are not retroactive. Clinical accommodations must be discussed with Disability Services and the Clinical Placement Director well in advance.

C. Student Policies

I. Saddleback College School of Health and Wellness Professional Behaviors

The Surgical Technology Program requires that students must demonstrate accountability and responsibility for their own behavior in the classroom, and during externships, field experiences and clinical rotations. In their professional role, students are expected to model the values of human dignity and integrity in all care rendered and in all professional relationships.

- a. When a student's personal behaviors constitute a conscious disregard or indifference to the health, safety and/or well-being of a patient, client, family, instructor, or colleague, the student may be dismissed from the class and the division program.
- b. When the student's behaviors include, but are not limited to, one or more of the following unprofessional behaviors, Administrative Regulation 5401 will be followed and the student will not be eligible for readmission to the Saddleback College SCHOOL OF HEALTH AND WELLNESS Division Program:
 - a. violation of HIPAA, or client or patient confidentiality
 - b. academic dishonesty as defined in the Saddleback College student handbook
 - c. assault, battery or intent to harm another person
 - d. disruption or distraction in the educational setting; willful disobedience
 - e. harassment or threatening behavior; defiance of authority
 - f. emotional outbursts such as yelling or use of expletives in clinical/field care settings
 - g. misrepresentation of oneself in a field experience, facility or patient care setting
 - h. Failure to meet the end of course/program learning outcomes and essential competencies.

II. Background Screening Policy

Rational

Having a felony / misdemeanor conviction may preclude an applicant from being accepted into the program. Additionally, Saddleback College and the program have clinical affiliation agreements with hospitals, clinics, and health organizations that provide the terms and conditions for clinical placement. As such, students with a felony / misdemeanor conviction or charge may be unable to continue in the program due to the inability to participate in the clinical component of the program.

Background Check Procedure

The School of Health Sciences and Human Services will designate an approved vendor(s) to conduct criminal background checks. All issues will be reported from the vendor(s) directly to the appropriate designee in the School of Health Sciences Dean's office. Results from vendors other than those designated by the School of Health Sciences to conduct criminal background checks will not be accepted. Applicants / students must contact the designated vendor(s) and comply with instructions in authorizing and obtaining criminal background checks. A background check may be requested at any time during a student's time in the program in addition to the initial background check. All background checks and associated expenses are at the student's expense. Background results are considered confidential and will only be viewed by the Dean and Director/Assistant Director of the program. Student will have ownership of the report and the school will have viewing rights.

Report Results

Negative Criminal Background Results: The names of all applicants and current students with negative criminal background checks will be reported to the assigned designee through the authorized procedures in the School of Health Sciences. No further action by the applicant / student or school is required.

Positive Criminal Background Results: Any applicant / student whose report indicates a positive result in their criminal background check will receive notification by email from the School of Health Sciences office within seven (7) business days. Applicants / students will be required to schedule a time to discuss the findings with the Dean/ designee within five (5) business days of the emailed notification.

Program Candidates

At the meeting with the Dean/ designee if the individual is a candidate for the program, the candidate will be informed that he/ she may either proceed in the process, request a deferral, or informed that he/ she is not eligible to enter the program. If an Action Plan is created, a copy will be given to the Candidate and the original placed in the student's file. The candidate shall conform to all the requirements in the Action Plan. If the candidate fails to conform to the terms and conditions in the Action Plan, he / she may not be eligible to enter the program.

Admitted Students

If the individual is a student in the program, the student will be informed at the Dean/ designee's meeting whether he/ she student may continue in the program, receive a suspension while the matter is being adjudicated, or is dismissed from the program. If an Action Plan is created, the student shall conform to all the requirements in the Action Plan. If a student fails to conform to

the terms and conditions in the Action Plan, he / she may be immediately dismissed from the program

If a student, who is currently in the program, on deferral, or in remediation status, is charged with a felony / misdemeanor, he/ she shall report the occurrence to the Dean of Health Sciences within 36 hours of being charged or before the next clinical rotation. * The student shall call the Dean's office and report the issue(s) in addition to emailing the Dean and Director/Chair of the program. Providing false or incomplete information is subject to dismissal from the program. The Dean of Health Sciences will meet with the candidate / student to discuss the occurrence. An Action Plan will be completed at this meeting and a copy will be given to the student with the original placed in the student's file. The Action Plan shall address any changes to a student's scheduled clinical schedule.

The student shall conform to all the requirements in the Action Plan. If a student fails to conform to the terms and conditions in the Action Plan, he / she may be dismissed from the program.

Appeal Process

Should a(n) applicant / student disagree with the decision of the Dean/ designee, the student shall follow the appeal process. The applicant/ student must submit in writing the reason for the appeal, including any extenuating circumstances, and the remedy the student is requesting. The appeal must be submitted and received by the Dean's office within five (5) business days of the initial meeting. Upon receipt of the appeal, a meeting will be convened consisting of the Dean, the Director, a health science faculty member selected by the student, and the student within five (5) business days. Any additional evidence must be submitted for consideration three (3) business days prior to the meeting. A decision will be reached and provided to the student in writing within ten (10) business days of the meeting.

All dates must be complied with by the student. Any deviation from the dates must be approved by the Dean in writing.

III. Acceptance Statement Policy

As a Surgical Technology student at Saddleback College, I accept, understand, and agree to the following statements:

1. The program and its students will abide by and uphold the Code of Ethics for Surgical Technologists as determined by the Association of Surgical Technologists (2013).
2. Dishonesty and/or plagiarism will not be tolerated in either the theory or clinical component of any course. All assignments are to be individually completed and, in the student's, own words with appropriate documentation of references. If faculty identifies an incident of dishonesty or plagiarism, the student will receive a zero for the assignment/test and will be required to meet with the surgical technology program director.
3. All students, in good standing with the surgical technology program, must register as assigned for the theory class and for the corresponding lab section for each surgical technology course.
4. All surgical technology courses must be taken in the required sequence and completed with a minimum grade of "C" (75%) prior to or concurrent with the semester for which they are listed. Students not meeting this requirement will not be allowed to progress to the next sequenced course.
5. Each surgical technology course has critical objectives identified in the course syllabus. Failure to comply with critical objectives may result in failure of the clinical component of a course (See Policy IV.1).
6. In addition to critical objectives listed, students may be dismissed from the clinical lab for the following list, which is not exhaustive:
 - a. removal of unauthorized syringe, needle, medication, supplies or equipment from any clinical facility for any reason or,
 - b. any violation of HIPAA or patient privacy or
 - c. any violation of patient safety (physical, psychological) or
 - d. any violation of the policies and procedures of a clinical site or
 - e. any violation of a patient's health rights or
 - f. any violation of the Student Code of Conduct
7. No hospital or surgical center generated medical record that may be traced back to a particular patient may be removed from any facility. Removal of any patient information by any means, such as, but not limited to, faxing, copying, duplicating, emailing, photographing or using any electronic method is prohibited.
8. Strict adherence to the Social Media and Use of Technology Policy (ref here) must be followed at all times.
9. Strict adherence to the Skills and Computer Lab Policy (ref here) must be followed at all times.
10. Students/Saddleback College/Faculty periodically record events with the surgical technology program through photography and/or videography. Students may request in writing to opt out of such activities.
11. A student must pass both theory and clinical in order to progress in the surgical technology program.

12. Students who have an identified deficiency, in either theory or clinical, will be given a “Counseling Flow Sheet”, and counseled by an instructor and/or nursing program director. As time allows, the student will have two (2) clinical weeks to improve the identified deficiency(ies). **If the deficiency identified is a critical objective of the course or the program, the student may be dismissed from the course at any time.** Official withdrawal from a course is the responsibility of the student.
13. A student who withdraws from the surgical technology program, and is eligible for re-entry, must notify the division office, meet with the program director or designee at the time of the withdrawal and complete a petition requesting re-entry to the program.
14. Students are expected to attend each class and clinical lab. In order to continue in the surgical technology program students must attend the first clinical day (orientation) and any other orientation requirements of each rotation. On any other clinical day, students who find it necessary to be absent from class or clinical lab are to notify the instructor/facility prior to the time class or lab begins according to directions given by the course instructor. Promptness is required.
15. In the event of illness or injury greater than 1-week duration, the student must provide a medical clearance to the nursing director before returning to class or clinical lab. A student with a cast, crutch, cane, splint, sling or other device which impairs mobility or creates an unsafe environment. Medical clearance, **including a completed Saddleback College Medical Release**, will be required before returning to the clinical area.
16. All students in the surgical technology program are required to have a current American Heart Association Basic Life Support (BLS) Provider Card.
17. Students **must** follow standard precautions at all times. This is a critical element for all clinical courses in the surgical technology program (See Policy IV.2).
18. Students are **required** to follow the Surgical Technology Uniform and Personal Appearance Policy (ref here).
19. If at any time a student’s physical and/or emotional health, attitude, or conduct displays potential harm to the personal well-being or well-being of others, the student may be removed from the clinical setting and counseled verbally and in writing (ref here). A student suspected of being under the influence of any substance will not be allowed in the clinical setting or during any surgical technology program sponsored activity. Students may also be requested to leave lecture at the instructor’s discretion (ref here).
20. Make-up exam/quiz, if allowed, will be at the discretion of the instructor. Make-up examinations/quizzes may generate a maximum score of 75%. Students must refer to the individual course syllabus for examination guidelines (ref here?).
21. Any concern that a student may have regarding theory or clinical lab should be resolved by first seeking a conference with their respective instructor. If the problem is not resolved, the student, the instructor, or both may request a conference with the program director.
22. Student input is welcome throughout the semester. A formal meeting with faculty is scheduled at the end of each course (See Policy I.3).

23. During the surgical technology program, each student will have clinical experience at off-campus clinical healthcare facilities. It is each student's responsibility to obtain transportation to the assigned clinical facility.
24. Students may have assignments on any shift and may be assigned on any day, including Saturday and Sunday. After registration is complete, students may be changed to a different clinical site at the discretion of the surgical technology department.
25. Most clinical classes require extensive pre-planning and assignment preparation time. Students must commit to these unassigned hours in order to meet course requirements. Any student who comes to the clinical lab unprepared to care for a patient safely, may be asked by the instructor to leave the clinical setting. This is considered an unexcused absence.
26. All students are strongly encouraged to register for the skills lab course.
27. Students must maintain malpractice insurance through the duration of the program.
28. Health clearance is required for all students. All students must complete and pass a background and drug testing prior to entry into the program. If a student is charged or convicted of a crime after the completion of the background, they have an affirmative duty to notify the Director of surgical technology program of the issue. Students may be required to complete a second background.
29. All students must maintain academic honesty, professional behavior and patient confidentiality requirements (HIPAA) in order to successfully complete the Saddleback College Surgical Technology Program.
30. All students must agree to and sign the Saddleback College Surgical Technology Program Assumption of Risk, Release of Liability and Acknowledgement Agreement Health Sciences' Skills Lab or contact the surgical technology program director (see attached).

IV. Social Media and Use of Technology Policy

Background: Saddleback College Associate Degree Surgical Technology Program is committed to protecting the health information of every client with whom a student comes in contact, as well as the education information of every student. Distribution of sensitive and confidential information is protected under HIPAA whether discussed through traditional communication channels, technology or through social media.

The surgical technology department at Saddleback College supports the appropriate use of social media and technology, thereby recognizing that connecting, collaborating, and communicating with the learning community are important for professional growth. The department acknowledges the value of sharing and communicating one's opinion and supports such communication between students and faculty. The surgical technology program also requires that students check their Saddleback College email and learning management system regularly. Email correspondence must be through a Saddleback College email account. Cell phone use is also a part of technology that is regulated within the program (ref policy).

Future employers often review social networking sites when considering potential candidates for employment. No privatization measure is perfect. Information can "live on" beyond its removal from the original website and continue to circulate in other venues.

The internet may be searched periodically for breaches of confidentiality.

The student must follow the clinical agency's policy regarding the use of laptops, tablets, or other electronic devices.

A. In the professional role as **a surgical technology student, you must not:**

1. exchange personal information, of any kind, between you and a patient,
2. present the personal health information of any individual on any social site. Removal of an individual's name may not constitute proper de-identification of protected health information, including telemetry strips. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a medical photograph may still allow the reader to recognize the identity of a specific individual, including, but not limited to, faxing, copying, duplicating, emailing, photographing, or using any electronic method is prohibited.
3. post or discuss any classroom or clinical information or experiences regarding faculty, other students, clinical agency and its staff, and clients/patients with use of technology or on any internet and/or social media site. Examples include, but are not limited to the following:
 - blogging and/or podcasting including photos or video hosting
 - social media networking including bookmarking and tagging

4. present yourself as an official representative or spokesperson for the Saddleback College Surgical Technology Department,
 5. utilize websites and/or applications in a manner that interferes with the student's clinical commitments,
 6. discuss any information regarding exams or quizzes in an electronic format or in social media,
 7. display language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, religious beliefs or sexual identity, and
 8. present information that may be interpreted as condoning irresponsible use of alcohol, substances, or sexual promiscuity.
- B. Any student who violates the Social Media and Use of Technology Policy will:
1. meet with the surgical technology program director to determine disciplinary actions and further eligibility in the program, and
 2. be subject to disciplinary actions by the clinical site, and/or Saddleback College.

Students are legally responsible for anything posted through use of technology or in social media forums. Individuals should make every effort to present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful. Surgical Technology students are preparing for a profession which provides services to the public and expects high standards of behavior and professional communication. Students need to remember that their online presence should reflect them as a professional. Ultimately, each individual has the sole responsibility for what they post.

Caution should always be used to protect privacy and all confidential information.

V. Unsuccessful Theory and/or Clinical Performance Policy

1. An unsuccessful theory grade in any nursing course with a clinical component is defined as a theory grade less than 75% and/or an unsatisfactory clinical performance.
2. A student who withdraws from a surgical technology course with a clinical component will be considered unsuccessful in that course if, at the time of withdrawal, the student has a grade less than 75% in theory and/or unsatisfactory performance in the clinical component.
3. It is recommended that at the time of withdrawal, a student with a theory grade less than 75% and/or an unsatisfactory clinical performance meet with the surgical technology program director or designee to develop a plan to facilitate future success and complete a petition requesting re-entry to the program.
4. Any student who is applying for re-entry into the surgical technology program must follow the re- entry procedure:

Re-entry Procedure (Student)

1. Student will communicate with course faculty to discuss failure to meet course objectives.
2. Student will be provided with an appropriate remediation plan by the faculty of record.
3. Student will contact the health sciences division office to schedule an appointment with the nursing program director.
4. Student will review, complete, and submit the Surgical Technology Petition to Re-Enter Program.
5. Student must complete the re-entry form and submit supporting documents demonstrating completion of remediation as indicated by the surgical technology program director.
6. The student must complete the remediation plan and submit documents according to the following timeframe:
 - a. If unsuccessful in ST 210, student must complete a remediation plan, meet with the surgical technology program director to provide proof of remediation, AND reapply for admission within one semester of exiting.
 - b. To be considered for re-entry to ST 220 or ST 240, all documents must be submitted to the surgical technology program director by April 1st for fall entry and November 1st for spring entry.
 - c. *For second 8-week course (ST 230 and ST 250) the deadlines will be provided by the surgical technology program director at the time the remediation plan is developed and discussed.
7. Final decisions for re-entry to the program will be made by program chair/coordinator and the program director.
8. A student may be readmitted one time.
9. Re-entry is contingent on program space availability.

VI. Disabled Students Programs and Services (DSPS) Policy

The student must present the memo “*Accommodated Testing for Students with Disabilities*” and discuss their individual needs with the faculty member on the first day of class or immediately upon notification of eligibility.

1. The DSPS memo must be delivered by the student to course lecture faculty a minimum of 7 days prior to the quiz/test or per course syllabus.
2. The student must schedule accommodated testing dates with DSPS to coincide with the date of the course’s scheduled quiz/test dates unless alternate instructions are given by the course lead instructor(s).
3. Students must request the exam dates through DSPS with sufficient time for the lecture

faculty or designee and/or per the syllabus. Lecture faculty approves the exam with the ATC electronically.

4. Students are strongly encouraged to discuss their clinical accommodations with DSPS a month PRIOR to the beginning of the semester. Questions can be addressed to the program's director of nursing for assistance with this process.
5. Dean/director coordinates with clinical faculty and DSPS counselors through the interactive process to identify reasonable accommodations for clinical courses.
6. Accommodations for clinical settings are unique from classroom accommodations. Accommodations for clinical courses must have an interactive process in each course. Clinical accommodations at different hospital, community, simulation centers, skills labs may change or adapt for each clinical course/and or facility.

VII. Essential Functions/Technical Standards

Saddleback College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to Saddleback College Surgical Technology Program are expected to be able to complete curriculum requirements, which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the program may be denied if a student is unable to demonstrate the essential functions or technical standards with or without reasonable accommodations.

Saddleback College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

Cognitive functions include:

- Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
- Measure, calculate, reason, analyze and synthesize data.
- Problem-solve and think critically in order to apply knowledge and/or skill.
- Communicate effectively with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Relay information effectively, accurately, reliably, and intelligibly. This includes a thorough and accurate use of computers and other tools to individuals and groups, using the English language.
- Effectively collect, analyze, synthesize, integrate, recall and apply information and knowledge to provide safe patient care for assigned clinical shifts.

Examples of learning activities found in the surgical technology curriculum and related to industry standards:

- Process information thoroughly and quickly to prioritize and implement care.
- Sequence or cluster data to determine patient needs.
- Discriminate fine/subtle differences in medical word endings.
- Report patient data using multiple formats to members of the healthcare team.

Motor technical standards:

- Coordinate fine and gross motor movements.
- Coordinate hand/eye movements.
- Work effectively and efficiently within a limited space.
- Effectively manage psychomotor tasks to provide safe patient care.

Examples of learning activities found in the surgical technology curriculum and related to industry standards:

- Transfer patient/patients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering patient to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift, move, turn, position, push, or pull patients and/or objects, weighing up to 35 pounds.
- Transport equipment and supplies to the patient bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to prepare medications.
- Safely dispose of needles in sharps container.
- Dispose of contaminated materials in a safe and compliant manner.

- Complete assigned periods of clinical practice (up to twelve (12) hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills tests within assigned time limit.

Sensory technical standards:

- Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
- Collect information through a variety of senses and/or using appropriate and approved equipment.
- Use and interpret information from diagnostic procedures.

Examples of learning activities found in the surgical technology curriculum and related to industry standards:

- Detect a fire in the patient care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe objects and set-ups in a room from a distance of 20 feet away.
- Detect alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe data from recording equipment and measurement devices used in patient care
- Communicate with patient and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect unsafe temperature levels in heat-producing devices used in patient care.

Behavioral technical standards:

- Demonstrate ability to function effectively under stress and adapt to changing environments to provide safe patient care.
- Maintain effective communication and teamwork to provide effective patient care.
- Examine and modify one's own behavior when it interferes with others or the learning environment.
- Possess attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance.

- Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
- Integrate feedback into own performance.

Examples of learning activities found in the surgical technology curriculum and related to industry standards:

- Exercise judgment, meet acceptable timeframes for patient care delivery (acceptable timeframes are reflected by ability to carry out the usual patient care assignment for a particular point in the program), work effectively under stress, and adapt to rapidly changing patient care environments.
- Accept accountability for actions that resulted in patient care errors.
- Deal effectively with interpersonal conflict if it arises and maintain effective and harmonious relationships with members of the healthcare team.

VIII. Pregnancy Policy

A student who becomes pregnant at any time during the program has the option to voluntarily disclose their pregnancy to the Program Director but is not required to do so. If the student chooses to declare their pregnancy, they will meet with the Program Director for counseling regarding program expectations, safety precautions, and available options. The student will then decide whether to continue in the program.

If the student decides to withdraw from the program and later seeks to return, they must reapply.

If the student chooses to continue in the program, they will not face discrimination based on pregnancy status. However, they will be expected to meet the same academic, technical, and physical standards as their classmates, including adherence to course objectives, attendance policies, and clinical rotation requirements.

Radiation Safety Precautions for Pregnant Students

To ensure the safety of both the student and the developing fetus, the following guidelines must be followed:

- The student will be required to read NRC Appendix 8.13: "Instructions Concerning Prenatal Radiation Exposure" and acknowledge their understanding of radiation safety.
- The student must wear an additional radiation monitoring badge at the waist level at all times during clinical rotations.
- A wrap-around lead apron must be worn during radiation exposure.
- A 0.5 mm lead-equivalent apron provides 88% attenuation at 75 kVp.

- For exposures above 75 kVp, a 1.0 mm lead-equivalent apron is recommended.
- The student must provide monthly statements from their physician verifying that it is medically safe to continue participation in the program.

These measures are in place to prioritize the student's health and safety while ensuring they can meet program requirements.

IX. Clinical Evaluation and Critical Objectives Policy

1. Clinical evaluation will be completed at least once each clinical course. Evaluation by the student's assigned clinical faculty(s) shall include student's positive accomplishments as well as any identified deficiencies that need improvement. Evaluations must be documented and signed by the faculty. Students are expected to participate in the evaluation process and sign the form. The evaluation will be uploaded to the student's file on SharePoint.
2. Students who are unsuccessful in clinical performance must withdraw from the course. (See Policy II.11)
3. Students who have an identified deficiency which is not a critical objective may be given a Counseling Flow Sheet. As time allows, the student will have two (2) clinical weeks to improve the identified deficiency (ies).
4. If the deficiency identified is a critical objective of the course or the program, the student will receive a "Counseling Flow Sheet" and may be dismissed from the course at any time.
5. In addition to critical objectives listed, students may be dismissed from the clinical course for:
 - removal of any unauthorized syringe, needle, medication, supplies or equipment from the skills lab or computer lab,
 - a. removal of such items from any clinical facility for any reason,
 - b. removal of any hospital supplies or skills lab supplies or equipment that has not been issued to them or
 - c. any violation of HIPAA

Critical Objectives for all Courses*

(Included in all clinical classes. Each clinical course will have end of course clinical student learning outcomes that must be met in order to progress. See course syllabus.)

The student will:

- utilize standard precautions,
- use two patient identifiers for medication administration and treatments only under RN supervision,
- properly label all medications

- recognize and immediately report any error or unsafe condition to the clinical faculty,
- maintain academic honesty, professional behavior and confidentiality and abide by the Code of Conduct and Ethics
- recognize own limitations and accurately assess own abilities prior to initiation of patient care

This statement is not inclusive - course by course guidelines will be found in each clinical syllabus and further defined by the clinical facility policies.

*Failure in any one of these areas will result in a referral to the director and may result in dismissal from the course.

X. Supervision and Evaluation Policy

Clinical Supervision

Direct supervision is required for all procedures performed by students. A qualified preceptor must be present for all surgical cases. Students are not permitted to perform any tasks without proper supervision. All facility policies regarding student roles must be strictly followed.

Performance Evaluation

Clinical preceptors will complete weekly evaluations of student performance. Program faculty will conduct monthly evaluations to assess progress. Students are required to complete self evaluations as part of their professional development. Any unsatisfactory performance will result in implementation of a remediation plan.

Disciplinary Procedures

Disciplinary actions follow a progressive system beginning with a written warning for first offenses. Continued issues will result in probation. Students may be removed from a clinical site if necessary. Serious violations may result in immediate program dismissal.

XI. Incident and Safety Policies

Accident & Injury Reporting

All accidents and injuries must be reported immediately to the clinical instructor. Students must follow facility incident reporting procedures and complete all required program incident documentation. Appropriate medical attention should be sought when needed.

Exposure Protocol

Any exposure incidents must be reported immediately. Students must follow facility exposure protocols and complete all required documentation. Follow-up testing will be conducted as required by facility and program policies.

Emergency Procedures

Students must follow all facility emergency protocols and be familiar with the location of emergency equipment. Participation in emergency drills is mandatory. All emergencies must be reported according to facility guidelines.

XII. Standard Precautions and Infection Control Policy

1. Use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated.
2. Gloves will be worn when touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids. When Scrubbed in, student will wear two sets of sterile gloves.
3. Gloves will be changed after contact with each patient. Gloves must be discarded according to facility policy whenever exiting a patient's room. Hand hygiene is to be performed before applying gloves and after removal.
4. Hand hygiene will be performed prior to and immediately after every patient contact. Hands or other skin surfaces will be washed immediately and thoroughly, with soap and water, if contaminated with blood or other body fluids or if visibly soiled. Hand hygiene with soap and water is required when caring for a patient with C. Difficile.
5. Gowns, masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets, splashes or sprays of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose, and eyes.
6. Gloves, gowns, and protective eyewear or face shields, according to agency policy, while handling an infant, the placenta, or umbilical cord throughout the birthing process.
7. Take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures and during cleaning and disposal.
8. After use, disposable syringes and needles, scalpel blades, and other sharp items will be placed in designated puncture-resistant containers for disposal.
9. Surgical Technology students who have open lesions or weeping dermatitis will refrain from all direct patient care and from handling equipment until the condition resolves at the discretion of the clinical faculty.
10. Respiratory resuscitation will be performed using bag-valve-mouth devices, face shields with one-way valves, or other ventilation devices available in all patient care areas.
11. Immediately report any contamination by blood or body fluids to the Saddleback College

clinical faculty. The clinical faculty will initiate the procedure for reporting and follow-up with Saddleback College and the clinical facility. Students in clinical without an on-site faculty will notify the agency of the exposure and immediately contact their faculty.

XIII. Professional Appearance and Uniform Policy

1. The student will wear surgical scrub attire to and from the clinical sites and during designated lab portions of ST courses.
2. At the Clinical Site, the student will change into freshly/professionally laundered surgical scrubs and will doff (remove and place in the designated bin) these surgical scrubs before leaving the facility or designated area.
3. At the Clinical Sites, when scrubbing in for procedures: all hair must be covered with a surgical cap, eye protection must be worn at all times, and student must wear a well-fitting, securely tied face mask. Beard covers must be worn to cover any facial hair extending beyond the surgical mask.
4. Students will not be permitted to take part in procedures on patients in airborne isolation requiring PAPR mask or N95 mask.
5. Students at clinical sites not requiring uniforms must wear professional attire as directed by instructor.
6. Picture ID approved by the surgical technology department (i.e student id badge) must be worn above the waist, in clear vision, at all times in the clinical area.
7. Students must wear clean, low-heeled, solid color rubber-soled shoes with both the toes and heels enclosed. If shoes have laces, they must be solid. All non-porous, leather activity shoes (without color accents or logos) are acceptable. High top and partial heel, clog type shoes are not permitted. In rotations where uniforms are not required students must wear professional attire. Per OSHA guidelines, shoes must be: clean, low heeled, rubber-soled with both the toes and heels enclosed.
8. No long-sleeve T-shirts or sweaters may be worn under surgical scrub attire. A solid color t-shirt with less than 2 inches of material visible around the neck is permitted, if the clinical site allows.
9. If student is cold in the clinical area, the student may wear one of the facilities provided cover jackets. No outside jackets are permitted.
10. Hair must be neat, worn off the face, and off the collar. Neatly braided hair is acceptable. Care must be taken that any braided hair or ponytail does not fall into the work area or the patient's face. Hair color must be of a naturally occurring color. Head bands and head coverings must be discrete and subtle. No other hair accessories may be worn.
11. Student may wear solid professional appearing scrub hats; these scrub hats however may not be worn in place of facility provided head coverings. Student owned scrub hats must be laundered in hot water every day and can only be worn underneath facility head attire.

12. Facial hair must be neatly trimmed and close to the face. Beards must be trimmed to jaw line.
13. Nails must be neat, short, and trimmed. Artificial nails or gels are prohibited. Nail polish is also prohibited. Specific hospital/facility policy must be followed.
14. Make-up, including eyelashes, may not be excessive, but is to be applied so that a natural look is conveyed.
15. No jewelry is allowed to be worn on the wrists or fingers during class or clinical time.
16. Tattoos must be completely covered whenever possible.
17. No perfume, cologne, or strong scents are allowed.
18. Good hygiene is expected; this includes, but is not limited to, clean hair and the absence of body odor, halitosis and/or smoking odor.
19. When applicable, compliance with assigned clinical agency's policies for students is required.
20. Appropriateness of uniform and/or appearance may be determined by the instructor.

XIV. Skills Lab Guidelines Policy

Skills Lab Guidelines

Health Sciences Release of Liability form must be signed prior to working in the skills lab.

1. Upon arriving
 - turn off cell phones or put on vibrate,
 - login for everything outside of scheduled clinical hours.
 - never log in for anyone else and
 - do not eat or drink in the lab except water in closed container.
2. While working
 - do not use pens or markers around the manikins or equipment,
 - report any damage to equipment or operating problems to the lab staff and
3. Before leaving
 - clean up area prior to leaving lab (fold drapes, return and re-order instrument trays to the designated location)
 - clean off the manikin if anything is placed on a manikin
 - Return equipment to designated locations

No equipment or supplies should leave the lab unless it is properly checked out.

XV. Surgical Technology Student Grade Notification Policy

Grades will NOT be emailed to students or posted in a public place.

1. It is the responsibility of each faculty member to inform students as to the procedure for obtaining grades for each individual class.
2. Faculty should attempt communication by phone or in person for any nursing student with a course or clinical failure.
3. The lecture faculty must notify the surgical technology office and the student who did not pass the nursing class within 48 hours of not passing the class.

XVI. Student Input Policy

1. Class Climate evaluations:
 - are sent to students in all surgical technology department classes and are completed by students at the end of each course (and some selected learning opportunities such as simulation lab),
 - are completed online independently and anonymously for each theory and clinical experience in the program, not individual instructors and,
 - the completed evaluations are released by the surgical technology department for analysis and needed follow up.

Student input for optional individual faculty evaluation:

- Faculty **may elect** to utilize personal evaluations for course improvement. This optional evaluation is not part of the college's evaluative process but is used by the faculty to have critical feedback on specific areas of their instruction.
- Class climate IDs will be provided to students in advance of course conclusion.
- Once all clinical evaluations are completed and grades have been posted the faculty will receive the evaluations.

XVII. Basic Life Support Policy

1. All students in the surgical technology program are required to maintain current American Heart Association Basic Life Support Provider (BLS) for the entirety of the surgical technology program.
2. At the beginning of the clinical course the card must be valid and not expire for duration of the entire clinical course.
3. Proof of BLS must be the original electronic file presented from AHA to each clinical instructor and uploaded to CastleBranch.

IV. Grievance Processes

Students who wish to file a grievance may follow due process guidelines found in the program's handbook (informal) and/or [District AP 5530](#) (formal). The three scenarios described below trigger the Nursing program's process. Students are encouraged to access these rights and responsibilities if the student received an adverse action while in the program.

Students have a right to continue in their educational progress. No student may be “dismissed” from a program unless the assistant dean or dean have been notified and the student has been afforded due process as outlined below. Notwithstanding that a student may be removed from a clinical site and would fail the course, students may not be compelled to drop or withdraw a course. Students should meet with their program chair to be advised with the best course of action depending upon the situation.

A. Formal

Formal AP 5530

The [District AP 5530](#) is the formal grievance process and is applicable District's enumerated issues (i.e. grades, student disciplinary actions). Students have the option to use the SCHOOL OF HEALTH AND WELLNESS informal process before using the formal District process.

Program Formal Grievance Process

Student conduct may initiate sanctions and grievances processes that are not covered under the District AP 5530. This occurs when a student breaches the department policies and regulations (i.e. dismissals for patient safety violations, failures in the remediation processes, HIPAA, professional violations, LOA breaches, re-admission denials and so on). The procedural due process outlined below ensures both fair and equitable outcomes for all students.

Dual Grievance Processes

Students should be aware that parallel process for disciplinary matters can occur, and they must file responses through both processes. For example, if a student is impaired and cannot perform safely at a clinical site, AP 5530 is triggered along with the program's policy (i.e. breach of behaviors at the clinical site, violation of patient safety). In such a case, a student could be dismissed from the program while also going through the district disciplinary process and receiving District related sanctions. In these cases, students may need to address the district

disciplinary process and grievance procedures while also activating the School of Health and Wellness grievance process for a program dismissal.

Deans, directors, and chairs will assist students when separate grievance process this occurs and how to proceed through the processes. The Health Sciences and Human Services guidelines outlined below are instituted to ensure students receive procedural due process ensuring both fair and equitable outcomes for all health science students.

School of Health and Wellness Due Process

The School of Health and Wellness division due process is as follows and should be reflected in all handbook and program materials:

1. Students who have a grievance should first address the issue with his/her faculty member ***within five (5) instructional days of when the event occurred or when the student became aware of the issue.*** The student must inform the director/chair/dean of a possible negative effect due to a five-day delay and ask for an expedited review if applicable. If additional time is necessary to complete a full investigation, the student will be informed.
2. The process may be accelerated due to exigent circumstances. The student, faculty, and/or director should inform all individuals if a fast-track process is needed and explicitly agree upon a timeline that will not irreparably harm the student's progress in the program. All efforts should be made not to negatively impact a student's progress if at all possible while the grievance process is occurring
3. The faculty shall meet with the student within two (2) instructional days but no longer than ten (10) instructional days and respond to the student within two (2) instructional days but no longer than ten (10) instructional days unless the student would be irreparably harmed by a delay. If so, the student and the faculty shall consult with the program director/chair for guidance. If the student is not satisfied with the outcome, the student shall have two (2) instructional days but no longer than ten (10) instructional days to grieve to the program director/chair.
4. The chair shall meet with the student within two (2) instructional days but no longer than ten (10) instructional days and respond to the student within two (2) instructional days unless the student would be irreparably harmed by a delay. If so, the student and the program director shall consult with the dean for guidance. If the student is not satisfied with the outcome, the student shall have two (2) instructional days but no longer than ten (10) instructional days to grieve to the assistant dean. Appointments shall be coordinated through the senior administrative assistant, who will ensure due process has been followed and provide the student with a form to complete in advance of their meeting with the assistant dean.
5. The assistant dean shall meet with the student within five (5) instructional days and respond to the student within five (5) instructional days unless the student would be

irreparably harmed by a delay. If the student is not satisfied with the outcome, the student shall have two (2) instructional days but no longer than ten (10) instructional days to grieve to the dean. Appointments shall be coordinated through the senior administrative assistant, who will provide the student with a form to complete in advance of their meeting with the dean.

6. On the day of the scheduled meeting, the student will be asked to report 10-15 minutes prior to the scheduled meeting time and submit their completed form upon check-in. During this time, the dean will review the student's written narrative of the factual events and the requested remedy during the first meeting. The dean shall conduct a complete thorough investigation and respond to the student within five (5) instructional days unless the student would be irreparably harmed by a delay.
7. At no point will the process take longer than 45 days.
8. In the department process, the dean's decision is final.
9. In the informal AP 5530 process, if the student is not satisfied with the outcome, the student shall then proceed with the district's formal process found in AP 5530. Students shall be notified at every step in the informal AP 5530 process of the next step and the option to file a formal grievance. Note the 45-day limitation to start the District's formal process.
10. The Division and Department due processes do not supersede any process or policy found in other District publications, policies, or procedures. If conflicts occur, the district process shall supersede the Division process.
11. If a student perceives that he/she cannot discuss the matter with either the faculty member chair of director, the student must explain why in the written narrative to the assistant dean or dean.
12. This process is not used for any Title IV, IX, or ADA complaints. Students are recommended to reach out to the assistant dean or dean for guidance in these cases or review the district's resources and policies (see, Board Policies). These shall be fast-tracked, and the assistant dean or dean shall meet with the student within one business day.
13. Students have 45 days from the incident to start the informal/formal grievance due process. The time starts when the student knew or should have known about the incident.

B. Informal

If a program candidate or someone from the general public wishes to grieve or file a complaint, the following process will apply.

- If requested, the assistant dean shall meet with the individual within five (5) instructional days and respond to the individual within five (5) instructional days unless the delay

would cause irreparable harm. The individual must inform the assistant dean of a possible negative effect due to a five-day delay and ask for an expedited review. If additional time is necessary to complete a full investigation, the individual will be informed.

- Appointments shall be coordinated through the senior admin, who will provide the individual with a form to complete in advance of their meeting with the assistant dean.
- On the day of the scheduled meeting, the individual complainant/grievant will be asked to report 10-15 minutes prior to the scheduled meeting time and submit their completed form upon check-in. During this time, the dean will review the written narrative of the factual events and the requested remedy during the first meeting.
- If the individual is not satisfied with the outcome, the individual shall then proceed to meet with the dean. The dean shall confer with assistant dean prior to the meeting. If the complainant/grievant is not satisfied with the dean's decision, he/she/they shall proceed with the College's formal process depending upon the issue.
- Alternately, if the individual wishes to remain anonymous, he/she/they may complete the form and email the document to schoolofhealthandwellness@saddleback.edu or drop it off to the Health Sciences and Human Services office located on the campus.

This information shall be posted on the Saddleback School of Health and Wellness website.

C. Discrimination Complaints

Students who feel that they experienced discrimination can direct their complaints to the Title IX Officer, Juan Avalos, Ph.D., Vice President for Student Services, by filling out the [Unlawful Discrimination Complaint Form](#).

V. Resources

A. Financial Aid

1. The Financial Aid/Extended Opportunity Program & Services (EOPS) Office helps students who might otherwise be unable to continue their education because of financial problems.
2. Students in need of financial assistance should immediately contact the Saddleback College Financial Aid Office (949) 582-4860. Some information about nursing scholarships is available on the college website, and the division office.
3. The entire program may cost up to \$2800 or more. At the completion of the program, the cost for the certification exam is up to \$290.

How can I get Financial Help for Surgical Technology School?

Many students can qualify for enrollment and health fee waiver through Financial Services or EOPS. Contact Financial Aid office for information, (949) 582-4860.

The form is FAFSA on-line at www.fafsa.ed.gov (This website is free). Do not go to the .com one as that site charges you to apply. Beginning in October 1, 2017, you will be able to file for 2017- 2018 FAFSA in October rather than January. This is also the first step to qualifying for the California College Promise Grant. Follow this [link](#) for application forms and detailed information regarding this grant that allows you to attend college without enrollment fees (You do have to pay the material's and health fees).

When you get your answer as to “need” and if you feel that it does not reflect your current situation, there is a “special circumstances” appeal process for FAFSA (if income or circumstances have changed drastically) that students can also file. The Financial Aid office is available to help you with any of this process.

Scholarships

Scholarships are awarded based on need, academic success, and performance. To apply online for general College Scholarships and for more information, go to the [Saddleback College scholarship webpage](#).

The deadline for scholarship applications is usually in February or March for distribution in May. Criteria for scholarships are listed on the applications.

The most limiting factor for some of our new students to receive College Scholarships is that you must have completed 12 units at Saddleback College.

B. Campus Resources

- Career and Re-entry Center (949) 582-4575
- Counseling – Counselors are available to assist students in the areas of academic advisement, career planning, and personal counseling. (949) 582-4572
- Child Development Center – The Child Development Center offers educational opportunities and services for registered nursing students with preschool children.
- Escort Service – Security escort service between classrooms and other areas of campus. Campus police can be reached (949) 582-4585 or on any campus pay telephone, *80.
- Extended Opportunities Programs & Services is an outreach and retention program designed to assist financially and educationally disadvantaged students in achieving a college education. (949) 582-4620
- Financial Aid Office – The Saddleback College Financial Assistance Program is involved in assisting students with federal, state, and community awards from numerous state and local foundations. (949) 582-4860
- Health Center – Staffed by medical physicians, clinical psychologist, and nurses to provide professional services in the areas of prevention, recognition, and early treatment of illnesses. (949)582
- Disabled Student Programs and Services (DSPS) This resource provides support services and specialized instruction for students with permanent or temporary disabilities. Arrangements for support services accommodations such as note taking, math study groups, interpreter services, and mobility orientation, and test taking must be scheduled in advance. (949) 582-4885
- Transfer Center – The Transfer Center provides information and assistance to students who are preparing to transfer to a 4-year college or university. (949- 582-4328
- Tutoring – provides free tutoring for Saddleback College students. (949) 582-4519
- Student-Faculty Conferences – The Nursing faculty maintain five (5) office hours per week to consult with students.
- Veterans Administration Education Benefits-provides assistance to students in the completion of required paperwork for benefits; provides support services for vets and their families, counseling, scholarship assistance, etc. (949) 582-4252

VI. Handbook Acknowledgement

Saddleback College Surgical Technology Program

Student Handbook Agreement

Student Name: _____

Student ID#: _____

Semester/Year: _____

As a student in the Saddleback College Surgical Technology Program, I have received, read and understand the Saddleback College Surgical Technology Program Handbook.

Student Signature: _____

Date: _____

Saddleback College Surgical Technology Program

Student Policy Attestation

Student Name: _____

Student ID#: _____

Semester/Year: _____

As a student in the Saddleback College Surgical Technology Program, I acknowledge that I have read, reviewed, understand, and agree to comply with the following program policies:

- I. Saddleback College School of Health and Wellness Professional Behaviors
- II. Background Screening Policy
- III. Acceptance Statement Policy
- IV. Social Media and Use of Technology Policy
- V. Unsuccessful Theory and/or Clinical Performance Policy
- VI. Disabled Students Programs and Services (DSPS) Policy
- VII. Essential Functions/Technical Standards
- VIII. Pregnancy Policy
- IX. Clinical Evaluation and Critical Objectives Policy
- X. Supervision and Evaluation Policy
- XI. Incident and Safety Policies
- XII. Standard Precautions and Infection Control Policy
- XIII. Professional Appearance and Uniform Policy
- XIV. Skills Lab Guidelines Policy
- XV. Surgical Technology Student Grade Notification Policy
- XVI. Student Input Policy
- XVII. Basic Life Support Policy

By signing this form, I confirm that I have read each of the policies listed above as outlined in the Saddleback College Surgical Technology Program Handbook. I understand that it is my responsibility to adhere to these policies throughout my time in the program.

Student Signature: _____

Date: _____