

SURGICAL TECHNOLOGY

Surgical Technology Program *2026-2027 Student Handbook*



Surgical Technology Associate Degree Program

*Waukesha County Technical College
800 Main Street
Pewaukee, WI 53072*

Introduction

The Surgical Technology Student Handbook is designed to help you understand and maintain the standards required for successful completion of your program. This handbook is a supplement to the Waukesha County Technical College Student Handbook. It is designed to be used in conjunction with the course specific syllabi provided to you by your instructors. This handbook addresses the Surgical Technology program specific policies related to conduct and performance. The Surgical Technology faculty at Waukesha County Technical College reserves the right to initiate changes in the course policies and schedules as deemed necessary to meet the needs of you, the student. You will be required to adhere to the policies as outlined in this handbook unless your instructor has provided alternate policies in the course syllabus.

It is your obligation and responsibility to understand and fulfill the requirements of your program for graduation. You are expected to devote a considerable amount of time to study outside of class and clinical hours. For some courses, this may involve as many as 12-14 hours of preparation outside of school per week.

You are expected to assume responsibility for your own educational and personal conduct. Detailed descriptions of WCTC policies can be found on the online [WCTC Student Handbook](#), [Student Code of Conduct](#), and the [Academic Ethics Code of Conduct](#). The College catalog is available at wctc.edu within your specific program page. You can also view your catalog by logging into Degree Works and viewing your degree progress. Please review this information to help you learn and succeed at WCTC.

It is your responsibility to read and ensure your understanding of all applicable course, department, and college policies. Your instructor is available to provide further clarification when necessary.

The Surgical Technology faculty is ready and willing to help you attain your goal, but ultimately your success is up to you.

The WCTC Surgical Technology program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
Phone: 727-210-2350
www.caahep.org

Mission and Horizon of WCTC

Mission: Waukesha County Technical College provides accessible career and technical education to strengthen our community through lifelong learning.

Horizon Statement: To be the modern comprehensive regional college that ignites people to thrive in a changing world.

Aims for the Modern College

- Shape the Future of Higher Education: Transform WCTC to meet the needs of the 21st century.
- Thriving Academic Mission: Deliver an unparalleled education in a rapidly changing world.
- Cultivate Inclusive Experiences: Foster an environment where people reach their full potential.
- Vital Collaborative Alliances: Ensure successful partnerships and community prosperity.
- Premier Regional Hub: Evolve into a vibrant, multifaceted heart of the community.
- Sleek, Simple, Intuitive: Streamline all college functions.

Surgical Technology Program Mission Statement

The Surgical Technology faculty are committed to student-centered learning in an environment that promotes quality, personal growth, integrity, and opportunity for all students. The students will prepare to enter the healthcare field as competent Surgical Technologists where they will contribute to the quality of care by providing a safe and efficient surgical environment in an ethical and caring manner.

Surgical Technology Program Goal

The goal of the WCTC Associate in Applied Science Degree in Surgical Technology is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession

Surgical Technology Program Description

The surgical technologist's primary job function is to assist the surgeon in the operating room. To prepare for a career as a surgical technologist, the student will develop knowledge of human anatomy, microbiology, and medical terminology, and learn to identify and handle surgical instruments and equipment. Spend time in a hospital operating room to apply knowledge and skills in actual surgical conditions. Surgical Technology graduates will be able to prepare an operating room for surgery, help with patient care, secure supplies, set up equipment and instruments for the surgical team and handle instruments during procedures.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied

Health Education Programs (CAAHEP) on the recommendation of the Accreditation Review Committee for Surgical Technology. Upon program completion, graduates are eligible to take the national certification exam through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Surgical Technology Program Outcomes

The program outcomes are those skills that you will be able to perform upon successful completion of the program.

- A. Apply healthcare and technological science principles to the perioperative environment
- B. Maintain principles of sterile technique in the surgical environment
- C. Provide a safe, efficient, and supportive environment for the perioperative patient
- D. Prepare the patient, operating room and surgical team for the preoperative phase
- E. Perform intraoperative case management
- F. Perform postoperative case management
- G. Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

Surgical Technology Course Competencies

The course competencies are the skills that you will be able to perform upon successful completion of each individual course. These course competencies directly relate to the Program Outcomes and External Standards.

The course competencies with the conditions and criteria for measuring your performance as well as the related learning objectives are outlined in the course-specific syllabi.

Surgical Technology Program Educational Objectives

Cognitive Domain

The student will:

- Grasp the fundamental concepts of Human Anatomy and Physiology, pathophysiology, microbiology and infectious process and recognize their relationship to safe patient care
- Understand the principles of safe patient care in the preoperative, intraoperative and postoperative settings
- Recognize the interdependent role of the surgical technologist with the other team members and ancillary service providers

Psychomotor Domain

The student will:

- Develop and apply fundamentals of surgical assisting skills through practice and evaluation in the laboratory and clinical settings
- Accurately apply the principles of asepsis across the spectrum of common surgical experiences
- Employ standard precautions and other recognized safe practice guidelines in every surgical setting

- Demonstrate effective use of verbal and written communication skills and the use of computer and technological skills in all roles as a surgical technology student

Affective Domain

The student will:

- Recognize the variety of patients' needs and the impact of their personal, physical, emotional and cultural experiences on the rendering of patient care
- Demonstrate professional responsibility in performance, attitude and personal conduct
- Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care

Association of Surgical Technologists – Code of Ethics Position Statement

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the healthcare team.

Surgical Technology Program – Philosophy Statement

The Surgical Technology program instructors subscribe to the philosophy of the Waukesha County Technical College. They also hold the following beliefs:

1. "There is no place for mediocrity in the operating room. For the welfare and safety of the patient, all persons need to work rapidly and efficiently as a functioning single unit of one, often under tension in a critical setting. * Berry and Kohn's *Operating room technique*.
2. Utilizing a variety of teaching methods provide for individual differences, needs, and abilities.
3. Learning is a lifelong process.
4. Learning progresses from simple to complex.
5. Optimum learning occurs with the opportunity for immediate application of theories and skill.

Program Configuration

Course Title	Credits
Required General Education Coursework	
General Education Coursework must be completed before	
Core/Clinical Coursework	
801-136 English Composition 1	3
801-196 Oral Interpersonal Communication	3
809-199 Psychology of Human Relations	3
809-196 Intro to Sociology	3
806-177 General Anatomy & Physiology	4
806-197 Microbiology	4
501-301 Medical Terminology	3
Total	23
Core/Clinical Surgical Technology Courses	
First Year/Fall 1/Fall 2 Semester	
512-125 Intro to Surgical Technology – Fall 1	4
512-127 Exploring Surgical Issues – Fall 1	2
512-126 Surgical Tech Fundamentals I – Fall 2	4
Semester 1 Total	10
First Year/Spring 1/Spring 2 Semester	
512-128 Surgical Tech Fundamentals 2 – Spring 1	4
512-129 Surgical Pharmacology – Full Spring	2
512-130 Surgical Skills Application – Spring 2	2
Semester 2 Total	8
Second Year/Fall 1/Fall 2 Semester	
512-131 Surgical Interventions 1 – Full Fall	4
512-132 Surgical Technology Clinical 1 – Fall 1	3
512-133 Surgical Technology Clinical 2 – Fall 2	3
Semester 3 Total	10
Second Year/Spring 1/Spring 2 Semester	
512-142 Surgical Interventions 2 – Full Spring	4
512-135 Surgical Technology Clinical 3 – Spring 1	3
512-136 Surgical Technology Clinical 4 – Spring 2	3
Semester 4 Total	10
Total	61

Graduating from the Surgical Technology Program

In accordance with WCTC policy, the following criteria must be met in order to graduate from the Surgical Technology (ST) program:

1. WCTC graduation requirements must be met (refer to WCTC Student Handbook)
2. All ST core courses must complete with a minimum “C” or 73.00%.
3. At least 25% of the curriculum must be completed at WCTC.
4. All clinical case requirements must be met.

Student Clinical Role Description

(Excerpt from AST Core Curriculum for Surgical Technology, 7th edition)

First Scrub Role (FS)

To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

- Verify supplies and equipment
- Set up the sterile field with instruments, medication(s), and supplies
- Perform required operative counts by AST guidelines and facility policy
- Pass instruments, supplies and anticipate needs
- Maintain sterile technique by recognizing sterility breaks, correct those sterility breaks and document as needed

Second Scrub Role (SS)

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

- Assistance with diagnostic endoscopy
- Assistance with vaginal delivery
- Cutting suture
- Providing camera assistance
- Retracting
- Sponging
- Suctioning

Observation Role (O)

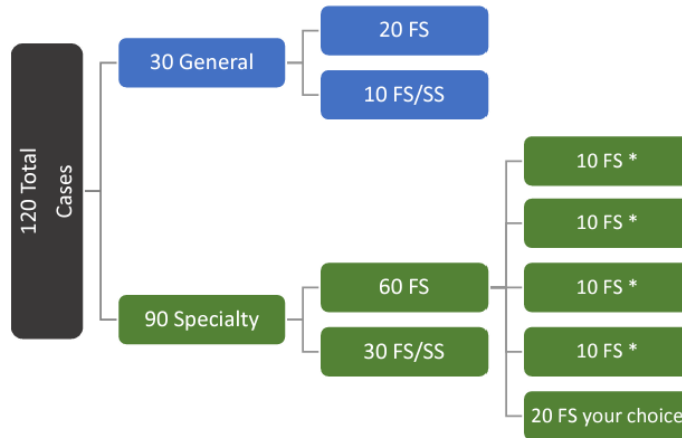
The observation role is defined as the student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

Case Requirements

(Excerpt from AST Core Curriculum for Surgical Technology, 7th edition)

Diagram A: Surgical Case Requirements

The numbers shown below reflect the minimum case requirements and surgical specialties.



A student must complete a minimum of 120 cases as delineated below:

- General surgery - A student must complete a minimum of 30 cases in General Surgery.
 - 20 of these cases must be performed in the FS role.
- The remaining 10 cases may be performed in either the FS or SS role.
- Specialty surgery - A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
 - A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
 - A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
 - The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
 - Surgical specialties: Cardiothoracic, Genitourinary, Neurologic, Obstetric and gynecologic, Orthopedic, Otorhinolaryngologic, Ophthalmologic, Oral Maxillofacial, Peripheral vascular, Plastics and reconstructive, Procurement and transplant
- Counting cases: Cases may be counted according to surgical specialty as defined in the core curriculum:
 - One pathology is counted as one procedure.
 - Counting more than one case on the same patient.
 - Diagnostic vs operative endoscopy cases

- An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
- An endoscopy classified as a critical procedure is considered an operative case.
- Diagnostic and operative cases will be counted according to specialty.
- Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.
- Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

Student Work Policy

The health and safety of patients/clients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. Surgical Technology students must be readily identifiable as students. All students are issued clinical ID badges. All students will identify themselves as students by writing their name and student surgical technologist designation on the dry erase board before each surgical procedure and introduce themselves as a student during the time out for the procedure. All activities required in the program must be educational and students must not be substituted for staff.

Students of the Surgical Technology Program may work as employees only above and beyond the clinical rotation schedule. These hours must not interfere with the students' required clinical hours. It is the student's responsibility to complete the regularly scheduled rotations to obtain satisfactory clinical experience and develop surgical skills to an acceptable level for completion of the program. Hours worked as hospital employees cannot be substituted for required clinical experience hours. Students may not receive compensation for clinical hours.

Academic Misconduct Policy

The WCTC Surgical Technology program follows the WCTC Student Code of Conduct (<https://www.wctc.edu/about/publications.php>). The Student Code of Conduct governs student behavior and activities across all WCTC course offerings to foster a positive and welcoming environment for all learners. Students are responsible for reading and adhering to the Student Code of Conduct.

Examples of Academic Misconduct include but are not limited to cheating, plagiarism, collusion, theft, and misrepresentation/fraud. Sanctions for Academic Misconduct can include failing grade for the assignment, project or exam; removal from the course with a failing grade; or suspension or expulsion from the Surgical Technology Program.

Confidentiality

The Waukesha County Technical College Surgical Technology Program has the legal and ethical responsibility to safeguard the confidentiality of all client's health information.

Students may come into possession of confidential client information including but not limited to observation; conversation with a client, family member, physician, or other caregiver; and/or from the client's written or electronic medical records. The student must keep all client information confidential.

Confidential patient information must not be transmitted to, or stored within, any form of personal technology (i.e. personal computers, laptops, cell phones, iPads etc.). Information that is confidential includes but is not limited to: client is or has been receiving care in any health care setting, patient's financial and/or insurance status, the client's response to treatment.

If it is necessary to review or discuss any client information, this should be done only in the context necessary for the student to perform his/her specific work responsibilities.

The student does not have the right to access any client record for general (non-care related) information. This includes, but is not limited to, the records of co-workers, family members, friends, and VIP's. Any unauthorized review or disclosure of confidential information could cause WCTC and the student to become legally liable for damages and/or fines. Authorized review or disclosure is allowed with an informed written consent or if release of information without authorization is allowed by law.

Social networking utilized in the sharing of ANY patient information is prohibited. Social networking includes the use of, but is not limited to, Facebook, Tik Tok, Snapchat, Twitter, Instagram, etc.

Any violation of the confidentiality of information could result in WCTC taking disciplinary action, up to and/or including permanent termination of student academic status within any and/or all health career programs at WCTC.

Students and employees of WCTC will also abide by the assigned clinical agencies Confidentiality Statements.

Critical Life Skills

Critical life skills are available in the College Student Handbook and Calendar or on the College website at <https://www.wctc.edu/about/leadership/critical-life-skills.php>

Waukesha County Technical College strives to help students reach their full academic and career potential. To help students prepare for success in a workplace and society that is increasingly global, multi-cultural, and collaborative, students are given curricular and co-curricular opportunities to develop Critical Life Skills (CLS). WCTC's strategic goals and directives state that our students will exhibit the Technical Skills required for employment and

the Critical Life Skills (CLS) of productive contributors to society. Faculty, Student Services professionals, employers, and other stakeholders have helped define the following four CLS that are common learning outcomes for all our students. These standard definitions and measurement scale (below) are used inside and outside of the classroom for assessing student learning with the goal of continuous improvement.

- Communication – students demonstrate appropriate communication.
- Critical Thinking/Problem Solving - students demonstrate critical thinking skills to analyze
- Relationship – students demonstrate effective interpersonal skills.
- Self-Management – students demonstrate responsible and respectful behavior.

Technology

- All students will purchase the required digital learning resources upon beginning core ST courses, to ensure all students have access to the same resources.
- This program requires students have an iPad for academic use.
- Students are responsible for maintaining their devices including the security and liability of their iPad both on and off campus.
- Students are required to keep their device clean, charged and in good working order.
- If the student does not have their device, in the event of an exam, the testing center may have availability for a student to test on their computers. Students may also be able to check out a laptop for the day from the Library or may rent a device from the bookstore for the semester. These options cannot be guaranteed.

Testing in the Surgical Technology Program

For each exam:

- Personal electronic devices, including smart watches, (aside from iPad used for testing) will be turned off, placed in backpack, and placed at entrance to the testing room or in lockers if in testing center.
- Student seating arrangements may be assigned by instructors. Students will be placed in every other seat if possible
- No food or drink allowed during tests.
- Wearing caps, hats, or hoods will not be allowed.
- A blank piece of paper will be provided by the instructor as needed and handed in with the test.
- Bathroom breaks are not allowed unless there are extenuating circumstances. Students are expected to use the restroom prior to the start of testing.
- Students are responsible for bringing their iPad, fully charged, for any exam administered on-line.
- Test review sessions will be held as read-only with no pencils/pens allowed to copy test questions. All phones and books, etc., will be in the front/back of the room. Students

may not capture test questions through screen capture, photo, etc.

- Occasionally, students may test off site with the use of Respondus LockDown browser.

Success Plan

A Success Plan is a tool used to communicate a student's course progress and support their success. When faculty initiate a Success Plan, they will notify the student and meet with them to discuss it. Success Plans may be issued to:

- communicating concerns about student performance
- Identifying strategies for improvement
- Communicate the concern to others involved in the student's education and progression, such as the Associate Dean or Dean.
- Documenting concerns, expectations, and the student's plan
- Document the student's plan to address the concern. If the concern is not successfully remediated, the student may fail the course.
- The Success Plan will be maintained in the student's electronic record.

Program Progression Policy

Core courses must be taken in sequence adhering to the pre-requisite or co-requisite requirements established in the college catalog. While enrolled in a clinical course, the student must remain enrolled in the pre-requisite theory course for the duration of both courses. Dropping/withdrawing from a course that is considered a pre-requisite or co-requisite for another course will cause the student to be removed from that course as well.

The Surgical Technology program follows WCTC policy regarding course drops, withdrawals and incompletes.

Please visit the college website for further details on withdrawal timeframes.

<https://www.wctc.edu/WCTC/Academics/Academic-Resources/Add-Drop-or-Withdraw-from-Classes>

Program Withdrawal

If a student withdraws from the program, it is recommended that they schedule a meeting with the program coordinator and academic advisor. A program withdrawal form will be completed.

Program Re-entry

School of Health programs involve the welfare of patients, therefore, the minimum acceptable grade in every core course within the surgical technology program is a 73% or "C". If a grade of "C" is not achieved, the student will be required to retake the course. If the course is a pre-requisite to another course, the student will not be allowed to continue onto the next course. Any student who withdraws from or is unsuccessful in any core course will

be required to repeat the course before proceeding in the program.

Re-entry is handled on an individual basis. The Surgical Technology Program – Withdrawal/Re-Entry Form provides established criteria for the student to return. The following are some examples of potential re-entry requirements (review list below):

- Requiring additional coursework (i.e. study skills, critical thinking, etc)
- Academic Advising/Counseling Referral

Requests for re-entry are considered on a space-available basis and may require the student to demonstrate continued competence in previously completed courses. A student may be granted only one program re-entry.

Program Advising and Mental Health Counseling Services

Academic advisors are charged with helping prospective, new, current and transfer students successfully meet their academic goals. Students should meet with the program advisor at the onset of the program to set an academic plan. Subsequent meetings may be needed to adjust the plan. Academic advisors help students:

- Explore and understand programs
- Make course selections
- Understand college policies and procedures
- Track progress towards graduation
- Connect with campus resources

The Academic Advisor for the Surgical Technology program is Lauri Fialkowski. Lauri can be reached at 262-691-5201 or to schedule an appointment, call 262-691-5400.

WCTC offers free, confidential counseling services for all students. Counseling can empower you to accomplish your mental health, wellness, education and career goals, improve your ability to make healthy decisions, and enhance your relationships. Our counselors can help address:

- Anxiety, depression, stress and loneliness
- Transition to college
- Fitting in and feeling accepted
- Relationship concerns with partner, friends and family
- Thoughts of harming self or others
- Eating disorders
- Grief and loss
- Difficulties with alcohol and other drugs

Your instructor may refer you to the program counselor if he or she identifies concerns related to your progress and/or behavior. Call 262-695-3440 or stop in room C-022 to schedule an appointment. Services are confidential and free for current WCTC students.

Accessibility

Recognizing the vocational, career and learning needs of each student, WCTC's Student Accessibility Office (SAO) is committed to providing a range of individualized services to ensure equal access and inclusion for students with disabilities:

- Access to assistive technology devices and software
- Low-distraction testing center
- Extended time on exams and quizzes
- Note-taking assistance
- Sign language interpreting
- Captioning/Communication Access Real-time Translation (CART)
- Alternative media

The Surgical Technology faculty strives to assure that all program students have the ability to participate to the fullest in class activities and experiences. If you require academic accommodations:

- Meet with the Student Accessibility Office to develop an accommodation plan.
- Meet with your instructors on or before the first day of the semester to implement your plan. Accommodations will not be applied retroactively to work completed prior to receipt of the plan. Accommodations will also not be applied to the clinical setting.

Health and Safety Requirements

Students must make certain that their health and safety information is current/updated. Completion dates will be posted in the New Student Orientation Course. Students who are non-compliant/not current with health requirements for clinical may be dropped from the program.

Verification of health and safety requirements are submitted through Viewpoint Screening. This product is purchased by the student. Students who fail to maintain the health and safety requirements during the program will immediately be withdrawn from the course at time of health requirement expiration (i.e., expired CPR status).

All ST students are required to complete the following requirements:

- Physical by a qualified healthcare provider
- Submit immunization or titer information for required vaccines
- Annual TB test (skin or blood test) (initial 2-step required, or quantiferon)
- Annual flu vaccine (during current flu season)
- Annual drug screen - 10 panel drug screen that must be done through ViewPoint
- Criminal Background Check - must be done through ViewPoint and must be re-checked every 2 years
- BLS Provider (basic life support, aka CPR) certification - must be American Heart Association (AHA) course that includes hands on test
 - <https://www.wctc.edu/academics/courses/first-aid-cpr.php>

Safety Considerations

Surgical Technologists and surgical technology students do perform tasks that involve exposure to blood, body fluids and tissues. Normal work tasks may involve procedures that have an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of blood, body fluids or tissues. Along with bloodborne pathogens students are also exposed to and educated on other health hazards and toxic substances such as and not limited to:

- Ionizing radiation
- OSHA policies
- CDC-Universal Precautions and Standard Precautions
- Sharps injury and strategies for exposure prevention
- Hazardous materials and waste disposal
- MSDS
- Management of exposure (treatment, risk assessment, prophylaxis for HIV)
- Hepatitis B, Hepatitis C, TB
- Laser and electrosurgical plume
- Latex allergy
- Chemical hazards and safety considerations
 - Waste anesthetic gases
 - Methyl methacrylate
 - Formalin
 - Ethylene Oxide (EO)
 - Glutaraldehyde

Clinical Assignments

- Student must meet all requirements of assigned clinical sites which may include but is not limited to the following: uploading information to the site's portals, completing extra paperwork and background checks, paying additional fees.
- Failure to complete site-specific requirements by specified due dates will result in the student being removed from the clinical rotation.
- When possible, students who are re-entering clinical will be assigned to a different clinical site than previous semesters.
- When possible, students will not be assigned to a clinical rotation at a facility where they are presently employed, with the exception of clinical externship.
- A student's clinical assignment may be changed prior to the start of rotations.
- The student should direct all clinical concerns to the instructor. A student should make no direct contact with the clinical agency/personnel.
- Student must maintain professional relationships with clinical staff.
- There may be extra expenses associated with clinical placements, such as parking

fees, drug screen testing, etc.

Injury/Illness/Exposure at School/Clinical

Students are expected to practice universal precautions to protect themselves against exposure to blood borne pathogens throughout the program. Even with appropriate adherence to all exposure practices, exposure to injury/illness/blood borne pathogens may occur during select activities during courses on campus and/or at clinical sites.

An exposure incident is defined by OSHA as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that result from the performance of clinical tasks.

If an incident occurs, the student must immediately notify the instructor, who will follow college policy.

All students enrolled in credit classes or in a practicum program and/or other recognized student groups approved by the College will be automatically enrolled in and billed for the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan, and will be defined as a "Covered Person." Online students and high school students enrolled in transcribed credit courses are not eligible. Please go to <https://www.wctc.edu/campus-life/safety-policies/student-accident-only-insurance.php> to review coverage details.

Clinical and Classroom Materials

Required Textbooks (all textbooks are integrated in Canvas course with exception of the first book listed):

Carlson, R. (1997). *Don't sweat the small stuff and it's all small stuff*. New York:

Hyperion.

Fuller, J. (2022). *Surgical technology principles and practice* (8th ed.). St. Louis: Elsevier

Saunders.

Howe, T., Burton, A. (2024). *Pharmacology for the surgical technologist* (6th ed.). St. Louis:

Elsevier Health Sciences.

Phillips, N. (2024). *Berry & Kohn's operating room technique* (15th ed.). St. Louis: Elsevier

Health Sciences.

Required supplies:

- ✓ Ceil Blue surgical scrub top, pants
- ✓ Lab and clinical shoes: closed toe and back, clinical shoes are brand new
- ✓ Small pocket-size notebook and pen

- ✓ iPad (minimum 10.2" (9th generation 256GB; can be purchased through WCTC bookstore)
- ✓ WCTC Student ID
- ✓ ViewPoint Profile (health requirements, drug test, background check, BLS, etc - all include fees)
- ✓ CST Exam fee (4th semester, approximately \$300)
- ✓ Surgical Technology pin fee (4th semester)

Criminal Background Checks

Criminal background checks are done at the point of admission and again before entering the clinical courses or at the discretion of the clinical agencies. Based on the information obtained, additional research may include an out-of-state criminal history search, a tribal court criminal history search, a check of relevant military records and a check of county or other local records. Criminal background checks are to be uploaded to ViewPoint.

Clinical agencies may deny student placement based on the results of background checks. If the available clinical sites refuse placement of a student, then they may not successfully complete the clinical course/program. For more information, please contact the Allied Health department.

Dress Code

The following guidelines have been established to ensure safe practice and acceptable infection control during lab and clinical sessions.

Attire

Full uniform is required for all clinical and lab sessions. Full uniform includes:

- ✓ Freshly laundered scrub top and pants (clinical will provide)
- ✓ WCTC/Clinical student ID
- ✓ Closed toe shoes; no clogs or open toes

Hair

- ✓ All hair must be contained in a surgical cap while in the operating room setting. Caps are meant to contain all hair and to cover the scalp line and sideburns completely.
- ✓ Facial hair should be covered wearing a cap that is specifically designed to cover this hair or shaved off

Makeup

- ✓ Minimal and natural makeup should be used
- ✓ False eyelashes are prohibited
- ✓ The use of cologne and perfume is prohibited

Hygiene

- ✓ Personal Hygiene must be attended to. An effective deodorant is recommended

for long, strenuous clinical days.

Jewelry

- ✓ All jewelry is prohibited.

Hands and Nails

- ✓ Nails must be short, clean and should not extend over the fingertips when observed from the palm side.
- ✓ No polish is to be worn. No artificial nails are allowed.
- ✓ Clinical practices of surgical technology will be prohibited if the student has open and/or weeping lesions present on the hands. The student will refrain from any clinical practices until the lesions have healed. It is recommended that persons with recurring lesions contact their physician.

Gloves

- ✓ All gloves in the surgical technology lab must be non-latex.

Protective Eyewear

- ✓ Protective eyewear with side shields must be worn by the students when in the operating room/lab. If a person wears prescription glasses, protective eyewear should fit over the glasses.
- ✓ In clinical, eyewear should be cleaned between patients or a new shield obtained.

Masks

- ✓ Masks must be worn at all times in restricted areas and in locations where sterile instruments and supplies are stored or processed.
- ✓ Masks must be changed for each patient, or when the mask is soaked or visibly soiled.
- ✓ Masks are either on or off, not dangling around the neck.

Smoking/Gum

- ✓ No smoking before entering clinical. The odor of smoke should not be present on your person.
- ✓ Follow smoking procedures as set by campus/hospital policy.
- ✓ No gum chewing is allowed during clinical.

Technical Standards

At the time of admission to the Surgical Technology program, each student is required to review the Technical Standards for the program and to sign a statement indicating they can meet the technical standards that are representative of those skills found in the surgical technology profession.

Safe and Professional Practice Policy

Student behaviors are expected to reflect ethical and legal accountability for actions taken during the practice of surgical technology. The ultimate attainment of professional behaviors is the responsibility of the student, but faculty assumes a mentoring role. Faculty accepts responsibility to evaluate, provide feedback, and initiate corrective action when necessary.

Safety of all is paramount. This includes students, peers, faculty, clinical instructors, and

members of the operating room team and above all, the patient.

Patient confidentiality is highly important. Keep discussion to classroom and operating room. If a violation of patient confidentiality is reported, the sanctions may be imposed upon the student up to dismissal from the program.

Refrain from participating in surgery when physical or emotional condition is a threat to patients and others. Student health must be such that no potential harm can come to a patient from care provided by a student. If the clinical instructor/preceptor has reason to question a student's ability to provide appropriate care, the student will be excluded from the clinical setting.

Students are expected to communicate effectively and positively in the clinical area. It is sometimes necessary to report errors or omission or commission to appropriate people. Don't ignore the situation- guidance and support is available. This is the part of the development of a **Surgical Conscience**.

Students are expected to be drug and alcohol free in classroom and clinical settings. Students should notify the instructor/preceptor if use of prescription or non-prescription drugs may cause adverse effects or affect ability to do the work. Faculty accepts responsibility to evaluate, provide feedback, and initiate corrective action when necessary.

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to their care.

The following are examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

- **PHYSICAL SAFETY:** unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.
- **BIOLOGICAL SAFETY:** unsafe behaviors: fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.
- **EMOTIONAL SAFETY:** unsafe behaviors: threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the WCTC Surgical Technology Program.

Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates or constitute violations of legal or ethical standards.

Violations of these standards are considered to be exceptionally serious. At the clinical instructor's discretion, the student may be removed from the clinical site immediately. Such a violation WILL result in the student being placed on a success plan and/or MAY result in withdrawal from the course.

Program & General Course Policies

Academic Integrity

Because Surgical Technology professionals are responsible for maintaining patient confidentiality, it is no surprise that integrity is among the most important attributes for our students and that as such, we expect our students to uphold the highest standards of integrity.

Additionally, academic integrity is important to helping you develop critical, independent thinking skills and habits. Cheating and other forms of academic dishonesty run counter to this purpose in addition to being a violation of ethical and intellectual principles; they are therefore subject to penalties.

For purposes of this program, we will define academic dishonesty includes but is not limited to:

- Plagiarism – the presentation of work that originates from another unacknowledged source as one's own. Presenting someone else's ideas, argument, or information verbatim (or close to verbatim) without acknowledgement of the source in assessments, papers, or discussions, constitutes plagiarism. You are responsible for knowing which actions constitute plagiarism. Assignments that fail originality checking will be considered to be plagiarized whether or not it is intentional. Work identified as having been plagiarized will receive a zero and could result in failure of the class. The WCTC Student Enrichment Center provides instruction and resources to help you avoid the plagiarism pitfall.
- Self-Plagiarism – the recycling of one's own work and presenting it as a new original piece of work. It is unacceptable to submit work from a previous class or previous attempt from the same class without express written approval of your instructor. Should the previous work include contributions from other students it may not be used without their express consent. The exception to the self-plagiarism policy are those occasions where your instructor directs you to utilize previous works and expand on them for a class project. All instances of self-plagiarism will be subject to the same actions as any other form of academic dishonesty
- Cheating – is considered, but is not limited to, any of the following actions:
 - Giving, receiving, or using, or attempting to give, obtain, or use, unauthorized information or assistance during an assessment or an examination

- Copying from another individual's work
- Allowing another individual to copy from your work
- Obtaining or conveying, or attempting to obtain or convey, unauthorized information about an assessment or examination questions
- Giving or receiving assistance on an essay or assignment that goes beyond that specifically allowed by the instructor (this includes buying and selling, or attempting to buy or sell essays and/or research assistance relating to course assignments)
- Using resource materials or information to complete an assessment without permission from your instructor
- Collaborating on an assessment (graded assignment or test) without permission from the instructor
- Impersonating someone else or causing or allowing oneself to be impersonated in an examination, or knowingly availing oneself of the results of impersonation
- Presenting a single piece of work in more than one course without the permission of the instructors involved
- Tampering with grades

Responsible Use of Generative AI Tools

The use of generative artificial intelligence (GAI) tools, such as ChatGPT, Google Bard, and others, are not allowed in the completion of assignments for this class unless you are expressly directed otherwise. In the event that GAI tools are allowed, it is the student's individual responsibility to ensure that the results are accurate, valid, and appropriate to the given project. Further, the use of GAI tools must be appropriately acknowledged and cited.

- Generative AI Tool Acknowledgement Statement
 - Your acknowledgement statement must include:
 - A reference written in the format:
 - Name of GAI Tool Used; Query date: *including month, day and year*
 - Prompts that were input to obtain the result
 - A copy of the exact result of the query
 - A description of how you validated the information and adapted it for your project, including how the information was integrated into your final project
- In-Text Citations
 - In text citations should be included when content generated by a GAI tool is paraphrased or quoted within the body of the project.
 - In-text Citation format:
 - (Tool Name, Year)

Violations of this policy are considered to be academic misconduct and may result in disciplinary action in accordance with [WCTC college policies](#)

Consequences of Academic Dishonesty

Academic dishonesty in any form may result in no credit for the course work involved and may result in failure of the course. Suspected academic dishonesty will be reported and investigated in accordance with college policy

Academic achievement is honorable and quite personal. There will be times when you become overwhelmed with the amount and/or complexity of the work that is expected of you. This may lead some to look for alternatives to hard work and perseverance. Do not consider academic dishonesty as option. The personal and professional consequences of academic dishonesty greatly outweigh the short-term benefits.

For more information on WCTC's policies on academic integrity please see the [WCTC Student Handbook](#)

The Collaborative Classroom

The Surgical Technology program is designed for collaboration rather than competition. That means that each member of the class supports the others in their efforts to succeed. Take this opportunity to develop your professional character and come to class (whether online or in person) prepared to model the...

WCTC Civility Guidelines

- Pay attention
- Listen
- Be inclusive
- Not gossip
- Show respect
- Be agreeable
- Apologize
- Give constructive criticism
- Take responsibility

Additionally, you should

- Contribute actively to the work of your team/class
- Work together to solve problems; both academic and personal
- Share your knowledge and experiences
- Celebrate your mistakes as opportunities for growth
- Communicate your concerns

Conflict Resolution

You are encouraged to report issues and concerns that impede your educational process. It is always best to discuss your concerns and issues with the individual involved, whether it is a peer, staff member or your instructor. If the involved individual is a student, it is appropriate to take the concern to your class instructor; he or she may facilitate a conversation between you and the other individual. If the issue cannot be resolved at this level, then you may take your concern to the Associate Dean of Health. For the most part you should find your

resolution at this point, but if not, you have the right to escalate it to a higher level. As a professional-in-training, be advised that it is inappropriate to skip levels within the reporting chain and you will be referred to the appropriate individuals if they have not been involved in the conflict resolution process.

Communication Guidelines

Inclusive Communication Practices

- Our community values courtesy, respect, and belonging. Use culturally inclusive language that makes everyone feel welcome.
- Resources for Inclusive Communication:
 - [CDC's Health Equity Guiding Principles for Inclusive Communication](#)
 - [Preferred Terms for Select Population Groups & Communities](#)
 - [Inclusion - Pronouns](#)

Standard Response Times

- Email and Canvas Messages: Respond within 2 business days (48 hours).
- Checking Messages:
 - During the first two (2) weeks of the term: Check your WCTC Outlook email, Canvas Inbox and Class Announcements daily.
 - After the initial weeks: Log into Canvas and your college Outlook email at least four (4) separate days per week to view and respond to communication.
 - Individuals planning to enroll in the Professional Practice Experience (PPE) course must check their email and Canvas messages at least four (4) separate days per week and respond within one business day. This expectation applies during college breaks and throughout the semester, even if you are not currently enrolled in another course. Failure to respond in a timely manner may result in being excluded from PPE due to tight timelines for meeting requirements
- All email communication will be through the WCTC accounts and/or Canvas inbox
- All written communication, including e-mail must be professional and business like and meet the following requirements.
 - Include a meaningful subject line that indicates what the message is about and your last name. If the message is regarding a specific course, include that in the subject line as well
 - The message portion of the e-mail should be comprised of four parts (1) a professional greeting, (2) body of the message, (3) reference to any attachments and (4) a closing to include your signature (full name, as well as student ID when necessary).
 - Use clear short and direct paragraphs in the body of the e-mail; follow the netiquette guidelines outlined below when composing your message
 - Do not use IM speak (symbols, abbreviations and slang in place of words); Use proper grammar, punctuation, technical language, and apply correct capitalization.
 - Include your student ID in your signature or in the subject line when communicating with your instructor, associate dean, advisor or counselor so that your student records may be easily identified
 - Proofread communications for appropriate spelling, punctuation, capitalization, and grammatical errors before sending.
 - Add a professional signature

Electronic Communication Etiquette (Netiquette)

- Given that electronic communication lacks the interpersonal signals of face-to-face communication, we may not realize it when we are rude or inconsiderate in our online conversations. Follow "netiquette" guidelines, which outline the dos and don'ts for courteous online communication.

Please visit the Albion Netiquette Web Site at <http://www.albion.com> to read more about the following "Core Rules of Netiquette" *:

- Remember the human.
 - Adhere to the same standards of behavior online that you follow in real life.
 - Know where you are in cyberspace. (Adjust your behavior to fit the site or "lurk before you leap".)
 - Respect other people's time
 - Make yourself look good online.
 - Share expert knowledge.
 - Help keep flame wars under control. (use positive or constructive responses)
 - Respect other people's privacy.
 - Do not abuse your power.
 - Be forgiving of other people's mistakes.

Above all, remember to consider this before you send: your message will be out there, forever, representing you and your attitudes, it cannot be retrieved, and it can be instantly proliferated to many other people so take care as to what you say and how you say it, if for no other reason than to protect yourself.

Your instructor reserves the right to return your e-mail unread if it is found to be unprofessional or inappropriate in any way.

ST Program Official Grading Policy

The Surgical Technology abides by the following grading policy:

<u>Grade</u>	<u>%Value</u>	<u>Point Value</u>
A	93-100	4.00
A-	90-93	3.67
B+	87-90	3.33
B	83-87	3.00
B-	80-83	2.67
C+	77-80	2.33
C	73-77	2.00
C-	70-73	1.67
D+	67-70	1.33
D	63-67	1.00
D-	60-63	0.67
F	60/below	0.00

<u>Grade</u>	<u>Numerical Scale</u>	<u>Grade Points</u>
W	Withdrawal	0.00
Au	Audit	0.00

S	Satisfactory	0.00
U	Unsatisfactory	0.00
NG	No Grade (restricted use)	0.00
I	Incomplete	0.00

Incompletes and Withdrawals are included in GPA hours attempted.

Social Networking

It is unacceptable to post any inflammatory or derogatory words and/or pictures related to your education at WCTC including faculty, clinical staff, physicians, support staff, physical domain, college-sponsored events or the educational environment of Waukesha County Technical College on Facebook, Twitter, Snapchat, Instagram or any other social media/blog/internet site. This will be viewed as libelous and considered a violation of the student conduct and/or confidentiality policy. A student conduct incident report will be filed.

It is equally unacceptable to post any pictures, comments, or reference to any patients, clinical sites and/or affiliates, employees or situations related to your clinical education. This is irrespective of the nature of the comments. This is a violation of confidentiality and federal law. It may be dealt with through the legal system. Failure to comply with these guidelines may result in disciplinary action up to and including suspension or termination from the Surgical Technology program.

Student Professional Organizations

Students will be given the opportunity to become involved in the student surgical technology organization, SCRUB Club. Club Advisors will provide students with information.