BELLINGHAM TECHNICAL COLLEGE

Surgery Technology Program Student Handbook

2026-2027

Bellingham Technical College is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

Bellingham Technical College Surgery Technology Program is nationally accredited by the Commission on Accreditation of Allied Health Programs (http://www.caahep.org/) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology And Surgical Assisting (ARC/STSA).

ARC/STSA, 19751 E. Mainstreet, Suite 339
Parker, CO 80138
303-694-9262
www.arcstsa.org

ARC/STSA
Accreditation Review Council On Education
In Surgical Technology And Surgical Assisting

SURGERY TECHNOLOGY PROGRAM

LETTER TO STUDENTS

Dear Surgery Technology Students:

Welcome to the exciting and ever- changing field of Surgery Technology. Surgical Technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The Surgery Technology Program at BTC has as its mission the provision of quality education to prepare you, the students, for an entry-level position as Surgical Technologists.

The *Surgery Technology* portion of the program is a full-time, three-quarter program, offering an AAS-T degree. The BTC Surgery Technology program is nationally accredited by the Commission on Accreditation of Allied Health Programs (http://www.caahep.org/) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). It is designed around the requirements defined by the Association of Surgical Technologist's Core Curriculum for Surgical Technology.

Surgical Technologists are in great demand throughout the country, and an entry-level certified Surgical Technologist can expect to earn between $30.00-$39.00 per hour. The salary is dependent upon where you are employed, both by discipline and geographic areas.

Applicants to the Surgery Technology Program must be physically and mentally able to cope with the rigors of the curriculum and the demanding nature of the field of surgical technology. Therefore, it is essential that you have good mental and physical health and have no restrictions for standing for long periods, lifting, or being poised in a cumbersome position for extended periods of time. Back injuries are common occupational hazards. Other hazards include, but are not limited to, contact dermatitis, latex sensitivity, needle punctures, cuts and abrasions, infections, (e.g. hepatitis, H.I.V., and tuberculosis) exposure to hazardous chemicals and x-ray, and complications during pregnancy.

The material in this handbook supplements the BTC catalog and Surgery Technology Program's syllabus more explicitly, presents current requirements and policies for the Surgery Technology Program. Please retain this document for future reference.

The faculty is interested in your success at BTC. Demonstrating that you are qualified to practice safely and competently is our goal. The faculty and student share the responsibility to be productive and work toward a common goal.

We wish you well in your studies.

Julie Lange, CST
Program Director/Instructor

SURGERY TECHNOLOGY STUDENT HANDBOOK

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PHILOSOPHY OF SURGERY TECHNOLOGY

The Surgical Technologist works under medical supervision to facilitate safe and effective conduct in surgical procedures. This individual works under the supervision of a surgeon and/or Registered Nurse to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

Surgery Technology is both an art and a science; an art, in that it requires a high level of skill requiring much practice, and a science in that it requires knowledge that can only be achieved through observation, study, and research.

We believe the essential elements for Surgery Technology include the practice of aesthetics, altruism, equality, freedom, human dignity, justice, truth, and related attitudes and personal qualities.

The goal of this program 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.*

Learning is an active process that is manifested by growth and measurable changes in behavior. Maximum learning occurs in an environment that permits free inquiry, considers individual differences, provides correlation between theory and practice, and progresses from simple to complex. This process is a shared responsibility between learner and instructor. The instructor creates or supports a sound educational environment, assists the student in all facets of the educational process and is available for feedback.

Adult learners are self-learners who are motivated and responsible. They are also educators, who can teach others as they learn. The Surgery Technology Program provides a foundation from which students can build their technical skills. The student, however, is ultimately responsible for his/her own learning. The relationship between student and instructor then becomes a partnership in learning.

SURGERY TECHNOLOGY EDUCATION

Students have preferred learning methods, but they must strengthen their learning ability by utilizing a variety of means. The BTC Surgery Technology Program curriculum is designed to facilitate the adult learner through this process. The program has the following components:

The instructor's role is to facilitate learning through

- Setting standards and outcomes
- Role modeling
- Carrying out school policies
- Assisting with solving intra- and interpersonal conflicts
- Maintaining discipline
- Managing resources (time, personnel, facilities)
- Giving instruction
- Assigning work to be done
- Providing access to suitable supplies, equipment, and reference materials
- Coordinating the clinical settings
- Evaluating classroom/lab and clinical performance

The student's role is to learn. The student is responsible for acquiring the required knowledge, skills, and abilities. The student is expected to demonstrate

- Self-direction
- Punctuality and regular attendance
- Honesty
- Integrity
- Leadership
- Willingness to facilitate the learning of others
- Active group participation
- Social interaction
- Effective communication
- Problem-solving
- Wise utilization of resources

The Surgery Technology Program utilizes the following methods of instruction.

- Reading and written assignments
- Group Process
- Oral presentations
- Research
- Computer-assisted instruction (CAI)
- Audio-visuals
- Lecture
- Demonstration
- Role Modeling
- Lab practice
- Clinical experience

We believe Surgery Technology education is exceptionally suited for the vocational setting. It integrates the theoretical and clinical content, fostering both personal and professional development. This belief is consistent with the philosophy of vocational education through direct hands-on experiences. Graduates are well prepared to meet the challenging and changing demands of health care.

NON-DISCRIMINATION POLICY

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources Allison Mack, 360.752.8354, or hr@btc.edu. For Title IX/Section 504 compliance, contact: Vice President of Student Services Michele Waltz, 360.752.8440, or title9@btc.edu. Mailing address: 3028 Lindbergh Avenue, Bellingham, WA 98225. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.

SURGERY TECHNOLOGY PROGRAM GOALS AND OUTCOMES

The goal of this program 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.

Upon completion of the Surgery Technology program, the student will be able to:

- Demonstrate proficiency in the care of the operative environment preoperatively, intraoperatively, and postoperatively.
- Provide safe patient care with strict adherence to sterile technique and asepsis.
- Demonstrate critical thinking relating to prioritization, anticipation, problem analysis and evaluation of solutions.
- Apply the principles of effective verbal, non-verbal, and written communication.
- Compile completed Clinical Case Experience Log of surgical procedure assistance in accordance with the *Core Curriculum for Surgery Technology*, 7th ed.
- Demonstrate knowledge and experience by successful completion of the National Certification Examination for Surgical Technologists.

COMMUNICATION SKILLS

- Understand and accurately use technical language
- Apply the principles of verbal, non-verbal, and written communication
- Communicate effectively as a member of a peer group, a surgical team, and a multi-disciplinary team.
- Share knowledge and skills with peers.

COGNITIVE SKILLS

- Demonstrate knowledge and experience by completion of the Certification Examination for Surgical Technologists
- Demonstrate critical thinking relating to prioritization, anticipation, problem analysis and evaluation of solutions

PSYCHOMOTOR SKILLS

- Demonstrate the necessary skills to set up the operative environment preoperatively, provide appropriate instrumentation and assistance intra-operatively, appropriately teardown and prepare decontamination postoperatively
- Recognize body mechanics, patient and occupational hazards to include electrical, LASER, radiation, chemical and biological concerns

PERSONAL AND PROFESSIONAL RESPONSIBILITY

- Provide safe patient care
- Take responsibility for own actions
- Recognize own limitations and act accordingly
- Participate in effective self-assessment
- Maintain personal mental and physical health
- Seek learning opportunities that will foster growth
- Demonstrate leadership by encouraging and motivating others
- Recognize your role in the health care delivery system

ETHICAL AND LEGAL PRINCIPLES

- Act as a client advocate
- Use resources wisely by practicing conservation of time, materials, facilities, and human resources.
- Follow School and Clinical Site rules and regulations
- Exhibit respect for clients, surgical staff, faculty and peers.
- Recognize scope of practice as defined by the House of Delegates of the Association of Surgical Technologist, Inc. (AST) as principles to be used as Standards of Practice.

SURGERY TECHNOLOGY STUDENT HANDBOOK
SURGERY TECHNOLOGY PROGRAM TECHNICAL STANDARDS

The Bellingham Technical College Surgery Technology Program signifies that the holder has been educated to competently practice as a surgical technologist in operating room settings and will be eligible to take the national certification examination. The education of a surgical technologist requires assimilation of knowledge, acquisition of skills, and development of judgment through experience in preparation to carry out selected aspects of the designated surgery technologist regimen. The practice of surgery technology emphasizes collaboration among physicians, nurses, and allied health care professionals.

The surgery technology curriculum requires students to engage in diverse and specific experiences fundamental to the acquisition and practice of essential skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being crucial to the successful completion of the requirements of the Surgery Technology Program, these functions are necessary to ensure the health and safety of clients, fellow students, faculty, and other healthcare providers.

The Technical Standards to be acquired for successful continuance by a student in the Surgery Technology Program at Bellingham Technical College include, but are not limited to the following:

Assessment and Observational Ability

Surgery Technology students must be able to:

- Collect, use, and interpret information from physical assessments which includes, but is not limited to the following:
  - detect changes in skin color or condition.
  - discriminate between abnormal and normal color of body fluids or exudates.
  - use diagnostic and assessment tools such as, but not limited to, blood pressure cuff, stethoscope, automated vital signs monitor.
  - other modes of patient assessment in the context of laboratory studies, medication administration, radiologic studies, and other patient care activities.
- Detect, interpret, and communicate sounds related to bodily functions which includes, but is not limited to, the following:
  - detect audible alarms with the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
- Detect a fire in a patient care area.
- Draw up the correct quantity of medication into a syringe.
- Decipher fine print such as medication and equipment labeling.
- Detect odors such as foul-smelling bodily fluids, spoiled foods, or smoke from burning materials.
- Detect changes in skin temperature and detect unsafe temperature levels in heat producing devices used in patient care.
- Detect anatomical abnormalities (changes in skin from air accumulation, masses, or fluid accumulations), palpate pulses and percuss/palpate other body areas.

Communication Ability

Surgery Technology students must be able to:

- Comprehend, communicate, and document information in the English language.
- Communicate accurately and effectively with:
  - patients, significant others and spouses, other family members.
  - healthcare workers, and other professionals in healthcare settings.
  - instructors, supervisors, classmates, and various health or educational team members in both clinical

and classroom settings.

- Elicit, receive, and accurately interpret information from others:
  - collect, document, and convey relevant information to others.
  - learn, understand, and use healthcare terminology.
  - comprehend and follow directions and instructions.
  - accurately record patient medical information, write, and manage patients' plans of care, maintain reports.
- Present information in a professional, logical, and organized manner.
- Provide patient education and instructions to effectively care for patients or clients and their families.

Motor Abilities

Surgery Technology students must be able to:

- Perform patient care activities, including, but not limited to:
  - insertion of urinary catheters
  - transferring of patients in and out of bed, on and off of the operating room table and gurney
  - turning and positioning of patients
  - moving equipment to various heights
  - disposing of needles in sharps containers
  - manipulating small equipment and containers, such as syringes, needles, vials, ampules, and medication packages
  - accurately placing and maintaining position of stethoscope for detecting sounds of bodily functions
- Demonstrate the necessary skills to set up the operative environment preoperatively, provide appropriate instrumentation and assistance intraoperatively, appropriately teardown and prepare decontamination postoperatively.
- Respond to emergency patient care situations in a timely manner and provide emergency care, including cardio-pulmonary resuscitation.
- Possess the physical endurance necessary for extended periods of activity that are required for safe performance in clinical and classroom settings.
- Demonstrate the ability to comply with all safety standards in all clinical settings, including, but not limited to, infectious control precautions (universal, contact, airborne) and use of emergency equipment (crash cart, fire extinguisher, evacuation chairs).
- Wear PPE such as a respirator, N95, KN95, surgical mask, face shield, gown, gloves, head covering, etc., for long periods and complete N95 fit testing or approved alternative.
- Capable of moving within and among clinical environments without compromising the safety of others.

Cognitive, Conceptual, and Quantitative Abilities

Surgery Technology students must have the capacity to:

- Develop and refine critical thinking, decision making and problem-solving skills that are crucial for safe and effective surgical technology practice using, but not limited to, the following processes:
  - capability to measure, quantify, calculate, question, analyze, conceptualize, reason, integrate, and synthesize information to make timely decisions reflecting sound clinical judgment, and to determine appropriate clinical decision making.
  - interpret the clinical indications of evidence-based research.
  - learn from other individuals.
  - comprehend, integrate, and apply new information.
  - make sound clinical decisions.
  - possess short- and long-term memory sufficient to perform tasks, such as mentally tracing surgical supplies and performing anticipation skills intraoperatively.

Behavioral and Social Attributes

Surgery Technology students must be able to:

- Communicate effectively, respectfully, and with cultural humility, with all individuals whom they encounter.
- Demonstrate behaviors associated with compassion, respect, concern for others, integrity, ethical comportment, sound clinical judgment, and accountability for their responsibilities and actions.
- Accept the supervision of an instructor and/or preceptor.
- Accept constructive criticism or feedback.
- Modify behavior based on feedback.
- Adapt quickly to rapidly changing situations/environments, to uncertain circumstances and to withstand human trauma and its effects.
- Correctly judge when assistance is required and seek appropriate assistance in a timely manner.
- Exercise good judgment.
- Function cooperatively and efficiently with others.

Professional, Legal, and Ethical Conduct

Surgery Technology students are expected to exhibit professional behavior, personal accountability, compassion, integrity, concern for others, and care for all individuals in a respectful and effective manner regardless of gender identity, age, race, sexual orientation, religion, disability, or any other protected status. Individuals whose performance is impaired by abuse of alcohol or other substances are not suitable for progression in or graduation from the Surgery Technology Program.

- Surgery Technology students must be able to:
  - Function within the legal and ethical principles of the professional standards of practice.
  - Display behaviors that conform to the ethical role of a Certified Surgical Technologist in all interactions with patients, faculty, staff, students, and the public.
  - Meet guidelines established by healthcare organizations where they will be engaged in clinical experiences.

To matriculate or continue in the program, the student must be able to pass each course, performing all the essential functions.

PROGRAM ADMISSIONS INFORMATION

To The Surgery Technology Student:
In order to facilitate your entry into the Surgery Technology Program, it is necessary that you be informed of the requirements of the program.

I. To be eligible for admission into the Surgery Technology Program You Must:

1. Meet **current** college program admissions requirements as stated on the BTC Surgery Technology webpage.
   https://www.btc.edu/Academics/DegreesAndCertificates/SurgeryTechnology/index.html

2. Complete the Checklist for Surgery Technology form.
   https://www.btc.edu/files/Documents/Publications/Programs/Surg%20Tech%20Checklist.pdf

II. After Acceptance into the Surgery Technology Program the Student will be required to:

1. Submit Proof of the Surgical Technology Program Clinical Placement Requirements
   https://www.btc.edu/files/Documents/Publications/Programs/Surgery%20Technology%20Clinical%20Placement%20Requirements%20Info%20Sheet%2023-24.pdf

2. Complete a Criminal Background Check verifying the student does not have a criminal history of child or adult abuse, financial exploitation of vulnerable adults, or other crimes against persons as defined in RCW 43.43.
   https://www.btc.edu/files/Documents/Publications/Programs/Nursing%20-%20Allied%20Health%20Criminal%20History%20Background%20Check%20Info%20Sheet%20Updated%204-13-23.pdf

3. Complete a 10-panel drug screen for prohibited substances by private appointment.

4. Complete Physical Exam

5. Possess and maintain a current CPR card. American Heart Association Adult Heartsaver (3hrs.)

6. Provide evidence of current medical insurance for major medical coverage for catastrophic injury. You must be able to show the expiration date of coverage. Contact the Career Center at (360) 752-8396 to request a pamphlet on Student Injury and Sickness Insurance Plan.
   - **IMPORTANT**: ***If your HEALTH INSURANCE COVERAGE expires prior to graduating from the Surgery Technology Program, you will be suspended until the next time the course you are currently enrolled in is offered.***
7. Complete Tuberculosis Screening
   a. Two Step TST or Quantiferon TB Gold or chest x-ray
8. Complete REQUIRED IMMUNIZATIONS, listed below **(REQUIRED IMMUNIZATIONS),** All REQUIRED immunizations must be current throughout the entire length of the program. Recommended immunizations are strongly encouraged and may be completed at the students' discretion.
9. Be eighteen (18) years of age prior to the start of the clinical coursework

REQUIRED IMMUNIZATIONS

All students must have required immunizations completed by the first week of the program and stay current throughout the course of the program. Required immunizations are as follows:

1. MMR vaccination (2 doses, at least 4 weeks apart) or laboratory confirmation of immunity to measles (titer)
2. Varicella – Chicken Pox (2 doses) or laboratory confirmation to immunity or student verification of disease
3. Tdap (*t*etanus, *d*iphtheria, *a*cellular *p*ertussis) - One injection since 2006
4. Hepatitis B series
5. Influenza – You will be required to obtain an influenza vaccine during flu season
6. COVID-19

PHYSICAL EXAMINATION

Prior to starting clinical experience, all students must show evidence of satisfactory health status by physical examination. A physician, physician assistant, or a nurse practitioner may conduct the physical examination. Physical Exams must be completed within six (6) months prior to starting clinical rotations. Verification should be documented on the Health Status Report form.

INSURANCE

Students must have proof of accident or personal medical insurance. Bellingham Technical College does ***not*** cover students with accident or medical insurance. A student is not an employee and, therefore, does not qualify for Worker's Compensation if injured while in the clinical setting. Student Accident Insurance policy applications are available in the Career Center, College Services Building.

Students are covered by the blanket liability insurance policy of the program. This coverage is intended to cover students in the course of their education. The coverage will not cover students who act outside of the role of student surgery technologist or who fail to follow the established program guidelines for clinical practice.

OCCUPATIONAL RISKS/INJURY INCIDENT

Students must sign the Medical Policy Statement (Contracts/Agreement Section).
Students should be aware that, during the clinical and lab experience in which they are participating under the arrangements of Bellingham Technical College, certain dangers may occur, including, ***but not limited to***, the following:

- Abrasions and cuts
- Back strain
- Infectious conditions (e.g. Hepatitis, H.I.V., and T.B.)
- Needle punctures
- Allergic reactions
- Complications of pregnancy
- Physical violence by clients

If an injury occurs, the student should immediately report to their instructor and complete a BTC Incident Report. If the injury occurs at a clinical site, the student must also complete the facility's incident report.

EXEMPTION

If any of the above stated policies are in opposition to the student's beliefs, the student will request an exemption in writing. Each case will be dealt with on an individual basis by the faculty.

SURGERY TECHNOLOGY PROGRAM COURSES

To Receive an *AAS Degree in* Surgery Technology, the following courses must be completed:

AAS-T DEGREE

Course #		Description Course Title	Credits
MATH& 107*		Math in Society	5
CMST 210		Interpersonal Communications	5
ENGL& 101*		English Composition I	5
HT 100		Fundamentals of Medical Terminology	5
BIOL& 160		General Biology w/Lab	5
BIOL& 241*		Human A & P I	5
BIOL& 242*		Human A & P 2	5
BIOL& 260*		Microbiology	5
CHEM& 121*		Intro to Chemistry	5
SURG 100*		Intro to Surgery Technology	2
SURG 120		Surgery Technology I	12
SURG 125		Surgery Technology Lab I	10
SURG 133		Surgery Technology II	10
SURG 136		Surgery Technology Clinical Practice II	10
SURG 143		Surgery Technology III	6
SURG 145		Surgery Technology Clinical Practice III	10
		TOTAL: (Approx. 5 quarters)	**105 CRs**

FOUNDATIONAL COURSES

Prerequisite foundational courses listed above* must be completed with a B- grade or higher in each course, beginning Fall 2023. The remaining courses must be completed with a C or higher.

SURGERY TECHNOLOGY STUDENT HANDBOOK

READMISSION & TRANSFER POLICY

Re-entry:

Students who desire to re-enter the Bellingham Technical College Surgery Technology Program and who exited the program in good standing, no more than three (3) years prior to requesting re-entry, will be permitted to re-enter the program, on a space available basis, at the beginning of the course they were enrolled in at the time of exit, but no later than the beginning of SURG 133/SURG 136.

These students will need to meet with the program Instructor/Director prior to approval to re-enter, to determine appropriate placement in the program.

A skill assessment will be administered to ensure that the student is ready and capable to safely re-enter the program. Theory questions will be asked in relation to the skills to establish applicant understanding of content. The assessment of skills will be based on the last course completed. The student is required to pass the skills competency testing with 80% accuracy. 100% accuracy is required for the pharmacology portion of the testing. Students must follow the withdrawal process if exiting in good standing.

A student who exited as a result of unsatisfactory attendance or progress and is not successful for the second time, will not be readmitted into the program.
Exceptions to this policy will be based on individual circumstances.

In order to be eligible for re-entry, students:

1. Must have no outstanding fees or tuition owing
2. Must take a skills assessment test
3. Must demonstrate satisfactory health status through physical examination (within past six months) and current immunizations
4. Criminal Background check urine drug screening complete (with in the last 6 months)
5. Must have a current AHA CPR card
5. Must have personal health insurance or student health insurance at commencement of clinical rotations in the health care settings
6. Must meet the *current* entry requirements of Bellingham Technical College and the Surgery Technology Program

Students not meeting program standards (academic and/or clinical performance failure, exit, or withdrawal)
Students who do not meet program standards will not be able to progress in the program. A student is considered not meeting program standards if they are not meeting course outcomes at the time of exit or withdrawal. A student not meeting program standards may be allowed to reenter only once with Surgery Technology Program approval. ***Program reentry is not guaranteed for students who did not meet program standards.*** If a student is unsuccessful after reentering, the student will be ineligible to continue in the Surgery Technology Program.

Transfer Students
The Surgery Technology Program cannot accept students midway through the program, who have completed surgery technology courses from other colleges. Each program's curriculum sequencing is unique and therefore not transferable.

CENTRAL SERVICES
CSC 136

Those individuals who wish to exit the Surgery Technology Program after successfully completing SURG 120 and any time prior to completion of the Surgery Technology Program may do so with an option to take the CSC 136 course. Students may complete CSC 136 Central Services Clinical Practice, a 32 hour clinical practicum (4 days) in the Central Service areas of health care facilities. This is a 1 credit pass/fail course, arranged by instructor.

To qualify to register for Central Services CSC 136, the student will:

- Complete SURG 120 with a C+ grade or better
- Arrange with instructor to have a class built for CSC 136
- Pay registration/fees for class
- Complete CSC 136- 32 hours in the Sterile Processing Department areas of health care facilities with a pass/fail grade

REQUIRED SUPPLIES AND MATERIALS

I. Materials and Supplies

1. BTC Surgery Technology Program Handbook (available on BTC Surgery Technology webpage)
2. 3 ring Binder(s) to hold syllabi and handouts
3. 3x5 cards for flash cards: meds and instrument identification
4. 5 x 7 notepad for clinical
5. Notebook paper
6. Bag for toting books and supplies (optional)
7. College Student Printing Account
8. BTC Surgery Technology *Course Outlines, Surgical Instruments, Worksheets and Abbreviations* book - available in BTC Campus Store
9. BTC Surgery Technology *Lab Evaluations A-Z* book - available in BTC Campus Store

II. Uniform-to be worn daily on campus and when attending clinical facilities

1) **Scrub suit**:
Ceil blue pants and short sleeve top (usually 2 sets) for lab and clinical. No metal on pants such as snaps or zipper. Cover jacket any color is optional.

2) **Shoes**:
Comfortable, supportive shoes that provide protection. Color must be **black**. No cloth shoes. Shoes should have enclosed toes and heels to minimize injury. Reserve for clinical and lab use**.**

3) **Name tag:**
Campus Bookstore (we will talk about this)
'Surgery Technology Student'

4) Personal protective eye wear (optional)

III. Miscellaneous

1. Injury Health Insurance
   * State College Injury Insurance or
   * Personal Health Insurance
   MANDATORY to have insurance for all 3 quarters- Surg Tech 125, 136, and 145

2. Criminal Background Check and 10 Panel urine drug test
   * ***MANDATORY*** for entry into clinical

3. Required Physical and Immunizations

4. CPR – Must stay current for the entirety of the program – variable

5. Required student membership with the Association of Surgical Technologists (AST)

IV. REQUIRED TEXTS for the entire program

**You may purchase either traditional textbooks or electronic texts.*

1) Surgery Technology Principles and Practices – 7th Edition — Fuller
Needed for 1st, 2nd, 3rd quarters ISBN: 978-1-4557-2506-9

2) Surgical Technology for the Surgical Technologist – 6th Edition — AST
Needed for 1st, 2nd, 3rd quarters ISBN: 978-0-3576-2573-6

3) Pharmacology for the Surgical Technologist – 6th Edition — Howe - Burton
Needed for 1st quarter ISBN: 978-0-4431-0909-6

4) Differentiating Surgical Instruments – 4th Edition — Rutherford
Needed for 1st, 2nd, 3rd quarters
**bundle ISBN: 979-8-3187-0279-2*

Differentiating Surgical Equipment and Supplies - 3rd Edition — Rutherford
Needed for 1st, 2nd, 3rd quarters

Pocket Guide to the Operating Room – 4th Edition — Goldman
Needed for 1st, 2nd, 3rd quarters

- ✓ *You need **MATERIALS, SUPPLIES, MISCELLANEOUS and BOOKS** by the first week of Fall quarter.*

STUDENT UNIFORM REQUIREMENTS

Scrubs: Ceil blue uniform top and pants. Scrub tops should be modest. Pants must not touch the floor.

Jacket: A scrub cover jacket may be worn securely fastened. (any color)

Shoes: Black Impermeable/water resistant, closed heel and toe, non-skid, and in good repair. Open-heeled, open-toed clogs or sandals are not permitted. Choose shoes that are comfortable, consistent with safety requirements, easily maintained, and clean.

ID Badge: A BTC photo ID badge is available to all students free of cost through the ASBTC. Students are expected to wear their BTC photo ID badge at all times when in uniform. Certain clinical affiliates may require students to purchase and wear a site-specific name badge when attending clinicals at their facility. If a student attends clinical at one of these facilities, this name badge will be considered part of their clinical uniform.

Makeup: Students should be conservative in their use of makeup while in the clinical areas or in uniform. Caregivers are required to refrain from using makeup in the areas of cheeks and mouth if they will be using a respirator N95 mask during their shift.

Hair Coverings: Scrub bouffant caps **only.** No other head coverings or hats are allowed.

Facial Hair: Clean, neat, and well-groomed. Facial hair must be contained at all times with the use of a surgical hood and mask.

Fingernails: Fingernails must be clean and neatly trimmed as they can be a reservoir for microbial growth, with attention given to cleaning around the base of the nails, cuticles, as well as the underside of tips. No polish or coverings are permitted.

Jewelry: No jewelry is allowed.

Tattoos: Visible tattoos must be appropriate in content and quantity and covered in patient care areas.

Personal Hygiene: Because students work closely with clients, it is important that students be mindful of the effect of certain odors on persons who are ill. The scent of smoke should not be detectable on the breath or

clothing. Perfumes and strong-scented soaps and/or lotions should be avoided. Certain clinical areas may be designated as "fragrance-free". Special attention should be paid to maintaining clean, odor-free clothing at all times. As the clinical practicum may be strenuous or stressful, students should pay extra attention to their personal hygiene on a daily basis. The use of deodorants is expected. Chewing gum is considered inappropriate in the clinical setting.

Any student dressed inappropriately or whose appearance does not comply with this policy may be sent home by the clinical faculty and will receive no credit for that day.

*Clinical dress code policy is in accordance with the dress code and appearance policies of the clinical facilities.

SURGERY TECHNOLOGY PROGRAM PROFESSIONAL REQUIREMENTS

Exemptions

If any of the Surgery Technology Program procedures are in opposition to the student's beliefs, the student will request an exemption in writing at the beginning of the program. Each case will be dealt with individually by the faculty and Program Director. In the case of an exemption from the clinical partner agency policy, the program will defer to the clinical partner agency's policy.

Criminal History Background Checks

All students must pass a criminal history background check to comply with agreements between Bellingham Technical College and its clinical affiliates. Students must create and pay for an account with American DataBank/Complio, to conduct the criminal history background check. One or more of the following checks will be conducted: Washington State Patrol, WA DSHS, Nationwide Healthcare Fraud and Abuse Scan, Nationwide Database and Sex Offender, Social Security Alert, and/or Residency History. The information obtained through the background check will be reviewed by the Surgery Technology Program Director. Clinical eligibility decisions will be based on the list of Disqualifying Crimes for Clinical Training Eligibility as well as the frequency and recent history of crimes. Failure to disclose any past or pending convictions may disqualify students from participating in clinical training. Ineligibility to participate in clinical training due to information obtained from the criminal history background check may result in a student's inability to complete the program requirements. Criminal history background check is a requirement of the clinical affiliates, not Bellingham Technical College.

American Databank/Complio

Students are required to create and pay for an account with American DataBank/Complio through the Bellinghamtechcompliance.com website. Students will use Complio for their background check, UA, physical exam, and immunization tracking for the duration of the Surgery Technology Program. Students will need to upload all their clinical documentation to the website and sign the required forms, maintain Compliant status in Complio, and keep their account activated for the duration of the program. Additional accounts may be required in order to maintain compliance with clinical partners and eligibility for clinical rotations.

Alcohol and Chemical Screening for Clinical Affiliates

The clinical affiliate requires all surgery technology students to undergo a "10 panel urine drug screen" for prohibited substances per clinical site policy. Students are required to create and pay for an account with American DataBank/Complio, Bellinghamtechcompliance.com. This screening will be completed within six months of commencing clinical practicum. Any diluted sample must be retested at the student's expense within five working days of notification of results. If a test comes back positive, Complio sends it to their Medical Review Officer (MRO). The MRO contacts the student directly to resolve the issue; usually, the student must have the pharmacy fax their prescription to the MRO. If, after final review by the MRO, the results are determined to be non-human or positive for prohibited substances (with no prescription), the student will not be allowed to register for a course with a clinical component and, therefore, would not be allowed to progress in the program. The student will be allowed to reapply to the Surgery Technology Program after one year or be placed on the appropriate placement list to be admitted to the program after one year if space is available, and after testing negative on the urine drug screen. In the event of a second positive urine drug screen, the student will not be allowed to continue in the program. This is in accordance with the clinical affiliate policies. Drug screening is a requirement of the clinical affiliates, not Bellingham Technical College.

Alcohol and Chemical Dependency: Substance Abuse/Misuse in the Clinical Setting
The purpose of this policy is to protect the welfare of clients, students, faculty, Bellingham Technical College, and affiliating agencies. The Washington State Department of Health under RCW 18.130.180 has defined current misuse of controlled substances or alcohol as unprofessional conduct. At BTC all students are expected to perform their clinical activities efficiently and safely without the influence of drugs or alcohol. Students must notify their clinical faculty if they are taking any medication that may impact the student's ability to provide safe, competent care (essential functional abilities). This includes any medications that may cause sedation, slowed reflexes, or other alterations in physical and mental abilities.
If the student is reasonably suspected of being under the influence of drugs or alcohol while at a clinical site, the Surgery Technology Director will be notified and the student will submit immediately to drug/alcohol testing at the site designated by the program. The expense of the testing will be borne by the student. The student will be sent home for the remainder of that day. Because students are legally responsible for their own acts, any student demonstrating unsafe behavior will not be allowed to continue in clinical practice if there is a positive test result as per policies of BTC's clinical affiliates. If the test results are negative, the student may return to clinical practice, subject to affiliate approval, if behavior is safe and appropriate. If the student refuses Substance Abuse Assessment, he/she will be dismissed from the clinical course on the grounds of implied admission to substance use/misuse and therefore will be unable to progress in the program.

The following actions/conditions are prohibited:
Unsafe or potentially unsafe clinical performance/behavior not meeting program standards due to use of drugs and/or alcohol.

Reporting for a clinical session with the odor of alcohol or illegal chemicals on the breath.

Possessing any illegal narcotic, hallucinogen, stimulant, sedative, or similar drug while on clinical time.

Using any intoxicating liquor or illegal substances while on clinical time, on the premises, or away from the premises when required to return to the clinical facility.

Removing any drug from the institution or patient supply for any reason.

Falsifying specimen collection for a required drug screen in clinical.

Any student dismissed from the program for substance use/misuse may apply for reentry with evidence of having successfully completed an approved treatment program. The standard reentry policies and procedures will apply.

CPR Certification
Before starting the program, readmission, or transfer, and then throughout the program, nursing students are required to maintain current American Heart Association BLS (Healthcare) Provider CPR certification and submit proof to the program. Students with Complio clinical requirements trackers must upload current proof of CPR and have it accepted by Complio. Only accredited American Heart Association CPR certification classes will be accepted. Failure to maintain a current AHA Provider CPR card on file with the surgery technology program will prevent a student from attending clinicals and, therefore, from progressing in the program.

Insurance
Students must sign the Medical Policy Statement of Agreement form regarding health insurance and adhere to this policy statement while they are in the program. Students must be responsible for their own health insurance; this is a requirement for clinical placement. The student is responsible for maintaining private health insurance and will not be allowed to attend clinical practicum if insurance expires. Students must notify the Surgery Technology Program of changes to their health insurance. Students must upload documentation and have it accepted by Complio. This is in accordance with the clinical agency contracts with the college.

The blanket liability insurance policy of the program covers students. This coverage is intended to cover students during their nursing education. The coverage will not cover students who act outside of the role of student surgical technologists or who fail to follow the established program guidelines for clinical practice. The Bellingham Technical College does not cover students. with accident or medical insurance; students are required to have health insurance the entire time they are in the program. A student is not an employee and does not qualify for worker's compensation if injured while in the clinical setting.

Health Status by Student Attestation

Before beginning clinical rotations, all students must attest to satisfactory health status. Students reentering the program must also submit a completed Health Attestation Form (see Reentry Policy). The Health Status Form must be on file with the Surgery Technology Program before attending clinical.

If a current program student experiences an injury, medical procedure, medical or mental illness, and/or childbirth, the student must provide a new health attestation before returning to clinical practicum. If the student cannot perform the duties of the clinical rotations, the student will not be able to attend clinical rotations and should meet with the lead faculty for their course regarding the ability to progress. Health attestations are requirements of the clinical affiliates, not Bellingham Technical College.

Tuberculosis Screening

All students must submit proof of negative TB status per the clinical site requirements. Students must upload current proof of negative TB status and have it accepted by Complio. The BTC surgery technology program accepts the two-step TB skin test, the Quantiferon or TSpot TB screening, or if a history of positive TB testing, the results of a clear chest x-ray and an annual symptom review conducted by a healthcare professional.

A two-step skin TB test is an initial injection that is read within 48-72 hours. The test must be repeated (second step) one to three weeks from the 1st reading (two weeks is recommended. A TB skin test is valid for one year. After the initial two-step is complete, a 1-step TB skin test completed annually is required to remain current.

IGRA Quantiferon or TSpot TB screening is a blood test ordered by a healthcare provider. The blood test results are valid for one year.

The chest x-ray is usually only done for people who have tested positive for TB from either the TB skin test or blood test. Students who were born outside the United States may have received a vaccination that now shows up as a positive result on the skin test. Proof of a negative chest x-ray is required, but students do not need to get an x-ray every year. To maintain current with this type of screening students need to have their healthcare provider complete a symptom review yearly and submit the negative symptom review to the surgery technology program. Students are required to maintain current TB screening while in the program. TB tests expire yearly. Students are required to submit proof to the Surgery Technology Program. Failure to maintain a current TB screening on file with the program will prevent a student from attending clinical per clinical affiliate agreements and therefore from progressing in the program.

Vaccinations

Surgery Technology students must have proof of all the required vaccinations on file with the Surgery Technology Program before they can attend clinical. Students must upload documentation to and have it accepted by Complio. In the event a student needs to update their vaccinations, the student may submit partial proof initially and then complete the process after the quarter starts but before beginning clinical rotations. All vaccinations are requirements of the clinical affiliates, not Bellingham Technical College.

MMR (Measles-Mumps-Rubella): proof of 2 MMR vaccinations in your lifetime or positive titer indicating immunity to Measles, Mumps and Rubella.

Tdap: proof of having received one Tdap (tetanus, diphtheria, acellular pertussis) booster immunization since 2006. Students are encouraged to be up to date on their tetanus vaccination as well but is it not required.

Varicella: proof of 2 varicella vaccinations in your lifetime or positive titer indicating immunity to varicella. The vaccination or titer may be waived (for varicella only) if the student's healthcare provider signs off stating the date (m/d/y) that they had the disease (chicken pox).

Hepatitis B (Hep B): proof of a positive titer indicating immunity to Hepatitis B or proof of at least the first Hep B vaccination in the sequence. It is the student's responsibility to complete the sequence (3 injections and a

positive titer indicating immunity) and submit proof to the Surgery Technology Program before beginning clinical rotations.

Influenza: students are required to obtain an influenza vaccine during flu season. Proof of vaccination must include current season, the date of vaccination, and practitioner/location where your vaccination was administered.

COVID-19: students are required to be vaccinated for COVID-19 each season with the most recent booster.

Proof of vaccination must include the vaccine you received and the date(s) of vaccination(s).

Health Screening for Clinical Placement

Clinical partner agencies may require students, including fully vaccinated students, to complete weekly or monthly health screening before arriving at the clinical site. All students and faculty caring for patients at a clinical partner agency that requires health screening must comply with all clinical agency policies and submit to screening as directed.

N95 Mask Fit Testing

Clinical affiliates may require students and faculty to undergo N95 mask fit testing. If this is required by a clinical affiliate for placement at their facility, students must complete the required fit testing before beginning clinical rotations. Students will also need to abide by the clinical affiliate's policy regarding using N95 masks. Students unable or unwilling to complete N95 fit testing and follow policies may not be able to complete required clinical rotations.

Illness

It is the policy of BTC Nursing and Allied Health programs to instill in students the importance of honestly reporting all infectious/communicable diseases and conditions to their faculty and/or director that could put the health of fellow students, BTC staff and faculty, and clinical partner agency patients and staff at risk. Students who report infectious/communicable diseases and conditions to their faculty and/or program director will be evaluated to assess their ability to attend program activities.

The Nursing and Allied Health programs are committed to the success of students who may be affected by infectious/communicable diseases and conditions. Each program will work with impacted students on a case-by-case basis as situations arise and within the legal constraints of the program's accreditation and governing organization's rules. Students should contact their faculty and/or program director in the event of suspected or diagnosed illness and refrain from attending on-campus or off-campus program activities such as clinical rotations until a healthcare provider has evaluated the student. Students may be required to have a release to return from their healthcare provider in the event of suspected or confirmed infectious/communicable disease or condition that could put the health of fellow students, BTC staff and faculty, and clinical partner agency patients and staff at risk.

Exposure to Body Fluid Guidelines & Standard Precautions

Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids. Any direct exposure to body fluids occurring while functioning as a surgery technology student must be reported immediately to the clinical faculty. The process for reporting exposure will be:

The clinical faculty and student will notify the agency supervisor.

The student and faculty will complete the agency site's incident report.

The student and faculty will complete the college's accident report.

The student and faculty will file a report of the incident with the Surgery Technology Program Director.

Any medical expenses incurred by the student will be the responsibility of the student.

Standard Precautions: All blood and body fluids are potential sources of infection and are treated as if known to be infectious. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:

Gloves to be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when touching contaminated items or surfaces.

Masks, eye protection and face shields to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can be reasonably anticipated.

Wash hands immediately after removal of gloves or other personal protective equipment.

CRITERIA FOR UNSAFE CLINICAL PERFORMANCE

UNSAFE CLINICAL PERFORMANCE

Any student demonstrating ***repeated unsafe clinical performance or performance that endangers a client's well being may be removed from the clinical setting***. This behavior constitutes unsatisfactory performance and may result in failure of the clinical course. Any student excluded from clinical for unsafe performance will receive a failing (F) grade for that clinical course. (It should be noted that although a student receives a failing (F) grade for a clinical course, the student may continue with the theory component of any course, but will be unable to continue in the program, since both theory and clinical must be completed concurrently.)

Students are expected to perform safely in all areas of client care

Because Surgery Technology students are legally responsible for their own acts, commission and/or omission, and Surgery Technology instructors are responsible for any acts of their students in the clinical area, it is therefore necessary for the student and the Surgery Technology faculty to conscientiously evaluate unsafe behavior. Any student demonstrating unsafe behavior is subject to termination from the program.

Definition of unsafe clinical practice:

The Surgery Technology student is expected to demonstrate the judgment and behavior necessary to protect the client and/or staff from physical and emotional jeopardy. These areas of potential physical and emotional jeopardy have been identified as areas of ***Overriding Concerns.*** These basic behavioral expectations in the areas of ***Overriding Concerns*** are in effect and, therefore, evaluated throughout the quarter in order to ensure safe practice. Failure in clinical would occur because the student: (1) failed in the area of ***Overriding Concerns*** due to the seriousness of an incident, or (2) demonstrated a pattern of unsafe behavior, despite guidance of the instructor.

Unsafe Clinical Behavior is Demonstrated when the Student:	Example:
Violates or threatens the physical safety of the patient	• comes grossly unprepared to clinical • arrives late for clinical assignments • unacceptable attendance in the clinical setting
Violates or threatens the microbiological safety of the client	• unrecognized violations of aseptic technique • comes to clinical ill • failure to properly wear appropriate PPE

Violates or threatens the chemical safety of the client	• failure to label/prepare drugs appropriately • failure to identify meds to surgeon • administers medication • knowingly passing a medication that is incorrect
Violates previously mastered principles/ learning objectives/skills.	• incorrectly performing skills that have been evaluated previously. • inadequate preparation for procedure
Assumes inappropriate independence in actions or decisions	• fails to seek help when situation is out of control, or in an emergency • performs skills upon request of staff that are outside of the scope of practice for a Surgical Technologist student • refusing to follow appropriate instructions of staff/instructor
Displays unprofessional conduct	• Dishonest about care and tasks performed • Does not recognize or acknowledge mistakes/errors • HIPPA or privacy violation • Argues with staff or instructor • Demonstrates rude behavior • Does not notify facility/instructor of an absence or tardiness
Displays behavior that puts client safety at risk	• Becomes stressed, anxious, or overwhelmed by changes in the environment or routine • Difficulty adjusting plan of care based on new findings • Difficulty applying knowledge and previous experience to new or different situations • Inconsistent performance despite having previously made progress toward learning objectives

Any violation of criteria for unsafe clinical performance will be reviewed by the faculty and coordinator and will be handled individually regarding student's continuation in the program.

STUDENT POLICIES

See the **BTC Student Handbook and website for current College Policies and Campus Resources.** Student's classroom conduct, expectations and policies, as well as Student Academic Rights and Responsibilities are consistent with the current Student Conduct Code (WAC 495B-121), which is in the current BTC Student Handbook. Each Surgery Technology theory and lab/clinical course have policies outlined in the course syllabi.

ACADEMIC DISHONESTY

All forms of student academic dishonesty, including cheating, falsification, plagiarism, or facilitating, aiding and abetting academic dishonesty are considered a "punishable act" according to the Student Code of Conduct. Please refer to the BTC Student Handbook.

ALCOHOL AND CHEMICAL SCREENING FOR CLINICAL AFFILIATES

All surgery technology students are required by the clinical affiliate to undergo an "10 panel urine drug screen" for prohibited substances per clinical site policy. The directions for providing the sample are given when the student creates and pays for an account with Complio.com. This screening will be completed within 6 months of commencing clinical practicum. Any diluted sample must be retested at the student's expense within five working days of notification of results. If a test comes back positive, Complio sends it to their Medical Review Officer (MRO). The MRO contacts the student directly to resolve the issue; usually the student has to have the pharmacy fax their prescription to the MRO. If after final review by the MRO, the results are determined to be non-human or positive for prohibited substances (with no prescription) the student will not be allowed to register for a course with a clinical component and therefore would not be allowed to progress in the program. The student will be allowed to reapply to the program after one year. In the event of a second positive urine drug screen, the student will not be allowed to reapply to the program. This is in accordance with the clinical affiliate policies. Drug screening is a requirement of the clinical affiliates not Bellingham Technical College.

ALCOHOL AND CHEMICAL DEPENDENCY: POLICY ON SUBSTANCE ABUSE/MISUSE IN THE CLINICAL SETTING

The purpose of this policy is to protect the welfare of clients, students, instructors, Bellingham Technical College, and affiliating agencies. The Washington State Department of Health under RCW 18.130.180 has defined chemical dependency as unprofessional conduct. At BTC all students are expected to perform their clinical activities efficiently and safely without the influence of drugs or alcohol. Students must notify the course instructor if they are taking any medication which may impact the student's ability to provide safe, competent care (essential functional abilities). This includes any medications that may cause sedation, slowed reflexes, or other alterations in physical and mental abilities.

If the student is reasonably suspected of being under the influence of drugs or alcohol while at a clinical site, the Dean will be notified by the instructor and the student will submit immediately to drug/alcohol testing at the site designated by the program. The expense of the testing will be borne by the student. The student will be sent home for the remainder of that day. Because students are legally responsible for their own acts any student demonstrating unsafe behavior will not be allowed to continue in clinical practice if there is a positive test result as per the rules of BTC's clinical affiliates. If the test results are negative, the student may return to clinical practice, subject to affiliate approval, if behavior is safe and appropriate. If the student refuses Substance Abuse Assessment, he/she will be dismissed from the clinical course on the grounds of implied admission to substance use/misuse and therefore will be unable to progress in the program.

The following actions are prohibited:

- Unsafe or potentially unsafe clinical performance due to use of drugs and/or alcohol.
- Reporting for a clinical session with the odor of alcohol or illegal chemicals on the breath.
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on the clinical time.
- Using intoxicating liquor or illegal substances while on clinical time, on the premises or away from the premises when required to return to the clinical facility.

- Removing any drug from the institution or patient supply for any reason.
- Falsifying specimen collection for required drug screen in clinical.

Any student dismissed from the program for substance use/misuse may apply for reentry with evidence of having successfully completed an approved treatment program. The standard reentry policies and procedures will apply.

ATTENDANCE

All students are expected to attend classes every day when school is in session and during the hours set by the instructor. Daily schedules may vary due to classroom and clinical experiences. Students are expected to arrive on time and stay until dismissal. It is the student's responsibility to inform his/her instructor when absence from class is necessary. It is up to the student to make up any information that was missed if absent.

Attendance at clinical practicum experiences is mandatory. The students' clinical performance is an integral part of learning the trade of Surgery Technology. Good attendance is a skill necessary to obtain and maintain satisfactory employment. Excessive clinical absences may result in a failing clinical grade. One clinical absence will be permitted without penalty in each clinical course. Any additional clinical absence must be made up at the earliest possible opportunity, as determined by the program director, for continuation in the clinical course.

The student is responsible to notify the charge nurse at your clinical site as soon as possible of an absence, tardiness, or need to leave the facility early, then notify the instructor.

BEHAVIOR

While in class, students are expected to demonstrate those personal qualities required by employers. Those expectations include, but are not limited to, responsibility, integrity, and honesty. Students are expected to demonstrate mutual respect for each other and for the instructors. If a student demonstrates behavior, including inappropriate dress, that impacts the learning environment negatively, the disciplinary procedure will be implemented. (*See Student Code of Conduct)*

CAMPUS EMERGENCIES

If an emergency arises, your instructor may inform you of actions of follow. You are responsible for knowing emergency evacuation routes from you classroom. If police or university officials order you to evacuate, do so calmly and assist those needing help. You may receive emergency information alerts via the building announcement system, text message, email, or BTC's webpage, Facebook and Twitter. Refer to the emergency flipchart in your classroom for more information on specific types of emergencies.

CELL PHONES

To maintain an atmosphere conducive to learning, cell phones are *not* allowed to ring in the classroom. Non-audible alerts (i.e., vibrating alerts) are acceptable. However, students are expected to return calls or texts *only* during scheduled breaks.

Clinical - Cell phones are *not* allowed in the surgical suites in clinical areas.

CLINICAL AFFILIATE ACCESS BADGE

Some clinical affiliates require students to wear an access badge. If the clinical facility requires a badge, it will be considered part of the clinical uniform. These badges are to be used while participating in scheduled clinical practicum, students must abide by all clinical affiliate policies regarding badge usage. Any misuse of the badge may result in disciplinary actions, including dismissal from the program. All clinical affiliate access badges must be returned to program staff at the conclusion of each clinical course.

CLINICAL SAFEGUARDING/WORK POLICY

Students may not work as a student surgical technologist outside of the scheduled shifts as assigned by the Surgery Technology Program Director.

BTC Surgery Technology students must be clearly identifiable while in the clinical facility. This is established by arriving to the assigned facility in the BTC Uniform. Once changed into hospital issued scrubs, the BTC student

surgical technologist is identifiable by wearing the appropriate BTC Surgical Technologist identification badge with photo, worn affixed to the neckline of the scrub top, clearly visible. When the identification badge is covered by sterile gown, the BTC Surgery Technology student is identifiable by having written their name, first and last followed by STS (surgery technology student) on the OR whiteboard in the operative suite.

**Health Care Facility retains the responsibility for care of patients/clients and will maintain the quality of client care without relying on the students' clinical training activities for staffing purposes.*

CONFIDENTIALITY

Surgery Technology students are given access to necessary information on their client in order to appropriately plan and deliver quality client care. Under no circumstances is information pertinent to clients to be discussed outside of the clinical/classroom setting. Students must not write client names on personal papers, or copy sections of the chart. No mention of clients' name or procedure shall be verbalized outside of the clinical/classroom setting. Any breach of this confidentiality may result in dismissal from the program.

DRESS CODE

- Clean uniforms are to be worn during all **lab and clinical** participation
- Fingernails will be kept short, unpolished, and clean at all times. Artificial nails are not allowed
- Nametags are to be worn on uniforms at the neckline at all times while in the clinical sites and school lab
- Long hair shall be pulled back and secured at all times in the lab and clinical sites.
- Full coverage of head and facial hair must be practiced in the clinical setting.
- Jewelry will not be worn on hands or wrists while in the lab/clinical sites. Wedding rings may be secured to scrub suit while scrubbed.
- No visible pierced jewelry shall be worn while in the lab/clinical setting. This includes tongue piercings.
- Tattoo's must be covered while in the clinical setting when possible.
- Gum chewing is not acceptable in the lab or clinical setting.
- Minimal cosmetics required in the clinical setting.
- Proper daily hygiene will be practiced.

CODE OF CONDUCT

The following may be grounds for dismissal from the program in accordance with the Bellingham Technical College Student Code of Conduct:

- Unsatisfactory attendance
- Unsatisfactory progress
- Dishonesty in the classroom or clinical setting
- Attendance in class or clinical setting under the influence of alcohol or other drugs
- Unsafe clinical practice as defined in the student handbook
- Behavior inconsistent with clinical facility policy as stated in their policy manual
- Breach of confidentiality
- Unprofessional conduct

EXAM GUIDELINES

The goal of the BTC surgery technology program is to provide a quiet and consistent exam environment to all students taking exams. Exams will be administered with an approved proctor.

Students late to any testing session and/or location will not be allowed to start after 15 minutes. In the event the proctor/instructor can find a quiet location for testing the student may be able to complete the test later the same day but will not be included in the group testing experience and group points are forfeited.

For the benefit of all students in the testing area please follow the guidelines listed below:

- Avoid using the bathroom during an exam
- All cellphones must be turned off and placed at the front of the room along with all personal

belongings and not accessed until all the students have completed the exam
- A beverage with a lid is allowed, food is not
- Movement, sounds, and strong scents are all disruptive and to be minimized, use only unscented body care products
- Ear plugs may be worn to block sound; headphones are not allowed unless exam has auditory content
- Once students finish exam they may leave the testing rom quietly but must leave all reference materials and electronic devices in the testing room until after the group exam. Exam proctor may designate a waiting area or room.

Instructors reserve the right to assign seating for individual exams and assign groups for collaborative exams. Colored scratch paper will be provided to the student to use and collected and shredded by the instructor or proctor after the exam. No notes or math formulas are allowed in any testing setting. Neither proctor nor instructor will discuss items on exam during or immediately after testing.

Group or collaborative exams may follow individual module exams at instructor discretion. Groups are assigned by the instructor, no exceptions. Group exams will follow all the guidelines laid out for the individual exams. The proctor or instructor will document names of students and the "recorder" in each group.

Due to privacy concerns and to maintain test integrity there will be no individual exam review in the classroom or testing setting. In the event a student wants to review their individual exam or seek clarification of an individual exam question, the student should make an appointment to meet with their instructor. Students are not allowed to make written copies or take pictures of exam questions. Sharing information about exam questions in any way is a breach of academic integrity and subject to discipline up to and including preventing progression in the program.

EXPOSURE TO BODY FLUID GUIDELINES – STANDARD PRECAUTIONS

All blood and body fluids are considered to be potential sources of infection and are treated as if known to be infectious.

- Contaminated sharps shall not be bent, recapped or removed.
- Contaminated sharps must be placed in an appropriate container as soon as possible
- Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure.
- When exposure is possible, personal protective equipment shall be used.

EXPOSURE GUIDELINES

- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- Any direct exposure to body fluids occurring while functioning as a program student must be reported immediately to the clinical instructor

FAILURE TO MEET STANDARDS OR POLICIES

Disciplinary warnings will be issued verbally and then in writing for failure to adhere to the Student Conduct Code, college or surgery technology program policies, maintain adequate progress in theory or unsafe clinical practice. If a student receives a written warning, that student has the opportunity to review the document with the issuing faculty member in attendance. Recommendations for success/remediation will be based on the BTC Student Code of Conduct and/or individual course outcomes.

PROFESSIONAL BOUNDARIES

Your professional role at Bellingham Technical College is "student tech". Students in the Surgery Technology Program must function in the role of student ST in all clinical settings. As a student, you are not allowed to perform skills from your present job or previous certifications in the clinical setting. You will always function under the guidance of the clinical instructor or clinical preceptor.

To become friends with clients and their significant others you meet in the Surgery Technology Program is non-therapeutic. Clients are vulnerable during treatment and a new social relationship with a professional person will create added problems for them. If a client asks for your personal information such as address, phone number, or email address, DO NOT GIVE IT OUT. Explain with respect and encourage the patient to seek out his or her own support system. Under no circumstances will a student transport a client in their own car or ride in the client car. If you encounter a personal friend or relative on the unit where you are assigned, please inform your staff and instructor so you may receive assistance in dealing with the situation, a determination will be made if you need to be moved to another unit.

Additionally, as a surgery technology student at Bellingham Technical College, you are required to maintain professional boundaries with clients and clinical site employees. This includes the use of all forms of electronic communication, online social networking, and texting (see guidelines for social media at https://www.ncsbn.org/2930.htm)

To be professional, you must be able to objectively evaluate your own strengths and weaknesses and demonstrate initiative for furthering your own learning. You must also accept and profit from constructive criticism and past experiences and be able to adapt to various situations.

PROFESSIONAL CONDUCT STANDARDS

The surgery technology program faculty of Bellingham Technical College believes that standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the Surgery Technology Program to adhere to the standards.
Professional conduct standards include:

- *Confidentiality*- respects the privacy of clients and respects privileged information;
- *Accountability*- is answerable for one's actions; answers to self, the client, the profession, the Surgery Technology faculty, the clinical facility and Bellingham Technical College;
- *Responsibility*- executes duties associated with the surgical technology student's role;
- *Agency's Policies and Procedures*- reads and adheres to the agency policies and procedures;
- *Honesty*- practices fairness and straightforwardness of conduct; displays moral excellence and truthfulness;
- *Punctuality and Promptness*- is on time for classroom and clinical assignments;
- *Dependability*- is trustworthy and reliable;
- *Respect*- treats others with consideration and courtesy;
- *Professional boundaries*- maintains professional relationship with staff and clients;
- *Ethical*- adheres to the Surgery Technology Code of Ethics;
- *Legal*- operates within the standards of practice outlined by the Association of Surgical Technologists
- *Safety*- prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.

RECORDING DEVICE GUIDELINES

- The student must sign the Classroom Recording Agreement form (located in this handbook) before lectures can be recorded;
- Student must ask permission of faculty before any recording in classroom or lab occurs;
- It is the responsibility of the student to notify faculty that they may be recording the lectures;

- All students in the class as well as guest speakers will be informed by the instructor that permission was granted for recording to occur;
- Recordings are to be used solely to facilitate student learning;
- No recordings may be shared or posted on publicly accessible web environments (Facebook, You Tube, etc.), published, sold or used in any way other than for private study purposes;
- Students must destroy recordings at the end of each course;
- Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or College policy;
- Violation of this agreement may subject a student to disciplinary action.

Instructional Implementation

Self-Learning: A Critical Skill for Surgical Technologists

Surgery Technology is a dynamic and rapidly evolving profession that requires continual learning. One of the most essential skills a surgical tech can develop is the ability to self-direct their own learning. In this program, courses are designed to provide foundational knowledge and teach student surgical technologists how to actively seek out, evaluate, and apply information relevant to their practice. Under the guidance and facilitation of our faculty, you will learn to critically assess resources, stay current with emerging healthcare trends, and take responsibility for your professional growth. This self-directed approach ensures that you will be prepared to meet the challenges of modern healthcare with confidence and competence.

Classroom

Each course in the surgery technology program is divided into individual units, called modules, that contain specific content. The core of the learning process is student-directed experiences aimed at developing leadership skills. The faculty believes this delivery method is instrumental to the learning process and professional development.

In the program theory and clinical lab are completed concurrently, with clinical lab experiences designed to facilitate the transfer and application of practical skills and theoretical knowledge.

A course calendar is provided by faculty each quarter, outlining the course instructional sequence.

Operating Room Lab

Students will spend time in the lab each quarter, learning new skills, reviewing previously learned skills, or being evaluated in preparation for clinical. The Lab Evaluations are an integral part of surgery technology education. It is where students can work with various equipment, instruments, and supplies used during surgery.

The labs simulate a clinical environment where students can learn and practice safely without harming clients. The primary goal of the Operating Room Lab is to provide an environment for students to become competent with surgical technology skills and to become safe practitioners. Students are expected to act professionally and maintain a clean and safe space while in lab in preparation for their role in the healthcare industry.

Please adhere to the following:

• Leave the lab as clean, or cleaner, than you found it
• Leave water bottles, coffee drinks, etc., on tables outside of the lab (remember to pick them up when the lab is over)
• Place all trash in trash cans provided
• Properly dispose of sharps in the sharps container
• Place broken glass ampules in the sharps container
• Return furniture that was moved or rearranged to its original location

SHARPS SAFE HANDLING

No needles, syringes, and IV catheters will be removed from the BTC Surgery Technology Lab. Students will practice parenteral skills in the lab only. The surgery technology program will provide students with needles and syringes for practice, evaluation, and simulation.

CLINICAL

Clinical rotations are eight and a half hour shifts with varying times and days, including evenings, depending on the clinical location and shift. Surgery Technology students must be able to accommodate various clinical schedules that may start as early as 6:30 a.m. and/or go as late as 11:30 p.m. Students must meet the clinical objectives for each course. Clinical rotation assignments are assigned by the Program Director to ensure each student has the opportunity to meet case experience requirements as determined in the CCST7e. Every effort is made to make assignments equitable regarding driving distance and shift start and end times.

Students will perform safely in all areas of client care. Any performance that endangers a client's well-being may result in removal from the clinical setting.

Each clinical session is a learning opportunity where the student is expected to utilize all resources to extend learning.

As opportunity exists, clinical instructors facilitate student learning by assigning students experiences that will assist them in achieving the learning objectives. Students are further responsible for seeking out experiences that will enhance their experience and skill development.

In addition to actual surgical experiences, students participate in observational assignments, sharing of personal experiences, maintaining records of experiences, and self-evaluation of clinical performances.

Prior to each clinical rotation, the instructor gives specific instructions regarding preparation for scheduled clinical practicum sessions. Unless otherwise noted, students are expected to prepare for assignments by planning for care the day prior to the scheduled clinical experience.

**Health Care Facility retains the responsibility for care of patients/clients and will maintain the quality of client care without relying on the students' clinical training activities for staffing purposes.*

FACILITATION OF STUDENT LEARNING

Throughout the clinical practicum, facilitation of student learning occurs in a variety of ways.

- Instructors observe individual students during clinical practicum sessions and may meet informally regarding particular skills that have been utilized effectively or actions that were less effective, with a focus on how to better meet clients' needs.
- Instructors actively seek out preceptors to discuss the progress of individual students.
- Students are encouraged to take the initiative to discuss their competencies with their clinical instructors and to schedule additional conferences with instructors as needed to discuss their progress in the program.
- Instructors will also schedule conferences with students to discuss clinical performance.
- Students are expected to function according to stated facility policies in relation to dress code, patient care standards, parking, use of the cafeteria, and routines for clinical facilities.

COLLEGE STANDARDS

The primary objective of Bellingham Technical College is to train individuals for entry-level employment. In training students for employment, Bellingham Technical College stresses equally the development of those positive attitudes and work habits desirable in an employee. In light of this, Bellingham Technical College expects that:

Progress: Each student will demonstrate satisfactory progress toward meeting program objectives as documented by the program instructor.

Attendance: Each student will accept responsibility for his/her learning as demonstrated by being actively involved in classroom learning and accepting program regulations.

Discipline: Each student is responsible for behavior that does not adversely affect safety, health, or the learning process for themselves or others. Dishonest behavior such as theft or vandalism of school/customer/student property, falsification of records, etc., will be subject to discipline and possibly expulsion. Use of drugs/alcohol on the BTC campus will be cause for disciplinary action. Tobacco products may not be used in any building. ***(See BTC Student Code of Conduct.)***

STUDENT GRIEVANCE PROCEDURE

Following the specified chain of command, students are encouraged to resolve concerns or complaints at the lowest possible level. This approach allows for efficient resolution and ensures that the appropriate individuals are informed and involved in the process.

STEPS IN THE CHAIN OF COMMAND

Peer Communication

Before escalating any concern, students are encouraged to discuss minor issues directly with the peer(s) involved, if applicable. This step promotes direct communication and mutual understanding.

Course Instructor/Program Director

If the issue is not resolved at the peer level, the next step is to bring the concern to the course instructor. The student should request a private meeting to discuss the issue in detail, providing any relevant documentation or evidence.

Dean of Allied Health

For concerns not satisfactorily resolved by the Surgery Technology Program Director, the student can take the issue to the Dean of Allied Health. This step involves a formal written complaint outlining the concern and the steps taken to resolve it thus far.

Vice-President of Instruction

If all previous steps fail to resolve the issue, the student may appeal to the Vice-President of Instruction as a final recourse. They will review all documentation and conduct a comprehensive review before making a final decision.

Documentation

Students should document their concerns and all steps taken to resolve them, including dates, times, individuals involved, and the nature of the discussions.

Formal complaints should be submitted in writing, including detailed descriptions of the concern, supporting evidence, and a summary of prior attempts to resolve the issue.

Confidentiality and Non-Retaliation

All concerns and complaints will be handled confidentially to the extent possible, and information will be shared only with those directly involved in the resolution process. Retaliation against any student for raising a concern or complaint in good faith is strictly prohibited and will be subject to disciplinary action.

Student Grievance

Bellingham Technical College believes in the right of all students to access a fair and equitable review process when a complaint arises. The student wishing to initiate a complaint process must first try to resolve the matter with the appropriate BTC employee. If the informal process with the employee does not reach a resolution, the student may initiate an informal complaint process with the appropriate supervisor (usually a dean or director) within ten business days of the final response from the employee. If the supervisor finds the complaint unsupported or the student does not accept the resolution the supervisor offers, the student may file a formal grievance within five days.

Procedure for Student Grievances: https://catalog.btc.edu/content.php?catoid=9&navoid=213#student-rights-responsibilities

Formal Student Grievance Form: https://cm.maxient.com/reportingform.php?BellinghamTC&layout_id=6

Academic Appeals
Bellingham Technical College believes in the right of all students to receive a fair and equitable review process when a grade complaint arises. The student initiates the academic appeal process by speaking to the course instructor. If the informal process with the instructor does not reach a resolution, the student may initiate a formal appeal process by submitting this completed academic appeal form to the appropriate Dean by the end of the fourth week of the quarter.
Procedure for Academic Appeals: https://cm.maxient.com/reportingform.php?BellinghamTC&layout_id=6
Academic Appeal Form: https://cm.maxient.com/reportingform.php?BellinghamTC&layout_id=5

Safety Violations and Dismissal
In addition to the progressive discipline process outlined above, it is important to note that safety violations within the Surgery Technology Program pose a significant risk to both patients and the healthcare environment. Therefore, certain safety violations may result in dismissal from the program without following the progressive discipline steps. Safety violations that are egregious or pose an immediate threat to patient safety, ethical standards, or the integrity of the Surgery Technology Program may warrant immediate dismissal.
Dismissal due to safety violations will be determined by a review committee consisting of the program director, faculty members, and relevant staff. The decision to dismiss a student in such cases will be based on the severity of the safety violation and its potential impact on patient care and the learning environment.
It is imperative that all nursing students prioritize safety in their practice and conduct to maintain the highest standards of patient care and professionalism. Safety violations will be addressed with the utmost seriousness and consideration for patients' well-being and the Surgery Technology Program's integrity.

Dismissal or withdrawal from the Program
When a student exits the surgery technology program, the faculty will follow Bellingham Technical College's grading policy when assigning a grade. The Program Director will meet with the student to complete an exit interview. The Request for Reentry form will be provided at this meeting if the student is eligible to reenter a future cohort. It is the student's responsibility to complete and return the form to the Student Support Specialist. A copy of the form will be given to the student, and the original copy will remain in the student's file. See Reentry and Transfer.

REASONABLE ACCOMMODATION FOR DISABILITIES

Upon admission, a student who discloses a disability and requests accommodation must provide documentation of his or her disability for the purpose of determining appropriate accommodations. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the program, the student must be able to pass each course, performing all the essential functions, either with or without accommodation.

POLICY OF ACCEPTABLE USE OF INFORMATION TECHNOLOGIES

PURPOSE

Bellingham Technical College provides a variety of computing, networking and information systems for the use of students, faculty, and staff in support of the mission of the college, research, academic development, professional growth in technology, information gathering and communication. Interaction with high technology tools of learning will furnish a graduate with many of the job readiness and learning skills required by our evolving business and education community. This network offers vast, diverse and unique resources. All students, faculty and staff are responsible for ensuring that these computing facilities are used in an effective, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline or legal sanctions under Federal, State, local and college laws, policies and regulations.

GENERAL POLICIES AND GUIDELINES

Bellingham Technical College adopts the "NorthWestNet Acceptable Use Policy" (Appendix A) and the "Acceptable Use Policy of the Community and Technical College Network (CTCNet)" (Appendix B). This policy is also governed by Bellingham Technical College's "Standards of Ethical Conduct/Conflict of Interest Policy" in accordance with the State Ethics Law, RCW 42.52.900.

RIGHTS AND RESPONSIBILITIES

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant laws, regulations, and contractual obligations.

College information technologies are not intended for personal use and shall be used for college related activities carried out in a professional and ethical manner in the normal course of business.

System administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may provide access to examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged. Also, files may be subject to search under court order.

EXAMPLES OF RESPONSIBILITIES include but are not limited to

- Maintaining an environment in which access to all of the computing resources are shared equitably among users.
- Maintaining an environment conducive to learning.
- Maintaining an environment free of illegal or malicious acts.
- Maintaining a secure environment.

EXAMPLES OF MISUSE that are prohibited include but are not limited to

- Use that interferes with job responsibilities or assigned course work.
- Installation of any software for use on computers.
- Using the Internet/World Wide Web for personal reasons.
- Any attempt to damage computer equipment or software.
- Displaying on screens, printing out or downloading material that may be offensive to others or likely to be deemed obscene or abusive.
- Any attempt to alter software configurations.
- Use of the computer network for commercial, business, for-profit purposes, product advertisement or political lobbying.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors.
- Using the campus network to gain unauthorized access to any computer system.
- Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Use of the network to access files dangerous to the integrity of the network or to place excessive load on the network.
- Accessing Chat rooms except if it relates to work or education.
- Use of college e-mail address for personal e-mail.

DOWNLOADING

Downloading must be done to a pre-formatted disk and only on designated computers.

VIRUSES
The college tries to prevent viruses, but users should note that software downloaded from the Internet or data saved on a disk may contain a virus. You need to have virus-checking software on your computer.

PROCEDURES
Users must comply with the procedures in this document as well as any additional ones established by other areas and instructional programs within Bellingham Technical College.

EXCEPTIONS
Approval for exceptions to this policy for students needs to be coordinated through the student's instructor and approved by the Computer Services Manager. Approval for exceptions to this policy for faculty and staff needs to be coordinated through your supervisor and the Computer Services Manager.

STUDENT SUPPORT SERVICES

BTC Surgery Technology program is committed to supporting our in-program and pre-program students. The program's support staff provides coaching, support, and guidance to help students attain academic and career goals. Staff members assess needs, help create an educational plan, and work with students to address any challenges that may be experienced. The staff will direct students to appropriate support and funding resources, assist with job searches, and help review resume and job application materials.

ACCESSIBILITY RESOURCES
BTC and your instructor are committed to the principle of universal learning. This means that our classrooms, our virtual spaces, our practices, and our interactions be as accessible as possible. If you have a disability, such as difficulty reading, hearing, or seeing content, health or mobility challenges, or any other difficulties that might negatively impact your access to this course, you may be eligible for academic accommodations from our Accessibility Resources office. If you feel you may qualify for an accommodation, fill out the AR application at http://www.btc.edu/ARApplication, ideally at the start of the quarter. (You may contact them at any time during the quarter.) The AR office is located in the College Services Building, Room 111. Call 360.752.8576 or email ar@btc.edu. If you qualify for academic accommodations, AR will forward a letter of accommodation to your instructor, who will work out the details of any accommodations needed for this course with you. IMPORTANT: Students must renew their accommodations each quarter they would like to use them. Accommodations are not retroactive. **If a student requires accommodations while in the Surgery Technology Program, it is the student's responsibility to contact Accessibility Resources (AR) each quarter and follow AR policies and procedures.**

COUNSELING
Bellingham Technical College offers free academic, career, and personal counseling. BTC counselors have one goal: to help students experience success. Counselors provide both academic and personal counseling services for students experiencing difficulties that interfere with learning. The focus is on providing support, clarifying choices, handling difficult situations, and accessing community resources. Students can contact counseling services at counseling@btc.edu or call 360-752-8345 for more information or to make an appointment. The faculty may refer nursing students to BTC Counseling services, or students can seek services on their own.
See the BTC website for more details.

ELL ACADEMIC ADJUSTMENTS
Students who are English language learners (ELL) or students identified as having Limited English Proficiency should meet with the program director. Students must meet with Student Services staff to evaluate necessary academic adjustments. These students may be eligible for extended time on tests, testing in the BTC Assessment Center, and other academic adjustments. The student's responsible for informing all instructors of the academic

adjustments they have been approved for. The academic adjustments roll over from one quarter to the next, but the student must provide the form to their faculty each quarter.

TUTORING CENTER

The BTC Tutoring Center offers free access to tutoring services. Tutoring is available on a drop-in basis when classes are in session. To receive tutoring, you must be attending class and working on assignments. Tutors are graduate students, peer tutors, BTC graduates, retired teachers, professionals, and others. Tutoring is conducted in a group setting. Contact the Tutoring Center for current schedules and more information: tutoring@btc.edu, 360.752.8499.

OPPORTUNITIES FOR STUDENT INPUT

Students have opportunities for input in the following areas:

Advisory Committee meetings, which meet at least twice a year.

Associated Students of Bellingham Technical College (ASBTC) is open to all persons currently enrolled in degree/certificate programs at BTC. The nursing program has two student council senators, one from the first year and one from the second year. Each cohort additionally has a representative who can also act as an alternate senator. ASBTC meets weekly on Wednesdays at lunch.

Faculty Evaluations: students provide feedback on their lead and clinical faculty each quarter.

Curriculum Evaluations: are included with each course, theory, and clinical.

Clinical Site Evaluations: for each clinical experience.

Graduate Satisfaction Survey.

Student Satisfaction Survey.

Throughout the program, students are expected to actively plan, implement, and evaluate their education.

CAMPUS EMERGENCIES

If an emergency arises, your instructor may inform you of actions to follow. You are responsible for knowing emergency evacuation routes from your classroom. If police or university officials order you to evacuate, do so calmly and assist those needing help. You may receive emergency information alerts via the building announcement system, text message, email, or BTC's website, Facebook, and Twitter. Refer to the emergency flipchart in your classroom for more information on specific types of emergencies.

Bellingham Technical College uses RaveAlert to send mass notifications in the event of an emergency. Messages can be sent via email, text, or both. If you are a BTC Student, go to https://secure2.btc.edu/forms/SafetyAlerts/SafetyAlert-StudentForm.asp to sign up.

LIBRARY

The library is located in Campus Center. It is a developing core library focused on technical and professional information to support the degree/certificate programs and courses at Bellingham Technical College.

The library's collection includes books, journals, cassettes, technical manuals, CD/ROMs, and videotapes. The ITRC is a resource for technical information for the students, faculty, and the community. Users are encouraged to ask librarians for help in using the wide range of resources.

The library offers the gateway to information through its computer network. Resources include an on-line catalog, computerized journal indexes (many are full text), access to local area libraries' collections (Bellingham Public Library, Whatcom County Library System, Western Washington University, Whatcom Community College, and Northwest Indian College), Internet searching via Netscape, and word processing, database management, and spreadsheet software.

If you need information that is not available at Bellingham Technical College, we can help you borrow material from other libraries through interlibrary loan.

The library is a member of the Western Library Network, which offers rapid access to the books and journal holdings of libraries throughout the Pacific Northwest.

Tours of the library and instruction in the use of its resources are given to classes on request and individual assistance is always provided.
A variety of study areas are available in the library, including quiet and group study rooms. A copy machine, computers with word processing, VCRs, and cassette players are available for student use.
Through cooperative agreements, all Bellingham Technical College students can use and borrow material from Whatcom Community College and Wilson Library at Western Washington University. Students are responsible for their own fines. The Bellingham Technical College Student Body Card will give you access to the world of information.

Students, faculty, staff, and the community are encouraged to use the many resources of the Information Technology Resource Center, whether for class-related projects, research, or independent learning.

EMERGENCY EDUCATION CONTINGENCY PLAN

Emergency Situations

The following plan of action is to be implemented whenever there is a situation or event that affects the college. Examples of a situation include emergencies such as fire, natural disaster, severe weather events, facilities emergency, armed intruder, bombing, and pandemic. However, it could also include events where a faculty member is unexpectedly unable to fulfill their teaching duties.

Establish Your Safety

If faculty and/or students are involved with an emergency situation, the first priority is the safety of those individuals. Once personal safety has been established, you must communicate with the appropriate personnel to account for your safety and location. At no time should an individual jeopardize their safety in order to communicate, unless they feel it will help them.

College Closure

In the event that the college is closed, faculty and students will be notified through the college's emergency broadcast system by campus safety. Emergency closures are communicated through broadcast text, email, and phone. Faculty and students should not attempt to enter the college until messages are received about the college re-opening.

All college classes will be canceled until one of the following takes place:

- Short-Term Closure -- The college opens after a short term (within a week) weather event or emergency situation forced it to close. Classes may either be canceled or continue with Canvas and online meeting software such as Zoom.
- Long-Term Closure – The college will likely remain closed for longer than one week. Classes will be transitioned to an online format using Canvas and online meeting software such as Zoom.
- Lab courses and/or clinical courses will be rescheduled and must completed in-person.

With the exception of an emergency weather event such as a snowstorm, if the college is closed and the clinical sites are open (as if in a pandemic), students are still required to attend clinical. If the college is closed due to the weather and the clinical site a student is assigned to is open, the student may determine if they are able to safely travel to and from the clinical site to attend.

INSTITUTION PREPAREDNESS PLAN

In the event of an unanticipated impact to the instruction, Bellingham Technical College administration will support each division dean and/or program director in developing an appropriate plan for all impacted areas of study. These plans will consider all modalities of instruction, including, but not limited to: converting lecture-based content to an online format, following all state and federal health/safety regulations to continue offering in-person skill instruction and assessment, and teaching in-person instruction in a comparable space (with necessary equipment). Students will be made aware of these changes to classroom formatting verbally and in writing, with frequent updates provided. In the event of requiring change to a course modality, college staff will reach out to all students impacted to assure continuity of educational services and meet individual needs.

PROGRAM PREPAREDNESS PLAN

In the event of unanticipated interruptions that may include, but are not limited to: unexpected departure of key personnel, natural disaster, public health crisis, fire, flood, power failure, failure of information technology services, or other events that may lead to inaccessibility of educational services, the Surgical Technology Program will utilize the following preparedness plan to assure continuity of education services:

- Unexpected departures of key personnel that cannot be immediately replaced will warrant schedule changes of students and current faculty. As necessary, with instructor departures, the

program director/practicum coordinator and/or other Surgical Technology instructors will substitute until a qualified replacement is onboarded and appropriately trained.

- In the event of an unexpected departure of the program director/practicum coordinator, the dean of Allied Health and the program staff will have continuous access to all curriculum content and resources available via the college LMS to ensure continued curriculum delivery.
- If access to the LMS is unavailable, instructors will have alternate electronic access via their personal accounts and/or hard copies of the program textbook, study guide, course exams, answer keys, resources, and competency assessment forms.
- In the event of extended internet outage, course content in the LMS can be downloaded and viewed offline by both students and instructors.
- All instructors will receive copies of clinical schedules and contacts prior to students starting their clinical externship to ensure awareness and continuity of schedules.

CONTINUITY OF EDUCATION

For any event that leads to the inability to access educational services on campus, the following steps will be taken:

- Communication of all program status changes will be through email notifications and course room announcements. All efforts will be made to execute communication of program status changes within 48 hours of the event. All communication and correspondence should be maintained in a file. Communication should be with the institution, faculty, students, and clinical affiliates when necessary or when changes occur.
- Virtual instruction methods will take the place synchronously to deliver the theory portion of the core curriculum. Labs will be scheduled when in-person instruction can resume. If other options are available, such as using another facility with sufficient resources to demonstrate and evaluate skills, this method will be utilized to provide continuity of educational experience.
- Virtual instruction methods will be monitored for effectiveness by evaluating student progress and providing additional e-learning resources to assist students with adapting to this modality. Classrooms are equipped to hold virtual instruction via Zoom. The college will utilize Blackboard for assignments, discussions, and quizzes. The college will support the technology required, including, but not limited to: wi-fi hot spots and laptop loaner programs.
- Clinical assignments affected may delay graduation time due to the clinical hour/Case Count requirements. In the event clinical is delayed, the clinical coordinator will work with each individual clinical site to determine current availability and/or changes to schedules that may be necessary. If a site is no longer able to accommodate a student, all efforts will be made to find an alternative site in a timely manner. There will be no change in clinical assessments or meeting clinical graduation requirements.
- In the event graduation will be delayed, the program director/clinical coordinator will provide each student with an action plan to complete their education. All documents will be maintained.
- Information sessions will take place as scheduled and conducted virtually.

Surgery Technology Program

CONTRACTS, AGREEMENTS & FORMS

The following forms need to be signed and turned into your instructor:

Disclosure of Confidential Medical and Criminal Records
Informed Consent for Coursework
Confidentiality Agreement
Medical Policy Statement of Agreement
Ferpa Release for Recommendation
Photo Release Form
Classroom Recording Agreement
Handbook Statement of Understanding
Contact Information
Laboratory Simulation Participation Agreement
Covid-19 Fact Sheet and Assumption of Risk

The following forms need to be printed/copied and turned into your instructor:

Criminal History/Self Disclosure form
Drug screen results
Health Status Report

BTC Surgery Technology Department

AUTHORIZATION FOR
DISCLOSURE OF CONFIDENTIAL MEDICAL AND CRIMINAL RECORDS

I, the undersigned authorize Bellingham Technical College (BTC) to release the results of the analysis of my urine for alcohol, drugs and/or drug metabolites and/or immunizations to organizations having clinical affiliation with BTC as a requirement to my being able to participate in the clinical education program.

I further authorize BTC to release my criminal history/background check results to the organization having clinical affiliation with BTC as a requirement to my being able to participate in the clinical education program.

I understand and agree that these results will be used to evaluate my eligibility to participate in the clinical education program, and that positive or dilute urinalysis results and/or certain convictions may disqualify me from being able to participate in the clinical education program, and may also affect my ability to pursue a career in my chosen field.

This authorization will be valid as long as I remain enrolled as a student at BTC.

Print Name: _____

Student Signature: _____

Date: _____

BTC Surgery Technology Department

Informed Consent for Coursework Requiring Human Subjects

Student name (print): _____

The use of human subjects for educational purposes carries with it the responsibility to protect the rights, well-being, and personal privacy of individuals, to assure a favorable climate for the acquisition of skills and the conduct of academically oriented inquiry, and to protect the interests of Bellingham Technical College. This course involves classroom or laboratory activities where learning by students requires the use of fellow students as part of training procedures and/or demonstrations.
I am aware that in and during the classroom and lab experience in which I am participating under the arrangement of Bellingham Technical College, certain risks may occur. These risks may include, ***but are not limited to***, the following:

- Mild discomfort
- Allergic reactions
- Back strain
- Exposure to blood-borne pathogens
- Needle punctures

Benefits Analysis:
I fully understand that in order to be successful in my field of study, I must practice the required procedures for that area. In doing so, I fully accept responsibility for my actions. I also understand that in using fellow students as "human subjects," as well as allowing myself to be used in the same manner, I am participating in a learning experience that is an integral part of my coursework, in order to show proficiency in necessary skills and to gain an understanding of empathy for future patients undergoing these procedures.

Important:
Proper infection control guidelines and safety measures will be observed during the practice and performance of all procedures. Any questions you may have concerning these procedures can be directed to the course instructor. You are free to withdraw from participation at any time. Students who choose not to participate as a human subject nor accept an alternative activity will not be able to complete the coursework successfully.

As a participant in a Bellingham Technical College Health Occupations course or program, I am aware of the possible risks and discomforts, benefits, and appropriate alternative incidents to my voluntary participation. I agree to abide by the policies and procedures of **Bellingham Technical College** and the course's instructor as they relate to my participation in this course/program. I have made the instructor aware of any pre-existing condition (e.g., seizure disorder, diabetes, hemophilia, physical limitations, etc.) that may put myself or others at risk through my participation. I further agree that I have read and understood the terms of the agreement, and that I sign the agreement as of my own free act.

Student Signature: _____

Date: _____

BTC Surgery Technology Department

Confidentiality Agreement

Student name (print): _____

The Surgery Technology student has access to information regarding clients in various healthcare facilities. The systems employed for confidential communication are verbal, paper, and computer. In order to maintain access to information, it is essential that students obey all rules regarding confidential information. Violations of this policy may include, but are not limited to:

- Accessing information that is not within your scope as a student;
- Misusing, disclosing without proper authorization, or altering patient information;
- Using another person's sign-on code and/or password for accessing electronic or computerized records;
- Leaving client data in an unsecured area;
- Removing copies of legal documents from the clinical facility.

My signature below acknowledges that I will maintain the client's right to privacy and that failure to comply could be grounds for dismissal from the program in accordance with the Surgery Technology Department Student Handbook and the Student Code of Conduct.

Student Signature: _____

Date: _____

BTC Surgery Technology Department

MEDICAL POLICY STATEMENT OF AGREEMENT

Student name (print): _____

I am aware that, during the clinical lab experience in which I am participating under the arrangements of Bellingham Technical College, certain dangers may occur, including, ***but not limited to***, the following:

- Abrasions and cuts
- Back strain
- Infectious conditions (e.g. Hepatitis, H.I.V., and T.B.)
- Needle punctures
- Allergic reactions
- Complications of pregnancy
- Physical violence by clients

In consideration of and as part payment for the right to participate in this clinical laboratory experience and the other services of Bellingham Technical College, I have and do hereby assume all the risks involved and will hold the Bellingham Technical College, its employees, agents, and assigns harmless from any and all liability actions, causes of action, debts, claims, and demands of every kind and nature whatsoever that may arise from or in connection with participation in any activities arranged for me by Bellingham Technical College. The terms thereof shall serve as a release and assumption of risk for the heirs, executors, administrators, and members of my family, including minors.

By my signature on this document, I acknowledge that I have been informed and further that I understand that I should have either personal health insurance prior to enrolling in this program or that I should enroll in student health insurance. I understand I do not qualify for Worker's Compensation if I am injured while at clinical. By signing below, I confirm that I will be in compliance and maintain one of the following while enrolled in surgery technology clinical courses.

Please check one of the boxes below indicating your current health insurance status:

- ☐ Personal Health Insurance
- ☐ Student Health Insurance

*Student Health Insurance needs to be renewed each quarter before the start of clinical rotations.

Student's Signature: _____

Date: _____

BTC Surgery Technology Department

BTC Student Release of Records for Reference or Recommendation

STUDENT RELEASE OF RECORDS
FOR REFERENCE OR RECOMMENDATION

(Family Educational Rights and Privacy Act of 1974)

TO BE FILLED OUT BY THE STUDENT ONLY

I, _____ hereby authorize Bellingham Technical College
(PLEASE PRINT FULL NAME)
to release my educational record to prospective employers.

_____

_____

This release allows the following individual(s) to provide any and all information which pertains to my performance at Bellingham Technical College unless otherwise stated below.

PLEASE PRINT FULL NAME

BTC Instructor/Staff_____

_____

I understand that this release of information remains in effect until I revoke my consent in writing.

_____ _____

Signature of Student **Date**

SID # _____

Copy: Instructor (keep on file) **Copy: Student (optional)** h:\ferpa 2 intranet release 4/17/12

BTC Surgery Technology Department

Photo Release Form

Bellingham Technical College
3028 Lindbergh Avenue Bellingham, WA 98225-1599
Phone 360.752.8325 Web: www.btc.edu

RELEASE FORM

I, _____, hereby give my permission in
(print name clearly)

perpetuity to Bellingham Technical College to use my photo, image, video and/or commentary to be used for instructional purposes or promote the college.

I do this willingly, expecting no compensation or gratuity of any kind from Bellingham Technical College. I will make no monetary or other claim against Bellingham Technical College for the use of my photo, image, video and/or commentary.

I understand that the college will not sell or transfer my photo, video, image and/or commentary to other agencies or commercial entities for profit.

NAME _____
(signature of student) / or I certify I am the legal parent/guardian of the child being photographed and give permission to BTC to photograph my child.

DATE _____

PROGRAM _____

Photo /Video Description: **Pinning class picture and all program group photos.**

Others in Photo/Video : _____

Bellingham Technical College does not discriminate on the basis of race, color, national origin, religion, gender identity or expression, sex, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752-8475. If you have a documented disability, contact BTC's Accessibility Resources: ar@btc.edu or 360.752.8450 for any accommodations for programs, classes, activities and more.

Revised September 14, 2018

BTC Surgery Technology Department

Classroom Recording Agreement

Student Name: _____

Creating a safe learning environment is important to us at Bellingham Technical College. While studying at Bellingham Technical College's Surgery Technology Program, you will have access to various learning and teaching events and materials that may, in some way, be protected by privacy, copyright, and data protection laws. It is essential that you understand that you will need to observe privacy laws when using these resources.

- Permission to Record: Students must request permission from the faculty for each instance of recording in the classroom or lab.

- Notification: Faculty will inform all students in the class, including guest speakers, when recording permission has been granted.

- Educational Use Only: Recordings are strictly for facilitating student learning and must not be used for any other purpose.

- No Public Sharing: Recordings may not be shared, posted on publicly accessible web platforms (e.g., Facebook, YouTube), published, sold, or used in any way beyond private study.

- Record Deletion: Students are required to delete all recordings at the end of each course.

- Copyright Compliance: Public distribution of recorded materials may violate federal or state copyright laws or College policy.

- Disciplinary Consequences: Violation of this policy may result in disciplinary action against the student.

- Seek Clarification: Students are encouraged to seek clarification on this policy from the faculty or dean if needed.

Student Signature: _____

Date: _____

BTC Surgery Technology Department

Handbook Statement of Understanding

I, _____ , a student enrolled in the Surgery Technology Program at Bellingham Technical College, and I hereby acknowledge and confirm the following:

1. I have received, read, and understand the contents of the Surgery Technology Program Handbook provided to me.
2. I affirm that I meet the BTC Surgery Technology Program Technical Standards.
3. I am fully responsible for complying with all policies, procedures, and guidelines outlined in the Surgery Technology Program Handbook throughout my enrollment in the program.
4. I am aware that the Surgery Technology Program Handbook may be updated at any time with notification from the program administration, and I will be responsible for adhering to the most current version.
5. I understand that the current version of the Surgery Technology Program Handbook supersedes any and all prior handbooks issued by the program.
6. I acknowledge that the Surgery Technology Program Handbook is readily available to me on the program website for reference.
7. I recognize that the Surgery Technology Program Handbook and the course syllabus constitute a binding contract between myself and the Surgery Technology Program.
8. I am aware that failure to comply with the policies and procedures contained in the Surgery Technology Program Handbook may result in disciplinary actions, up to and including dismissal from the BTC Surgery Technology Program.

By signing below, I confirm that I have read, understood, and agreed to abide by the terms and conditions outlined in the Surgery Technology Program Handbook. I understand that it is my responsibility to stay informed about any updates to the handbook.

Student Signature:

Date:

Student ID Number:

If you have any questions or need clarification regarding the Surgery Technology Program Handbook, please do not hesitate to contact the Surgery Technology Program Director.

BTC Surgery Technology Department

Student Contact Information Form

Surgery Technology students are required to keep their most current address, phone number(s), and preferred email on file with the surgery technology program. Be sure to include all applicable numbers (cell phone, home, etc.). This information will only be used by program faculty, staff, and the Surgery Technology Program Director and will be kept confidential per FERPA. Students will be asked to provide an emergency contact name, phone number, and preferred email address. This information will only be used in an emergency and will be kept confidential per FERPA.

Student Information

Name:

Mailing Address:

Phone:

Text ok? ☐Yes ☐No

Email Address:

Emergency Contact Information

Name of emergency contact:

Relationship:

Phone:

Text ok? ☐Yes ☐No

Email Address:

BTC Surgery Technology Department

Simulation Lab Participation Agreement

Student's Name (print): _____

Fiction Contract
The Bellingham Technical College Surgery Technology Program faculty and staff make every attempt to create a realistic clinical-like setting in the Lab within the limitation of the current technology and available equipment and supplies. During your participation in the scenarios, you will encounter medium, and low-fidelity patient simulator manikins. Given the limitations of these manikins and equipment, the faculty and staff will do their best to make the simulation seem as real as possible. You will enhance your learning during the simulation scenario if you *suspend your disbelief* and conduct yourself as you would in the clinical setting. To the best of your ability, you should interact with and treat the patient simulator manikins and fellow students as if they are real patients/family members/members of the healthcare team. During the scenarios, the faculty and staff will take their roles very seriously and ask that you do the same. Time spent in the Lab is clinical preparation time, and all participants should treat this time with all the seriousness that you would in any clinical setting.

Confidentiality Agreement
During your participation in scenarios in the BTC Lab, you will observe the performance of other surgery technology students in managing situations that are intended to be challenging. Due to the unique aspects of simulation education, you are asked to keep all information regarding your fellow students' performance and the scenarios' details confidential. As a surgery technology student, you understand the significance of confidentiality of information regarding patients, real or simulated, and will uphold the requirements of HIPPA while in the Lab. Breaching confidentiality shows your lack of HIPPA understanding and can negatively affect your classmates' learning during simulation scenarios.

Audiovisual Recording Understanding
Recordings are made during simulation scenarios to facilitate learning and the debriefing process. These recordings are stored in a secure manner and will not be made available to anyone outside Bellingham Technical College without additional written approval from the participants. Students should act professionally when reviewing recorded simulation scenarios and be mindful of each other's feelings.

I have read all of the above and agree to the terms outlined in the Confidentiality Agreement, and I am hereby informed that there will be audiovisual recordings made of myself and my classmates participating in simulation scenarios. Furthermore, I agree to conduct myself in the manner outlined in the Fiction Contract for the duration of my time in the Bellingham Technical College Surgery Technology Program.

Student Signature: _____

Date: _____

BTC Surgery Technology Department

Covid-19 Fact Sheet & Assumption of Risk

Student name (print): _____

Novel Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new (novel) coronavirus that has spread worldwide. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. You can become infected by coming into close contact (about 6 feet or two arm lengths) with someone with COVID-19. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also get it by touching a surface or object with the virus on it and then by touching your mouth, nose, or eyes. A person infected with the coronavirus may be asymptomatic, suffer mild discomfort, or experience severe illness, including death.

Persons in the following categories are at high risk of suffering severe illness from COVID-19:

- 65 years or older;
- Living in a nursing home or long-term care facility;
- People of all ages with underlying medical conditions, particularly if not well-controlled, including persons with:
    - Chronic lung disease or moderate to severe asthmas;
    - Serious heart conditions;
    - Immunocompromised;
    - People with severe obesity (body mass index [BMI] of 40 or higher);
    - People with diabetes;
    - People with chronic kidney disease undergoing dialysis;
    - People with liver disease.

Students who are at high risk should contact their lead faculty and/or Dean as soon as possible to discuss their options for continuing in program clinical lab courses.

All health programs providing direct hands-on care in on-campus labs and clinical practice sites in the community must be current on their COVID-19 vaccinations. No exemptions to full COVID-19 vaccination will be accepted. This requirement applies equally to all students, faculty, and staff who work with students. To be considered fully vaccinated for COVID-19, two weeks must have passed since the date of the second dose or first dose for the one-dose vaccine. In the event a COVID-19 booster dose is required by clinical partner agencies, students will be required to provide proof of this vaccination.

To participate in the clinical rotations, students must adhere to 1) COVID-19 vaccine requirement, 2) standard precautions, 3) transmission-based precautions by wearing Personal Protective Equipment (PPE) and 4) hand hygiene practices to minimize infection spread when caring for patients during clinical. Students should not come to clinical ill and may be required to participate in COVD-19 screenings.

While participating in the clinical program, I agree to adhere to the following requirements:

- If I am sick and/or exhibiting any potential signs of COVID-19, e.g., fever (100.4F), cough, shortness of breath or difficulty breathing, sore throat, runny nose, body aches, new loss of taste or smell, chills, diarrhea or vomiting, I will notify my clinical faculty immediately, and not attend clinical or on-campus activities.

- During clinical rotations, I will adhere to the CDC infection control guidance for healthcare professionals and implement standard and transmission-based precautions when caring for patients.

- I will follow clinical partner agency policies and procedures, including but not limited to COVID-19 screenings and COVID-19 vaccination requirements, and ask my clinical faculty to clarify any questions I may have prior to caring for patients.

Assumption of the Risk

I understand and acknowledge that I am currently enrolled in a Bellingham Technical College Nursing or Allied Health program. In order to complete my studies in Nursing or Allied Health, I have chosen to participate in the assigned clinical rotations. I have been instructed regarding COVID-19 vaccination, universal safety precautions, and transmission-based precautions to adhere to while completing my clinical experience. I understand, however, that in completing my clinical rotation at a healthcare agency during the COVID-19 outbreak, some inherent risks may not be eliminated regardless of the care taken to avoid injury/infection. Such risks include, but are not limited to, respiratory failure, organ failure, death, exasperation of existing health conditions, stress, social-stigmatization, and/or spreading the infection to others. I voluntarily choose to participate in-person at my clinical program with full knowledge that the activities may be hazardous. I voluntarily assume full responsibility for any risks of injury, illnesses, loss, or death. I further voluntarily assume full responsibility for all such damages caused to others by my conduct. I understand that if I am a person in a high-risk category, I may withdraw from the program without penalty and return when it is safe to attend clinical in-person.
I certify I have read and understand and am competent to sign this document. I hereby voluntarily sign this document and knowingly assume the above-described risks and responsibilities associated with completing my clinical program at the assigned clinical partner agencies.

Student Name (print): _____

Student Signature: _____

Date: _____