LSUE

EUNICE

SURGICAL TECHNOLOGY PROGRAM

DIVISION OF HEALTH SCIENCES AND BUSINESS TECHNOLOGY

STUDENT HANDBOOK

2024-2025

TABLE OF CONTENTS

MASTER CURRICULUM/PLAN
The Master Curriculum/Plan reflects the program's purpose, values, goals, and student learning outcomes based on the Mission and educational values of the University and Division. The plan reflects compliance with the Standards for an Accredited Educational Program in Surgical Technology. The Master Curriculum/Plan is maintained and kept in the office of the Program Director.

MISSION
The LSU Eunice Surgical Technology Program is committed to providing a qualitative, comprehensive, and diverse education that enables students to become entry-level surgical technologist, who will provide quality patient care, contribute to their profession and dedicate themselves, as professionals, to lifelong learning.

VISION
The LSU Eunice Surgical Technology Program faculty is committed to providing students with the highest quality of education possible with the most efficient use of university resources. The highly qualified faculty provide students with the opportunity to develop the knowledge base and clinical skills necessary to become competent entry-level surgical technologists. The focus of program faculty and surgical tech students is to meet the future health care needs in southwest and central Louisiana.

PROGRAM GOALS AND LEARNING DOMAINS

The goal of the Surgical Technology program is to provide the student with planned learning experiences, which enable him/her to:
1. Enter the work force as certification-eligible surgical technologists who meet employer expectations with respect to cognitive (knowledge), psychomotor (skills), and affective (behavior) domains.
2. Work collaboratively as a team member.
3. Demonstrate a safe level of practice and knowledge related to: a.) Patient safety, b.) Surgical technique, c.) Surgical and obstetrical procedures, d.) Ethical/legal responsibilities, e.) Surgical conscience.
4. Demonstrate behavior commensurate with an ethical health care professional, capable of honesty and moral integrity necessary to uphold ideal patient care standards.
5. Recognize the importance of professional engagement through membership to professional organization, completion of the national certification exam thereby earning the credentials and title of Certified Surgical Technologist (CST), and understanding the necessity of life-long learning as a contribution to society.

PROGRAM OUTCOMES
1. The graduate will develop and apply fundamental surgical technology skills through practice and evaluation in the laboratory and clinical settings.
2. The graduate will accurately apply the principles of asepsis across the spectrum of common surgical experiences.

3. The graduate will practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care.

STUDENT LEARNING OUTCOMES
Cognitive Domain
The student will:
1. Apply fundamental concepts of Human Anatomy and Physiology to principles of safe patient care.
2. Recognize potential hazards in the operating room.
3. Relate the roles and responsibilities of the surgical technologist to the perioperative patient.

Psychomotor Domain
The student will:
1. Demonstrate fundamental surgical technology skills in general and surgical specialty procedures.
2. Accurately apply the principles of asepsis in sterile and unsterile roles.
3. Demonstrate effective use of verbal and written communication skills as a member of the surgical team.

Affective Domain
The student will:
1. Respect the physical, psychosocial, and spiritual needs of surgical patients.
2. Demonstrate professional responsibility in performance, attitude, and personal conduct.
3. Adhere to the recognized scope of practice in providing optimal patient care.
4. Display a strong surgical conscience in the application of aseptic technique.

MINIMUM EXPECTATIONS
To prepare competent entry-level surgical technologist [*or surgical assistants*] in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

PROGRAM ACCREDITATION
The Surgical Technology Program is offered through Louisiana State University at Eunice, Division of Health Sciences and Business Technology.

The Surgical Technology program accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee for Surgical Technologists and Surgical Assisting (ARC-STSA). All graduates of this program will be eligible and required to take the National Certification Exam for Surgical Technologists administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), following successful completion of all required courses as mandated by the current degree plan.

CAAHEP
9355 - 113th St. N, #7709
Seminole, FL 33775
Telephone: 727-210-2350
www.caahep.org

ARC-STSA
19751 E. Mainstreet, Suite 339
Parker, CO 80138
Telephone: 303-741-3655
www.arcst.org

The professional association for the profession is the Association of Surgical Technologists (AST).

AST
6 West Dry Creek Circle, Suite 200
Littleton CO 80120
Telephone: 800-637-7433
www.ast.org

The certifying/credentialing body for the profession is the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

NBSTSA
3 West Dry Creek Circle
Littleton, CO 80120
Telephone: 800-707-0057
www.nbstsa.org

ASSOCIATION OF SURGICAL TECHNOLOGISTS (AST)
AST is the professional organization to which the Surgical Technology Program is associated. The program follows their policies and procedures, standards, and guidelines. It is crucial for the student to join AST and to become familiar with its standards. All students will join AST as a group at the end of the Spring semester. Purchasing the group student package, the cost is less and membership is required to gain the available benefits, such as eligibility to scholarships, conferences and special events. At the end of the year, the student is required to take the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The fee is subject to change on an annual basis, approximate cost is $247.00.

ASSOCIATION OF SURGICAL TECHNOLOGIST CODE OF ETHICS
1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.

9. To report any unethical conduct or practice to the proper authority.
10. Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.

THE ASSOCIATION OF SURGICAL TECHNOLOGISTS PROFESSIONAL CODE OF CONDUCT

1. Adhere to AST policies and procedures including the bylaws, this Code of Conduct, the AST Code of Ethics and Conflict of Interest Policy.
2. Not have a certification, license or registration to practice suspended or revoked by any governmental authority.
3. Not engage in any unprofessional or unlawful conduct as set forth in federal, state or local law or regulations.
4. Maintain confidentiality of association business and matters under review or investigation at all times.
5. Adhere to the bylaws and policies and procedures of the association at all times when conducting business in any capacity.
6. Provide just and equitable treatment to all members and staff of the association in terms of professional rights and responsibilities.
7. Not use coercive means or promise special treatment in order to influence professional decisions of fellow members.
8. Present professional qualifications and credentials honestly to the association, membership, and public at all times.
9. Honestly represent the association or the constituent division with which that person is affiliated and shall refrain from expressing personal opinions that are contradictory to the association's positions.

INSTRUCTIONAL SITE LOCATIONS
The Surgical Technology Program is available at both the Lafayette and Alexandria campuses in Louisiana. Applicants must specify their preferred campus on the program application.

Ochsner Lafayette General
Orthopedic Hospital
4212 W Congress St. Suite 1000C
Lafayette, LA 70506
337-550-1310

Louisiana State University Alexandria
Allied Health Building
807 Jackson St.
Alexandria, LA 71301
337-550-1310

PROFESSIONAL CONDUCT POLICY

Students are expected to display a professional attitude and demeanor during lecture, laboratory, at their assigned clinical setting, and while representing LSUE. If a student breaches the professional conduct policy, disciplinary action will be taken. Disciplinary procedures are outlined below and are strictly enforced. They may include oral and/or written warnings. Certain infractions may result in suspension or dismissal from the program. All disciplinary actions remain in the student's file for the duration of their time in the program.

Stage 1-Verbal warning
The student will receive a **verbal warning** for a first transgression. Even though the student is given a **verbal warning**, it is still part of a formal disciplinary process and the principles of equity and fairness apply at all times.

At the meeting the student should be advised of what the problem is and invited to respond and explain his or her actions. There should be no rush to judgement by the Program Director or faculty member(s) as the meeting is investigatory. Following the meeting, a confirmatory letter should be given to the student. This letter confirms that the student has been given a verbal/oral warning. It should also contain the improvements required of the student in respect of the behavior which led to the warning and the timeframe within which the improvement must be made. This letter should also state that failure to improve will lead to the second stage of the disciplinary procedure and ultimately dismissal. If the student fails to improve or there is a repeat of the activity that caused the verbal warning in the first place, the Program Director or faculty member can then issue a first written warning.

Stage 2-Written Warning
The **written warning** can be issued within the period of time advised for monitoring after the verbal warning, provided there is no improvement in conduct or performance. Before issuing it, the student should be invited to another meeting, told of the transgression, and given the opportunity to respond. The **written warning** will then be issued. This warning should also clearly set out the nature of the problem, suggest solutions such as remediation, retraining, or behavior shifts and advise of the possible sanctions (including dismissal) if no improvement by the end of the semester. The Program Director or faculty member should again afford all reasonable assistance to the student to help him or her improve conduct and/or performance.

Also note that the letter confirming this **written warning** will advise that if there is no improvement or if the bad behavior/performance is repeated then dismissal will occur. This **warning letter** will be the final one prior to dismissal so it is important that it is well drafted. This letter should only refer to the matters which have been the subject of the disciplinary procedure to date, not other matters which have never been put to the student.

Stage 3-Dismissal or action short of dismissal
If there is no improvement after the **written warning,** then **dismissal** is the likely outcome. A meeting should be called, and the student and his or her representative invited. The Program Director or faculty member should remind the student of the behavior/conduct and/or performance that has led to this point, the repeated transgressions/failure to improve performance sufficiently, and that the **dismissal** is in accordance with the disciplinary procedure. The student should be given the opportunity to appeal within 14 days. He or she should also

be given a letter confirming the **dismissal** and the right to appeal, the time period for appeal, and who to appeal to as referenced in the **Grievance Policy.**

Areas subject to disciplinary action:
- Displaying unprofessional behavior (or language), to include insubordination, upon which the student conducts himself or herself in an inappropriate manner, is unresponsive to patient needs, or is unsupportive towards colleagues and associates.
- Fraternization with clinical facility employees and physicians is prohibited. This includes, but is not limited to conversations, personal relationships, sharing of personal contact information, etc.

- Failure to comply with "Standard (Universal) Precautions."
- Failure to report communicable illness/infection to the PD and/or obtain physician clearance to re-enter campus or the clinical setting.
- Failure to comply with any part of the Professional Appearance Policy.
- Failure to complete any daily clinical duties or refusal to participate in clinical tasks.
- Having a **cell phone** or a **smart watch with texting capabilities** in possession during clinical hours.
- Failure to notify the PD/CC/CI **directly by LSUE email** of tardiness or absence in compliance with the Attendance Policy in this Handbook.
- Intentional improper handling of supplies and/or equipment.
- Failure to report any incidents at any clinical site to the PD/CC/CI on the day it occurred immediately following the case.
- Failure to be flexible in clinical rotations, scheduling, and assignments.
- Failure to handle non-constructive criticism and stress in a mature adult manner.
- Leaving the clinical education setting without the PD/CC's/CI's permission.
- Improper clinical practice as identified by the PD/CC/CI.
- **Falsification** of **ANY** program documents or misleading information regarding a competency evaluation, i.e. incorrect recording of time in/out on Clinical Time Sheets.
- Failure to purchase ALL required textbooks by the second week of each semester.
- Theft.
- Any violation of the LSU Eunice Code of Student Conduct.
- Habitually sleeping in class.
- Failure to comply with **LSU Eunice Ethics and Confidentiality Policy, Academic Honest Policy, Disruptive Behavior Policy,** and/or **AST Code of Ethics.**

NOTE A: If a student forgets to bring their LSUE badge to the clinical setting, the student must leave the facility to get the badge. The student will be marked tardy or absent in compliance with the attendance policy.

NOTE B: Three tardies, 2 absences, or 2 of any combination drops a course grade for the semester.

*The PD will be notified of any disciplinary actions.

STUDENT TECHNICAL STANDARDS

The following are essential job functions for any Surgical Technologist as complied from observations of a wide variety of job experiences. The Technical Standards must be met and maintained throughout the length of the program. If the student cannot meet and maintain the following technical abilities, he or she will be counseled to better the situation and if this fails, then the student will be dropped from the program.

1. Visual Acuity
    - Distinguish between small objects within the sterile field and outside of the sterile field.
    - Perform necessary procedures involving assembling equipment, instruments, drills, and other necessary items.
    - Be able to load needle holders with small sutures and needles.
    - Read surgeon's preference cards and instruction manuals.
    - Perform data entry tasks using computer terminals.
    - Help during insertion of needles or catheters into small anatomical structures.
2. Hearing Acuity
    - Hearing must be sufficient to communicate with others.
    - Hear and retain instruction from surgeon, OR personnel, and instructor.
    - Hear and retain information to relay to others.
    - Hearing must be sufficient to answer telephones and intercoms in the operating room and department.
3. Speaking Ability
    - Speak clearly and loudly enough to be understood by a person in the operating room or on the phone and intercom.
    - Converse with surgeons, operating room personnel, classmates, and instructor using good communication skills.
4. Manual Dexterity
    - Must be able to grasp and manipulate small objects required to perform job function.
    - Must be able to hold and maintain instrumentation in one position for long periods of time.
    - Must be able to turn hands palm-up and palm-down.

5.   Physical Stamina
- Must be able to stand for the majority of a normal workday.
- Lift instrument sets weighing 20 to 25 lbs.
- Push or pull surgical equipment, furniture, supply carts.
- Help transport and transfer patients to the OR table.
- Help with positioning patients for surgical procedures.
- Maintain balance while performing job functions.
- Must be able to move freely and feel comfortable in confined areas.
- Must not have any open wounds conditions on hands and/or arms
- Must be able to function without eating for periods of 6-7 hours.

6.   Adaptive Ability
- Complete required tasks/function under stressful conditions.
- Must be flexible to changes in assignments or tasks.
- Perform independently and safely with minimal supervision
- Interact appropriately with diverse personalities.
- Be able to multi-task and remain focused.
- Must be able to remain calm under stressful conditions

OCCUPATIONAL HAZARDS IN SURGICAL TECHNOLOGY
Surgical Technologists work directly with physicians and patients, with the goal of providing healthcare and ensuring patient safety. As with any healthcare profession, there are certain occupational risks or hazards while performing duties of a surgical technologist.

The Occupational Safety and Health Administration (OSHA) has standards to protect the safety of healthcare workers and patients. Some occupational hazards for surgical technologists include:
- Exposure to blood, bodily fluids, and infectious materials
- Exposure to infectious diseases
- Sharps injuries
- Blood-borne pathogens and biological hazards
- Chemical and drug exposure
- Laser Hazards
- Ergonomic hazards from standing, lifting, sitting, and repetitive tasks
- Latex allergies
- Falls
- Stress

The curriculum of the LSU Eunice Surgical Technology program includes the hazards that may be faced by students and practitioners while attending clinic or on the job, as well as policies and protocols that are in place to ensure a workplace culture that prioritizes safety.

ATTENDANCE POLICY

The following policies will be enforced in addition to the requirements for class attendance as stated in the University catalog. A student who is absent over the maximum allowed absences may be dropped from the course/program. The maximum allowed absences vary with the course, depending on the number of times a class meets each week. It is the Surgical Technology program's policy to only allow 20% worth of missed lecture and laboratory instruction, while clinical courses are only allowed 10% of missed instruction. An excused absence will apply only to a student representing the school in an official capacity approved by the administration. Absences of a student are recorded from the official date of enrollment in the course.

Clinical absences must be announced to the clinical instructor and clinical site at least 60 minutes prior to the start of the clinical day, while tardies must be announced as soon as possible and include an estimated time of arrival. The student MUST call the assigned clinical facility no later than one hour prior to the start of the clinical day to inform the facility of the impending absence. The student MUST then email ALL instructors from their LSUE email account to inform the instructor of their absence and the name of the person with whom they spoke to at the clinical facility. Failure to comply in any manner will result in a five (5)-point deduction from the final grade for every incident. If the student is going to be tardy to an assigned clinical rotation, they MUST call the facility as soon as possible and inform the operating room charge nurse of their estimated time of arrival. The student MUST then email all instructors from their LSUE email account to inform the instructor(s) of their estimated arrival time and the name of the person with whom they spoke to at the clinical facility. Failure to comply in any manner will result in a five (5)-point deduction from the final grade for every incident. Students may not leave early without permission from the clinical instructor. The preceptor and/or the clinical instructor determine the appropriate time for lunch during the clinical day. Lunch for students during the clinical day is mandatory, 30 minutes from the time you break scrub until the time the student returns to the assigned operating room, if the student returns late from lunch it will be considered a tardy and appropriate action will take place.

Each time the student is late to didactic class, laboratory, or clinical, it counts as half of an absence. Excessive amounts of tardies may accrue to more than the allowed maximum absences and the student may be dropped due to excessive absenteeism. Leaving early from class is considered tardy and is treated likewise. If the student is present at the clinical facility less than 4 hours it is counted as an absence, if the student is present more than 4 hours it is counted as a tardy. Being habitually late to class is considered unprofessional conduct and will not be tolerated in this program and profession. Students will not be allowed to come into the classroom after the instructor begins class. Once the "class in progress" sign is displayed on the door, the student must wait for a break to enter, do NOT interrupt. All missed information is the responsibility of the student. As a responsible adult, each student must keep track of the number of absences and tardies accrued during the semester in each course. Withdrawal of a student from a class/clinical is at the discretion of the faculty member.

A student who misses class work or deadlines due to absence, including being tardy or leaving early, will be ineligible for make-up or late submission. The student will receive a zero (0%) for missed work. Class work is defined as any lab, competency, quiz, activity, or discussion that occurs during scheduled class hours.

A student that is ill **MUST** be fever, diarrhea, and vomit free without medications for twenty-four (24) hours prior to returning to campus or clinic.

STUDENT BEREAVEMENT POLICY
The student may be granted a maximum of two (2) days of special leave on any one occasion to attend the funeral or burial rites of an immediate family member: spouse, parent, stepparent, child, step-child, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, grandparent, or grandchild. The student is responsible for any missed course content and must meet with the instructor to plan accordingly for any missed exams or assignments. The student must provide documentation to the Program Director.

PROGRAM DISMISSAL, WITHDRAWAL, AND RE-INSTATEMENT POLICY
Students may be dismissed from a Surgical Technology course and/or the Surgical Technology program for any of the following reasons:
1. A deliberate attempt to cover up any error or negligent performance during laboratory or clinical experiences.
2. Repetitive performance of unsafe behaviors during clinical or laboratory experiences.
3. Performance of unethical or illegal behaviors during clinical or laboratory experiences.
4. Falsification of any clinical documentation; to include timecards, case participation, and role participation.
5. Dishonesty concerning attendance, arriving tardy, and leaving early.
6. Failure to comply with University and/or clinical agency policies and regulations.
7. Breach of patient or agency confidentiality by inappropriate management of information in any form.
8. Cheating or plagiarism (See LSUE's Code of Student Conduct located in the Student Handbook).
9. Violation of the LSUE Code of Student Conduct or the Profession's (AST) Code of Ethics.
10. A positive report on any random drug screen (student is not eligible for reinstatement).
11. Requested dismissal from a clinical facility by clinical affiliate staff or LSUE faculty and staff.
12. Committing a breach in the Surgical Technology Program policy on the conduct of social media usage.
13. Earning a grade of "D", "F", "NC", or "W" in a Surgical Technology course.
14. Failure to agree and abide by the Program's Ethics Policy, Confidentiality Policy, and the Professional Conduct Policy.

15. Earning a grade of "F" on any end of the semester (final/post) skills check off in the laboratory and/or clinical courses in which the students' performance of skills is evaluated by the Surgical Technology faculty.

The LSU Eunice faculty reserves the right to recommend termination of a Surgical Technology student when health and/or personal conduct requires such action. If the student challenges the panel's decision of being terminated from the program, he or she may challenge the due process at the Division level (refer to the grievance policy).

If a student fails the same Surgical Technology course twice, fails two courses in different years, or two courses in the same year/semester the student is withdrawn from the Program and is ineligible for readmission into the program. If a student is dismissed from the program for violation of the LSU Eunice Code of Student Conduct, the Profession's Code of Ethics, or has a positive drug screening result the student is ineligible for readmission into the program.

REQUIREMENTS FOR READMISSION – DIVISION

Admission into any selective LSUE Health Science program (Nursing, Radiologic Technology, Respiratory Care, Diagnostic Medical Sonography, Surgical Technology) will be limited to two (2) admissions into any program in which the student has started the program but has unsuccessfully completed the program. This restriction applies to whether the student has voluntarily withdrawn from a program or has not met the required objectives necessary for program progression. This policy applies to students who have attempted the same program twice or who have attempted two different programs. This policy does not apply to students who have declined admission into a selective program after selection but before entering programmatic courses. Students wishing to apply for selection for a third entry and attempt in any selective LSUE Health Science program must wait a minimum of 5 years to reapply.

Students dismissed from any selective LSUE Health Science program for violations to the LSUE Student Code of Conduct or violations to any Program Policy(s) may not be allowed to reapply for selection into any selective LSUE Health Science program. A written request for appeal may be submitted to the Dean of Health Sciences, Business & Technology, and Public Protection and Safety for special consideration.

Transfer and re-entry students seeking selection into Health Science programs will have their transcripts evaluated for approved credit. The following guidelines will be applied to transfer and re-entry credits for students seeking entry into one of the competitive Health Science programs:

Math, Science, and Medical Terminology courses must be less than 7 years of age at the time of re-entry or transfer.

Courses other than Math, Science, and Medical Terminology must be less than 10 years of age at the time of re-entry or transfer or have approval from the Dean of Health Sciences, Business & Technology, and Public Protection and Safety

REQUIREMENTS FOR READMISSION - PROGRAM

A student whose enrollment is interrupted, either voluntarily or by compulsion, or who fails to earn a grade of "C" in a required surgical technology course may be considered for readmission to the Surgical Technology Program provided that the student is in good academic standing as defined in the "Campus Regulations" section of the LSUE catalog. However, in no circumstances will a student be considered for readmission when the student has earned more than one "D", "F", or "W" in required surgical technology courses or if he or she was dismissed from a clinical setting.

Students wishing to re-enter the Surgical Technology Program must submit an application for reentry along with a written request to the Division of Health Sciences and Business Technology no later than the deadline posted on the program website. A student will be considered for readmission only when there is clear evidence of his or her potential to complete the requirements of the surgical technology curriculum. In reviewing such applications, special scrutiny will be given to (1) overall GPA, (2) previous performance in didactic and clinical Surgical Technology courses, and (3) grades earned in the behavioral, biological, and physical sciences. The overall financial and personnel resources available to the surgical technology program will also be a consideration in readmission decisions. Re-instatement is a second chance for a student to finish the program and pursue a career as a Surgical Technologist. Therefore, re-instatement must be carefully considered by the surgical technology faculty, Dean, and selection committee. **Submitting an application for readmission does not guarantee readmission into the Surgical Technology Program.**

A student applying for reentry into the Surgical Technology program must apply with the next entering cohort. If not accepted, the student may reapply <u>once more</u> (two (2) years from the first time the student enrolled in the course). After two (2) attempts of reentry, the student will not be considered again for reentry into the surgical technology program or if the student does not reapply within a two (2) year period after last enrollment. Math, Science, and Medical Terminology courses must be less than 7 years of age at the time of re-entry. Courses other than Math, Science, and Medical Terminology must be less than 10 years of age at the time of re-entry or have approval from the Dean of Health Sciences, Business & Technology, and Public Protection and Safety.

Students readmitted into the program are responsible to be current with their annual Criminal Background Check, their Drug Screening and their immunizations at all times. The instructors are not responsible for holding documentation for the reinstated student. The readmitted student must meet the college catalog requirements of the year into which he or she is returning.

SEQUENCE OF COURSES
In one academic year, there is only one cohort of students. Throughout the program's curriculum, each course offered must be taken in the designated sequence. Each semester is a progression in skill level and difficulty. Courses offered can only be taken during the semester in which they are officially listed. Failure to successfully complete one course with a grade of "C" or better dismisses the student from the program for that year. Reinstatement to the program is discussed above. The order in which courses are

offered is as follows. Every student is responsible for ensuring that all degree requirements are complete by the end of the spring semester. Failure to do so can cause delay in graduation. It is the responsibility of every student to do degree audits prior to the end of the summer semester and to ensure that all classes taken at other colleges/universities are submitted to LSUE.

	Semester I (Prerequisites)
ENGL 1001	English Composition
MATH 1015 OR 1021	College Algebra
BIOL 1160	Human Anatomy
BIOL 1161	Human Anatomy Laboratory
PSYC 2000 OR 2070	Introduction to Psychology or Developmental Psychology of the Life Span
ALLH 1013	Medical Terminology

	Semester II (Prerequisites)
BIOL 2160	Human Physiology
BIOL 2161	Human Physiology Laboratory
BIOL 1011 and 1012 OR 2051	Microorganisms and Man & Laboratory OR General Microbiology & Laboratory
Gen. Ed. Humanity	Pure Humanities Course

Semester III
SURT 1001 Introduction to Surgical Technology
SURT 1003 Surgical Technology Lab I
SURT 1104 Fundamentals of Perioperative Concepts and Techniques
SURT 1103 Surgical Practicum I

Semester IV
SURT 1100 Surgical Procedures I
SURT 1102 Surgical Technology Lab II
SURT 1240 Technological Sciences for the Surgical Technologist
SURT 2103 Surgical Practicum II

Semester V
SURT 2100 Surgical Procedures II
SURT 2102 Surgical Technology Lab III
SURT 2203 Surgical Practicum III

DIVISION OF HEALTH SCIENCES' GRADING SYSTEM
All courses, without exception, must be completed with a minimum grade of "C" or better. Students receiving a grade of "D" or "F" will not be able to continue in the program. Students not receiving a passing grade will be dismissed from the program and may re-apply the following academic year. Automatic re-entry into the program is not guaranteed.

A = 93 – 100   *Not passing grades
B = 85 – 92   *D = 65 – 76
C = 77 – 84   *F = Below 65

GRADUATION REQUIRMENTS

In addition to fulfilling the General Degree Requirements that students must achieve an overall grade-point average (GPA) of 2.0 (C average) or better on all college work attempted, plus minimum grade-point average of 2.0 on all work taken at Louisiana State University at Eunice all associate degree candidates, Surgical Technology students must complete all required Surgical Technology courses and general education courses with a grade of "C" or better. The last grade earned in a "repeated" course will be considered the grade of record for purposes of applying these requirements.

Graduates of the program are awarded the Degree of Associate of Applied Science in Surgical Technology. After successful completion of this curriculum, the graduate will be eligible and required to sit for the national certification examination in surgical technology administered by the National Board of Surgical Technology and Surgical Assisting.

INCOMPLETE GRADE

Please refer to the college catalog for college policies on receiving an Incomplete (I) in course work. It is the student's responsibility to make the effort to change any temporary or conditional grade to an acceptable grade of "C" or better. A student with an incomplete must contact the instructor and make arrangements to complete course work. An incomplete (I) grade will automatically become an "F" in 120 days if no action is taken. Clinical courses will be considered on a case-by-case basis.

REQUIRED TEXTBOOKS

The following textbooks will be used throughout the entire program and must be purchased at the beginning of the program (no later than the second week of class).
- *Surgical Technology Principles and Practice* by Joanna Kotcher Fuller, 8th edition, Elsevier, 2022 ISBN: 978-0-323-68018-9
- *Surgical Technology for the Surgical Technologists A Positive Care Approach* by AST, 6th Edition, Cengage, 2024 ISBN: 978-0-357-62573-6
- *Surgical Instrumentation: An Interactive Approach* by Renee Nemitz, 4th edition, Elsevier, 2023 ISBN: 978-0-323-52370-7
- *Surgical Equipment and Supplies* by Colleen J. Rutherford, 3rd edition, F.A. Davis, 2023 ISBN 9780803645714
- LSUE Surgical Technology Clinical Case Logbook – **ONLY** available in the LSUE bookstore *must be for the Class of 2024 - 2025
- **OPTIONAL:** *Pocket Guide to the Operating Room* by Maxine Goldman, 34th edition, 2020 ISBN 10: 987654321

REQUIRED TECHNOLOGY

The following technology subscriptions will be used throughout the entire program and must be purchased at the beginning of the program. This will be discussed further in the clinical section. All must be purchased <u>prior</u> to the start of the fall semester.

- Trajecsys
- Pre-Check/Sentry MD
- Exam Soft – voucher purchased at the LSUE bookstore every semester; minimum technology requirements can be found at: https://examsoft.force.com/etcommunity/s/article/Examplify-Minimum-System-Requirements

The following technology subscriptions will be used throughout the entire program. At the beginning of the program the student will create their student account using their LSUE issued email address. Directions for each subscription are provided at the mandatory orientation. These subscriptions are provided at no cost to the student. All accounts must be created prior to the start of the fall semester.

- Jomi
- LapSim
- KaHoot!
- Board Vitals
- The Surgical Technologist – no account required

ASSESMENT POLICY

EXAMSOFT'S EXAMPLIFY
ExamSoft is a secure testing solution that is utilized for certain exams at LSUE. This software enables secure testing on student computers by blocking access to programs, files, and Internet usage during the exam. Course examinations for the Surgical Technology program (unit exams and final exams) will be administered via ExamSoft's Examplify software. Students may purchase the ExamSoft Examplify software through the university bookstore every semester. Students must use their own device for testing with the current version of Examplify software installed and the test downloaded prior to coming to class the day of the examination/assessment. Students are responsible for downloading the encrypted file during the scheduled download window. Failure to download encrypted file prior to exam time could result in a zero for that
examination. Students are required to upload finished exams immediately upon completion and must show instructor the green submission verification screen prior to exit. Students are also responsible for ensuring that adequate battery life (up to 4 hours) or power supply is available prior to testing. Students should also disable sleep/hibernate mode, real-time virus scanning, and personal firewalls as recommended by ExamSoft. Students experiencing technical issues should immediately notify the course instructor as well as contact ExamSoft technical support for assistance: (866) 429-8889 (ext. 1).

Examplify can be used on virtually any modern computer (i.e., purchased within the last 3-4 years).

At this time, Examplify can only support Mac and Windows operating systems. Examplify will not run on Chromebook, Android, or Linux operating systems. Please refer to the following for specific system requirements: https://examsoft.com/resources/examplifyminimum-system-requirements/

Exams are given at the discretion of the instructor using Exam Soft, commonly at the conclusion of every unit. All final exams are comprehensive, covering any previously covered content. They may consist of multiple choice, essay, short answer, true and false, critical thinking, demonstration and teach back, as well as other methods selected by the instructor. Exam weights are decided by each instructor and are based on a 100% scale, weights are indicated in the course syllabi. Each student will be expected to take care of all personal needs immediately prior to the examination and will not be allowed to take a break until he/she submits the examination, barring any emergency. If a student must step out of an examination in process, then the student will forfeit the examination, resulting in a grade of zero (0). Students are expected to leave the classroom quietly without disrupting other students after completion of any examination.

During exams or quizzes the following will be adhered:
- All backpacks, books, notebooks, and any other personal items will be placed on the side tables in the classroom. Only a pencil and laptop may be on the desk. Scratch paper and ear plugs are available and must be requested prior to the start of the exam.
- Phones and smart watches will be placed in a designated area of the classroom as directed by the instructor. If a student's electronic device is audible during an exam, they will be deducted five (5) points from the overall exam grade.
- It is the student's responsibility, prior to the start of class, to request permission from the instructor if for any reason an electronic device cannot be placed in the designated area. The electronic device will be held by the instructor and given to the student in the event of an emergency. The instructor will give the student instructions on accepting a call or message.
- Open book exams will be given at the discretion of the instructor.
  - During this type of exam, no notes of any kind will be utilized by the student. The following study aids will not be permitted:
    - notecards of any kind (sticky/non-sticky)
    - power point slides

    - written notes in a notebook
    - electronic devices of any kind
- Reviews for unit exams are not a mandatory study aid; therefore, exam reviews will be given to the class at the discretion of the instructor and must be requested at minimum the day prior to the desired review date.

- When a student is unable to take a scheduled examination, he/she must contact the instructor **prior to test administration** to report the impending absence/tardy. Failure to contact the instructor will result in an assignment of "0"

for the test missed. Make up exams will be scheduled at the instructor's discretion. Make-up examinations will be altered from the original exam. It is highly encouraged that students do not miss scheduled examinations. If the instructor grants a make-up exam, there will be a 10-point deduction for each calendar day until the exam is taken. <u>Any student failing to makeup a missed exam in the allotted time will receive an automatic "0" for the exam grade.</u> Following appropriate arrangements being initiated by the student, taking a missed exam the same day as scheduled, but at a later time will cause a 5-point deduction. Arrangements must be made at a minimum of 24 hours in advance. Same day make-up exams will not be given because of lack of preparation on the student's part. Make-up exams may not be taken during lecture, laboratory, or clinical time. Failure to take a courses comprehensive final exam will result in a zero (0%) for the final exam grade unless the student requests and is granted an "incomplete" from Academic Affairs and Services as outlined in the LSUE Catalog. <u>A student who misses class work or deadlines due to absence,</u> including being tardy or leaving early, will be ineligible for make-up or late submission. The student will receive a zero (0%) for missed work. Class work is defined as any lab, competency, quiz, activity, or discussion that occurs during scheduled class hours.

When reviewing a graded exam, the student and instructor may disagree over a question or answer, however the instructor has the final decision. There will not be a disruption of class by any student *unhappy* with a question or answer. Discussion regarding a test question or answer must be professional and respectful at all times. If the student requires further discussion, they must make an appointment to see the instructor outside of class time. *It is the student's **responsibility** to keep a record of all grades and to maintain an overall average of the final grade throughout the program*.

The instructor may give pop or scheduled quizzes. There are NO make-ups for quizzes; however, if desired by the student, arrangements can be made in advance to take a scheduled quiz prior to the scheduled date. A student may not take a pop quiz early. A missed quiz will automatically receive a grade of zero (0).

PRACTIUM/CLINCIAL COURSES
Clinical rotation schedules are arranged in advance by the Clinical Coordinator and are subject to change. Personal, transportation, and/or distance related preferences will not be considered, enrolled students will attend all clinical sites. Students must have reliable and independent transportation and must attend all clinical sites regardless of the distance/mileage from campus. Clinical sites are located at the following facilities:
- Iberia Medical Center – Main and North Campus
- Ochsner Lafayette General Medical Center
- Ochsner Lafayette General Surgical Hospital
- Opelousas General Hospital
- Ochsner Acadia General Hospital
- Our Lady of Lourdes Regional Medical Center
- Our Lady of Lourdes Women's and Children's Hospital

- Our Lady of Lourdes Heart Hospital
- Park Place Surgical Hospital
- Oil Center Surgical Plaza
- Ochsner University Hospital and Clinics
- Lafayette Surgical Specialty Hospital
- Acadian Medical Center
- Mercy Regional Medical Center
- Ochsner Lafayette General Orthopedic Hospital
- Abbeville General Hospital
- Ochsner Abrom Kaplan Memorial Hospital
- Ochsner American Legion Hospital
- Rapides Regional Medical Center
- CHRISTUS St. Frances Cabrini Hospital

CLINICAL EXPERIENCE

The clinical course is designed to offer the student a variety of learning experiences at various hospitals and outpatient surgical facilities. Students are considered guests in these facilities and it is a privilege to participate in surgical rotations at these facilities. At all times, the student **must** conduct themselves professionally, abiding by the rules, policies and procedures at each facility, as well as LSUE policies. Fraternization with clinical facility employees is prohibited. Students may not share or accept personal contact information with any clinical facility employees. Students may not engage in relationships with clinical facility employees outside of clinical hours. The clinical component of the program shall be educational in nature. The student shall not be substituted for personnel during the clinical component of the program. It is also not acceptable to be functioning as an employee during clinical hours and/or to receive pay for the hours acting as a student. Students are not to be treated as employees while in the clinical area. Cell phones must be stored in a locker and turned **OFF** during clinical rotations. Any student violating policies or procedures at a clinical site **will be dropped** from the program. Students are only allowed to miss 10% of their clinical experience before being dropped from the program. Leaving early from class is considered tardy and is treated likewise; the student must have permission from the clinical instructor to leave early (see the attendance policy). Being habitually late to class is considered unprofessional conduct and will not be tolerated in this program or profession. The number of allowed clinical absences changes each semester and it is the responsibility of the student to be aware of the difference in hours for each semester. All students are required to wear eye protection, LSUE clinical ID badge, shoe covers, and double glove when scrubbed in at the clinical site, failure to do so will result in being sent home and an absence for the day. Habitual offenders will be dropped from the program. The grading of the clinical course is further discussed in detail by each syllabus.

SURGICAL PROCEDURE CASE REQUIREMENTS

PROGRAM SURGICAL CASE REQUIREMENTS FOR GRADUATION ELIGIBILITY

Case requirements – A student must complete a minimum of 120 cases as delineated below:
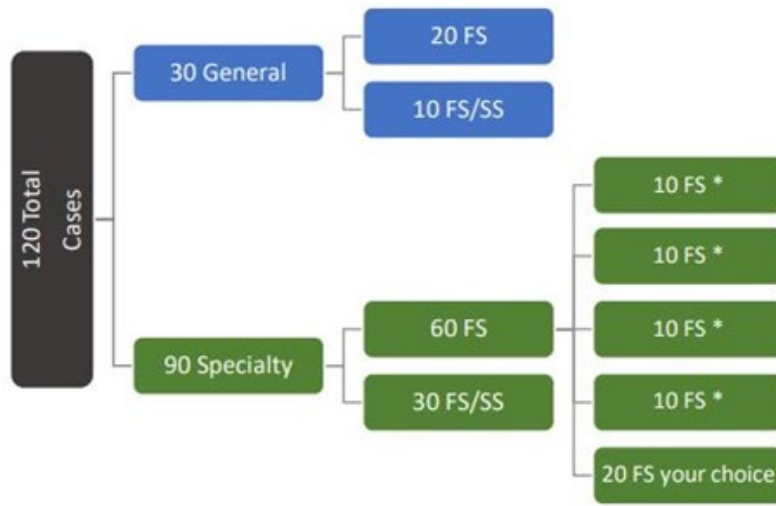
A. General surgery
      1.A student must complete a minimum of 30 cases in General Surgery.
          a) 20 of these cases must be performed in the FS role.
          b) The remaining 10 cases may be performed in either the FS or SS role.
B. Specialty surgery
      1. A student must complete a minimum of 90 cases in various surgical
      specialties, excluding General
        Surgery.
         a) A minimum of 60 cases must be performed in the FS role and distributed
            amongst a minimum of four surgical specialties.
            1) A minimum of ten cases in four different specialties must be completed
               in the FS role (40 cases total).
            2) The additional 20 cases in the FS role may be distributed amongst any
               one surgical specialty or multiple surgical specialties.
         b) The remaining 30 cases may be performed in any surgical specialty in
            either the FS or SS role.
      2. Surgical specialties (excluding General Surgery)
          a) Cardiothoracic
          b) Genitourinary
          c) Neurologic
          d) Obstetric and gynecologic
          e) Ophthalmologic
          f) Oral/Maxillofacial
          g) Orthopedic
          h) Otorhinolaryngologic
          i) Peripheral vascular
          j) Plastics and reconstructive
          k) Procurement and transplant
C. Counting Cases

1. Cases may be counted according to surgical specialty as defined in the core Curriculum
    a. One pathology is counted as one procedure
    b. Counting more than one case on the same patient
    c. Diagnostic vs. operative endoscopy cases
       1) An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
       2) An endoscopy classified as a critical procedure is considered an operative case.
       3) Diagnostic and operative cases will be counted according to specialty.
       4) Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.
2. Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

Role definitions
A. First Scrub Role (FS)
    1. To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:
       a) Verify supplies and equipment
       b) Set up the sterile field
           1) Instruments
           2) Medication
           3) Supplies
       c) Perform required operative counts
           1) AST guidelines (AST Guidelines for Best Practice can be found on the AST website. www.ast.org
           2) Facility policy
       d) Pass instruments and supplies
           1) Anticipate needs
       e) Maintain sterile technique
           1) Recognize sterility breaks
           2) Correct sterility breaks
           3) Document as needed
B. Second Scrub Role (SS)
    1. The SS role is defined as a student who has not met all criteria for the FS role, but actively participates in the surgical procedure in its entirety by completing any of the following:
       a) Assistance with diagnostic endoscopy
       b) Assistance with vaginal delivery
       c) Cutting suture
       d) Providing camera assistance
       e) Retracting
       f) Sponging

g) Suctioning
    C. Observation Role (O)
        1. The O role is defined as a student who has not met criteria for the FS or SS role. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

CLINCAL CASE LOGBOOK INSTRUCTIONS

All students are required to purchase one clinical logbook from the LSUE bookstore. The logbook will be used throughout the entire program to validate the student's participation in clinical cases and the role in which they participated. The student is to write in the logbook using a blue or black ink pen only. After purchasing the logbook write your name and phone number on the first page. The student will bring the logbook to the clinical site daily and complete all sections in the case log for every case that they participate in (to include procedure, role, service, facility, and date the procedure was performed). The program instructors are the only faculty that may alter the logbook. After completion of the case, present it to the preceptor or circulating nurse assigned to the case for their validation signature (first and last name). The Clinical Instructor will initial next to the preceptor signature following review of the case during the weekly debriefing. All students must log their cases in Trajecsys prior to the weekly clinical debriefing, this is to ensure that an accurate case log is recorded in the event the logbook is lost or damaged. During the programs final clinical meeting, the final surgical case requirements (found in the back of the logbook) will be tallied by the instructor and the student. The clinical coordinator, program director, and student will provide full validation signatures.

CLINCAL CASE LOG KEY

The clinical case log key is located on the first page of the logbook and is a guide to aid the student in correctly completing the case log. "FS" refers to the student in the first scrub role. "SS" refers to the student in the second scrub role. "O" refers to the student in the observation role. Full signature refers to the preceptor or circulating nurse's full signature (first and last name) that is assigned to that case to validate that all documented information is accurate, and the student actively participated.

TRAVEL REQUIREMENTS

Students will attend surgical clinical rotations off campus to maximize educational opportunities. Students will provide their own transportation to the facility providing the opportunity for clinical rotation. It may be required that the student travel up to 100 miles, one way, to attend clinic based on the clinical case log regardless of the primary campus (Lafayette or Alexandria). LSUE and the Surgical Technology program are not liable for any accident, theft of property, or parking/driving violations during the off campus clinical rotation.

TRAJECSYS
Students are required to utilize the Trajecsys® Reporting System. Depending on student's financial aid status, student may be able to purchase through the University Bookstore. Students will be required to pay the full registration fee prior to starting Clinical Rotations (date specified by the Program Director). The fee includes system access for the length of the professional program.

- Throughout the clinical requirements of this handbook, specific mention of the Trajecsys® Reporting System can be found. Students will utilize this system to:
  - Access the system daily for clinical announcements/updates, clinical documents, etc.
  - Clock in/out, to include time exception notification form if needed.
  - Enter daily surgical case log for all procedures in the clinical setting.
  - Weekly validation of case logs - reports
  - View and sign preceptor evaluations.
  - Complete and view clinical case studies.
  - Complete end of rotation survey's, self-reflections, etc.

- Using Trajecsys®: All users must first register in the system by selecting the "Registration" link. Once this has been entered, the Clinical Coordinator will add each Registrant to the system. Following this step, complete access will be granted. Orientation for this system will be completed prior to attending clinic during the first semester.

- Students must complete payment, approximately $100.00, following registration prior to the designated due date set by the Program Director. If payment is not completed, access to the system will be denied and the student will not be allowed to attend clinical assignments.

- Clocking in/out: Clinical attendance will be completed through the Trajecsys® Reporting system. Students are required to log-in to the system and clock in/out. The system will permanently record students' times at Clinical Education sites (verified by CES IP Address), and these times will be used to document attendance. All time-records must be approved by the Clinical Coordinator/Clinical Instructor.

- Clocking in/out from an unauthorized site (wrong location, outside of geolocation, home, etc.), will constitute deliberate falsification of records, resulting in loss of participation points and further disciplinary action if habitual.

- The student must turn on the "Location" feature setting on their smartphone to demonstrate the actual location on Trajecsys® system maps. If the Trajecsys® system is down all together, the student may take a screen shot of the error and email it to the clinical faculty.

- The Trajecsys® Reporting System website can be found at
  https://www.trajecsys.com

PRE-CHECK
The student is required to purchase and participate in an annual subscription to Pre-Check. This software is used for record keeping of the student immunizations, CPR certification, criminal background check, drug screening, and critical documentation. The annual subscription is approximately $135.

OCCUPATIONAL HAZARDS - POLICY REGARDING COMMUNICABLE DISEASES AND BLOODBORNE PATHOGENS
The surgical technologist participates in many surgical procedures therefore, it is imperative that techniques be observed to prevent the spread of any infectious disease process from patient to patient, patient to student, or student to patient. "Standard Precautions" must always be adhered to when providing patient care. Additionally, specific policies outlined during orientation at clinical affiliates must be followed. A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The state of Louisiana has listed those diseases, which are reportable as communicable diseases here: https://ldh.la.gov/page/1013.

Students must report communicable illnesses/infections to the Program Director. The student must provide recommended time restrictions from school outlined by his/her physician. Medical clearance is mandatory before returning to school.

Students understand that the use of standard precautions is essential to protect themself, significant others, family members, patients/clients, and other health care workers from communicable diseases. Students understand that diagnostic medical sonography involves the study and care of people throughout the life span and that these people may be at any point along the wellness/illness continuum. By participating in caregiving activities, students understand that they may be exposed to communicable diseases, including Hepatitis B ("HBV"), Tuberculosis ("TB"), Human Immunodeficiency Virus ("HIV") and Covid-19.

An illness requiring an extended absence and preventing the completion of course work may inhibit the student from meeting all requirements for completion of the Surgical Technology program. Students may need to see the Office of Academic Affairs for "I" or "W" grades. Students will be subject to reapplication to the Surgical Technology program.

MEDICAL INSURANCE POLICY
All students enrolled in clinical Surgical Technology courses are required to have and submit proof of medical care coverage.

Students enrolled in Surgical Technology clinical courses are covered ONLY for third party liability claims while they are engaged in performance of assigned clinical duties as part of their educational requirements, without receiving remuneration from any business or institution to which they are assigned. **NO COVERAGE IS PROVIDED BY THE UNIVERSITY OR CLINICAL AGENCY FOR STUDENTS IF THEY ARE PERSONALLY INJURED.** The office of Risk Management, Division of Administration, State of Louisiana, advises students *to carry adequate health and accident insurance while they are enrolled in clinical courses.*

Students are **not** covered by the State's Workers Compensation Policy since they are not employees or volunteers performing a service for the state. If a student's injury is due to the university, college or school's negligence, coverage would be provided by the State of Louisiana Commercial General Liability (CGL) policy.

PROFESSIONAL LIABILITY INSURANCE POLICY
The Division of Health Sciences & Business Technology requires students in the Nursing & Health Science programs to acquire professional liability insurance. The type of coverage includes Professional Liability, Defendants, Reimbursement, Medical Expenses, Assault, First Aid, Damage to Property of Others, and Disciplinary Coverage. Payment of this insurance will be conducted upon entry into the selected program.

ELECTRONIC DEVICES
Electronic devices may **NOT** be used or powered in the on/silent/vibrate position during lecture, laboratory, or clinical courses. All electronic devices **MUST be powered OFF** during all course times. This includes, but is not limited to iPads, iPods, computers, reading devices, cell phones, PDA's, smartphones, smart watches, gaming devices, alarms, recording devices, electronic cigarettes, alarms, Bluetooth capable devices, etc. These devices must be stored off the desks and out of sight. Smart watches may NOT be worn during class time. Students who violate this policy will be asked to leave class and receive an absence. Repeat offenders will be dropped from the program. For every offense involving electronic devices such as cell phones, smart watches, laptops, i-pods, or manual games, the student will be penalized 5 points off the following unit exam in addition to acquiring an absence. This includes leaving the classroom to answer/make a phone call. Certain personal situations or emergencies must be discussed with the instructor prior to the beginning of class. If you need to be contacted during class time, provide the Division office phone numbers: (337) 550-1311; (337) 550-1357.

DRESS CODE
Surgical Technology students are in pre-professional training and appearance is governed by standards that may be different from the rest of the campus. At all times, students will be expected to be well groomed, clean, and neat. Personal hygiene **must** be excellent and personal habits concerning nutrition, rest, exercise, and overall health should reflect genuine belief in preventative maintenance for health. Students are to wear uniform scrubs and a jacket with the appropriate placement of the Surgical

Technology patch to all lecture, laboratory, clinical, and program off campus engagements. Students are expected to dress professionally for all ceremonies and events that are held on and off-campus that are sponsored by the university. This includes, but is not limited to, award ceremonies, pinning ceremonies, career fairs, and any other formal events. Students who do not adhere to the dress code and professional appearance policy will be counseled **ONCE**. Further infractions will be grounds for dismissal from the program.

- Each student will own at least one pair of scrubs (shirt and pants) and a waist length scrub jacket with the Surgical Technology patch (purchased from the LSUE bookstore) sewn two finger widths below the left shoulder seam of your scrub top and scrub jacket.
- The scrubs MUST be Wink brand in the color grape.
- The scrub jacket MUST be Wink brand in the color black with button/snap closure, no zippers.
- Undershirts, if worn, must be plain white V-neck or crew neck t-shirt with a regular length sleeve under your uniform top. Sleeves may not extend past the scrub top sleeves.
- Surgical scrub attire provided by the clinical affiliate should be worn only in appropriate areas of the hospital (ex: surgery, OR, NICU). Scrubs are the property of the hospital and are not to be worn outside of the hospital.
- Your clean, wrinkle free uniform should be worn only on campus and in clinical areas. The uniform must be changed for street clothing when going shopping or for recreational activities.
- Each student must wear their LSUE issued ID, visible on the left or right chest via a clip, no lanyards. The ID badge is a required part of your uniform and is expected to be worn at all times in the clinical and lab setting. Failure to display the appropriate ID badge will result in an absence; you will be unable to participate.
- Each student must wear appropriate shoes. Clean, comfortable, closed toe, impervious shoes should be worn.
- Protective eyewear must be worn on all surgical procedures.
- Fingernails should be short, well groomed, unpolished, and no artificial nails (nails must be natural).
- Make-up must be conservative. No false eyelashes, glitter, or facial adornments are allowed as they may fall on to the sterile field comprising sterility or into a surgical site becoming an infection control issue.
- Individuals entering the semi-restricted and restricted areas of the operating room must have jewelry and watches confined or removed. Rings and watches harbor organisms that cannot be removed during hand washing. Personal jewelry worn in the operating room shall be limited to watches, earrings-small studs, wedding ring. Hair ornaments, necklaces, and pendants constitute safety hazards and may not be worn.
- All jewelry must be removed prior to performing the surgical scrub. LSUE and the program are not liable for any lost/misplaced jewelry. Industrial style piercings must be removed prior to the start of all courses.

- Hair should be cut or secured in such a manner that prohibits extension beyond the surgical hair covering. If hair is worn longer than collar length (by either males or females) it MUST BE PINNED UP. Extravagant hair color or styles are not permitted. Odorous hair products are not permitted.
- Beards or mustaches must be neat and well groomed. If one chooses to be clean shaven, periodic excuses of "growing a beard" will not be accepted for unkempt appearance in uniform. If you plan to grow a beard, please start during vacation periods. Facial hair must be covered by a surgical mask or appropriate head covering.
- Do NOT wear cologne, after-shave, scented lotion, or perfume in the operating room.

CRIMINAL BACKGROUND CHECK/DRUG SCREENING POLICY

It is the Health Sciences' Division Policy to require a criminal background check and a drug screening analysis from all students attending the clinical setting. It is mandatory that all students have both completed prior to the start of the program. Acceptance into any program is conditional based on the results of the two mentioned above. Students with certain results will not be permitted into the clinical settings, which would then lead to student dismissal from the program. This policy is designed to protect the staff, the student, and the patients. In addition, this policy is due to the inability of certain students to take national board exams due to positive criminal records, which makes, for those students, the entire program obsolete. The lack of background check and drug screening results make the student ineligible to attend the clinical site. Non-adherence to the University's policy will only cost more money and time to the student and puts the student in danger of extended absenteeism in the clinical site.

In the event that a student must withdraw from the program and reenter at a later time, the student must submit both updated screenings of each and have the results prior to the start of the program. It is at the discretion of the Division Dean and the Program Director to decide which results determine the inability to stay in the program and which do not. It is also up to the Dean and Director to determine how the longevity of the records affects the student's status in the program. Drug screenings are typically completed once a year at the time of entrance. However, at the Instructor and Program Director's discretion, a random second or third exam may be necessary based on the student's actions and behavior during class and clinical observation. If a drug screening is requested, the student is responsible for the cost and only has one calendar day to provide a sample and documentation showing the date of the test and must be provided to the Program Director within 24 hours. The student may not attend class until results are evaluated by the Dean and Program Director. Positive results will cause the student to be immediately dropped from the program and the student is ineligible for reinstatement. This is at the discretion of the Program Director and Dean of the division. The student will be counseled and/or may be put on a probationary status.

DRUG-FREE CAMPUS POLICY

It is the policy of LSUE to maintain a drug-free campus environment. As stated in the campus catalog, both the workforce and students shall remain drug-free and free of

other substance abuse. The illegal use, possession, dispensation, manufacture, or sale of controlled substances and alcohol abuse by students while on campus (or clinical education setting) is prohibited. Students who are convicted of violating the policy will be subject to disciplinary action within 30 days, including suspension or expulsion from the University. Anyone found to have violated the policy is also subject to referral to civil authorities as appropriate. The addresses and telephone numbers of substance abuse facilities and alcohol and drug awareness programs will also be presented. For the complete policy, including provision affecting all employees, inquire in the Office of Student Affairs.

The Clinical Education Sites reserve the right to request a drug test on any student at any time during his or her clinical experience.

All students must adhere to the LSUE Substance Abuse & Drug-Free Campus Policy Statement Number 41. The Substance Abuse and Drug Free Campus Policy Student Certification Sheet must be signed and kept with student records.

STUDENT SUBSTANCE ABUSE POLICY
The intent of the Substance Abuse Policy is to ensure a safe environment for students, faculty, and the people who come in contact with students and faculty during scheduled learning experiences. It is also a requirement of many affiliating clinical agencies.
Schedule of Drug Testing: LSUE Division of Health Sciences, Business & Technology and Public Protection and Safety Surgical Technology Program require all students in the program to submit to drug testing under any or all of the following circumstances:
- Acceptance into one of the healthcare programs
- Random
- For cause

Acceptance: Drug screening is required on all students entering any of the healthcare programs. Screening will be conducted prior to clinical rotations and the student is responsible for the expense incurred for the drug testing. Any student with a positive drug screen will be dropped from the program.
Random Testing: Random drug screening may occur for students enrolled in clinical courses at any time during the semester. The student is responsible for the expense incurred for the drug testing.
For Cause: Students who have been selected into any of the healthcare programs may be subject to drug testing if suspected of being under the influence of alcohol and/or drugs (including drugs prescribed for the student).
- **Suspicion is based on:**
1. Observable behavior and/or physical symptoms
2. A pattern of abnormal or erratic behavior
3. Evidence of drug tampering or misappropriation
4. Post-accident/incident when accompanied by individualized suspicion that the observed individual may be under the influence of alcohol and/or drugs
5. A report of drug use provided by reliable and credible sources
6. Arrest or conviction or a drug-related offense
7. Being identified as the subject of a criminal investigation regarding drugs.

- **Testing for cause is based on:**
1. The faculty member will make an observation and have another faculty member or clinical site personnel confirm the suspicious behavior/physical symptoms.
2. The student will be asked to leave the area and go with the faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the LSUE Health Sciences and Business Technology Division Head.
3. The student will be suspended from all clinical activities until the case has been reviewed and a course of action has been determined by the Division Head.
4. If the lab test is negative for substances, the student will be allowed to return to class and clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical rotation.
5. If the lab test is positive for substances, the student is in violation of the LSUE Division of Health Sciences and Business Technology Substance Abuse Policy.
6. Confidentiality will be maintained.

Facility: The LSUE Division Health Sciences and Business Technology will use an approved lab as a drug screening agency for the collection and testing of all specimens. Students will be notified of the agency being used to perform drug screens.

Sample Collection: All specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and the privacy of the donors. A chain of custody forms must be provided to ensure the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

Substances
Drug testing shall be conducted for the presence of amphetamines, barbiturates, cocaine, marijuana, methadone, methaqualone, meperidine, tramadol, oxycodone, benzodiazepine, opiates, phencyclidine, propoxyphene and alcohol. LSUE Division of Health Sciences and Business Technology reserves the right to test its students for the presence of any other illegal drug or controlled substance when there is reasonable suspicion. LSUE Division of Health Sciences and Business Technology shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Drug Screen Procedure
- Students will pay the cost of all drug screens.
- Students will be notified by the Program in advance of the date and time for the initial screening
- Students shall provide photo proof of identification upon arriving at the specimen collection site.

- The laboratory will report results to the Medical Review Officer.
- Positive results will be reported to the student and the LSUE Division Head of Health Sciences and Business Technology. The student will not be dropped from the program.

Incomplete Drug Screen/Results: Any student who does not complete the drug screening procedure during the prescribed time will be dropped from the course roll. All school policies affecting progression in the clinical programs will apply. If drug screening results are not received by LSUE, a student must produce a receipt that the drug screen was done according to the school policy. The LSUE Division Head of Health Sciences and Business Technology will contact the testing agency for the results and the school policy will be followed when results are received. If a student cannot produce a receipt indicating that the drug screen was done during the prescribed time, the student will be dropped from the course roll. All school policies affecting progression in the clinical program will apply to this situation. It is the student's responsibility to communicate difficulties to the LSUE Health Sciences and Business Technology Division Head.

Refusal of Drug Screening: Refusal to submit to a drug screening in any category (application, random, for cause) is grounds for permanent dismissal from the clinical program.

Altering of Urine Samples
Attempt to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicum; therefore, progression in the clinical program will not be permitted.

Positive or Negative Dilute Results
Positive drug screens shall be verified by the laboratory's Medical Review Officer. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up missed clinical time. Any student with a negative diluted drug screen must repeat the drug testing within 24 hours. Any student with a positive result for which they do not have a prescription will be dropped from the program.

Procedure
- The drug screening office will contact any student with a positive result for further evaluation.
- If after this evaluation, the results of the screening are deemed to be positive, the office will contact the Division Head of health Sciences and Business Technology.
- The Division Head will meet with the student.
- The student will be required to withdraw from the clinical program.
  - The student may reapply for selection the following year. Upon the Louisiana State Board of Medical Examiner's requests, all documentation will be submitted

Request a Re-Test
If a test result is positive, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must report to the designated drug screening agency within 48 hours following notification of a positive

drug test result. The student will be responsible for all costs of the re-test. If the re-test is negative the student will be reinstated.

Confidentiality

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. All drug test results will be sent from the lab to the Surgical Technology Program Director. Records will be maintained in a safe, locked cabinet

IMMUNIZATION POLICY

Every student attending clinical settings is required to maintain updated immunizations. This policy is designed to protect the student, staff and patients from acquiring any disease while the student is in the clinical setting. The student must have a positive titer for MMR and Varicella, in compliance with Ochsner Health student requirements. A physician's note is not proof of immunity and is not acceptable. For Hep A and Hep B, if they are over 10 years old a titer must be done. If the titer is negative, the series must be restarted. The information is only released to the clinical sites as needed and in accordance with HIPAA regulations, it is required that the students sign a *Release Form*. The required immunizations are:

1. Hep A (series of two)
2. Hep B (series of two or three)
3. Varicella titer
4. MMR (10 years) titer
5. Tdap (10 years)
6. TB (annual)
7. Flu Shot (annual)
8. CPR certification (AHA or ARC)
9. Meningitis (for those applicable)

It is the student's responsibility to keep up with mandatory immunizations. Failure to follow these instructions or to provide immunization records to Sentry MD as requested will cause extensive absenteeism from the clinical course in the event that a student withdraws from the program and reenters at a later time, the student must submit updated records to Sentry MD.

PreCheck/Sentry MD

The student will be responsible for registering with PreCheck in order to comply with the tracking of immunizations, CPR certification, criminal background check, and drug screening. It is the students' responsibility to provide the required fee and information to PreCheck. Sentry MD with track all immunizations and documents. All immunizations, CPR, insurance card, and health documents are to be uploaded to Sentry MD. The LSUE faculty will NOT override any request made by a student.

CPR POLICY

All students must have current certification in Cardiopulmonary Resuscitation (CPR) Basic Life Support for Healthcare Providers (BLS) provided by the American Heart Association or the American Red Cross. A lapse in certification will result in unexcused clinical absences.

EMERGENCY CONTACT/MEDICAL INFORMATION
It is not mandatory for the student to release any medical information. However, it is recommended to give the clinical instructors pertinent knowledge about the student's overall health. In the event of the student becomes incapable to voice any information, the instructor is often the only one present at the time of care and crucial instructions can be given to the medical personnel caring for the student such as a list of medical allergies and current medications. Medical information is only shared with the personnel involved in the student's care at the time of service. In addition, it is essential for the instructor to have a contact name and phone number of a family member to call in the event of the student becoming ill during clinical hours. A *Release Form* can be filled out and signed as determined by the student.

CALL ROSTER/COMMUNICATION POLICY
Students are required to give the faculty a telephone number to which the student can be easily reached. Due to clinical rotations and assignments, it is essential for the instructors to have a way of contacting the students at any given time. It is important not to abuse this privilege and to only use it in the case of emergency or when it relates to clinical rotations or with permission of the individual. It is **NOT** intended to call the instructors regarding lecture material or given assignments. It is **NOT** acceptable to call house/cell phones during off times such as weekends, holidays or at odd hours. If a student consistently abuses this privilege, then he/she will be counseled. Persistent harassing of faculty or classmates will not be tolerated. The **ONLY** acceptable method of communication with the program faculty is via office phone or LSUE e-mail. Every LSUE student has been assigned an e-mail address; this is the only email address that will be utilized. It is the students' responsibility to access their LSUE e-mail daily and become familiar with it.

WORK POLICY
Outside employment is not encouraged because of the rigorous program structure. It is recognized that employment is necessary for some, but educational schedules and requirements must not be compromised because of employment. An actively enrolled LSUE Surgical Technology student is NOT permitted to work in a role that requires the student to scrub into surgery or perform ANY duties in the capacity of a surgical technologist until successful completion and graduation from the program. Violation of this policy will result in dismissal from the program. The clinical component of the program shall be educational in nature. The student shall not be substituted for personnel during the clinical component of the program. It is also not acceptable to be functioning as an employee during clinical hours and/or to receive pay for the hours acting as a student. Students are not to be treated as employees while in the clinical area. While in the clinical area, students are to be under the direct supervision of an experienced Surgical Technologist at all times and all experiences must be educational in nature. Students who violate this policy are subject to immediate dismissal from the program.

PHOTOGRAPHY RELEASE POLICY
During the year, there are some events to which attendance is necessary or which are hosted by the Surgical Technology Program. Pictures are often taken and then put on the Surgical Technology Program's website, University social media, or program's brochures. A release form is needed from the students to be able to publish pictures for the purpose of advertising and recruitment for this field. It is not mandatory to sign such a form.

APPEALS POLICY
LSUE provides students with well-established procedures for questioning the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student. The University recognizes that students have a right to due process procedures in matters related to student complaints in the didactic and clinical setting. This process is set forth in the University Policy Statement Number (PS8), "Appeal Procedures Available to Student". This policy statement sets forth the procedures to be followed in filing an appeal, including timelines. The policy reinforces the student's
right to file an appeal without fear of reprisal and with protection of their confidentiality. All university and program policies are enforced in a non-discriminatory manner by the administration and faculty. https://www.lsue.edu/policy-statements/documents/NO08.pdf

HEALTH INSURANCE PORTABILIITY AND ACCOUNTABILITY ACT (HIPAA)
It is imperative for all health workers, faculty, and students to comply with this policy as it protects patients' privacy. For surgical technology students, it is not allowed to write the patients' name on anything. It is also not allowed to take out of the facility any documentation with patients' names on it. Any discussion done regarding a procedure should be done in a private setting only as a means for educational growth in which any patient identifiers are not discussed. Any violation of this policy will result in immediate withdrawal from the program with no opportunity for readmission. The student is obligated to watch an educational video regarding this matter and sign the *HIPAA form*.

PREGNANCY POLICY
A female student is given the option of whether or not to inform program officials of her pregnancy. If the student chooses to voluntarily inform officials of her pregnancy, it must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant. However, due to the sensitivity of the unborn child to radiation and bone cement, it is necessary to inform female applicants of the possible health risks involved because of occupational exposure during pregnancy.

1. Pregnant students should notify the Program Director (PD), Clinical Coordinator (CC), as soon as pregnancy is suspected/determined so that appropriate radiation safety measures can be instituted. Even though this written notification is voluntary, the Division of Health Science & Business Technology encourages pregnant students to perform this measure.

     a. If the student chooses to voluntarily inform officials of her pregnancy, the student shall submit a physician statement verifying the pregnancy. This statement must include a medical release, which allows the student to continue with clinical assignments. If, for medical or personal reasons, the student is unable to complete the clinical assignments, she may initiate a request for authorization of an "I" grade through the office of Academic Affairs and Services. The student must subsequently remove the "I" grade following the regulations in the University catalog. Should the student choose to withdraw from a clinical course, the "Withdrawal" guidelines in the University catalog must be followed. Should the student choose to resign from the program, the "Resignation" guidelines in the University catalog must be followed.

     b. Upon verification of pregnancy (Declaration Pregnancy Form), the PD will review all appropriate and applicable principles of proper radiation and bone cement safety with the student.

A student also has the right to not declare their pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, the student also has the right to undeclare her pregnancy in writing at any time. This is in accordance with Federal and State laws as well as the most current NRC Regulations. The student will need to submit a medical release, which allows her to continue with the clinical assignments. If a student needs to, they can initiate authorization from an "I" grade through the Office of Academic Affairs and Services. All students will be required to sign a form stating that they are aware of this policy and realize that LSU Eunice or the affiliated clinical education settings and personnel cannot be held liable for problems which may occur should a student NOT DECLARE or UNDECLARE her pregnancy.

If pregnancy occurs during the first semester of the program and the student is unable to fulfill the required clinical objectives, the student will withdraw from the program and may reapply the following spring semester. If pregnancy occurs after the completion of the first semester and the student is unable to fulfill the required clinical objectives, the student may request authorization of an "I grade" through Academic Affairs and Services for the clinical course. The student may either withdraw or re-enter the same semester of the following year if guidelines for removal of the "I" grade have been followed and a letter of intent to re-enter the program is turned in to the PD by April 1st.

All Pregnancy Forms and related documentation are kept in the student's active file located in the Program Director's office.

OPEN LAB HOURS
The laboratory is only to be used for educational purposes of the Surgical Technology students. Open hours are available upon prior request to the faculty. Students must sign in/out in Trajecsys. If a student needs remediation or practice time, he or she must bring a classmate to participate with. If remediation from the instructor(s) is necessary, prior

arrangements must be made at least one week in advance. In the case of an instructor coming in to remediate, there must be documentation of time spent with each student and the skills practiced. Students present in lab while Instructor(s) are absent, are responsible for all equipment, furniture, and supplies and must sign out at the end of the practice session. No additional students are allowed in the lab after instructors have left the facility. The last student(s) known to be in the lab will be responsible for all equipment, furniture, and supplies.

SEXUAL HARASSMENT POLICY

Sexual harassment consists of unsolicited and unwelcome sexual behavior. It is coercive or offensive conduct in a non-reciprocal relationship. (The following is stated under "Campus Regulations", Section 7 in the LSUE catalog).

1. "Quid pro quo" sexual harassment consists of requests for sexual favors, either implied or explicit, when submission to such requests is made a condition of continued employment, advancement, improved grades, or participation in a University activity.
2. "Hostile environment" sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual flirtation, graphic or degrading comments or gestures of a sexual nature, and the display of sexually offensive objects or pictures. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; it refers to repeated behavior which is unwelcome and personally offensive.
3. "Sexual assault" consists of unwelcome physical contact of a sexual nature. It includes kissing, stroking, fondling, coerced sexual intercourse, and rape or attempted rape.
4. A "responsible party" is defined in the Title IX Policy Prohibiting Sexual Misconduct, Permanent Memorandum 73 (PM 73), as any employee who has the authority to take action to redress sexual violence or who has been given the duty of reporting incidents of sexual violence or any other misconduct by employees or students to the Title IX Coordinator or designee; or whom an employee or student could reasonably believe has the authority or duty; or any student employees.

Further definitions associated with sexual harassment are contained in PM 73.

Sexual harassment can occur between members of the same sex as well as members of the opposite sex. It can occur between peers as well as between people who are in a supervisor/subordinate relationship. It can occur between any members of the LSUE campus community, including faculty, staff, and students. An incident of sexual harassment can also occur between a member of the LSUE community and a visitor, patron, client, or contractor working for LSUE.

It is the policy of this institution that all members of the campus community should be able to enjoy a work and/or educational environment free from sexual harassment. Such conduct as described above-whether committed by supervisors, non-supervisors, faculty, staff personnel, students, visitors, contracted personnel, or others is prohibited. All members of the University must be aware of sexual harassment, whether intended or inadvertent, and take a proactive stand against it.

Supervisors shall take a proactive role in preventing sexual harassment. They must understand the LSUE policy and procedure on sexual harassment and enforce acceptable behavior among faculty, staff, and students; observe and be aware of potential sexual harassment behaviors in and out of the classroom; model appropriate behavior and alert the Title IX Coordinator and AA/EEO Officer or designee should an incident occur.

The Title IX/AA/EO Officer or designee shall promote awareness and sensitivity of sexual harassment issues across the campus. Should an incident occur, the Title IX Coordinator and AA/EO Officer or designee shall take the appropriate steps outlined in Policy Statement Number 30 (PS 30) to resolve the incident in an expeditious and impartial manner.

Any questions regarding either this policy or a specific fact situation should be addressed to the appropriate supervisor or personnel officer or to the AA/EO Officer, at titleixcoordinator@lsue.edu.

This process is set forth in the University Policy Statement Number 30 (PS 30), "Sexual Harassment Policy.

PROGRAM RECORDS POLICY
In addition to student records maintained in the registrar's office, a comprehensive student record will be maintained, for a minimum of five (5) years. This file will contain:
- Application records
- Records of all courses required for graduation including the final grade for each course completed
- Counseling notes if applicable, clinical evaluations, attendance records, and final exams
- PreCheck will maintain and track all immunizations, drug screening results, and criminal background check results

SOCIAL MEDIA POLICY
Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Division of Health Sciences and Business Technology, and Louisiana State University Eunice. It is also important to ensure that patient information is not made publicly available. In conjunction with the Division of Health Sciences and Business Technology, the Surgical Technology Program has adopted the following guidelines to assist students in safely using these sites.
A. Personal Privacy
1. We recommend setting your profiles on social networking sites so that only those individuals whom you have provided access to your personal information.

2. We recommend evaluating photos of yourself that are posted to these sites and "untagging" photos that depict you in what may be construed as compromising situations.
3. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with "Friends Only" access.

B. Protection of Patient Information
1. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
2. HIPAA regulations apply online, and students may be held criminally liable for comments that violate these regulations.
3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring based on the context.

C. Professionalism
1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
3. Keep in mind that photographs and statements made are potentially viewable by future employers.

PROTOCOL FOR SHARP PUNCTURE, BLOOD OR POTENTIALLY INFECTIONS BODY FLUIDS EXPOSURE
It is the policy of the LSUE Surgical Technology program that all students who sustain a sharp (needle stick, glass, blade, etc.) or other exposure to blood or bodily fluids while engaged in a University sponsored education program should receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary. In accordance with this policy, students who have been exposed to blood and or body fluids must follow the following procedures.
Please keep in mind that drug prophylaxis is time sensitive (2-24 hours), therefore the student must immediately seek help from the appropriate supervising personnel.
Immediately after exposure first aid steps should be taken for both a sharps injury and exposure to blood or body fluids in a mucus membrane.

Immediate care after a sharp's injury:
1. Announce to your preceptor that you have had a sharps injury.
2. Remove the item that punctured your skin from the sterile field.
3. Break scrub.
4. Clean the wound with soap and water.
5. Apply direct pressure to control any bleeding.

6. Contact your instructor.

Immediate care of exposure to the eye:

1. Announce to your preceptor you were splashed in the eye.
2. Step back and break scrub.
3. Remove contact lenses, if wearing contact lenses.
4. At an eye wash station and flush your eyes for 15 minutes. If no eye station is available, flush under the sink with tepid water, while keeping eye open, for 15 minutes.
5. Contact your instructor.

It is recommended that appropriate medical follow-up be obtained. Students who incurred a sharp puncture or exposure will go to the nearest emergency room for the appropriate consultation and testing (following the clinical sites policies). Testing of the source patient's blood will be done according to the facility's policy. The student is NOT to ask the source patient for permission for blood testing. The student will be counseled and advised regarding the post-exposure prophylaxis, if necessary. Baseline blood test will be administered on the student. Retesting occurs at 6 weeks, 3 months, and 6 months after exposure (or as indicated by facility policy). All procedures, testing, and results will remain confidential. The clinical instructor should be notified as soon as possible after the incident. The instructor will initiate the incident/injury report and evaluate the circumstances of the incident. If the student declines medical treatment, this should be documented and signed by that individual. Following an exposure, the student will write a two-page paper concerning the incident and how it could have been prevented which will be submitted to the Program Director no later than one week after the exposure.

EMERGENCY PREPARDENSS PLAN
In the event of an unanticipated interruption in academic delivery the program will follow the emergency preparedness plan when applicable. If the interruption is only at one location (main campus, Lafayette or the separate instructional site, Alexandria) students will be accommodated at either location. If the interruption includes both locations the emergency preparedness plan will be implemented as stated below.
- All students will report online via Moodle or designated synchronous streaming software at assigned times of the course
- All students will attend all online meetings as assigned by the course instructor
- Students will attend synchronous lectures and attendance will be taken
- Students will complete all online assignments and in person skills will be recorded and uploaded
- Upon the return to campus, skills, evaluations, and check offs will resume
- Clinic will resume when students are allowed to return to the clinical facility

NBSTSA CERTIFICATION POLICY
All graduates are required to take the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). All students will be required to join AST, purchase a review book, and pay the exam fee. This will take place as a cohort; the student will receive a 32% discount. The price is approximately $247.

SURGICAL TECHNOLOGY SCHOLARSHIPS
1. Foundation of Surgical Technology Academic Scholarship
   http://ffst.org/scholarship.aspx
2. The National Board of Surgical Technology and Surgical Assisting (NBSTSA)
   https://www.nbstsa.org/scholarships
3. Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
   http://www.arcstsa.org/index.php/2018-scholarship-announcement/
4. LSUE Surgical Technology Scholarship
   https://www.lsue.edu/financialaid/scholarships.php

This handbook may be altered as needed per Surgical Technology faculty.
Revised by R. Guillory MBA, BAAS, CST, CSPDT, Program Director   06/2024