**SVSTI Surgical Technology**

**Student Handbook**



Volume I

Effective October 31, 2020

Updated July 12, 2022

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**WELCOME!!!**

Welcome to the Silicon Valley Surgi-Tech Institute Surgical Technology Program. You have chosen a program in which you will stretch your abilities to reach your fullest potential as a Surgical Technologist. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals. We recognize that individuals may have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. SVSTI has numerous resources to assist you including help with study habits, test-taking skills, increasing reading skills, and time management.

#### Number of credits required for program completion

#### Surgical Technology Certificate Program

The Surgical Technology Certificate Program is approximately 48 weeks long, which consists of 2 16-week terms on campus. The program is a blended learning experience which includes an interactive platform Cengage (MindTap & WebAssign) and Canvas along with hands-on skills lab evaluations & competencies.

The required clinical rotation consists of a minimum of 120 specific surgical cases completed within 500 externship hours during the 16-week 3rd term. These cases must meet or exceed the standard requirement by ARC/STSA & CAAHEP. Within Term 3 for 6 weeks (at least 4 hours per week), students are required to return to campus for NBSTSA certification exam prep.

You will need to pass each Surgical Tech course with a 70% (grade of C) or higher to continue to the next course. Please see the following:

**Surgical Technology Certificate Program**

**Credit Hours**

**ST1/ST111 27 Credit Hours**

352 Lecture Hours

144 Lab Hours

Total Hours= 496 Hours

**ST2/ST222 26 Credit Hours**

336 Lecture Hours

144 Lab Hours

Total= 480 Hours

**ST3/ST333 20 Credit Hours**

140 Lecture Hours (including CST Prep which is required)

500 Clinical Hours

Total= 640 Hours

**Total Credit Hours for Certificate Program = 1616 Hours**

**73 Credit Hours**

**Surgical Technology Degree Program - General Education**

**Credit Hours**

**ENG101 English Writing & Composition - 48 Clock Hours = 3 Credit Hours**

**MAT101 Basic Mathematics for College Students - 48 Clock Hours = 3 Credit Hours**

**SPH205 Interpersonal Communication - 48 Clock Hours = 3 Credit Hours**

**PSY101 Introduction to Psychology - 48 Clock Hours = 3 Credit Hours**

**CLT102 Computer Concepts - 48 Clock Hours = 3 Credit Hours**

**Total Credit Hours for Degree Program = 1856 Hours**

**88 Semester Credits**

**ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY**

General Education courses are to be completed within a 16-week term which is taken at the beginning of the Associate of Applied Science in Surgical Technology Degree Program.  Surgical Technology students that are currently enrolled or who have graduated may complete the General Education requirements after graduating from the Surgical Technology Certificate Program. All General Education courses are completed online through Cengage (MindTap & WebAssign) prior to beginning the Surgical Technology core portion of the Program.

**Online General Education Courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours**  | **Practical Hours**  | **Semester Credit Hours** |
| **ENG101 English Writing & Composition**  | **48** | **0** | **0** | **3** |
| **MAT101 Basic Mathematics for College Students**  | **48** | **0** | **0** | **3** |
| **SPH205 Interpersonal Communication**  | **48** | **0** | **0** | **3** |
| **PSY101 Introduction to Psychology** | **48** | **0** | **0** | **3** |
| **CLT102 Computer Concepts** | **48** | **0** | **0** | **3** |
| **Total for General Education courses** | **240** | **0** | **0** | **15** |

**Surgical Technology Term 1 Lecture (ST1) online**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours**  | **Practical Hours**  | **Semester Credit Hours** |
| **BIO165 Anatomy & Physiology I** | **64** | **0** | **0** | **4** |
|  **HLTH101 Medical Terminology I** | **48** |  | **0** | **3** |
| **HLTH150 Surgical Instruments I** | **48** | **0** | **0** | **3** |
| **HUM200 Ethics**  | **64** | **0** | **0** | **4** |
| **AST150 Surgical Procedures I** | **64** | **0** | **0** | **4** |
| **BIO185 Microbiology** | **64** | **0** | **0** | **4** |
| **Total for ST1 Lecture**  | **352** | **0** | **0** | **22** |

**Surgical Technology Term 1 Lab (ST111)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours**  | **Practical Hours**  | **Semester Credit Hours** |
| **ST111** | **0** | **144** | **0** | **5** |
|  **Total for ST Term 1 for both Lecture & Lab** | **Total Hours 496** |  |  | **Total Credits 27** |
|  |  |  |  |  |

**Surgical Technology Term 2 Lecture (ST2) online**

**Surgical Technology Term 2 Lab (ST222)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours**  | **Practical Hours**  | **Semester Credit Hours** |
| **ST222** | **0** | **144** | **0** | **5** |
|  **Total for ST Term 2 for both Lecture & Lab** | **Total Hours 480** |  |  | **Total Credits 26** |

**Surgical Technology Term 3 Lecture (ST3) online CST Prep**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours**  | **Practical Hours**  | **Semester Credit Hours** |
| **ST3** | **140** | **0** | **0** | **10** |

**Surgical Technology Term 3 Externship (ST333)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours**  | **Practical Hours**  | **Semester Credit Hours** |
| **ST333** | **0** | **0** | **500** | **10** |
|  **Total for ST Term 3 for Externship, Online & CST Prep class** | **Total Hours 640** |  |  | **Total Credits 20** |

**Externship Rotation minimum Requirements**

**The distribution of the 120 procedures is as follows**:

General Surgery cases (minimum of 30 cases)

A. Students must complete a minimum of 30 cases in General Surgery, 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either First or Second Scrub Role.

Specialty Cases (minimum of 90 cases)

B Students must complete a minimum of 90 cases in various surgical specialties excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.

a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.

(1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).

(2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

b. The remaining 30 surgical specialty cases may be performed in surgical specialty either in the First or Second Role.

Optional Surgical Specialties

1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.

a. Diagnostic Endoscopy cases must be documented in the category of “Diagnostic Endoscopy”, rather than by specialty.

b. Vaginal delivery cases must be documented in the category of: “Labor & Delivery” rather than in the OB/GYN specialty.

Case Experience in the Second Scrub Role is not mandatory.

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

Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases.

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

**Certification Exam**

SVSTI requires each and every student to participate in the Certification Prep class during the program and after externship to graduate from the program. We want to ensure every student is successful in passing their certification exam and require this as part of the curriculum.

**Attendance Policy for Surgical Technology Lab**

It is very crucial for every student to attend every class as SVSTI’s Surgical Technology Program is an advanced fast paced course. You are allowed only 3 absences of lab each 16-week term with the exception of Clinical rotation where you are only allowed 2 absences for emergencies. Please save these absences for true emergencies as life happens and we never know when we might need them.

Please note that all 48 days each term are a part of the overall grade. It counts for 10% of your grade as it is important to be present to learn the skills needed to be successful.

If a student is more than one (1) minute late for any given class, this will be reflected in their attendance as tardy. If a student is more than 15 minutes late for class or leaves campus before the instructor has dismissed the class, it will be reflected as an absence. If a student obtains three (3) tardies in any given term, it will be reflected as one (1) absence. If a student has more than three (3) absences in a term, they will be subject to a letter grade drop. Five (5) absences within any term will result in automatic dismissal (dropped) from the Surg-Tech Program.

***Graduation Requirements***

· Must receive a minimum of 70% or higher for the program.

· Must complete all requirements with student success.

· Must pay tuition on time in order to be placed on externship and graduate on time.

· All required cases/hours at the appointed facilities for externship must be completed successfully and documents turned in signed.

· Must complete all required coursework on the online platform.

· Must complete and pass the final exam with a score of 70% or higher.

Must obtain to the Attendance Policy, Externship Policy and any other policy signed

**SVSTI**

Surgical Technology Program

Pre-Enrollment Criteria

To enroll in the SVSTI Surgical Technologist program, **the following steps are required:**

**STEP 1**

1. Timed Entrance Exam - this is given on campus
2. Written Essay (found on our website)
3. TWO professional Reference Letters (found on our website)
4. Interview with SVSTI Program Director

**STEP 2 - Bring the following:**

1. COMPLETED Surg-Tech enrollment packet (found on our website)
2. Your high school transcript OR diploma OR GED certificate
3. A driver's license OR California State ID
4. Request for a Payment Plan OR (notification of payment in accordance with the following)

**Once your documents have been received, and you are formally accepted into the Surg-Tech program, you will receive an acceptance letter (email) from our Program Director.  At that time, you will have THREE business days to make your payment in full OR pay your $3400.00 deposit in accordance with your PRE-APPROVED payment plan.**

**Surgical Technology Program Tuition & Fees**

The tuition charges and total charges for your program are estimated and may change for the following reasons: (a) you may have to repeat a course(s) required for graduation; (b) the courses in your program, and number of credit hours for such courses, are subject to change; and (c) course materials (e.g., books, course packets, etc.) and any associated costs are subject to change.

|  |
| --- |
| **SURGICAL TECHNOLOGY CERTIFICATE PROGRAM - COST BREAKDOWN** |
| Institutional **Tuition Cost** (48-Weeks) 73 Semester Credits | $26,500 |
| Certification Examination (noninstitutional charge) | $247¹ |
| Cengage- eBooks (1-year unlimited) | $189.99+ |
| Surgical Counts (During Externship) | $39.95 |
| STRF (nonrefundable) | $67.50 |
| **TOTAL COST** | **$27,044.44**\* |

¹*Cost covers AST membership, Examination book and Certification examination to be paid in Term 2 by student.*

\**Only $26,500 goes to SVSTI - additional supplies, immunizations, scrubs, books, etc. not included.*

*+Students can elect to purchase the longer membership if they want early access to eBooks or want them accessible for two years. The cost is $249.99. These are the current prices which are subject to change. Length of Program does not include any breaks or holidays.*

**Course material e-Book fee is $189.99 for one-year access to be paid by the student before orientation at:** <https://www.cengage.com/unlimited/>

|  |
| --- |
| **SURGICAL TECHNOLOGY DEGREE PROGRAM - COST BREAKDOWN** |
| Institutional **Tuition Cost** (48-Weeks) 73Semester CreditsGeneral Education Courses(16-Weeks)**15** Semester Credits | **$26,500** + **$3,300**¹¹ |
| Certification Examination (noninstitutional charge) | $247¹ |
| Cengage- eBooks (2-year unlimited) | $249.99 |
| Surgical Counts (During Externship) | $39.95 |
| STRF (nonrefundable) | $75.00 |
| **TOTAL COST** | **$30,411.94**\* |

¹*Cost covers AST membership, Examination book and Certification examination to be paid in Term 2 by student.*

¹¹*General Education Credits will vary for students with qualifying transferring credits.*

\**Only $29,800 goes to SVSTI - additional supplies, immunizations, scrubs, books, etc. not included.*

*These are the current prices which are subject to change. Length of Program does not include any breaks or holidays.*

**Surgical Technology Students attending the Degree Program will require the 2-year unlimited access to Cengage which is $249.99 to be paid by the student before orientation at:** [Save on College Textbooks and eTextbooks – Cengage Unlimited](https://www.cengage.com/unlimited/)

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The STRF as of April 1, 2022, is $2.50 for every $1000 paid. (nonrefundable). There are no additional institutional charges or fees.

**Explanation of Additional Charges for the Surgical Technology Program**

• $189.99 (for 1-year unlimited for Certificate Program) for Cengage eBooks & MindTap (so be sure to not purchase too early) This will be bought a day before or the day of orientation by the student.

OR

• $249.99 (for 2-year unlimited for Degree Program) for Cengage eBooks & MindTap.

AND

• $247.00 for AST Membership, Study Guide, and Exam (This will need to be paid during 2nd term)

• Surgical Counts access to record externship surgical cases (need during Externship) $39.95

• Immunizations or any other requirements required per clinical site such as Drug testing and/or background.

• Student is responsible for black scrubs (can purchase OR hat if prefer over disposable)

• Student is responsible for own supplies (laptop/tablet/desktop computer)

Items of extra expense to a student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, credentialing fees, deposits and all other charges need not be considered in tuition refund computations found in the SVSTI Academic Catalog, and website [www.svsti.com](http://www.svsti.com)., and available to all potential students prior to enrollment. All SVSTI Programs shall exclude **ANY and ALL** additional student expenses from the tuition paid and in accordance with the SVSTI Tuition Refund policy

**Cancellation Policy & Refunds**

**STUDENT’S RIGHT TO CANCEL**: You have the right to cancel the enrollment agreement and obtain a refund of charges minus registration fee paid through attendance at the 14th calendar day of first-class session\_\_\_\_/\_\_\_\_/\_\_\_\_ (date).  The $100 nonrefundable registration fee will not be refunded if canceled.

Cancellation occurs when you give written notice of cancellation. You can do this by mail, in person, by fax or email.

SVSTI shall pay a refund within 45 days of a student’s written cancellation or withdrawal. SVSTI shall refund 100 percent of the amount paid for tuition for Surgical Technology Program, less a $100 registration fee if cancellation is made through attendance at the end of the business day of the 14th calendar day of the start date. Cancelation must be made in a letter in person, email or a certified letter sent to SVSTI.

If the student wishes to cancel, Cengage eBook is nonrefundable; the fee is $190 OR $250 paid by student prior to orientation for the Surgical Technology Program is nonrefundable. Refunds for items of extra expense to the student, such as books, tools or other supplies should be handled separately from refund of tuition and other academic fees.

**STUDENT ID BADGE**

The student photo identification badge and lanyard provided by SVSTI should be worn during all times on campus and at clinical sites. Replacement badges can be obtained by contacting SVSTI administrative staff.  The replacement cost of the Badge and Lanyard is $20.00.

**Certification Prep & Externship for Surgical Technology**

* Every student will be required to come to campus for four weeks (days and times TBD) for Certification Prep class either at the end of 3rd term or after externship rotation (depending on the entire class’s status of required cases) If a student does not participate in prep, they will receive a zero for the term and need to repeat term 3.
* All students are required to take the Certification exam on a scheduled date and if you do not participate you will receive an F for the Program and not graduate.
* All externship paperwork will be sent via screenshot or email of the weekly required paperwork by Friday at 5pm. If they are not sent you will be pulled from the site until further notice.
* If payments are not made during term 3 the student will be pulled from the site and will not be returning until payments are made or until 2 absences have been taken (If the site does not allow you to return you will be dropped from the program).
* Refer the Externship Policy & Payment Plan Policy for externship attendance and details on notifying Program Director for any absences and/or leaving early.

**Student Work Policy**

 All student activities associated with clinical externship must be educational in nature. Students cannot substitute for paid personnel and will not receive any monetary benefits while at the clinical site.

**Immunization / Medical Screening Requirements**

These requirements are based on the California State Department of Health Services recommendations and clinical facility requirements. You must complete the following immunizations and provide documentation to the Program Director. Most clinical sites require a TITER draw to determine your antibody immunity. If you are no longer immune, you must receive the necessary immunization or booster.

**Proof of TITERS must be received prior to externship placement.**

1. **Tetanus/Diphtheria/whooping cough (TDaP)** –Must show proof of vaccination (dated within 10 years). If no proof is available - a booster is required
2. **Mantoux Test (PPD**)- you must take **Two** ppd skin tests **OR QuantiFERON** test **(*this blood test is the best option – 1 step*)**
3. PPD (skin test) antigen is injected; student must have area read **3 days after injection**.

If positive, a chest x-ray will be taken

1. If negative, a second PPD (skin test) antigen is injected under the skin 4 days later

The 2nd test must be read **3 days after injection**

1. If positive, a chest x-ray must be taken (**Do not have x-ray until 1 month before externship**) - If negative, testing is complete

 **3. Measles/Mumps/Rubella**- **TITER is required**, with numerical lab values

* Titer results must be turned in to the Enrollment Coordinator or Program Director
* If no immunity, immunization is required

  **4.** **Hepatitis B** - **TITER is required**, with numerical lab values.

* Titer results must be turned in to the Enrollment Coordinator or Program Director
* If no immunity, immunization is required - *Students must complete the required series (3 immunizations) and show proof of an additional Titer before start of externship –* ***THIS CAN TAKE UP TO 6 MOS***

  **5. Varicella (chicken pox) -** **TITER is required**, with numerical lab values

* Titer results must be turned in to the Enrollment Coordinator or Program Director
* If no immunity, immunization is required

 **6. Physical -** may done - Or a **simple note from your physician releasing you**

**to be in good health for Externship**

 **7.** **BLS -** Submit proof of current **American Heart Association** BLS (**B**asic **L**ife

**S**upport)

 **8. Influenza** – Proof of Vaccination is required during flu season (Sept – April) or

per site request

 **9. COVID Card + Booster** - Both the COVID vaccine(s) + Booster are required

***Disclosure: Potential students are not eligible to participate in ANY Program with ANY active/contagious condition****.*

**NEEDLE STICK PROTOCOLS**

Always Observe Standard/Universal Precautions

However, should you suffer a needle stick or any blood/body fluid exposure, immediately notify your preceptor. Do not be embarrassed, and do not wait. Drug prophylaxis following a high-risk exposure is time sensitive. Seek immediate help.

Scrub out, and immediately clean the wound/exposure site with liberal amounts of soap and water.

Exposed oral and nasal mucosa should be decontaminated by vigorous flushing with water.

Exposed eyes should be irrigated with copious amounts of clean water or sterile saline.

Follow all facility protocols, including reporting of the incident to the facility's Employee Health Service.

If the facility has not already drawn patient blood, then they will need to do so before the patient is released from the facility. Once the patient has been released from the facility, he/she is under no obligation to return to have their blood drawn.

Once facility protocols have been met, you must contact the Program Director, Julie Hamrick, and immediately return to the campus in order to fill out the Student Accident paperwork. This paperwork is time sensitive and must be filled out the same day with no exceptions.

Julie Hamrick, Program Director

408-640-2991 (cell)

**LAB RULES**

* **NO PHONES**- Phones remain in computer lab (NOT in Class) on vibrate or off, unless otherwise arranged with instructor(s). **NO** pictures or video taken unless approved by instructor(s).
* Besides our morning or evening “huddle”, **no one** is at the tables or LEAVES lab until the instructor has dismissed you from class.
* If you come in with improper attire, e.g., no scrubs, wearing nail polish, false lashes, unnatural hair etc. You **WILL** leave for the day, and it will count against your absences.
* **NO** smoking or vaping on premises.
* Students may **not** be under the influence of **ANY** illegal substance **OR** alcohol during class, externship, certification prep etc.
* You are tardy **1 minute** after the start of the class, if you aren’t here, you are absent.
* If you leave **EARLY**, it is a tardy under 15 minutes, over 15 minutes it will be an absence.
* If you do not sign in at the beginning of class, you will be considered absent. Make sure to sign in!
* No side talk in your native language.
* **No foul language!** If you cuss, you will owe the class treats.
* **NO,** the test days cannot be changed, nor will there be make ups.
* All papers must have your name, the date, AND be legible! If I can’t read it, I can’t grade it, and it **WILL** be marked wrong.
* Questions are welcomed **BUT** arguing **will not** be tolerated. You **will** be asked to leave and will take an absence for the day.
* If you do not participate in **TEAMWORK** and pulling your own weight you will be assigned an SSP (Student Success Plan).

**STUDENT LAB SAFETY & MAINTENANCE POLICY**

**Safety** of self and others is the primary concern in the laboratory setting. To ensure thesafety of students and faculty in the laboratory, students are expected to follow the policies and procedures for Lab Safety & Maintenance in the SVSTI Academic Catalog. Students are encouraged to expand their skills through safe practice. Demonstration of critical safety elements by faculty is required prior to any student being allowed to use any equipment. Students will be required to demonstrate appropriate safety with all equipment, techniques, and procedures in the laboratory prior to practicing as patients or clinicians.

**General Lab Safety Rules and Policies:**

* No long sleeves are allowed under scrub tops.
* No bulky/large/chunky jewelry. Simple necklaces and post earrings are allowed.
* No rings or bracelets of any kind.
* No hats of any kind are allowed in lab.
* Minimal makeup is allowed.
* No fake (Gel or Acrylic) nails. Nails should be short, natural color without polish.
* Beards must be kept trimmed
* Good personal hygiene must always be kept.
* Students will be responsible for sterilizing items.
* Students will be responsible for keeping towels in hampers and folding clean ones.
* Students will be responsible for letting their instructor or Program Director know when an item needs to be reordered.
* Any accidents, injuries, or unexpected responses to intervention or skills being practiced should be immediately reported to the lab instructor.
* Students must report any unsafe situations to staff or faculty immediately.
* Though every effort is made to ensure that all equipment is functioning properly, students must notify the instructor of any broken or malfunctioning equipment.
* Absolutely no cell phones can be used during instruction time. If you are seen using your phone one during class your instructor will ask you to put it away. If you have it out a second time, your instructor has the right to send you home for the day.
* You are considered tardy at 1 min past the start of class time. You will also be considered tardy if you leave class early. Weekly lab evaluations cannot be made up. Door will be locked 5 minutes after the start of class.
* Students are only allowed in the Lab when an instructor is present.
* No open toed shoes are allowed in lab.
* Teamwork is expected.

**Technology Attestation Requirements**

By signing this document, I am agreeing that I have the required access to a computer and the minimum recommended system requirements to successfully complete the distance educational program.

Canvas recommended requirements:

* Smart device, PC, laptop, iPad etc. that is 5 years old or newer with at least 1 GB of RAM.
* Web browser success
* Internet speed of 512 Kbps or faster

Cengage (Surgical Technology only) recommended requirements:

* Download bandwidth 5 Mbps or faster
* 2 GB of RAM or more
* Sound
* Graphics 64 MB or higher
* CPU 1.8 GHz or more

**Equal Employment Opportunity**

**EEO Policy Statement**

It is the policy of Silicon Valley Surgi-Tech Institute to promote equal employment opportunities through a positive continuing program. This means that Silicon Valley Surgi-Tech Institute will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, pregnancy, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information. Additionally, it is the policy of Silicon Valley Surgi-Tech Institute to provide an environment for each Silicon Valley Surgi-Tech Institute job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, gender, pregnancy, sex, sexual orientation, gender identity, or national origin, citizenship status, age, disability, veteran status, or genetic information.

Silicon Valley Surgi-Tech Institute is an equal opportunity employer of protected veterans, and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

Silicon Valley Surgi -Tech is an Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

This policy shall be posted in places conspicuous to all members of the faculty, staff, and student body; it shall be communicated to all applicants for employment and admission; and it shall be given such external dissemination as is necessary to inform and secure the cooperation of individuals and organizations constituting sources of employment and student referrals to Silicon Valley Surgi-Tech Institute. The “Equal Opportunity is the Law” poster is posted in the faculty/staff/student breakroom.  Copies of this document in other languages is available at <https://www.dol.gov/agencies/ofccp/posters>

For more information about Silicon Valley Surgi-Tech Institute’s EEO program, including procedures for filing a complaint of discrimination and its commitment to affirmative action in hiring minorities, women, persons with disabilities and veterans please see the administrative office.

**SVSTI SIGN OFF SHEET**

**INITIAL ALL**

\_\_\_\_ I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Academic Catalog & Student Handbook which may be found on the website at [www.svsti.com](http://www.svsti.com/)

\_\_\_\_ I agree to abide by the standards and accept full responsibility for my behavior on and off campus.

\_\_\_\_ I pledge to adopt the professional philosophy of SVSTI, perform my duties to the best of my ability and, upon graduation will demonstrate pride in my career as a medical professional.

\_\_\_\_ I read the externship policy and understand that if I decline an externship and/or get expelled from a site I will be withdrawn from the Program without a completion grade.

\_\_\_\_ I accept that placement is based on availability and understand that most sites require a full-time schedule.

\_\_\_\_ I have read and understand the lab safety & Maintenance Policy.

\_\_\_\_ I have read and understand the Academic Policies.

\_\_\_\_ I have read & signed the Technology Attestation form.

\_\_\_\_ I have read and understand the Emergency Preparedness & Response Plan.

\_\_\_\_ I accept that during COVID, Flu Season, Natural Disasters, etc. there could be a delay in my

externship placement.

\_\_\_\_ I understand that my Program start date may be extended to a future available start date ONE TIME

**LDA & Withdraw Date of Determination Policy**

*For purposes of the SVSTI LDA policy, the last date of attendance is determined to be:*

* The last day the student attended class in courses in which attendance is taken by the instructor.
* The last day on which a student submitted an assignment, quiz, test or other academically related activity.
* The last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.

SVSTI’s statement which defines a determined date of withdrawal, as the date that SVSTI determined that a student was no longer in school, referred to as the Date of Determination. *SVSTI’s Date of Determination as defined as*:

* If a student fails to attend within the first five business days of the class begin date, the faculty shall report the student as never attended. Reporting should occur after the fifth business day of the term and before the tenth business day of the term.
* SVSTI faculty shall report Students who stopped attending, witha last date of attendance for any student who attended class at least one day and subsequently stopped attending for two or more weeks up to the course withdrawal deadline. Faculty shall report the last date of attendance immediately following the non-attendance period. A student who attends past the course withdrawal deadline shall not be reported. The last day to report is the semester grading deadline.

**SSP Policy (Student Success Plan)**

Student Success Plans (SSP’s) are given for academics, attendance, and behavioral concerns. SSP’s are a documented discussion and written plan for students' success  in the program.

For any SSP given, the instructor will meet with the student to address the area/areas of concern. Students need to sign the form acknowledging they have met with their instructor and have discussed a plan of action.

All SSP’s need to be approved by the Program Director prior to student meetings.

3 behavioral SSP’s will result in expulsion from the program.

3 academic SSP’s may result in academic probation.

**Academics**

Instructors should evaluate students' academic progress every 4 weeks and fill out an SSP for any student who has fallen below 70% in any area.

**Attendance**

An attendance SSP will be given after 3 tardies and/or absences.

**Behavior**

Instructors will provide a SSP to any student that does not participate in teamwork, does not follow SVSTI’s rules & policies, or fails to maintain a professional or respectful attitude toward any staff member, classmate, or clinical site personnel. Students can be asked to leave class and will obtain an absence for the day.