**SVSTI Surgical Technology**

**Student Handbook**



Volume I

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**Table of Contents:**

Welcome…Pg. 3

Credits Required for Program Completion… Pg. 4-7

Externship Rotation Minimum Requirements…Pg. 7-8

Attendance Policy…Pg. 8-9

Graduation Requirements…Pg. 9

Pre-Enrollment Criteria…Pg. 9-10

Tuition & Additional Charges …Pg. 10-12

Cancellation Policy and Refunds…Pg. 12

Externship Policy & Expectations…. Pg. 13

Program Certification Prep & Externship…Pg. 14

Student Work Policy…Pg. 14

Immunization / Medical Screening Requirements…Pg. 14-15

Needlestick Protocols…Pg. 16

Lab Rules…Pg. 16-18

Lab Safety and Maintenance Policy…Pg. 19-20

Technology Attestation Requirements … Pg. 20

Equal Employment Opportunity/EEO Policy…Pg. 21

SVSTI SIGN OFF SHEET…Pg. 22

LDA & Withdraw Date of Determination Policy…. Pg. 22-23

General Information ……Pg. 23-24

Lab Turnover Agreement … Pg. 24

Academic Integrity Statement & Policy on Cheating…Pg. 25

Covid Emergency Policy …………………………. Pg. 26

**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 Core Portion of the Program

The Surgical Technology Core portion of the 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 & ABHES. 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 Core Portion of the 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 Core Portion of the 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 currently do not hold a bachelor’s degree (block transfer) will need to complete the General Education courses to earn their AAS in Surgical Technology. If you have College credits that have been approved for transfer, then it could reduce your workload (5 courses) or qualify you to skip the Gen Ed and begin the core portion of the 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** | **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** |

**ST111 Surgical Technology Lab- Basic Procedures (Term 1 Lab)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |

**ST2 Surgical Technology Theory II (Term2 Lecture & Online)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours** | **Practical Hours** | **Semester Credit Hours** |
| **Anatomy & Physiology II** | **64** | **0** | **0** | **4** |
| **Medical Terminology II** | **48** | **0** | **0** | **3** |
| **Surgical Instruments II** | **48** | **0** | **0** | **3** |
| **Human Behavior** | **64** | **0** | **0** | **4** |
| **Surgical Procedures II** | **64** | **0** | **0** | **4** |
| **Pharmacology** | **48** | **0** | **0** | **3** |
| **Total for ST2 Lecture** | **336** | **0** | **0** | **21** |

**ST222 Surgical Technology Lab- Advanced Procedures (Term 2 Lab)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |

**ST3 Surgical Technology CST Prep (Term 3 Lecture & Online)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours** | **Practical Hours** | **Semester Credit Hours** |
| **ST3** | **140** | **0** | **0** | **9** |

**ST333 Surgical Technology Externship (Term3)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Lecture Hours** | **Lab Hours** | **Practical Hours** | **Semester Credit Hours** |
| **ST333** | **0** | **0** | **500** | **11** |
| **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. An 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 in ST111 Lab and 75% or higher in ST222 Lab.

Must adhere 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. Written Essay (found on our website)
2. TWO professional Reference Letters (found on our website)
3. Timed Entrance Exam - this is given on campus
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 diploma OR GED certificate OR Official College Transcripts
3. A CA 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 or Admissions.  At that time, you will have FIVE 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 CORE PORTION of the PROGRAM - COST BREAKDOWN** | |
| Institutional **Tuition Cost** (48-Weeks) 73 Semester Credits | $26,500 |
| Certification Examination (noninstitutional charge) | $247¹ |
| Cengage- eBooks (1-year unlimited) | $199.99+ |
| Surgical Counts (During Externship) | $39.95 |
| STRF (nonrefundable) (As of 4/1/2024) | $0.00 |
| **TOTAL COST** | **$26,986.44**\* |

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 a longer membership if they want early access to eBooks or want them accessible for two years. The cost is $399.98. 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 $199.99 for one-year access to be paid by the student before orientation at:** <https://www.cengage.com/unlimited/>

|  |  |
| --- | --- |
| **SURGICAL TECHNOLOGY AAS DEGREE PROGRAM - COST BREAKDOWN** | |
| Institutional **Tuition Cost** (48-Weeks) 73Semester Credits  General Education Courses(16-Weeks)  **15** Semester Credits | **$26,500** +  **$3,300**¹¹ |
| Certification Examination (noninstitutional charge) | $247¹ |
| Cengage- eBooks (1-year unlimited x2) | $399.98 |
| Surgical Counts (During Externship) | $39.95 |
| STRF (nonrefundable) (As of 4/1/2024) | $0.00 |
| **TOTAL COST** | **$30,486.93**\* |

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 1-year unlimited x2 access to Cengage which is $399.98 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, 2024, is $0 for every $1000 paid. (nonrefundable). There are no additional institutional charges or fees.

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

• $199.99 (for 1-year unlimited) for Cengage eBooks & MindTap (you may be required to purchase another subscription during the program). This is purchased by the student.

OR

• $399.98 (for two 1-year unlimited subscriptions) 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 for Externship during Term 2) $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**

**STUDENTS’ 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. Cancellations 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 $199.99 OR $399.98 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.

**ST Externship Policy & Expectations**

The following are basic rules for your upcoming externships. These policies reflect the policies employers require of a paid employee. This means that you are expected to approach your externship site with the same level of maturity and professionalism that is expected at any medical facility. Keep in mind, your behavior and level of professionalism reflects not only upon you or staff members, but on SVSTI as well.

These rules include, but are not limited to:

* All students are ASSIGNED to a clinical site. If you refuse a site assignment, your externship start date could significantly be delayed, and there is also the risk of not finding a site to accept your late start date, which would result in removal from the program.
* If you are dismissed from a site for **ANY** reason, it will result in expulsion from the program.
* First and foremost, you MUST conform to the rules, regulations, and policies of the facility. These include use of P.P.E. (personal protective equipment), rules of patient confidentiality (HIPAA), wearing of I.D badges, and any other facility-specific policies and procedures.
* Adhere to SVSTI’s dress codes. This includes, but is not limited to, policies regarding the wearing of jewelry (including facial), cologne or perfume, no artificial/gel nails, & fingernail length/polish, etc. This means you must always present a professional appearance and conduct yourselves accordingly.
* Tardiness is unacceptable. Allow yourself enough time to change into scrubs and be ready to start before your shift begins. This will not go unnoticed when it comes time to make the decision whether to hire you or not. Understand that some sites require you to pay for parking.
* Absences are unacceptable except in cases of illness. If you are absent, late, or leave early for **ANY** reason, you are required to (1) Notify your preceptor **PRIOR** to the start of your shift, and (2) notify Julie Hamrick - SVSTI Program Director by text (408) 640-2991 **PRIOR** to the start of your shift. You are only allowed a total of **two (2)** absences during the **ENTIRE** Program. Any student with absences in excess of two (2) including tardies are in violation of SVSTI’s Attendance Policy and may result in expulsion from the program.
* Every effort will be made to keep externship sites within a 2-hour commute from campus; however, this may not always be possible. Students will attend where assigned. ATTITUDE IS EVERYTHING. You are a student. You are there to learn. Keep this in mind.
* Students must arrive PRIOR to their scheduled shift to ensure that you can be in the department ready to learn every day on time (get there early) **ON TIME IS LATE.**
* Students are required to upload weekly time sheets and evaluations to Canvas each week by SATURDAY 12 noon.
* Professionalism is expected during Externship. Take notes, stay active, and always stay off your cell phone during Externship.
* Students **MUST** complete their ST externship hours (500) and a minimum of 120 specific cases within the 16-week Term to graduate.
* If the ST student is required to repeat externship, they will be required to pay a fee of $4500.
* Students are required to turn in ORIGINAL documents which include evaluations, weekly time sheets, case logs, and case studies as well as complete ALL end of course survey(s) before taking the Certification exam.

*Student’s Initials*

\_\_\_\_\_\_\_\_\_If you get kicked out of a site for **ANY** reason or asked to leave you will not be allowed to come back to SVSTI for ANY program(s). I have read, understood, and will abide by the above policy.

**Certification Prep & Externship for Surgical Technology**

* Every student will be required to come to campus for six 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 to 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 get a ***QuantiFERON test (this blood test not a skin test)***
3. 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 into the Admissions or Program Director
* If no immunity, immunization is required

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

* Titer results must be turned into Admissions 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 into Admissions 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****.*

**NEEDLESTICK PROTOCOLS**

Always Observe Standard/Universal Precautions

However, should you suffer a needlestick 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**

● ***Cell Phones*** - Phones remain in a designated bin (NOT in Class) on vibrate or off, unless pre-approved by instructor(s). ***NO*** pictures or video taken unless pre-approved by instructor(s).

* ***NO*** hanging out, leaning, or sitting at the table(s) during Lab time.
* ***Students may NO*T** leave the Lab until the instructor has dismissed the class.
* ***Uniform requirements*** must be followed: black scrubs, surgical hats, jackets, closed-toed, wipeable, fluid-resistant shoes only, no nail polish, no false lashes or nails, no unnatural hair, etc.
* ***NO*** smoking or vaping on the premises.
* ***NO*** bathroom breaks during the 4-hour scheduled class unless pre-approved (to prepare you for the O/R).
* ***NO*** food or drinks permitted at ***ANY*** time during scheduled class time.
* ***Students may not be under the influence***of ***ANY*** substance ***AND/OR*** alcohol during class, externship, certification prep, etc. SVSTI and / or your Clinical Site have the right to require a drug test or dismiss you if you are suspected to be under the influence of drugs and/or alcohol. You may be removed from campus or clinical site and/or expelled from the ST program if found to be under the influence.
* ***1 minute***after the start of the class is considered tardy. More than***15 minutes*** late is considered an absence.
* ***Leaving 15 minutes EARLY*** is tardy, over 15 minutes is an absence.
* ***Failure to sign in***before class begins is considered an absence. You MUST sign in before class begins!
* ***English*** MUST BE SPOKEN AT ALL TIMES. Please refrain from speaking in any other language during class time.
* ***Students are expected to always maintain a respectful and professional demeanor****.* Disrespectful and/or unprofessional behavior or language will be dismissed from class, resulting in an absence. Continued disrespectful and/or unprofessional behavior or language may result in expulsion.
* ***No swearing*** or unprofessional language at any time during class or externship
* ***Questions*** are welcomed ***BUT***arguing ***will not***be tolerated.
* ***NO*** make-up assignments, quizzes, competencies, or tests are given.
* ***All paperwork*** must be legible and have your name and the date on it to receive credit.
* ***TEAMWORK is required.*** Turn-over and clean-up must be shared equally.
* ***Students***who have signed up for any Open Lab MUST attend or give 48 hours’ notice they will not be in attendance. If a 48-hour notice is not received through BAND, a tardy will result.
* ***A passing grade***MUST be maintained throughout the Surg Tech program. Failure to meet the passing grade requirement will result in academic disciplinary action and will include probation and may include dismissal.
* ***Policy on Cheating (Academic Honesty)*** Dishonesty includes but is not limited to, cheating, ***plagiarism***, using AI, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to SVSTI staff, faculty, administrators, or other officials (including competencies and/or finals).
* ***Failing a Term*** does not guarantee eligibility to repeat that Term automatically. Students must re-qualify to repeat a failed Term. A Student is only allowed to fail and repeat ONE Course during the entire Surgical Technology Program (including General Education Courses).
  + Surgical Technology Students must successfully test out to demonstrate their level of competency to determine the appropriate Term for re-entry. Competency will be measured using examinations and/or skills assessment. Re-enrolling is subject to a ***Re-Entry Evaluation Form/Policy***. All Students **must** be approved by their instructor(s) and Program Director to re-apply or re-enter in any Program. Students leaving the program must complete a Change of Status Form within 72 hours of notification to ensure they do not receive a failing grade for the course.

\_\_\_\_\_\_\_ (Initial) Infraction of ***ANY*** of the above requirements may result in an SSP and / or dismissal from class and /or clinical site for the day, which will also result in an absence. Three (3) SSP’s in the Program may result in probation and/or dismissal from the Surgical Technology program.

**STUDENT LAB SAFETY & MAINTENANCE POLICY**

***Safety***of self and others is the primary concern in the laboratory setting. To ensure the safety 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:***

1. No long sleeves are allowed under scrub tops.
2. No bulky/large/chunky jewelry. Simple necklaces and post-earrings are allowed.
3. No facial jewelry.
4. No rings or bracelets of any kind.
5. No hats of any kind are allowed in the Lab.
6. Minimal makeup is allowed.
7. No fake (Gel or Acrylic) nails. Nails should be short and natural in color without polish.
8. Beards must be kept trimmed.
9. Good personal hygiene must always be maintained.
10. Students will be responsible for sterilizing items.
11. Students will be responsible for keeping towels in the hamper and folding clean ones.
12. Students will be responsible for letting their instructor or Program Director know when an item needs to be reordered.
13. Any accidents, injuries, or unexpected responses to intervention or skills being practiced should be immediately reported to the Lab instructor.
14. Students must report any unsafe situations to staff or faculty immediately.
15. Though every effort is made to ensure that all equipment is functioning properly, students must notify the instructor of any broken or malfunctioning equipment.
16. Absolutely no cell phones can be used during instruction time. If you are seen using your phone 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.
17. You are considered tardy 1 minute past the start of class time. You will also be considered tardy if you leave class early. Weekly Lab evaluations cannot be made up. The door will be locked 5 minutes after the start of class.
18. Students are only allowed in the Lab when an instructor is present.
19. No open-toed shoes are allowed in the Lab.
20. Teamwork is expected.

***Lab Maintenance:***

* Students are responsible for cleaning the Lab after every class
* All equipment and treatment areas shall be cleaned following each use with an approved antimicrobial cleanser.
  + - All countertops / flat surfaces will be cleared off and cleaned
    - Timers will be put back on the whiteboard
    - Floors will be swept & mopped
    - All equipment will be wiped down with disinfectant wipes
    - Scrub sinks will be cleaned
    - Trash will be taken out
* All equipment & supplies should be returned to their storage areas at the end of each Lab session.
* Students should adhere to the *Hazardous Materials* safety precautions while using chemical cleansers.
* No lab equipment or supplies may be removed without written consent of the lab Instructor.

Initial the Following:

* I have received a copy of this Lab Safety & Maintenance Policy
* I understand that the Emergency Procedures information is found in the Lab
* I understand that the MSDS binder is found in the Lab.
* I agree to follow all Lab Safety & Maintenance Policies

**Technology Attestation Requirements**

By signing this document, I agree 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**

**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 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

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:*

* On 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’s 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.

**General Information**

SVSTI’s programs are accelerated, which allows you to complete your education in a shorter time frame than at a traditional college. We focus our education on careers and develop all our policies and procedures to prepare you for the demands of the work environment. Employers play a significant role in developing our curriculum and policies. With this in mind, please take note of the following:

Attendance is critical to your success at SVSTI, just as it will be critical in the success of your new career. Be sure to have transportation to school arranged and make arrangements for back-up transportation. Become friends with classmates who can provide this back-up for you, and vice versa.

Be sure to have childcare arrangements made as well as back-up childcare. Your childcare plan should include not only arrangements for well children, but also a prearranged plan in case of illness of children or your childcare provider. Have a solid plan so that you can attend school every day.

Carefully assess your homework responsibilities. Do you have a quiet place to study? Have you made arrangements so children will be content to let you study? Each SVSTI program requires study time. Be sure to set time aside each day to focus on yourself, your studies, and your goals.

Attendance is tracked using a sign-in sheet for each class day. Please make sure you sign in to ensure you receive appropriate credit for attendance.

SVSTI does not accept excused absences. Because you are given a leeway of five classes, doctor’s notes and other excuses are not accepted for absences. If you experience life-altering circumstances and cannot attend class, seek advice from the Chief Academic Director or Campus Administrator about withdrawing from the course or taking a L.O.A (Surgical Technology only).

If a student fails any portion of the Surgical Technology program, they are required to repeat the entire term that they failed to meet graduation requirements. In addition to the eligibility criteria for repeating a failed term, a repeat fee of $4500 will be added to the student’s tuition costs. Students are only allowed two (2) attempts. In the event that a student needs to repeat a Term, they must also qualify for acceptance. The eligibility criteria include the original point total(s) that they earned when applying for enrollment into the Surg-Tech program. If the following term is full or their point total does not meet the enrollment threshold, for any upcoming cohort, the student may be required to re-apply for a future cohort. After the 2nd failed term/class, a student will automatically be withdrawn from the Program. If a student fails Term 2 or Term 3, and the next cohort(s) are full, the student must reapply for a future cohort with the condition that they must also test out for acceptance. Any Student who fails a Term/Course is subject to being approved/selected based on original enrollment points and potentially testing out, to re-enter the Program.

Final exam must be completed with a grade of 70% or higher for ST111 Lab or 75% or higher for ST222 Lab to advance to the next term. The General Education courses will include weekly discussions, graded online assignments, homework, and tests through the LMS. Students must achieve a grade of 70% or higher in each course and/or E-book within the program. A Student in Term 2 that scores between 65%-74.99% will be allowed to retake the Final one time (by Week 13 or TBD by allotted time per the instructors.

If a student signs up for an Open Lab, they MUST attend or give 48 hours’ notice they will not be attending. If no 48-hour notice is given they will receive a tardy for the day. (Please refer to the Attendance Policy).

**Surgical Technology Lab Turnover Agreement**

**\_\_\_\_\_ (initial) I am aware that my group has 10 minutes to turn over instruments and supplies in between cases so the next group member may begin a setup.**

**\_\_\_\_\_ (initial) I understand that if I don’t finish everything in the allotted 10 minutes, I may be required to stay after class to finish packaging and cleaning the lab.**

**\_\_\_\_\_ (initial) I understand that I must have a timer running for the duration of my group’s turnover.**

**\_\_\_\_\_ (initial) I understand that if I do not have a timer running for my turnover, or my timer is over 10 minutes, I will receive a tardy for the day.**

**\_\_\_\_\_ (initial) I understand that 3 tardies are equal to 1 absence.**

**\_\_\_\_\_ (initial) I understand that more than 3 absences will result in a letter grade drop, per the SVSTI attendance policy.**

**Academic Integrity Statement**

Ensuring academic integrity is an educational objective taken very seriously. Based on respect for individual academic achievement, each student and faculty member commit to being a part of a community of scholarship that prides itself on honesty and integrity. Students agree that, by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Academic and/or professional misconduct is subject to disciplinary action, including being placed on probation, failing a graded course component, failing a course, or being dismissed. Student academic misconduct includes, but is not limited to, cheating on examinations, plagiarism, bribery, falsification of student records, and improper attempts to influence instructors or school officials. For online courses, this includes submitting others' work, entering discussion threads under false pretenses, or not complying with the instructor or Distance Education Coordinator.

**Policy on Cheating (Academic Honesty)**

**Dishonesty includes, but is not limited to, cheating, plagiarism, AI, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to SVSTI staff, faculty, administrators, or other officials.**

**When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:**

1. **Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.**
2. **Issue a failing grade (“F”) or a “0” for the assignment in question.**
3. **Issue a failing grade for the course.**
4. **Refer the student to the Program Director or the Chief Academic Director for disciplinary action, which may include dismissal from SVSTI.**

**SVSTI Surgical Technology Emergency Covid Absence Policy**

If a student feels that they have Covid-19 symptoms, they need to be tested by the first missed class, to fall under this Policy. Unless it is after business hours, in which case the student needs to be tested the following morning.

If you test positive for COVID-19, follow the reporting and isolation steps below:

* Immediately report your COVID-19 positive test result to your instructor(s) and/or Program Director. A Covid-19 test must be done in a lab (*not a home test*) and have your **legal name on the test result document**.
* Stay home and isolate for a minimum of 3 days.
* If on day 3, you have no symptoms or your symptoms are mild and resolving (and you have no fever for *at least 24 hours without the use of fever reducing medication*), then you must test again (*Lab Test*) and provide a new test result document with your legal name.
* You must provide a negative test result (*lab test, not a home test*) with your legal name before you can return to campus.

**Additional Information:**

* SVSTI provides students with a **one-time** Covid-19 emergency absence allowing an extra 3 days for the **entire program** (*not per term*).
* Your 3 absences for any term must be used **before** you can use these *3 emergency absences*.
* You must also follow the policy exactly as stated or your absence(s) will not be accepted under this Policy.
* SVSTI does not allow make-up of missed assignments or exams. Students will receive a zero on any missed assignments/exams during their absence.
* Anything over *3 emergency absences* will not be excused and could affect your grade and/or your status in the Program.