

SURGICAL TECHNOLOGY PROGRAM



**IVY TECH COMMUNITY COLLEGE
MUNCIE CAMPUS**

**STUDENT HANDBOOK
2023-2024**

Table of Contents

Welcome & Philosophy	2
Goals & Objectives	3
The Surgical Technologist	5
Accreditation	5
Attendance/Tardiness	6-8
Grading & Progression.....	8
Re-entry to the Program.....	9
Academics.....	11-12
Awards.....	13
Telephone-Social Network	14
Adverse Weather.....	15
Pregnancy.....	17
Uniforms.....	18-19
Clinical Experience/Work Policy	20-21
Criminal Background/Drug Screen Policy	22-29
Health Information	30
CPR Information	30
Handbook Signature Pages.....	33-39

WELCOME

Welcome to the Surgical Technology Program of Ivy Tech Community College of Indiana in Muncie. We are pleased and excited that you are with us, and we wish you success in this career choice.

Surgical Technology is dynamic; new technology demands that we remain current and accept increased responsibilities. The Surgical Technologist is a highly skilled member of the healthcare team, qualified through didactic and clinical education to meet the demands needed to provide safe and efficient patient care. Although your educational experience will require much hard work, sacrifice, and dedication, you will also find it an exciting and fulfilling experience.

This Handbook is designed to inform you of the program policies. It is designed to assist you through the initial adjustment to the profession, as well as to provide ongoing reference throughout your progression through the Surgical Technology Program.

We encourage you to become active in college and community activities. The mission of the College is to enable individuals to develop to their fullest potential and to support the economic development of Indiana

Philosophy

Consistent with the mission and goals of Ivy Tech Community College of Indiana, the Surgical Technology faculty believes that occupationally oriented educational services should be provided to the citizens of the State of Indiana, based on the identified developmental needs of the community.

Education is perceived as an evolving and lifelong process that creates positive changes in the attitudes, knowledge, and skills of the learner. Education proceeds from a simple to a complex framework. The faculty believes they are responsible to help promote the self-actualization of the student in preparation to cope productively with the complex dynamics of modern society, as well as the technical world of employment. The Surgical Technology Program is designed in accordance with the professional standards and guidelines declared by the Committee on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Committee in Surgical Technology (ARC-ST) as essential to prepare the surgical technologist. Emphasis is placed on care of the total patient. Consistent with program philosophy, faculty members are qualified in the field of surgical technology, hold appropriate credentials, and are committed to the concept of one's personal responsibility for professional growth and development.

Surgical Technology Program

The Surgical Technology Program at Ivy Tech Community College of Indiana in Muncie is an evolving program, and successful completion of the program leads to an Associate of Applied Science Degree in Surgical Technology. Upon graduation, graduates will be eligible to take the national comprehensive certification examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). When the graduate becomes certified, he or she must maintain certification by participation in the continuing educational programs (60 continuing education units every four years) or by retesting every four years. Employers and/or local and national professional associations provide continuing education units.

GOALS

The student Surgical Technologist (ST) will:

- assist the surgeon, the registered nurse, and the anesthesiologist in the care of the patient during surgical procedures.
- perform with professional competency in the surgical, obstetric, and special procedures.
- demonstrate acceptable interpersonal relations with the patient, co-workers, and with peers.

OBJECTIVES

The student ST will:

- demonstrate professional competence in assisting all members of the surgical team in the care of the patient during surgical procedures.
- explain preparation of the patient for surgery.
- demonstrate ability to operate machines, lights, and equipment used in the surgical setting.
- demonstrate ability to prepare, select and handle instruments and suture and to prepare and select case set-ups for specific procedures in the operating room.
- explain the purpose for, and the process to clean and stock the operating room.
- explain the basic principles of sterilization (destruction and transmission of microbes).
- demonstrate professional competence when in the obstetric department or on special procedures.
- demonstrate acceptable coping mechanisms during emergency and non-routine situations.
- demonstrate awareness of own abilities, responsibilities and limitations.
- use appropriate interpersonal techniques to establish a therapeutic relationship with the patient.
- use appropriate interpersonal techniques to establish a good working relationship with co-workers, preceptors, faculty, and peers.

OUTCOMES

The Program Benchmarks are:

- ✓ Program Retention Rate 70%.
- ✓ **CST (Certified Surgical Technology)** Participation Rate 100%.
 - ✓ **CST (Certified Surgical Technology)** Pass Rate 70%.
 - ✓ **Graduate Placement Rate 80%.**
 - ✓ Employer Survey Return Rates 50%.
 - ✓ Employer Survey Satisfaction Rate 70%.
 - ✓ Graduate Survey Return Rate 50%.
 - ✓ Graduate Survey Satisfaction Rate 70%.

The Surgical Technologist

The surgical technologist is a highly skilled member of the surgical team, qualified by didactic and clinical education to provide safe and efficient care to the patient in the operating room.

The principle role of the surgical technologist is that of “scrub person.” Responsibilities are to pass instruments and sutures to the surgeon and other team members, and to maintain an aseptic environment. Some related duties consist of preparation of supplies and equipment for each individual procedure, as well as to assist in patient preparation, patient transfer, and patient positioning.

The surgical technologist is required to adapt to stress, and to have a long attention span. The surgical technologist is also required to lift heavy items and stand for a number of hours. One should demonstrate initiative, professionalism, and maintain a high ideal of education due to the rapid changes in the field of technology. Successful completion of the program leads to an Associate of Applied Sciences Degree in Surgical Technology and provides eligibility to sit for the national comprehensive certification examination given by the NBSTSA.

Supervised clinical education is provided in area at hospitals, surgical centers, and clinics.

ACCREDITATION

The North Central Association of Colleges and Schools accredits Ivy Tech Community College of Indiana. The North Central Association is a national organization that accredits many public and many private colleges and universities. North Central Association of Colleges and Schools is located at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. The telephone number is 312-263-0456.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP.). CAAHEP is located at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763. The telephone number is (727) 210-2350. The website address is www.caahep.org.

The Accreditation Review Committee on Education in Surgical Technology (ARC-ST) reviews and makes recommendations for the Surgical Technology Program. ARC-ST is located at 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120. The telephone number is (303) 694-9262. The website is www.arcst.org.

STATEMENT ON ASSESSMENT

It is the mission of Ivy Tech Community College of Indiana to enable individuals to develop to their fullest potential and to support the economic development of Indiana. To this end, an assessment program is conducted College wide to measure student progress toward educational goals, to determine academic progress, to improve teaching and learning, and to evaluate institutional effectiveness. Student assessment is part of the College's education program. What Ivy Tech Community College of Indiana discovers through the assessment program is used to make decisions about everything at the College; from curriculum planning, to student activities, to support services.

From the time students apply to the College until the time they leave, students are expected to participate in a series of tests, surveys and evaluative activities intended to:

- assess students' backgrounds and academic skills for accurate advisement and course placement at entry.
- obtain information on students' satisfaction with College courses, programs, and services.
- measure academic gains made and competencies achieved by students while at the College; and
- demonstrate mastery of technical skills.

Students at Ivy Tech Community College of Indiana are expected to participate in two important assessments as they conclude work on their educational programs; technical outcomes assessment; and general education assessment. Students will receive information on both of these as they approach graduation.

Students' earnest and sincere participation and portfolio development provides the College with accurate information to plan increasingly effective programs and services. In the effort, students become partners in the assessment and learning process.

ATTENDANCE *

Failure to meet the requirements for attendance may result in immediate dismissal from the program

Students are required to be prompt and in continuous attendance to all classes, laboratory sessions, and clinical areas. **The student must call and report all absences to class!!!**

If a student is absent on a test day, a make-up test may be given at the discretion of the instructor. The make-up test will be proctored in the Academic Support Center. This is subject to hours that they are open. The student must make up the missed test, or hand in homework the first day back to class following an absence, regardless if it is a clinical or lecture day. If the student is absent on a midterm or final day, a physician's excuse slip is required. If a student is absent for five (5) consecutive days, and does not report to the Program Chair, the student is subject to dismissal from the Program.

Anyone who becomes ill during a class day must report to the Program Chair to be excused. The student is responsible for any information covered in the class lecture.

Clinical hours are assigned in coordination with the affiliating hospitals. Students must be dressed and ready to begin the clinical day at 6:45 A.M. or as otherwise designated by the clinical facility. **In the event of an absence, the student must notify the Ivy Tech clinical instructor AND the clinical department.** Failure to notify the clinical department AND the clinical instructor will result in an unexcused absence equal to two (2) absences. All clinical and laboratory absences must be made up in the clinical facility where the absence occurs. Make up time may include late afternoon hours. All hours must be made up prior to the end of the semester that contained the absence. No student may be in the clinical facility working longer than 10 hours per day. Make-up hours may not be made up on weekends. Clinical make-up hours are assigned at the discretion of the clinical facility. Absences will always be considered by the hour! Absences may NOT be accumulated and taken as “leave.”

A student may miss a maximum of two (2) days from SURG 112 and SURG 114 and a maximum of two (2) days from SURG 212 and one (1) day from SURG 214. The student **must** make-up any absences in excess of one (1) day in any semester before receiving a passing grade for the course. However, making up absences does not increase the maximum number of absences allowed as stated above. The student may not accumulate absences from one semester to another. A tardy of greater than 10 minutes is excessive. Two episodes of tardiness of more than 10 minutes will constitute an absence and will be included in the maximum time allowance. Leaving early from any clinical or laboratory course will be counted as a tardy. Any absence from the clinical site of sixty (60) minutes or more, including any incidence of tardiness or leaving early without permission, will be counted as a full absence. **If the student leaves the clinical site without permission from Ivy Tech clinical instructor, it constitutes abandonment and will result in termination from the program.**

When absences meet or exceed the maximum number of days, the student is subject to dismissal from the clinical or laboratory courses.

Exceptions will be made on a case-by-case basis, but the student must call to report the early leave or late start in accordance with the policy of absence or tardiness.

Before leaving the clinical **department for ANY reason**, meals, smoking, etc., the clinical preceptor (educator) **MUST** be informed. **Failure to notify the clinical preceptor when leaving the department is considered abandonment by the student and will result in termination from the Program!**

When the maximum number of days has been exceeded, the student may be dropped from the corresponding didactic or clinical/laboratory course. The student wishing to continue the Program will have to wait and resume courses when offered again, subject to the Surgical Technology Policy.

NO STUDENT WILL BE ALLOWED TO COME TO CLASS OR CLINICAL WITH HIS/HER CHILD(REN)!!

*The Clinical Attendance Policy is in accordance with the *Health and Human Service Surgical Technology Program Template*.

TARDINESS*

****Failure to meet the requirements for attendance and/or tardiness will result in immediate dismissal from the program****

Tests are given promptly when class starts. The door will be closed, and anyone who arrives after the door is closed will not be allowed into the room. It is the responsibility of the student to arrange a make up time for the test which will be given in the Academic Support Center.

The student must notify the clinical instructor if permission is given to leave early or arrive late. Tardiness is also considered as leaving early.

*The Tardiness Policy is in accordance with *the Health and Human Service Surgical Technology Program Template*.

GRADING AND PROGRESSION*

The grading scale for the Surgical Technology Program-Muncie is as follows:

- A = 100% - 93% - Excels in the course requirements
- B = 92% - 86% - Exceeds the average to meet course requirements
- C = 85% - 80% - Meets the basic course requirements
- D = 79% - 75% - Minimally meets course requirements. Student is in danger of failing.
- F = 74% - 0% - **Does not meet course requirements, results in failure from class and clinical.**

It is the responsibility of the student to be aware of his or her course grade. Any student in danger of not passing the courses academically must contact the course instructor and set up a conference time to discuss study habits and areas of concern.

Progression through the curriculum is sequential. Enrollment in the following semester courses will be permitted only if the student achieves completion of all prerequisites with a cumulative grade point average of 2.0 or above.

If a deficiency interrupts the clinical course sequence, the student must drop from current program status. Return to didactic and/or clinical course sequence status is based upon the Surgical Technology Readmission Policy.

*The Progression Policy is in accordance with the *Health and Human Service Surgical Technology Program Template*.

Re-entry to the Program

Students who withdraw from, or do not successfully complete one or more of the program's technical courses must request re-entry to the program. This request must be in writing to the Program Chair at least sixty (60) days before the selection of the next class. Students who have not attended the College for two (2) years must apply for readmission to the college as well as the program in accordance with college policy.

To apply for re-entry, the student must comply with regional requirements. Re-entry to the program is contingent on the following criteria:

1. The student must notify in writing the Program Chairperson or Designee by the regionally determined deadline.
2. Students may repeat any general education course or technical course in the curriculum only one time. Students who do not successfully complete or withdraw from a course on the second attempt may repeat the course only in accordance with college policy.
3. Students who re-enter the program will enter into the curriculum currently in effect. Curriculum revisions may require the student to repeat certain content or experiences.
4. Students applying for re-entry may not replace other students in the current technical sequence. Re-entry is only possible if there is an externship position available.
5. Students will be required to participate in an assessment & theoretical knowledge and/or clinical skill proficiency upon applying for re-entry to the program. The assessment may include exams, skill demonstration, and/or documentation of related work activities during the time the student has been absent from the program.

If the student does not pass the required assessments, he or she will be required to complete one of the following at the discretion of the Program Chair; completion of an SURG special topics course; audition, or repeating courses previously completed.

For re-entry to the program, the student must successfully pass any required course(s) taken for theoretical knowledge and/or clinical skill proficiency. Failure to successfully complete any required course(s) will result in permanent dismissal of the student from the program.

Transfer Requirements

Transfer students must complete regional and program admission processes and must meet all the admission criteria. Admission is on a space-available basis only. After transcript evaluation the student may receive credit for completed courses in accordance with college policy.

Evaluations of the transfer of technical credits from a regionally accredited institution are based upon mandatory student participation in an assessment of theoretical knowledge and/or clinical skill proficiency. The assessment will include exams, skill demonstration, and/or documentation of related work activities. Failure of the student to pass the required assessments will result in denial of the transfer of technical credits.

Movement within the Ivy Tech System

Movement within the Ivy Tech system is sequential and, on a space,-available basis. The student must complete courses within successive semesters. The re-entry policy previously stated will apply.

Progression

Progression through the Surgical Technology curriculum is sequential. The student must successfully complete course prerequisites before proceeding to upper level courses. Successful completion of each Surgical Technology course is required before advancing to upper level Surgical Technology courses.

Withdrawal

A student may voluntarily withdrawal from the program. **(It is the student's responsibility to request withdrawal.)** If the student does not initiate this procedure, the final grade for all classes currently enrolled in may be reported as an "F."

Upon termination or withdrawal from the program, a student should have an exit interview with the program chair. The student will receive consideration for re-entry consistent with the re-entry process described above.

ACADEMICS

The student who experiences academic difficulty should contact the course instructor and/or the college academic counselor. Best results are achieved when assistance is sought early and time for improvement is possible. Each instructor reserves the right to establish policies related to his or her specific course requirements. These are documented in the course syllabus.

It will be the prerogative of the individual instructor to accept or refuse late papers. Accepted late papers will lose points at a rate of 10% points off per day the paper is late. For example, if a 100-point paper is turned in two days late, the most points possible for the paper are 80 points.

If homework is due on the day of an absence, it is to be turned in to the instructor the first day the student returns to classes, regardless if the class missed is held on the returning day. All written assignments and tests outstanding at the end of the grading period will be counted as zero and averaged into the final grade.

The Surgical Technology Program adheres to the American Psychological Association (APA) format for all written assignments. If a student does not follow APA format, points will be deducted.

Surgical Technology Program examinations are the property of the program and may not be photocopied, audio or videotaped, or otherwise copied or replicated in any manner. If a student is found to possess a Surgical Technology examination, a copy of an examination, or any portion thereof, disciplinary actions will be taken. Students will be subject to immediate dismissal from the Program.

To challenge a test question, the student must submit the test question, the scored correct answer, an explanation of the desired correct answer and a written source to support the explanation within seven days after the test is given. The instructor will consider the student's challenge and notify the student within seven days from the receipt of the challenge.

Cheating will not be tolerated in the Surgical Technology Program!!! Any student observed cheating must appear before the Program Chair for appropriate action. **Students caught cheating will be dismissed from the Program!!!**

Recording devices are permitted in the classroom only with the permission of the instructor. The use of a cell phones and/or pages during class is distracting. Cell phones and/or pages are to be silenced in the classroom. Students must leave the classroom to return calls and/or pages. **Returning of calls or pages should be restricted to urgent matters.**

Mobile phones and/or pagers may be carried in silent mode only in the clinical facilities, subject to facility policy. Calls and pages received by the student must be of an urgent nature only and may not interfere with the care of the patient.

Students have the right to a classroom, laboratory, or clinical environment that is conducive to learning. Behavior that interferes with a learning environment is prohibited. Any student whose behavior is disruptive will be asked to leave the classroom, laboratory, or clinical site and

report to the Program Chair. Language should be professional and free from profanity, sexual content and/or derogatory or harassing comments.

Class discussions should benefit the entire class. If a personal issue needs to be discussed with the instructor, please do it before or after class. Should a disagreement arise, abusive or argumentative discussion will not be allowed. Unresolved inappropriate behavior in the classroom, lab, or clinical facility will constitute dismissal from the Program.

Students are expected to maintain a professional manner at all times. Physicians, facility staff, and facility supervisors must be addressed by their proper title, such as Doctor, Mr., or Mrs., etc. Students may only refrain from using proper titles if approved by the individual. If in doubt, use the title! Instructors may be addressed according to the instructors' preference. Loyalty and confidentiality to the College, the Surgical Technology Program, the instructors, and classmates will be upheld.

AWARDS

Phi Theta Kappa is an international honor society that recognizes academic excellence. To be eligible for acceptance into Phi Theta Kappa the student must:

- obtain a 3.25 grade point average (GPA) or higher after completion of 24 credit hours at Ivy Tech Community College of Indiana,
- be enrolled in an Associate of Applied Science Degree program,
- have completed 12 semester hours of coursework which leads to an Associate Degree,
- have established a record of academic excellence as judged by the faculty,
- be of good moral character and possess recognized qualities of citizenship and leadership.

Selected students will receive an invitation to attend an orientation meeting in the fall or spring semester after they meet the above criteria. Information regarding the organization will be presented. A lifetime membership fee of \$60.00 will be due. Members who join may attend meetings twice a month, attend international meetings, and be involved in local service projects. Members will be eligible to graduate wearing a gold stole on their gowns.

The Dean's List recognizes students who have completed 12 credit hours or more and have received a 3.5 grade point average or higher. The 12 credit hours may not include Basic Skills Advancement (BSA) courses. The student must be enrolled in a degree-seeking program and have not received an "F." A Dean's List is compiled each semester after eligibility is determined. Letters of recognition will be mailed to the home of each recipient.

The Dean's Award is presented annually to the graduating student in the Surgical Technology Program with the highest-grade point average (GPA). The award plaque will be presented to the recipient at the program pinning ceremony.

TELEPHONE CALLS AND PERSONAL BUSINESS

Personal telephone calls during instructional hours are to be kept on an emergency basis only. The student should schedule dentist and doctor appointments outside of program time; otherwise, it will be considered an absence.

STALKING/HAZING/CYBER-BULLYING

Stalking, hazing, or cyber-bullying of any kind whether the behavior is carried out verbally, physically, electronically, or in written form:

- a. Stalking is defined as repeated, unwanted contact in the forms of, including but not limited to, phone calls, e-mail, physical presence, postal mail, and social networking media.
- b. Hazing is defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, humiliate, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
- c. Cyber-Bullying is defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, humiliate, or intimidate the person through the use of electronic or digital media.

(p. 14 of the Code of Student Rights and Responsibilities)

ADVERSE WEATHER

Students, faculty, and staff of Ivy Tech have access to a number of tools to alert them to important emergency information, including class cancellations and campus closings due to severe weather.

These tools include: MyIvy, campus e-mail, Ivy Tech College Alert System, and Announcements on local radio stations.

Announcements for the Anderson, Marion, and Muncie campuses will not be made on any television stations.

Ivy Tech Community College Alert allows you to receive emergency text messages to your cell phone. However, you must be registered with the system in order to the alerts. To register, visit www.ivytech.edu/alert. Instruction cards are also available on each campus.

Concerning radio announcements, class cancellations, and campus closings will be broadcast on the following local radio stations: **WLBC, WURK, WHY, WHTI, WHFN, WERK, WHBU, MAX, WBST, WGNR, WQME, WBAT, WMRI, WCJC, WXXC, WMDH, and PG14.**

PLEASE NOTE: If campuses are closed, classes are canceled and faculty and staff are not expected to report to work. The decision to cancel day classes or close campuses will be made by the Chancellor of Ivy Tech Community College of Indiana East Central Region, by 6 a.m. that day. Should severe weather or other situations occur later in the day after day classes have begun, the chancellor will make a decision by 4 p.m. on whether or not to cancel classes or close campuses for that evening. Bad weather is not an automatic excuse for student absence; however, judgment should be exercised when determining school attendance when faced with severe weather conditions.

The Ivy Tech Community College of Indiana campuses will be closed if a countywide snow emergency is put into effect. If the student's county of residence is other than Delaware County and that county is under a countywide snow emergency, the student is not required to report but is required to let the instructor and clinical site know of the absence.

LEARNING RESOURCE CENTER AND LIBRARY

Books and reference materials are available in the Shafer Library. The library is equipped with audiovisual materials and study carrels for student use. Students should be conscientious about the handling and prompt return of materials to the library. Mutilation, misuse, or loss of materials will result in a charge to the student equal to the replacement value of the item(s). Additionally, end-of-term grades will be withheld until all materials are returned.

CHANGES

Students are to report any name or address change promptly to the office of Student Services and Surgical Technology Program Chair or the program assistant in the Health Sciences office. Attention to this detail will prevent delay in receiving final grades and other important mailings.

COUNSELING SERVICES

The course instructor and/or the program chair will counsel each student concerning academic matters. Counseling services are free to Ivy Tech students.

FOOD, BEVERAGES & TOBACCO

Drinks and food are permitted only in the student lounge of the College. It is the student's responsibility to dispose of trash and leave the lounge neat. To eat and drink in laboratory or restricted areas in the clinical setting area poses a health risk. Students should refrain from taking food and beverages to such areas. Smoking and the use of tobacco products is prohibited on College grounds.

PREGNANCY

A student whose expected delivery date is within a semester should not register for that semester. If she so chooses, she should withdraw at the end of the prior semester, take a leave of absence if in good academic standing, and return to the program the next time the sequence of the courses needed is offered. Upon the student's return to the Surgical Technology Program, the student shall be required to demonstrate proficiency in clinical and didactic prerequisite SURG courses.

A student may not be permitted readmission until a minimum of six weeks post delivery, or upon written permission of her physician. It is essential that the faculty be informed of pregnancy to ensure the safety of the student and the fetus. The expectations for the pregnant student will be the same as for other students with the exception of exemption from potential hazards such as x-ray, radium, and bone cement, or other agents known to have detrimental fetal effects. Other exceptions will be reliant upon the judgment of the clinical instructor after consultation with the program chair and the student's physician. Written verification of limitations placed upon the student by her physician should be presented to the program chair.

UNIFORMS

As a professional image is important to represent the College, the profession and the program, students must adhere to a uniform policy. Failure to comply with the uniform requirements may result in dismissal from the program.

Students are expected to be clean, neat and odor free. Daily baths, oral hygiene, and frequent shampooing are essential to good health practices. Use of deodorants or antiperspirants is required. For safety and insurance purposes, shoes must be worn at all times while in the classroom or while on College premises. Shorts, halters, midriff shirts, and short skirts are not appropriate classroom attire. Shirts with offensive graphics or print are not allowed. Students may be asked to adhere to a specified dress code for special occasions such as guest speakers and tours.

The student is required to wear a scrub suit during the laboratory sessions, when traveling to and from clinical areas, and while attending the affiliated hospital or clinic. Students are **required** to wear the entire Program uniform. If a student needs to return to the hospital for any reason, the entire uniform is to be worn. The uniform is optional but may be worn to and from the College, in the classroom, and on field trips.

The Program Chair, based on recommendations from an appointed uniform committee selects the scrub suit. Purchase of the scrub suit will be prior to the beginning of the semester. The top will be short sleeved and hip length style to tuck into the pants. The scrub top and pants will be a solid color.

All uniforms must be clean and wrinkle free. The scrub suit must not be form fitting. Under garments are required. Support hose are encouraged to promote circulation to the legs during clinical. Anklets are permitted but must be clean and solid white. A jacket or lab coat may be included as part of the uniform and may or may not be worn as part of the uniform dependent upon the weather.

Professional shoes are to be worn with the uniform. Shoes are to be of leather construction only! High-tops are not acceptable. Shoes should be kept clean and maintained in good condition. Shoestrings must be cleaned and replaced as needed.

The Ivy Tech student ID badge is considered part of the uniform. The Ivy Tech ID badge will be worn on the left chest or on a lanyard. It is the student's responsibility to replace a lost badge.

Jewelry in the operating room increases the risk for contamination, therefore, jewelry is not allowed when the student is in uniform. This includes earrings, necklaces, and bracelets. It also includes non-traditional body piercings such as the tongue, umbilicus, eyebrow, etc. Wedding, engagement rings, and/or a watch with a second hand may be worn while in uniform **outside** the OR.

Hair must be neatly arranged and worn above the collar. This applies to both female and male students. Long, loose hair is a danger and contaminant in the hospital and will not be permitted. Elaborate or bright colored hair accessories are to be avoided. No baseball caps may be worn while in uniform. Nails must be kept clean and short enough to avoid injury to patients. No nail polish shall be worn in the clinical areas or while in uniform. No artificial nails are permitted as they have been proven to harbor fungus.

Perfumed products should not be worn as the odor may become intensified and be offensive to the patient or other staff members. Many patients and coworkers may also be allergic.

Students will adhere to the dress code of the affiliated hospital. The scrub attire worn in surgery and obstetrics is furnished by the hospital. These scrub suits may not be worn outside the hospital. Shoe covers must also be worn and are provided. Protective eyewear with eyebrow guards and side shields will be worn in all clinical areas. Anytime protective eyewear is not on the student while in the OR Room it is an automatic reduction in the clinical grade.

Any student found to have hospital-supplied scrubs in his/her possession will be immediately dismissed from the Surgical Technology Program!

Students who smoke during clinical breaks are required to use an appropriate breath freshener, to wash the tobacco scent from the hands and change scrub clothing prior to returning to the clinical unit.

CLINICAL EXPERIENCE

Clinical sites will be Ball Memorial Hospital of Muncie, Community Hospital of Anderson, St. Vincent's of Anderson, Henry County Memorial Hospital of New Castle, Marion General Hospital in Marion, Reid Memorial Hospital in Richmond, and Lutheran Hospital in Ft. Wayne. Additional clinical sites may be added.

Transportation to and from clinical sites is the responsibility of the student. All students will be assigned a rotation at three of the affiliates. A clinical schedule will be provided to all students prior to the beginning of each semester. **The affiliating hospitals reserve the right to withdraw from its facility any student whose work or conduct may reflect discredit to the program or whose progress is not satisfactory. Withdrawal of a student from a facility will result in termination from the program!**

The surgery call period rotation will include 3 shifts of call with the possibility of evening or weekend hours. During assigned call hours, the student must be within 30 minutes from the hospital surgery department. If a student lives more than 30 minutes from the hospital, arrangements must be made to stay with a friend or rent a hotel room for the assigned call time. If it is necessary to rent a hotel room, the expense is the responsibility of the student. Some hospitals may have a room available where the student may stay. It is the student's responsibility to find out if a room is available.

The clinical preceptor, in accordance with the surgery schedule will assign a lunch period. A 15-minute break is allowed in the AM and in the PM. Mealtime is not to exceed 30 minutes. Students are to inform the clinical preceptor when they leave the OR and when they return. Clinical preceptors will advise students of appropriate areas in each clinical facility to smoke and eat. Students and faculty will adhere to smoking policies of each clinical affiliate.

Number of Required Surgical Procedures--Students will need to complete a total of 120 cases. Students are required to complete 30 cases in General Surgery. 20 of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. 60 of the cases must be in the First Scrub Role and evenly distributed between a minimum of 4 surgical specialties. 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic and endoscopy cases are not mandatory. Up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases. Observation must be documented, but do not count towards the 120 required cases.

WORK POLICY:

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 a capacity of a surgical technologist.

Explanation of Scrub Roles—

First Scrub Role

The student shall perform the following duties during any given surgical procedure with proficiency. A student who does not meet the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measure by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role

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

- Sponging
- Suctioning
- Cutting Suture
- Holding Retractors
- Manipulating Endoscopic Camera

Observation Role

A student who is in the operating room performing roles that do not meet the criteria for the first and second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.

ACADEMIC POLICIES AND PROCEDURES

Ivy Tech Community College of Indiana

POLICY TITLE

Criminal Background Check and Drug Screening

POLICY NUMBER

New policy/new number will be added

PRIMARY RESPONSIBILITY

Office of Academic Affairs

Office of Student Affairs

CREATION / REVISION / EFFECTIVE DATES

Created May 2010/ Revised May 2023/Effective August 2023

PURPOSE

Requiring criminal background checks and drug screenings ensures students meet the same standards as health care facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

ORGANIZATIONAL SCOPE OR AUDIENCE

This policy applies to all students who will have direct patient contact within a health care facility or laboratory, or other setting where health care is provided, as well as students who do not have direct patient contact but engage in practice-based learning within a setting where health care is provided.

DEFINITIONS

Drug Screening: technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

Practice-based learning: as applicable to this policy, any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

POLICY

Criminal background checks and drug screenings will be required for all currently enrolled clinical students and newly admitted students in School of Health Sciences and School of Nursing programs. Completion of a criminal background check and drug screening are required for admission and/or clinical placement in Health and Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional courses or just prior to the first day of clinical or externship as specified by the program. Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. Further, additional or different requirements may apply to students in any program for which rules or regulations external to College policy exist.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences or School of Nursing program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

PROCEDURE

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student. The student, the College, and clinical sites will have access to the secure web-based results.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program. The background check will include the following elements (additional elements may be added if required by the clinical site):

- County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
- Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)
- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmaine, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

Disclaimers

- ❗❗Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- ❗❗Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. ***Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.***
- ❗❗Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- ❗❗Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.
- ❗❗Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- ❗❗If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any co-requisite courses pending resolution of the situation.

Protection of confidential information from the background checks and drug screenings

Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the

results of the drug screen and/or criminal history background check, a printed copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be maintained in a secure (locked file cabinet) School of Health Sciences and School of Nursing file for seven (7) years.

Procedures for Determining Eligibility for Clinical Placement

1. Eligibility for Clinical Experiences with Affiliating Clinical Agencies

Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.

Ineligibility must be documented. See Appendix A.

2. Eligibility for Clinical Experiences in Campus-Based Clinical Services

Certain School of Health Sciences and School of Nursing programs, including Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the Criminal Background Check and Drug Screen results will be reviewed by the Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the Criminal Background Check or Drug Screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Deans and the Vice Chancellor for Academic Affairs.

Positive Drug Screen:

Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care.

Criminal Background Check:

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

Ineligibility must be documented. See Appendix B.

REFERENCES

Fair Credit and Reporting Act

RESOURCE PERSON

Program or Department Chair – School of Health Sciences and School of Nursing

Dean – School of Health Sciences and School of Nursing

Vice Chancellor of Academic Affairs

Vice Chancellor of Student Affairs

Appendix A
Ivy Tech Community College
School of Health Sciences and School of Nursing

Documentation of Eligibility for Clinical Placement with Affiliating Agencies

Student C# _____

Program: _____

Description of Positive Findings (verbatim from report): Clinical Facility	Clinical Participation	Name of Agency Representative Communicating Decision	Date & method of Communication	
Approved	Denied	Email	Letter	Phone

Appendix B

Ivy Tech Community College

School of Health Sciences and School of Nursing

Documentation of Eligibility for Clinical Placement in Campus-Based Clinics or Laboratories

Student C# _____

Program: _____

Description of Positive Findings (verbatim from report):

Clinical Placement Approved: _____

Clinical Placement Denied: _____

If placement is denied, approval from the appropriate School of Health Sciences or School of Nursing Dean and Vice Chancellor for Academic Affairs is required:

Dean Signature: _____ Date: _____

Vice Chancellor Signature: _____ Date: _____

Date/Description of Student Advising Regarding Determination:

Program Chair Signature: _____ Date: _____

Note:

If clinical placement is denied, attach a copy of the report and retain this form in a secure (locked file cabinet) School of Health Sciences and/or School of Nursing file for seven (7) years.

If clinical placement is approved, retain this form in a secure (locked file cabinet) School of Health Sciences and/or School of Nursing file for the duration of the student's enrollment in the program).

HEALTH INFORMATION

The student will have completed in its entirety the required health form prior to beginning clinical rotations in the fall semester. A student whose **immunization record is not complete will not be allowed to begin clinicals!!!** Additionally, the student will be responsible to continue required immunizations and/or testing as necessary. The Program Chair will maintain on file the student's health information and will provide documentation to clinical facilities.

BASIC CPR CERTIFICATION

A student will be required to obtain and maintain his/her Basic CPR Certification from the American Heart Association. Red Cross certifications are not accepted by clinical facilities and so are not accepted by the program. Additionally, the student will provide documentation that the student is certified prior to beginning clinical rotations in the fall semester and that the certification will not lapse prior to the end of clinical in the summer semester. Online CPR is not accepted.

DISCIPLINARY ACTION

The Faculty believes that because of the degree of trust and responsibility inherent in clinical practice, the surgical technologist must be a person who is knowledgeable and who demonstrates high ethical and moral standards. Therefore, **certain behaviors are considered serious enough to warrant dismissal from the program of study.**

These are:

- academic deficiency; failure to attain of a final grade of 75% or above in a SURG Course
- clinical deficiency
- failure to comply with the rules and policies of affiliating agencies, the College, and the program
- absenteeism or tardiness that constitutes more than one day per semester of class and/or clinical time
- proven dishonesty, cheating, or negligence
- falsifying written or oral communications
- leaving the clinical area without permission
- unsafe practice or failure to perform procedures according to established terminal performance objectives
- being under the influence of alcohol or illicit drugs while on duty, attending class or college functions
- breach of patient confidentiality
- Being dismissed from a clinical facility for any reason.
- being in possession of a clinical facility's surgery schedule
- being in possession of a clinical facility's issued scrubs

**IVY TECH COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM**

VERIFICATION OF RECEIPT OF HANDBOOK

It is the responsibility of the student to read and understand this handbook. If a question arises regarding anything found in the booklet, the student should seek clarification by an instructor in the Surgical Technology Program.

Any questions the student has must be clarified at the request of the student. After review of this handbook, it is expected that the student will adhere to the rules and policies in this booklet. No verbalization of questions or comments implies understanding, and the student will be held accountable for the information herein.

I have received a copy of the Surgical Technology Hand book for clinical courses (second year) and have had an opportunity to read and ask questions related to the content. I understand the rules and policies, and I agree to abide by them while a student in the Surgical Technology Program. I understand that the program policies are tentative and maybe changed at any time. Every attempt will be made to notify the student of any changes.

Signature: _____

Student Name (Printed): _____

ID#: _____

Date: _____

IVY TECH COMMUNITY COLLEGE

SURGICAL TECHNOLOGY PROGRAM

DRUG SCREENING AND CRIMINAL BACKGROUND CHECK

****Criminal background checks and drug screenings are required for all School of Health Science students**.**

Completion of a criminal background check and drug screening are required for admission to the Surgical Technology Program. Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses for more than 12 months.

By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student. The student, the College, and clinical sites will have access to the secure web-based results.

Consequently, your ability to successfully complete your course of study may be affected by your ability to pass any drug screening and criminal background check. In the event that you required to

Signature: _____

Print Name: _____

C#: _____

Date: _____

IVY TECH COMMUNITY COLLEGE

SURGICAL TECHNOLOGY PROGRAM

ATTENDANCE POLICY FOR THE SURGICAL TECHNOLOGY PROGRAM

****Failure to meet the requirements for attendance may result in immediate dismissal from the program****

Students are required to be prompt and in continuous attendance to all classes, laboratory sessions, and clinical areas. **The student must call and report all absences to class.**

If a student is absent on a test day, a make-up test may be given at the discretion of the instructor. The make-up test will be proctored in the Academic Support Center. This is subject to hours that they are open. The student must make up the missed test, or hand in homework the first day back to class following an absence, regardless if it is a clinical or lecture day. If the student is absent on a midterm or final day, a physician's excuse slip is required. If a student is absent for five (5) consecutive days, and does not report to the Program Chair, the student is subject to dismissal from the Program.

Anyone who becomes ill during a class day must report to the Program Chair to be excused. The student is responsible for any information covered in the class lecture.

Clinical hours are assigned in coordination with the affiliating hospitals. Students must be dressed and ready to begin the clinical day at 6:45 A.M. or as otherwise designated by the clinical facility. **In the event of an absence, the student must notify the Ivy Tech clinical instructor AND the clinical department.** Failure to notify the clinical department AND the clinical instructor will result in an unexcused absence equal to two (2) absences. All clinical and laboratory absences must be made up in the clinical facility where the absence occurs. Make up time may include late afternoon hours. All hours must be made up prior to the end of the semester that contained the absence. No student may be in the clinical facility working longer than 10 hours per day. Make-up hours may not be made up on weekends. Clinical make-up hours are assigned at the discretion of the clinical facility. Absences will always be considered by the hour! Absences may NOT be accumulated and taken as "leave."

A student may miss a maximum of two (2) days from SURG 112 and SURG 114 and a maximum of two (2) days from SURG 212 and one (1) day from SURG 214. The student **must** make-up any absences in excess of one (1) day in any semester before receiving a passing grade for the course. However, making up absences does not increase the maximum number of absences allowed as stated above. The student may not accumulate absences from one semester to another. A tardy of greater than 10 minutes is excessive. Two episodes of tardiness of more than 10 minutes will constitute an absence and will be included in the maximum time allowance. Leaving early from any clinical or laboratory course will be counted as a tardy. Any absence from the clinical site of sixty (60) minutes or more, including any incidence of tardiness or leaving early without permission, will be counted as a full absence. **If the student leaves the clinical site without permission from Ivy Tech clinical instructor, it constitutes abandonment and will result in recommendation for termination from the program.**

When absences meet or exceed the maximum number of days, the student is subject to dismissal from the clinical or laboratory courses.

Exceptions will be made on a case-by-case basis, but **the student** must call to report the early leave or late start in accordance with the policy of absence or tardiness.

Before leaving the clinical department for ANY reason, meals, smoking, etc., the clinical preceptor (educator) must be informed. Failure to notify the clinical preceptor when leaving the department is considered abandonment by the student and will result in termination from the Program!

When the maximum number of days has been exceeded, the student may be dropped from the corresponding didactic or clinical/laboratory course. The student wishing to continue the Program will have to wait and resume courses when offered again, subject to the Surgical Technology Policy.

NO STUDENT WILL BE ALLOWED TO COME TO CLASS OR CLINICAL WITH HIS/HER CHILD(REN)!!

**The Clinical Attendance Policy is in accordance with the Health and Human Service Surgical Technology Program Template.*

Signature: _____

Print Name: _____

C#: _____

Date: _____

**IVY TECH COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM
SURG 111 – SURG 214**

CONFIDENTIALITY STATEMENT

I understand that information regarding clients is confidential and is not to be disclosed without written authorization. I will discuss confidential information only in the course of my duties and never in open areas such as hallways, cafeterias, etc. where visitors or other clients may overhear. Client information discussed for educational purposes must be void of client names, titles or other identifiable information.

Information regarding physicians, hospital staff, and clinical facilities are likewise confidential. Information discussed must be for educational purposes and void of names, titles, and other identifiable information.

In the event that a person admits to physically and/or sexually abusing a child, suicidal ideation, or intent to physically harm another person, I will immediately notify my instructor and/or department supervisor. The only other exception to confidentiality is by subpoena.

Any unauthorized release of client, physician, staff, or affiliation hospital information by me may be grounds for immediate termination from the program. Any release of information regarding Ivy Tech Community College, the Surgical Technology Program, the faculty of the Surgical Technology Program, or any classmate to a clinical facility or staff of a clinical facility is grounds for immediate termination from the program.

Signature: _____

Print Name: _____

C#: _____

Date: _____

IVY TECH COMMUNITY COLLEGE

SURGICAL TECHNOLOGY PROGRAM

Authorization to Release Information

In accordance with the Federal Education Provisions Act of 1975, program faculty may release the following information concerning a student or graduate:

- dates of attendance
- degree or certification awarded
- content of the course work completed

To provide additional information concerning a student or graduate to a potential employer or educational institution, a signed release is required. Please read the agreement below and sign if you desire.

I, _____ (print name) authorize the Surgical Technology Program faculty at Ivy Tech Community College of Indiana to release information concerning my academic and clinical performance, demeanor and attendance. I understand that if I sign above, the faculty may make this information available to potential employers or to other educational institutions in writing and/or orally. Furthermore, I understand that if I choose to change this authorization I must do so in writing. This authorization is valid indefinitely.

Student Signature: _____

Printed Name: _____

Student C#: _____

Date: _____

IVY TECH COMMUNITY COLLEGE
HEALTH CARE STUDENT AUTHORIZATION
FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

PLEASE PRINT

I, _____, as a participant in certain health care related instructional programs at Ivy Tech Community College, understand and agree that such courses of studies require my participation in clinical education activities at certain health care provider locations, including but not limited to hospitals, nursing homes, physical rehabilitation centers, and other health clinics. I further understand that such clinical locations require proof that I have had specific inoculations and that I am not being treated for, suffering from, or carrying certain illnesses and/or diseases. Consequently, I hereby authorize Ivy Tech Community College to disclose such personal health care information to such clinical locations as may be necessary for my participation in said health care related instructional program. Finally, I understand that this authorization may be revoked at any time by providing a written and signed notice to Ivy Tech Community College.

Signature: _____

Print Name: _____

C#: _____

Address: _____

Social Security Number: _____

Date: _____