

**Baptist Health College**  
**Little Rock**  
**SCHOOL OF**  
**SURGICAL TECHNOLOGY**

**School Specific Section**  
**Student Handbook**

**Fall 2023 - Spring 2024**

Revised 03/25/2024

## CERTIFICATION STATEMENT

Baptist Health, its schools and their administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this *handbook* when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all *handbooks* previously published.

## FORWARD

This *handbook* is provided to the student to serve as an overall guide to the Baptist Health College Little Rock- School of Surgical Technology. **Policies contained herein are current at the time of printing; however,** policies, procedures and information contained within require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy; **all new and revised policies are posted on appropriate and designated student bulletin boards, for a defined period of time or students receive electronic notification of new or revised policies. Additionally, changes will be made on the website version. Students are expected to remain informed by checking the school's website regularly at [www.bhclr.edu](http://www.bhclr.edu).**

## STATEMENT REGARDING STUDENT HANDBOOK

Students enrolled in the Baptist Health College Little Rock are responsible for information contained in the current Student Handbook and current Catalog. Students enrolled in a program of study are expected to comply with all policies of: a) Baptist Health College Little Rock, b) all institutions with which the schools are affiliated, and c) the respective program of enrollment. Additional details of policies that specifically pertain to a student's specific program of enrollment are applicable and are located herein in the programs respective School Specific section.

First Printed in 1999

Baptist Health College Little Rock  
11900 Colonel Glenn Road  
Little Rock, AR 72210  
501-202-6200

**Baptist Health College Little Rock-  
School of Surgical Technology**

**School Specific Student Handbook Section**

**TABLE OF CONTENTS**

	Page
New Student Welcome.....	1
Introduction.....	2
History.....	2
Program Overview.....	2
Mission Statement.....	3
Values.....	3
Philosophy.....	3
Belief.....	3
Program Goal.....	4
Standards.....	4
Student Professional Development.....	4
School Pin.....	4
Accreditation, Approval, Licensure and Membership.....	4
Affiliations.....	5
Academic.....	5
Clinical.....	5
Administration.....	5
Academic Faculty.....	6
Academic.....	6
Essential Functions.....	6
Disability Services.....	7
School Objectives.....	7
Grading System.....	7
Theory.....	8
Skills Laboratory.....	11
Clinical Laboratory.....	11
Incomplete Grade.....	11
Honors.....	11
Examinations.....	12
Test Review.....	12
Make-up Course Work.....	13
Remediation.....	13
Repeating and Dropping a Course.....	14
Academic Advising.....	14
Academic Probation.....	15
Progression and Promotion.....	15
Graduation Requirements.....	16
Medication Administration.....	17
Student.....	18

Accountability .....	18
All Learning Experiences.....	18
Clinical Laboratory .....	18
Attendance and Absence .....	19
Tardy .....	20
Break and Meal Times .....	21
School Calendar .....	21
Holidays .....	21
Vacations/Breaks .....	21
Re-entry for Resumption of Study .....	22
Conditional Admission Status.....	22
Dress Code .....	22
Campus.....	23
Skills Laboratory .....	23
Clinical Laboratory .....	23
Student Health.....	24
Student Employment/Work Related Policies.....	24
Certification .....	25

## **SCHOOL OF SURGICAL TECHNOLOGY**

### **NEW STUDENT WELCOME**

The Baptist Health College Little Rock (BHCLR) School of Surgical Technology welcomes you as a student. Your purpose in coming here is to learn about the interesting career which you have chosen and about the important place this profession plays in helping humanity.

The next year will be an exciting time in which you will learn the fundamentals of Surgical Technology, put these principles to work in the clinical area, and develop a sense of pride and achievement in your career.

As the months pass, you are expected to acquire skills through theoretical and practical clinical experience and to apply that knowledge to the interest of humanity. Great satisfaction can be obtained and will be in direct proportion to the way you use these learning opportunities.

May you find fulfillment in this profession and acquire not only scientific skills, but also those which will lead to your cultural and intellectual advancement.

Sincerely,

Angee Bowie, AAS, CST  
Program Director  
Baptist Health College Little Rock - School of Surgical Technology

## **INTRODUCTION**

### **HISTORY**

The Baptist Health College Little Rock School of Surgical Technology (BHCLR-SST) was established from a study of the increasing shortage of surgical technologist in the community. The BHCLR-SST made application to the Arkansas Board of Private Career Education for a license in November of 1998. Upon evidencing documentation, approval for the license was granted by the Arkansas Board of Private Career Education in December, 1998. The BHCLR-SST was granted accreditation from The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and from the Accrediting Bureau of Health Education Schools (ABHES). The first class entered February 1999 and the Commencement Ceremony was November 3, 1999 at Geyer Springs Baptist Church in Little Rock, Arkansas. The BHCLR-SST made application to the Arkansas Department of Higher Education (ADHE) for a license and upon evidencing documentation, approval for the license was granted by the ADHE in December of 2016. The BHCLR-SST accepted the first Associate of Applied Science degree in the Fall of 2017.

### **PROGRAM OVERVIEW**

The Assistant Vice President of the Baptist Health College Little Rock (BHCLR) has overall administrative authority and responsibility for all schools and employee development within the department. The Program Director of the school has overall operational responsibility with specified administrative authority.

BHCLR-SST is comprised of faculty, students, administrative support staff and a Program of Studies that reflects a curriculum model for a student to achieve the educational goal of a surgical technologist.

Faculty is responsible for planning, implementing and evaluating the total Program of Studies in accordance with Arkansas Department of Higher Education, the Joint Review Committee for Education Review of Program in Surgical Technology, and the Accrediting Bureau of Health Education Schools.

The faculty has the authority and responsibility to accomplish the goal of the school by participating in the planning, development, implementation and evaluation of school outcomes. All faculty are members of the department team. Student representatives are invited, when appropriate, to serve on standing committees, sub-committees and task force.

The school is committed to providing the highest standards of education, training, and continuous development opportunities to the students and, attracts highly qualified applicants because of its reputation for excellence.

The school exemplifies the philosophy of Baptist Health by emphasizing the values of Respect, Service, Honesty, Stewardship, and Performance, and by a commitment to providing quality patient care.

Christian beliefs, attitudes, and spiritual perspectives as they apply in providing care for the ill are emphasized, as well as personal and professional conduct.

A competent individual surgical technologist in the healthcare field of today must prove to be proficient in the profession and also possess an appreciation of his or her role within the healthcare field and demonstrate an understanding of the organizational culture within the setting of practice.

The faculty is committed to providing entry level job competent graduates to the healthcare community by promoting high standards of education and for the professional development of students.

## **MISSION STATEMENT**

BHCLR-SST exists to provide quality perioperative care; provide quality perioperative health education and respond to the changing surgical health needs of the citizens of Arkansas with Christian compassion and personal concern.

## **VALUES**

The BHCLR-SST supports the values and the Code of Ethical Conduct of Baptist Health. These Christian values of Service, Honesty, Respect, Stewardship and Performance provide the framework for all operations within the school.

## **PHILOSOPHY**

BHCLR-SST as an educational unit of Baptist Health supports Baptist Health Philosophy, Belief, Mission, Values, and Vision Statement and those of affiliating institutions.

The school strives to prepare graduates who demonstrate professional behaviors in the role of Surgical Technologist. Emphasis will be placed on communication skills and interpersonal relationships in the operating room. The school expects the graduate to respect the worth and dignity of individuals receiving perioperative care and to respond to their needs with Christian compassion.

The Surgical Technologist is an integral member of the surgical team who maintains quality perioperative patient care while under the supervision of the surgeon or registered nurse. This is accomplished through the roles of the Surgical Technologist. In the scrub role, the individual understands the procedure being performed anticipates the needs of the surgeon and utilizes the equipment necessary during the surgical procedure. In the circulating role, the individual monitors conditions in the environment and assesses the needs of the patient and surgical team. In the second assistant role, the individual assists the surgeon or first assistant during the operation.

Education includes classroom, skills laboratory, and clinical learning experiences which will ensure the acquisition of knowledge and skills necessary to provide quality perioperative care. The BHCLR-SST faculty is committed to providing an environment which enables the learner to acquire the knowledge and skills needed by the surgical technologist. The faculty strives to recognize and accept the differences in needs and learning abilities of the individual student.

## **BELIEF**

The BHCLR-SST shares the values of Baptist Health. Baptist Health is more than a business; it is a healing ministry. Our healing ministry is based on the revelation of God through creation, the Bible and Jesus Christ. At Baptist Health, care of the whole person, body, mind and spirit, is an expression of Christian faith. We are instruments of God's restorative power and are responsible for giving compassionate care.

## **PROGRAM GOAL**

The school goal is to prepare competent entry level Surgical Technologists in the cognitive, psychomotor and affective learning domains.

## **STANDARDS**

### **STUDENT PROFESSIONAL DEVELOPMENT**

The school is a member of the Association of Surgical Technologists. This organization is open to all students. Involvement in AST creates a networking system for students by providing access to scholarships, book discounts, health insurance, opportunity to develop friendships and camaraderie within the state and national chapter

### **SCHOOL PIN**

The BHCLR-SST Pin was designed especially for the School of Surgical Technology in 2006. The design is royal blue and green colored metal with letters of the school name. The inner design includes a scalpel and a pair of surgical scissors.

The scalpel and surgical scissors represent the surgical instrumentation that the Surgical Technologist is so closely involved in during the surgical procedure.

The Baptist Health Logo is a graphic attempt to express intent and purpose. It contains the symbol of a Swiss cross that is a form of the cross. It is a circle centered within a Swiss cross formed by figures with outstretched and interlocking arms, illustrating that individuals are at the center of our healthcare focus and at the very core of our philosophy for existence. The individual, whether a patient, employee, physician or visitor, is endowed with strengths, weaknesses, talents and needs that must be recognized and addressed.

Use of the Swiss cross, the most recognized symbol in the world for medical care, demonstrates our basic mission of caring for the sick and injured. However, the figures encircling the center and forming the cross symbolize our ultimate goal for all individuals, which is togetherness, wholeness and wellness.

The Swiss cross design with its exits and entrances graphically portrays the sharing of expertise and services throughout the system, while the inner circle which forms the head for all the figures symbolizes that while we are many, we are also one

### **ACCREDITATION, APPROVAL, LICENSURE AND MEMBERSHIP**

The BHCLR-SST is professionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). and is certified through the Arkansas Department of Higher Education. The BHCLR-SST maintains membership with the Association of Surgical Technologist.

Additional information about the program as well as educational requirements published in the STUDENT HANDBOOK may be obtained by contacting the agencies listed below:



Arkansas Division of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201  
Attention: Director  
Phone 501- 371-2000  
Fax 501- 371-2003  
Website: [www.adhe.edu](http://www.adhe.edu)

Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314N  
Falls Church, Virginia 22043  
Phone: 703 917 9503  
Fax: 703 917 4109  
Website: [www.abhes.org](http://www.abhes.org)

## **AFFILIATIONS**

### **Clinical**

The BHCLR – School of Surgical Technology affiliates with several facilities in the central Arkansas area to offer a broad range of clinical learning experiences. The following facilities are used:

Baptist Health Medical Center- Little Rock  
Baptist Health Medical Center-North Little Rock  
Baptist Health Medical Center-Conway  
Arkansas Children’s Hospital  
Surgical Pavilion

## **ADMINISTRATION**

Mike Perkins, MS, MHSA..... President, BHMC-LR  
Doug Weeks, FACHE..... Sr. Vice President, Hospital Operations  
Greg Crain, MHSA, FAC HE..... Vice President & Administrator, BHMC-LR  
Karen James, Ph.D., OTR/L, CAPS..... Interim Chancellor & Assistant Vice President BHCLR  
Karen James, Ph.D., OTR/L, CAPS..... Allied Health Coordinator- BHCLR

## **ACADEMIC FACULTY**

Angee Bowie, AAS, CST..... Program Director,  
Baptist Health College Little Rock-  
School of Surgical Technology

Brandy Harper, M.Ed, CST..... Clinical Coordinator,  
Baptist Health College Little Rock-  
School of Surgical Technology

Jessica Streetman, AAS, CST.....Faculty,  
Baptist Health College Little Rock-  
School of Surgical Technology

## ACADEMIC

The school expects a student's highest performance in the area of academics. The process of becoming a Surgical Technologist begins with the basic principles of perioperative care incorporated with those of sciences and general education. At graduation point, the provision of perioperative care, with emphasis on health maintenance and the implementation of perioperative care to critically and chronically ill patients requires transference of knowledge into a high level of perioperative care delivery, critical thinking and overall decision-making.

## ESSENTIAL FUNCTIONS

The technical standards (non-academic) established by the school are physical abilities that ensure the "essential functions" that must be demonstrated by the student. Essential functions reflect requirements for the student able to engage in educational and training activities in such a way, which shall not endanger other students or the public, including patients. Students may also have exposure to potentially infectious agents

### Essential Function

1. Visual Differentiate colors, read orders, policies, procedures, test results, charts, graphs, instrument printouts, number sequence, etc. Demonstrate sufficient visual ability to load a fine suture, the size of a human hair, onto a fine needle holder.
2. Communication/behavioral Remain calm and exercise good judgment under stressful and/or emergency situations. Hear and understand muffled communication without visualization of the communicators mouth/lips and within 20 feet. Able to detect odors sufficient to maintain environmental safety and patient needs. Able to refrain from nourishment or restroom breaks for periods up to 4 hours. Communicate and understand fluent English both verbally and in writing. Exhibit positive interpersonal skills during patient, staff, and faculty interactions. Comply with safety regulations; e.g., potential exposure to infectious organisms, body fluids, and toxic chemicals such as latex, etc. Be free of reportable communicable diseases and chemical abuse.
3. Fine Motor/movement Perform duties requiring manual and finger dexterity, e.g., handling of surgical instruments, regulating and adjusting gauges, operating specialized equipment, and using microscopes.

- |    |                         |   |
|----|-------------------------|---|
| 4. | Locomotion              | Stand and/or sit for prolonged periods. Reach surgical table tops and shelves, operating beds and patients lying in hospital beds or gurney. Perform major lifting tasks; e.g., lifting, moving patients (awake and anesthetized), pans of surgical instruments, surgical equipment, etc. |
| 5. | Intellectual/conceptual | Possess these intellectual skills: comprehension, measurement, mathematical reasoning, and critical thinking. Exercise sufficient judgment to recognize and correct performance deviations.   |
| 6. | Personal Safety         | Must be able to adhere to organizational policies to maintain safety in the environment for the patient, self, and others. Have ability to function in an environment that contains glove powder, latex and infectious diseases.  |

## **DISABILITY SERVICES**

Reasonable accommodations for applicants and students with documented disabilities are made, pursuant to federal and state laws. Any applicant or student with a disability who needs accommodations must provide the necessary official records and documentation to Disability Services in a timely manner or as soon as the need for an accommodation is evident. The appropriate school official shall make the determination regarding reasonable accommodations. Please refer to [Disability Services](#) on our website.

## **SCHOOL OBJECTIVES**

1. Demonstrate understanding of biomedical sciences and technology as it applies to the patient focused events that occur in the operating room.
2. Practice professional, value directed actions based on theoretical knowledge, ethical principles and legal standards as a member of the surgical team.
3. Utilize principles of aseptic technique for physical preparation and maintenance of the surgical environment.
4. Demonstrate knowledge of the needs of the perioperative patient.

## **GRADING SYSTEM**

It is the primary responsibility of a student to learn the maximum. It is the primary responsibility of the faculty to evaluate the extent of that learning. It is the primary responsibility of the school to provide a teaching and learning environment and promote a culture that ensures student maximum learning.

Credentialed faculty, with records of long standing experiences in the teaching and evaluation of student learning, judge the quality of student learning and progressive development toward a minimum competency level required for patient safety and public protection. It is the professional faculty who determines the final evaluation of the students' progress and assigns the final corresponding grades.

Faculty has discretion, both subjective and objective, in the evaluation and judgment of a student's performance in all areas of learning. Students and graduates, in turn, provide information and data to the school and faculty related to their level of satisfaction regarding the program of studies, teaching and learning environment and the culture within.

The grading system adopted by the faculty and the school is for the purposes of grade determination and ultimately the progression, promotion and graduation of students. The grading system offered by affiliating colleges and universities are reflected in their respective course syllabi and publications.

The school utilizes a grading system to signify student progression and the quality of learning as the student moves through the Program of Studies. A final letter grade is determined and assigned through an established and approved process for each surgical technology course. A final letter grade has a corresponding value that denotes the quality level of student learning reflected in performance. A percent range is used to determine the letter grade. Value points are used in the computation of the Grade Point Average (GPA). The GPA is used for many purposes: to mention a few, but not limited to: Honor recognition at commencement, scholarship awards, and student academic record on the Official School Transcript.

Final surgical technology course grades are calculated by using the percent scores on written examinations (tests), ratings of performance reflected on the clinical laboratory evaluation tools, and ratings of performance reflected on the skills laboratory rating record.

**THEORY GRADE:**

1. Faculty evaluate student learning and assign a final theory grade at the end of the course based on student achievement of course objectives in the classroom.
2. Final Theory Grade is assigned according to the Grading scale below:

Grade	Percentage Range	Value
A	94 - 100	4
B	86 - 93	3
C	77 - 85	2
D	70 - 76	1
F	0 - 69	0
I	Incomplete	0
W-P	Withdraw Passing	0
W-F	Withdraw Failure	0
AW-P	Admin. Withdraw Passing	0
AW-F	Admin. Withdraw Failure	0

3. To determine the Theory Grade of a course, the following process is used:
  - 3.1 Total Points Possible for theory examinations for each course are determined by the faculty.
  - 3.2 The faculty prepares a key with correct item responses, which is then compared to the student's responses. The number of incorrect responses is counted, and subtracted from

the total number of points possible (questions) on the exam, resulting in a raw score. This raw score is then divided by the total points possible to determine the percentile grade for the exam. (See example below):

- 3.3 At course end, all percentile scores are summed and divided by the total number of exams to achieve a final exam percentile.
4. Course faculty may use theory examinations, course assignments and/or a final exam to determine the Final Theory Grade. The following process is used:
  - 4.1 Theory exams constitute 80-90 percent of the theory grade. The comprehensive final exam given in each course constitutes 10-20 percent of the theory grade.
5. To determine the Percent Score of an examination, final examination, or assignment.
  - 5.1 The Percent Score is calculated using the following process:
    - 5.2 A Raw Score (RS) is first determined by use of an instructor prepared key and the students answers on the examination. The number of incorrect answers are counted, and subtracted from the total number of items (questions) on the exam, resulting in a raw score:

Example: 50 items on the exam or assignment

10 incorrect responses
40 Raw Score
    - 5.3 The Raw Score is divided by the number of possible points on the examination or course assignment and carried to the 3<sup>rd</sup> decimal place.

Example: raw score of 79 (79/102) = 0.774  
possible score 102
    - 5.4 The decimal score which was carried 3 places to the right of the decimal is then multiplied by 100 to obtain the Percent Score (PS)

Example:     0.774  
          x     100  
              77.4% Percent Score
    - 5.5 The percent score is then rounded to the nearest whole number.

Example: 77.4% = 77%
    - 5.6 The Percent Score is recorded as the theory grade for the Comprehensive Final Examination or Course Assignment.

Example: 77%
6. To calculate the Course Examination Percent Score Average (CEPSA) the following process is

used:

6.1 All percent scores on course examinations are summed.

Example:       77% Exam 1  
                  79% Exam 2  
                  90% Exam 3  
                  246% Sum of Examination Scores

6.2 The sum total of the Course Examination percent scores is divided by the number of required course examinations and carried to the 10<sup>th</sup> place and then rounded to the nearest whole number. If the score is 0.5 or greater round up, and if it is less than 0.5 round down.

Example:  $247 / 3 = 82.3 = 82$  (CEPSA)

7. To calculate the weighted score to determine the Final Theory Grade the following process is used:

7.1 Multiply the Course Examination Percent Score Average by the predetermined weighted percent. The score obtained is carried to the 10<sup>th</sup> place and rounded to the whole. If the results are 0.5 or greater round up, and if it is less than 0.5 round down.

Example:       82 Course Examination Percent Score Average  
              x 0.90 Predetermined Weighted Percent  
                  73.8 (decimal form)

73.8 = 74 Course Examination Weighted Score

7.2 The Course Examination Weighted Score is added to the Comprehensive Final Examination Weighted Score when these are the two weighted scores used to determine the Final Theory Grade.

Example: 74 Course Examination Weighted Score  
          8 Comprehensive Final Examination Weighted Score  
          82% Final Theory Grade = C

8. The Final Theory Grade is recorded on the Final Course Grade Record to be used in determining the Final Course Grade. (Refer to the Final Course Grade Calculation)

9. A Final Theory Grade of 77% or above is required for promotion.

10. A student dismissed for cause is assigned either the status of an AWP or an AWF for the surgical technology course enrolled in at the time when the action was taken. The action is recorded in the Student Record as dismissed; however, on the students official School Transcript the action is recorded with the appropriate symbol as designated in the above schedule.

**SKILLS LABORATORY GRADE:** See specific course syllabi.

**CLINICAL LABORATORY GRADE:** See specific course syllabi.

By the end of ST2303 Professional Practicum III, the student must have logged 120 cases, with a minimum of 80 in the first scrub role, and maximum of 40 in the second scrub role. Of the 80 first scrub role cases required, 20 must be from General Surgery and 60 from varying surgical specialties. Of the 40 second scrub role cases required, 10 must be from General Surgery and 30 from varying surgical specialties.

### **INCOMPLETE GRADE:**

1. The assignment of an incomplete grade is at the sole discretion of the faculty. An incomplete “I” grade indicates the student has not yet fulfilled course requirements and that either additional course work is needed or make-up work is to be completed. A final judgment and final grade determination of the students’ performance or progress is made after the student fulfills the specified course work.
2. The incomplete grade must be cleared by satisfactory completion of all course work designated in writing and within the established time frame set by the faculty.
3. If the incomplete grade is not cleared as described, the “I” shall be converted by the faculty to a final grade of “F”.
4. All policies related to expenses incurred by the school associated with a student’s clearance of an incomplete grade apply. The Bookkeeper must be contacted by the student for information and payment of the fee. Payment must be made prior to beginning the specified course work. Personal checks are not accepted. The receipt is displayed to the faculty member when the course work is submitted or to the proctor prior to the taking of an examination

### **HONORS**

Student recognition for academic excellence, Honors (3.75-3.89 GPA), High Honors (3.9-4.0 GPA), will be announced during the commencement ceremony.

### **EXAMINATIONS**

1. Students are expected to take all exams on the dates and times scheduled and the students are expected to be punctual for all exams. Students will be admitted to exams already in progress at the discretion of the proctor.
2. Identification badges must be worn and clearly visible on the upper chest for admission into all exams.
3. Students will keep their eyes on their own monitor and keyboard and/or exam. Any glancing around the room or at another student workstation, monitor, keyboard etc. will be interpreted as cheating.

4. Upon completion, students will quietly exit the room and not return until all students have finished the exam. Any questions concerning the exam will be answered during the test review. Students that have completed the exam are expected to be quiet in the areas outside of the examination room.
5. Exam results will be posted on-line, within one week after the exam is taken.
6. All exams will remain the property of the school.
7. Students will be instructed how to access the examination software and the procedures necessary to complete the exams specific to the testing day. Any student found in any other files, directories, programs, etc. will be interpreted as cheating.
8. The only personal items allowed in the computer lab will be a pencil or pen. All materials given to the student by the proctors will be returned before the student leaves the room. Student are responsible for securing personal items in a safe location; the school will not be responsible for any lost or missing items.
9. Students may review questions and change answers as long as there is time remaining. Once a student exits the exam section they cannot return or edit the exam section.
10. If a student must exit the exam room during an exam they must raise their hand and receive permission. There will not be any additional time allowed for the exam.
11. In the event of a paper exam, electronic answer sheets will be used as the official answer sheet. Answers marked on the test booklets are used for test review purposes only. Answers marked on answer sheets are scored by computer.

## **TEST REVIEW**

1. Test review is offered as a learning experience. Review is provided at the end of each examination.
2. Analysis of each test item for validity and level of difficulty is conducted after each exam. This analysis is distributed to each instructor having items on the exam. Instructors make final decisions about any item's validity or level of difficulty called into question according to established criteria.
3. If a student is not present for test review, no additional opportunity is offered.
4. If a student questions the grade received on any exam the scoring will be reviewed upon request.

## **MAKE-UP COURSE WORK**

The opportunity to make-up missed course work, including examinations may be available to an absent student. Faculty has the sole discretion in permitting the student to make-up missed course work, including examinations. Two factors have paramount importance in the consideration of a make-up



request: the student's follow-through with policy regarding the absence and the student's previous attendance recorded. A fee is charged for make-up work to cover the school's expense associated with the make-up work or examination preparation, proctoring and grading. The following process is:

1. If approval is granted, the student is charged the required fee which can be paid online or it will be added to tuition.
2. A fee is charged for make-up theory or skills lab exams. The student must be prepared to take the exam at the next scheduled learning experience at the convenience of the faculty.
3. A fee will be paid for make-up skills lab practices and check offs.
4. A fee will be paid for make-up clinical days.

## **REMEDIATION**

A student may be offered a remediation attempt at the sole discretion of the program director. At the conclusion of the semester (after final exam), students who have earned less than 77% for the course may be offered the opportunity to take a comprehensive written remediation exam. The grade earned on this exam will be used to determine the student's final grade for the course. The highest grade that a student can possibly earn for the course following remediation will be a "C" (77%). For example, a student with less than 77% for the course who opts to take the remediation exam will receive a grade of "C" (77%) for the course. If the student earns a "D" on the exam, a "D" will be recorded for the final grade. Only one course may be remediated throughout the entire program of study.

A student who does not pass a skills laboratory check-off in ST 1302 Fundamentals of Operating Room Techniques Lab, with a 77% or higher, on the first attempt, will have an opportunity for a second attempt. If a 77% is not achieved on the second attempt, a remediation opportunity may be offered in order to achieve a minimum required score.

A student who does not pass a skills laboratory check-off in ST 2302 Advanced Surgical Instrumentation Lab, with a 90% or higher, on the first attempt, will have an opportunity for a second attempt. If a 90% is not achieved on the second attempt, a remediation opportunity may be offered in order to achieve a minimum required score.

1. If remediation is offered by the faculty and the student accepts, the student will be given an additional practice/instruction skills laboratory session appropriate to the specific skill being remediated, prior to the third and final check-off.
2. The student will be observed by two instructors simultaneously and independently. After the observation, the instructors will confer in order to form a consensus on the grade to be awarded for the skill. The outcome of this conference will be final.
3. If the student is successful in passing the remediation, the original score for the skills laboratory check-off in question will remain and be recorded as the official grade for the skill. The student will then progress and/or promote to the next skill if applicable.
4. Students may only be offered one remediation per skills laboratory check-off and a maximum of two remediation attempts per skills lab course, at the discretion of the Program Director.

5. If the student is successful in the remediation attempt, he or she will progress through the course and complete the program of study, provided all other program requirements are met.
6. Failure to pass the remediation attempt will result in Administrative Withdrawal.
7. Students who choose remediation will pay a fee, to defer costs associated with remediation, of \$25.00.

## **REPEATING AND DROPPING A COURSE**

Courses within the program are sequential and therefore, must be taken in order. Since courses are offered only once a year, a student cannot drop or repeat a course and continue in the program. A student may reapply to the program the following year, but has no preferential status. He or she is considered for selection at the same time as new applicants for the next entering class. Acceptance into the program is on a competitive basis and no guarantee is made that a student will be accepted the following year.

## **DROPPING A COURSE**

A student can avoid many academic and administrative difficulties by following the process for dropping a course at the school and the respective university. If a student does not officially drop a course, a final course grade of "F" may eventually be reflected on the respective transcript(s).

1. Course(s) dropped prior to the specified drop date are reflected on transcript as "W" (withdraw).
2. Student Action Request Form must be completed and returned to Admission office staff on the last day of class attendance for all courses
3. See FINANCE: Tuition Refund, for refund policy.
4. College or University: See the institutions policies.

The BHCLR-School of Surgical Technology must be informed by the student of any required courses dropped at other institutions.

## **ACADEMIC ADVISING**

Faculty serves as academic advisors to students. A student is notified of advisor assignment at the beginning of each course.

A student is expected to contact the assigned advisor for an initial conference. Additional conferences are initiated through advisor-advisee arrangements.

Advising is available to a student in the following areas:

1. Adjustment to student role,
2. Educational planning,
3. Socialization into Surgical Technology,
4. Study habits,
5. Test taking and,
6. Limited tutoring. If extensive tutoring is needed, the Schools Counselor should be contacted for reference.
7. Each time a student fails to pass an exam or skills lab check-off they are to see their advisor.

### **ACADEMIC PROBATION**

The status of academic probation indicates that the student's continued enrollment in the school is at risk. Conditions are specified that must be fulfilled before the status is changed.

1. A student is placed on probation for academic reasons by the Director of the School or designee.
2. Probationary terms are determined on an individual basis by the Director of the School or designee.
3. Failure to meet designated probationary terms may result in academic suspension or academic dismissal.
4. If by the third exam in a course the student does not have a theory grade average of C or better, the student will be placed on Academic Probation and referred to the counselor.
5. If by the third skills lab check-off in a course the student does not have a skills lab grade average of C or better, the student will be placed on Academic Probation and referred to the counselor.
6. Each time a student who is on Academic Probation fails to pass an exam or skills lab they are to see the Program Director.

### **PROGRESSION AND PROMOTION**

Progression and promotion policies give direction for the retention of high quality students as they progress through the Program of Studies.

1. A student must satisfactorily fulfill requirements for each surgical technology course as outlined in the course syllabus and packet in order to progress in the Program of Studies.
2. The minimal final course grade for progression is a "C" in all required courses.

3. A surgical technology student may be promoted to Semester II after Satisfactory fulfillment of all requirements and a minimum final grade of “C” in all required courses in the Program of Studies.
4. A student may be promoted through the Program of Studies and graduate utilizing the following criteria:
  - 4.1 Surgical Technology Course Grade: Minimum 77% or letter grade of C in all courses.
  - 4.2 **(SEMESTER I)**
    - 4.2.1 Entry Tuberculin Skin test,
    - 4.2.2 Following vaccinations: CoVid-19, Hepatitis B vaccine. (Series of three (3) inoculations started prior to first clinical laboratory experience and maintained until completion of series), MMR, Tetanus booster within last 10 years, Varicella (Series of 2) or a titer for verification of immunity
    - 4.2.3 Current Cardiopulmonary Resuscitation (CPR), Heartsaver course, American Heart Association Standards, prior to first clinical laboratory experience,
    - 4.2.4 Final grade of “C” in required in all courses,
    - 4.2.5 Agreement of ability to meet Essential Functions of Surgical Technologist.
  - 4.3 **(SEMESTER II)**
    - 4.3.1 Current American Heart Association Heartsaver CPR Course, prior to first clinical Laboratory experience, and
    - 4.3.2 Agreement of ability to meet Essential Functions of Surgical Technologist
  - 4.4. **(COMMENCEMENT)**
    - 4.4.1 Successfully complete Program of Studies, with minimum grade of C in all required courses and a Cumulative GPA of 2.0,
    - 4.4.2 Settle financial obligations with school and Baptist Health,
    - 4.4.3 Complete Clearance Process,
    - 4.4.4 Completion of the Certification examination and,

4.4.5 Exit Interview, as specified by school.

## **GRADUATION REQUIREMENTS**

All six requirements must be fulfilled before graduate status, diploma/degree and school pin are bestowed:

1. Successful completion of the Program of Studies and the Professional Curriculum; successful completion is evidenced by completion of all requirements for each course;
2. Participate in the National Certification Exam;
3. Fulfill progression and promotion criteria;
4. Participate in the Senior Photo Session;
5. Complete the Graduate Clearance Form and process.
6. Complete three hours of community service per semester, for a total of six hours.

## **MEDICATION ADMINISTRATION**

1. The faculty has authority to determine number of medication errors charged to a student in a given incident. The number of errors assigned by the Medication Safety Committee will be filed in the student's Academic record.
2. The faculty may recommend non-progression, probation, suspension or dismissal of a student citing "unsafe" care as the rationale.
3. If extra clinical instructor time is needed in the form of clinical supervision, tutoring or skills laboratory teaching, the student may be charged a fee to defray the expenses of clinical instructor salary. The fee is due prior to the experience.
4. The following occurrences are defined as medication errors (list is non-inclusive):
  - 4.1 Incorrect medication, blood,
  - 4.2 Incorrect dosage,
  - 4.3 Incorrect day or time,
  - 4.4 Incorrect patient,
  - 4.5 Incorrect route of administration,
  - 4.6 Incorrect transcription of physician's medication order,
  - 4.7 Omission of medication as ordered,
  - 4.8 Medication given to patient, who has a recorded allergy to the drug,
  - 4.9 Medication not ordered by physician given to patient,
  - 4.10 Faculty intervention preventing a student from breaching principles of safe medication administration to a patient, and
  - 4.11 A student prevented from breaching principles or processes of safe medication administration by staff intervention.

## **STUDENT**

### **ACCOUNTABILITY**

Guidelines related to student conduct are fundamental to patient or student safety and necessary for a high level of care and overall learning within the perioperative services.

#### **ALL LEARNING EXPERIENCES**

1. Name badge **MUST** be worn. **NO EXCEPTIONS.**
2. Cell phones and/or beepers must be turned off or on “silent”. Cell phones are not permitted in the operating room.
3. Books and personal articles are the responsibility of the student.
4. Personal visitors are not allowed.

#### **CLINICAL LABORATORY**

1. The clinical instructor is responsible for the clinical education and conduct of his or her assigned student(s). Directions from the assigned faculty must be followed in order to maintain safe continuity of patient care: not to do so, shall result in immediate and severe disciplinary action by the school. The faculty have full authority to remove a student from the clinical laboratory and send that student home, at any time, if the situation warrants.
2. Food or beverages are not permitted in the clinical department except in the employee lounge.
3. Permission must be obtained from assigned Clinical Instructors before leaving the clinical laboratory.
4. Permission must be obtained from the assigned staff before going to break/lunch: one (1) fifteen (15) minute break in the morning and one (1) thirty (30) minute lunch break is allowed. Times may vary, depending upon facility.
5. Gum chewing is not permitted in clinical laboratory.
6. Books and personal articles are not allowed in the restricted areas.
7. Student is expected to report immediately any accident or error to the assigned clinical instructor, regardless of how minor it may seem.
8. When the assigned room is not busy, student is expected to check with the assigned staff/clinical instructor or coordinator in charge for other clinical assignment or additional learning experiences.

9. Students are responsible for having assigned OR staff complete the weekly “Staff Evaluation of Student” and return to Instructor or designated area. Each student will receive an evaluation of performance from Clinical Instructor.
10. Students are tardy if they are not in assigned area at the beginning of their shift, for example, 0630 for the 0630-1500 shift.
11. Students will be required to make-up any missed clinical days in excess of three per semester.
12. In the event of an absence, all students must contact assigned clinical instructor prior to scheduled shift. The student must state the specific reason for absence. Failure to notify clinical instructor prior to absence, will result in disciplinary action.
13. Being 30 minutes tardy for clinical will result in the student being sent home. If the student is sent home; they will receive an absence for the full day.

## **ATTENDANCE AND ABSENCE**

Directions for a student regarding attendance and absence are provided in the following policies:

1. Regular and prompt attendance at all scheduled learning experiences is expected in order for a student to meet the objectives for the surgical technology course.
2. Attendance at scheduled learning experiences during inclement weather, including winter storms, is expected unless otherwise notified by faculty or school official.
3. Faculty understand that a student may be absent from class because of situations not in student’s control. However, it is also understood that an absent student is not gaining benefit of school offerings. Therefore, an Absent Record is maintained on each student. A record of repeated absenteeism will lead to disciplinary action.
4. A student that is absent from classroom or scheduled clinical learning experiences three or more school days due to a health problem that requires medical intervention, must provide the course faculty a written clearance from the physician prior to resuming study.
5. Any absence created by a physician’s order requires a written clearance from that physician before the student resumes scheduled learning experiences.
6. Absent days will be made up at the discretion of the Program Director.
7. A student may be charged a fee to defray the expense of faculty salary if extra faculty time is needed to meet course objectives as a result of an absence. The fee is due prior to the experience.
8. Numbers of days missed, as well as patterns of absence from class will be monitored. If excessive absences or patterns of absence occur, the student will meet with an assigned instructor to discuss the course of action as determined by course faculty. If a student appeals at the end of the semester, this information will be considered in the Grievance Process.

9. Absences are recorded per semester and not by course, therefore absence in any course contributes to the absences for the semester. The disciplinary steps will begin at 3 days absent. Verbal warning at 3 days missed, Written warning at 4 days missed, Probation at 5 days missed. Absence may not exceed 5 days in a semester, absence in excess of 5 days may result in Administrative Withdrawal.
10. Being tardy three times, for any scheduled learning experience, will count as 1 absence (1 day).
11. Absences, from a learning experience, will be recorded according to the scheduled time for that learning experience; missing a class day in which the student has any scheduled learning experience, is recorded as 1 day absent. Missing more than thirty minutes of class or clinical will count as one full day absence.
12. Full signature will be required when signing the roster for class. The student who signs the roll sheet for someone else is considered in violation of the School Honor Code and the Baptist Health Value of Honesty.
13. In an effort to reward a student who has achieved perfect attendance by the end of a semester, the student will be rewarded five bonus points towards their lowest Theory grade. Perfect attendance is defined as no absences or tardies for all learning experience.
14. In the event of a funeral a student may request funeral leave in writing. Up to three days' funeral leave may be granted by the faculty upon the death of a member of the student's immediate family. This includes mother, father, child, husband, wife, brother, sister, father-in-law, mother-in-law, grandparent or grandchild. Proof such as obituary or death certificate must be submitted.

### **Process**

The following process is expected to be completed by a surgical technology student in the event of an absence or tardy:

1. For all absences, notify by telephone the assigned class or clinical instructor prior to the scheduled class, clinical or activity starting time. Text messages are not an accepted form of communication.
2. If absence is due to physician's order, in addition to the above, contact instructor regarding expected date of return.
3. Obtain written clearance from intervening physician, and
4. Submit physician clearance to assigned instructor.

### **Tardy**

Tardy is defined as not present at the scheduled time for any learning experience. Three (3) recorded tardies shall be counted as 1 absence (1 day).



## **BREAK AND MEAL TIMES**

Directions for break and meal times are provided in the following:

1. Classroom:  
Break - Ten (10) minutes between classroom instruction hours.  
  
Meal - Thirty (30) to Forty-five (45) minutes.
  
2. Clinical: Will vary with facility.  
Break - Fifteen (15) minutes.  
  
Meal - Thirty (30) minutes

## **SCHOOL CALENDAR**

2023-2024

### **Fall Semester 2023**

Class Begins	July 5, 2023
Labor Day	September 4, 2023
Fall Break	September 18– 22, 2023
Thanksgiving Break	November 22- 24, 2023
Fall Semester Ends	December 8, 2023
Commencement	December 11, 2023 (Tentative)

### **Spring Semester 2024**

Class Begins	January 2, 2024
Spring Break	March 18-22, 2024
Memorial Day	May 27, 2024
Spring Semester Ends	June 7, 2024
Commencement	June 10, 2024 (Tentative)

## **HOLIDAYS**

The school recognizes six (6) holidays per year: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

## **VACATION/BREAKS**

1. Five (5) weeks of Vacation/Break Time are scheduled for the student.
  
2. Spring Break is a five (5) day period usually scheduled in mid-spring each school year. Refer to the BHCLR-SST activities calendar for current year.

3. Fall break is a five (5) day period usually scheduled in mid fall of each school year.
4. Christmas break is three (3) weeks between the Fall and Spring Semesters.
5. Summer break is three (3) weeks between the Spring and Fall Semesters.
5. Refer to BHCLR-SST schedule of current year for specific dates.

### **RE-ENTRY FOR RESUMPTION OF STUDY**

A student who has discontinued study for any reason is returned to the applicant pool and must be approved for re-entry by the Selection Committee before resuming study. Approval for re-entry is not guaranteed for any student discontinuing study. When reviewing re-entry applicants, the Selection Committee considers, but is not limited to, the following criteria:

1. Overall academic performance and professional development prior to absence from school,
2. Evidence of behaviors that demonstrate school Values prior to and during absence from school, and
3. Clearance process completed within one (1) week of discontinued study.

### **Process**

A student seeking approval to resume study:

1. Submit new application,
2. Reentry must occur within one year from the break in study or the applicant must repeat the entire program of study. Individuals are only allowed to reenter the school one time.
3. Submits the following completed documents to Admission Office four (4) months prior to preferred reentry date:
  - 3.1 Application,
  - 3.2 any applicable fees, submitted to business office,
  - 3.4 Official transcript(s), if applicable and
  - 3.5 Essential Functions Form.
4. Participates in personal interview, if requested by Selection Committee.
5. Returning students must demonstrate competency in the skills laboratory, as outlined by the course faculty, before re-entry into the program. The skills required are limited to those that must be mastered in prerequisite courses.

### **CONDITIONAL ADMISSION STATUS**

A student admitted on conditional status must fulfill all stipulated conditions before status is removed. The maximum enrollment time for conditional admitted students is one (1) semester.

## **DRESS CODE**

Baptist Health School of Surgical Technology students are expected to look professional at all times. Noncompliance with required dress code will result in inability to attend learning experience and may result in disciplinary action.

## **CAMPUS**

Refer to Dress Code/Campus in Student Handbook General Section.

BHCLR-School of Surgical Technology students are required to wear approved scrub attire while on campus and during all scheduled classroom activities, this scrub attire must be clean, in good repair, fit properly and reflect a professional appearance.

Hose/socks are worn at all times. Socks are to be white and without ornamentation, i.e., bells, beads.

## **SKILLS LABORATORY**

Surgical attire will be worn in the skills laboratory. If the student must leave the skills laboratory; hat, shoe covers, and protective eye wear must be removed.

## **CLINICAL LABORATORY**

Attire while in the clinical laboratory is in compliance with the following code and with the Baptist Health College Dress code, published herein. Faculty firmly enforces the codes and applies disciplinary authority for non-compliance.

1. Female student:
  - 1.1 Official school uniform.
    - 1.1.1 Scrub attire of school designated styles and color only. An all-white undershirt must be worn under scrub top; no other garments may be visible under scrubs.
    - 1.1.2 Student identification badge must be worn at all times. It is to be visible at all times, on the shoulder area with picture facing out. No decorative stickers or pins are to be worn on the ID badge.
  - 1.2 Shoes: Clean nursing or athletic leather-like shoes with enclosed heel and toe. Can only be white in color, subject to faculty approval. Clean shoelaces as appropriate for shoe style.
  - 1.3 Nails are to be clean and must not extend past the end of the finger pads; nail polish, artificial nails and nail ornaments of all kinds are unacceptable.

- 1.4 No jewelry is permitted.
  - 1.5 Other: Ball-point pen with black ink and notepad.
  - 1.6 In facilities where the facility provides scrub attire; student will change from official school uniform, to scrubs provided by the clinical site, before entry into the restricted areas of the surgical suites. No undergarments may be visible while in surgical attire. The student will change back into the official school uniform before leaving the clinical site.
2. Male Students:
- 2.1 Official school uniform,
    - 2.1.1 Scrub attire of school designated styles and color only. An all-white undershirt must be worn under scrub top; no other garments may be visible under scrubs.
    - 2.1.2 Student identification badge must be worn at all times. It is to be visible at all times, on the shoulder area with picture facing out. No decorative stickers or pins are to be worn on the ID badge.
  - 2.2 Shoes: Clean nursing or athletic leather-like shoes with enclosed heel and toe. Can only be white in color, subject to faculty approval. Clean shoelaces as appropriate for shoe style.
  - 2.3 Nails are to be clean and must not extend past the end of the finger pad; nail polish, artificial nails and nail ornaments of all kinds are unacceptable.
  - 2.4 No jewelry is permitted.
  - 2.5 Other: Ball-point pen with black ink, and notepad.
  - 2.6 In facilities where the facility provides scrub attire; student will change from official school uniform, to scrubs provided by the clinical site, before entry into the restricted areas of the surgical suites. No undergarments may be visible while in surgical attire. The student will change back into the official school uniform before leaving the clinical site.

## **STUDENT HEALTH**

- 1. An ill student must notify the Clinical Instructor prior to the scheduled clinical time. These hours are recorded as absent time.
- 2. In the event of an accidental needle stick or exposure, student must report all blood and mucosa exposures and follow all policies regarding the follow-up.
- 3. All personal medical expenses are the responsibility of the student; therefore, the student is encouraged to have insurance coverage.

## **STUDENT EMPLOYMENT/WORK RELATED POLICIES**

1. Students are allowed to work; however, employment must not interfere with classroom or clinical assignments. All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.
2. Time spent as an employee cannot be credited to the clinical educational program of the school. Classroom or clinical assignments are not altered to accommodate work schedule(s).
3. The student will not be scheduled for clinical assignments in order to provide coverage for the clinical area or shift.
4. Student choosing to work at Baptist Health completes the regular hiring process of the Personnel Department of Baptist Health and the Laboratory Department.
5. Although School Student Policies and Baptist Health Employee Policies are in fact separate one from the other, a student's behavior during application or a Baptist Health employment period that results in a disciplinary action may, in turn, result in the same by the school or vice versa.
6. The Program Director or Clinical Instructor does not participate in the hiring process of students for work purposes.
7. A student must be in "Good Standing" with the school in order to be hired for work in Baptist Health. "Good Standing" is defined as:
  - 7.1 having the required academic record
  - 7.2 satisfactory attendance record
  - 7.3 record void of disciplinary action by the school
8. A student maintains academic eligibility while employed at Baptist Health.
9. The school is not responsible for unprofessional conduct by a student, while he or she is working for an employer.

## **CERTIFICATION**

The Liaison Council on Certification for the Surgical Technologist (LCC-ST) sets forth the eligibility requirements for the CST exam. The surgical technologist must be a graduate of an accredited surgical technology school in order to qualify to take the national certification examination.

The graduates will apply as a candidate to take the national certifying examination for surgical technologists. Candidates who achieve the required score will be certified to officially and professionally use the title and credential Certified Surgical Technologist (CST).

