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# **Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Handbook**

## **Welcome to Cherokee Nation W.W. Hastings Hospital Surgical Technology Program!**

We are pleased that you have chosen Cherokee Nation W.W. Hastings Hospital Surgical Technology Program to pursue your academic and career goals.

This handbook is designed to help you make a smooth transition into the Surgical Technology Program at Cherokee Nation W.W. Hastings Hospital, Tahlequah, Oklahoma. It is important to establish and maintain professional relationships with your peers, faculty and staff, and eventually your employer. Professionalism will be stressed throughout your academic certificate program, so that you may become a successful medical team member. Below is some useful information to help you reach your goals.

- Attitude is essential. Your attitude shows every day! Make sure you always conduct yourself in a way that demonstrates your professionalism and concern for everyone.
- Attendance is of utmost importance. It shows that you are a dependable person that the team can count on.
- Your appearance is your first impression. As a medical professional, it is imperative that you are always neat and clean. Please refer to the dress code in this handbook.
- Faculty, staff, patients, and peers should be treated with respect at all times. A courtesy title should be used unless instructed to do otherwise.
- Take initiative and be a motivated self-starter. This attribute will open many doors for you in the future.
- Promptness is required not only for class time, but also for assignments. There is **absolutely no tolerance** for team members who are late. A student's routine tardiness may result in disciplinary action, including withdrawal from the program. Cherokee Nation W.W. Hastings Hospital will not send an undisciplined student to a clinical site.
- Monitor your progress by recording your grades and asking for help any time you need it.
- Be mature and open to constructive criticism. During your clinical and lab time you will receive a significant amount of constructive criticism. Be cooperative and mature. Receive the instruction in a professional manner. Remember that it is only to make you the best Surgical Technologist on the team.
- If assignment is due and is partially completed student must turn in as is and will be graded as is.
- If assignment is not brought to class it is an automatic zero. No late work will be accepted.

Cherokee Nation W.W. Hastings Hospital surgical technology student will always place the patient first. Through a consistent use of their surgical conscience they will place honor and ethics above all else throughout their career as a student and as a healthcare professional. Cherokee Nation Hastings Hospital will not tolerate others who lie, cheat, steal, or purposely cause harm to any individual, whether a fellow student or a patient.

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## Admissions Policies Process and Practices

Listed Below is the steps in the application process and the minimum requirements for admissions consideration. Admission to this program is very competitive. Criteria for selection of students will include:

- Application to the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program
- Any official transcripts from other academic coursework
- Interview by members of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Committee
- Scrub boot camp
- The student must have the physical ability and manual dexterity to perform all responsibilities of a surgical technologist. (manual dexterity test will be provided)
- A reading, math, language, vocabulary, and spelling test will be administered by Cherokee Nation Career Services (Blue TABE Test)
- Administrative personnel at clinical agencies believe that the Cherokee Nation W.W. Hastings Hospital Surgical Technology Students and the public with whom they come in contact with must be protected against communicable diseases and unsafe practices. Each Cherokee Nation W.W. Hastings Hospital Surgical Technology Program student must assume responsibility for meeting the industry accepted health and safety requirements.
- A physical examination, to include vision and hearing examinations by the student's physician, is required for admission to the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program and must be documented on the form provided by Cherokee Nation W.W. Hastings Hospital Surgical Technology Program. The following test and immunizations can be obtained from the students' physician or local health department or clinic, with all costs assumed by the student.
- Immunizations and vaccinations must be up-to-date or in process. The following documented immunizations, titers, and records must be submitted prior to acceptance in the Surgical Technology Career Major. You must submit the following documentation to Human Resources.
- Measles, Mumps, Rubella (MMR), you must have documentation of receiving 2 MMR vaccinations, or positive titers (blood test that shows immunity to Rubella, Mumps, and Rubella)
- Hepatitis B Vaccination, the hepatitis B vaccination is a series of 3 injections given over a 6 month period. The cost ranges from \$0 - \$200. The area of work you are going into puts you at risk for coming into contact with infected blood and body fluids. You must submit documentation of having had all 3 shots of the series, or proof of immunity, before being accepted into this Career Major.
- Varicella Immunization, you must have documentation of receiving 2 vaccinations, or have a positive titer (blood test showing immunity to Varicella). Submitting a physician's statement that you had chicken pox will not be accepted.
- An annual TB skin test must be documented. You must submit documentation of having had a recent negative TB (PPD) skin test. In the event the TB (mantoux) test is positive, a negative chest x-ray must be documented. It is the responsibility of the student to provide all necessary documentation. If accepted into the surgical technology program, you must receive and submit another negative TB skin test. Be sure to get your TB skin test prior to taking any other immunizations or you will be required by your physician to wait one month after receiving a vaccine such as an MMR.
- Cherokee Nation W.W. Hastings Hospital Surgical Technology Program requires that all students have a drug screening test. Candidates who test positive for illegal drugs or prescription drugs without physician's authorization will be dismissed immediately. An alternate on the waiting list will be selected to fill that spot. The RATIONALE is a DRUG POSITIVE STUDENT will prevent

him or her taking certain national certification or licensing exams. Finally, Cherokee Nation W.W. Hastings Hospital will not hire students or graduates who have a record of illegal drug use, abnormal drug test or a felony conviction.

## **Criminal Background Check**

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A complete criminal background check will be done for both Oklahoma and Arkansas. If a student has a pending or prior conviction (being a misdemeanor or a felony) will not be allowed in the program until removed from the potential student's record. Certain convictions may prevent the student from taking national certification or licensure exams. Cherokee Nation W.W. Hastings Hospital may not hire students or graduates who have a prior criminal conviction. Candidates with prior convictions should contact licensure/certification agencies, [www.nbtsa.org](http://www.nbtsa.org) to determine eligibility for testing.

## **Cherokee Nation W.W. Hastings Hospital Surgical Technology Policy and Program Changes**

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This handbook contains a summary of the policies, rules and procedures for the Surgical Technology Program of Cherokee Nation W.W. Hastings Hospital Tahlequah, Oklahoma. From time to time, it may be necessary or desirable for the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program to make changes to this handbook due to requirements and standards of Cherokee Nation W.W. Hastings Hospital accrediting body, state licensing agency, or due to market conditions, employer needs or other reasons. The Cherokee Nation W.W. Hastings Hospital Surgical Technology Program reserves the right to make changes to any provision of this handbook, including the academic programs and courses, school policies and procedures, faculty and administrative staff, the academic calendar and other dates, and other provisions at any time. The Cherokee Nation W.W. Hastings Hospital Surgical Technology Program also reserves the right to make changes in the instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes. Students are expected to be familiar with the information presented in this handbook and with all school policies. Notice of these changes will be communicated in a revised handbook, an electronic notice, or written format. By enrolling with the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, students agree to accept and abide by the terms stated in this handbook and all school policies. If there is any conflict between any statement in this handbook and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.

## **Cherokee Nation W.W. Hastings Hospital Mission Statement**

We are dedicated to working with our Communities, Families, and individuals to promote and improve their health.

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## **Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Mission Statement**

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The mission of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program is to prepare competent entry level surgical technologist in the cognitive, psychomotor, and effective learning domains, and to help satisfy the need for surgical technologist in local, government, and regional communities. The education of a surgical technologist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for (a) independent and, (b) semi-autonomous and/or (c) making appropriate decisions required in practice. The surgical technologist practice emphasizes collaboration among physicians, surgical technologist, nurses, allied health care professionals and the patient. In addition to being essential to the successful completion of Cherokee Nation W.W. Hastings Hospital Surgical Technology Program requirements, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty and other healthcare providers. The surgical technologist is an active member of the surgical team. By using surgical technology in the operating room suite, the student can learn practical skills to successfully work in today's fast-paced operating room.

## **Program Goals and Outcomes**

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The Cherokee Nation W.W. Hastings Hospital Surgical Technology leadership and faculty members are focused on providing opportunities for students to reach the outcomes of the program. Those Program Outcomes include:

- Developed and understand the importance of professional integrity, patient safety, accountability, punctuality
- Earn a Certificate in Surgical Technology
- Practice as an entry-level surgical technologist
- Provide high quality patient care pre-op, intra-op, & post-op
- Participate as a competent team member working with surgeons, anesthesiologist, operating room nurses, and other surgical personnel
- Develop competency as a scrub, second assist and circulator
- Demonstrate expertise in maintaining a sterile field and assuring aseptic technique throughout the surgical procedure
- Have the knowledge and skills necessary to pursue employment opportunities in operating, delivery, and emergency rooms at hospitals, medical offices, and clinics
- Exhibit caring and ethical behavior
- Communicate effectively and in a professional manner
- Utilize critical thinking skills
- Express enthusiasm and a sense of pride in team work
- Demonstrate the ability to apply theoretical knowledge and a surgical conscience
- Practice the role of patient advocate
- Demonstrate knowledge of surgical technology within the operating room to include computer and mechanical systems.

## **Philosophy**

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Students are expected to follow the guidelines of the core curriculum which are found in the textbooks used in the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program and are incorporated throughout the curriculum. Exposure to high standards of conduct and professionalism begins the first day of class and emphasized throughout curriculum. The curriculum flows from simple to complex and builds upon previously learned skills. Physical and mental skills are taught in the lab and clinical settings with didactic classroom instruction for learning relevant patho- physiology, surgical procedures, and the role of the surgical technologist within the operating room environment. Cherokee Nation W.W. Hastings Hospital Surgical Technology students learn by observing proper procedures and techniques as demonstrated by faculty members, clinical coordinators, and facility preceptors. Professional integrity, patient safety, aseptic and sterile technique, and surgical consciousness are some of the minimum expectations of graduates of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program. Students should understand that assuming *responsibility* and *accountability* is important in beginning their role as Surgical Technologist.

### **Schedule of Courses and Description**

Fall Semester Courses: Surgical Techniques I

Surgical Techniques Practicum I

Medical Terminology

Anatomy and Physiology

Spring Courses: Surgical Techniques II

Surgical Techniques III

Surgical Techniques Practicum II

### **Schedule of Courses and Description**

Spring Semester Courses: Surgical Techniques I

Surgical Techniques Practicum I

Medical Terminology

Anatomy and Physiology

Fall Semester Courses: Surgical Techniques II

Surgical Techniques III

Surgical Techniques Practicum II

**Course: Surgical Techniques I**

Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: Fall Semester  
Class hours: 145  
Prerequisite: None

Patricia Sumner CST  
[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)  
918-316-0718  
Course Designation: ST I

**Course Description:**

This course will prepare the student to enter the clinical phase of the program. Covered in this course of study is the *basic knowledge* the student will need before assuming the clinical responsibilities of an entry-level surgical technology student.

**Units of Study:**

- Career Success
- Handouts
- Resume Worksheets
  - Learning Styles
  - Personality Testing
  - Safety in the Workplace
  - Team Building
- Test Taking Skills
- CPR Training
- The Surgical Technologist
- Communication and Teamwork
- The Patient
- Death & Dying
- The Healthcare Facility
- Disaster Preparedness & Response
- Environmental Hazards
- Microbes & the Process of Infection
- The Principles & Practice of Aseptic Technique
- Decontamination, Sterilization, and Disinfection
- Diagnostic and Assessment Procedures
- Surgical Instruments
- Energy Sources in Surgery
- Minimally Invasive Endoscopic Surgery
- Case Planning & Intraoperative Routines
- Moving, Handling, & Positioning the Surgical Patient
- Surgical Skin Prep & Draping
- Law, Documentation, & Professional Ethics

**Methods of Evaluation:**

- Written Examinations
- Textbook assignment
- Pop quizzes

Online activities

**Teaching Methods:**

- Lecture
- Class Discussion
- Textbook
- Workbook
- Video's
- Reading Assignments
- Games

**Evaluation Frequency:**

8 Exams 1 Final

**Objectives:**

Upon completion of this course, the student should be able to function within the scope of practice of a surgical technologist on legal, moral, ethical, aseptic, and safety issues. Specific objectives for each unit of study may be found in the core curriculum, which should be used as a reference throughout the entire course of study.

**Grading System:** The criteria for determining a student(s) grade are as follows:

**Course Grade Averages:**

Homework: 25%      Test: 50%      Final: 25%

At the conclusion of each semester course, the student receives a grade report of his/her grade(s) for the course(s) completed. These grades are transferred and entered onto the student's academic transcript.

**Transcript Grade:**

Percentage:

Letter Grade:

The chart below indicates determination of letter grade based on a percentage of total points earned at the end of the semester. **Student(s) must maintain a 76% or higher in Surgical Techniques II.**

Percentage %	Letter grade	Description
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
59 or below	F	Unsatisfactory

## **Course Title: Surgical Techniques Practicum I**

Instructors:	Rochelle Lewis CST	Patricia Sumner CST
Email:	<a href="mailto:rochelle-lewis@cherokee.org">rochelle-lewis@cherokee.org</a>	<a href="mailto:patricia-sumner@cherokee.org">patricia-sumner@cherokee.org</a>
Phone:	918-772-8002	918-316-0718
Placement:	Fall Semester	Course Designation: STP I
Class hours:	260	
Prerequisite:	None	

### **Course Description:**

This course will prepare the student to enter the clinical phase of the program. Covered in this course of study are the basic hands-on skills and *competencies* the student will need to master before assuming the clinical responsibilities of an entry-level surgical technology student. Each of these skills is covered in theory within Surgical Techniques I.

### **Competencies and Skills:**

- Instrument Memorization
- Proper OR Attire
- Basic Hand Wash
- AM OR care
- Open Gloving
- Urinary Catheterization
- Wrapping & Sterilizing Instruments
- Scrubbing, Gowning, and Gloving
- Transporting the Surgical Patient
- Positioning the Surgical Patient
- Pre-op Preparation of the Surgical Patient
- Vital Signs
- Pre-operative care of the OR Suite
- Post-Operative Care of the OR Suite
- Opening Back Table and Supplies
- Mayo Stand Set Up
- Preparation of the Surgical Site
- Draping the Surgical Patient
- Passing Medications to the Sterile Field
- Receiving Medications While in the Sterile Field
- Intra-Operative Actions
- Instrumentation Care
- Role Play in the OR
- Self Practice and Performance Testing of All Skills
- Clinical Site Orientation

### **Methods of Evaluation:**

- Written Examinations
- Textbook assignment
- Online activities
- Skills check offs

**Teaching Methods:**

- Lecture
- Class Discussion
- Textbook
- Workbook
- Video's
- Reading Assignments
- Games

**Evaluation Frequency:**

- 21 Skills Test
- 12 Instrument Test
- 1 Final

**Objectives:**

Upon completion of this course, the student should be able to function within the scope of practice of a surgical technologist in the classroom laboratory setting. Specific objectives for each competency and skill may be found in the core curriculum, which should be used as a reference throughout the entire course of study.

**Grading System:** The criteria for determining a student(s) grade are as follows.

**Course Grade Averages:**

Skills Test: 45%      Instrument Test: 45%      Career Success: 10%

At the conclusion of this semester course, the student receives a grade report of his/her grade(s) for the course(s) completed. These grades are transferred and entered onto the student's academic transcript.

**Transcript Grade:**

Percentage:

Letter Grade:

The chart below indicates determination of letter grade based on a percentage of total points earned at the end of the semester. **Student(s) must maintain a total percentage grade of 90% or higher in STP I Skills check offs.**

Percentage %	Letter grade	Description
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
59 or below	F	Unsatisfactory

## **Course Title: Surgical Techniques II**

Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: Fall Semester  
Class hours: 108  
Prerequisite: Surgical Techniques I

Patricia Sumner CST  
[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)  
918-316-0718  
Course Designation: ST II

### **Course Description:**

This course covers the techniques and theories of the common surgical specialties and procedures listed below. Surgical pathology and anatomy will be reviewed throughout.

### **Units of Study:**

Management of the Surgical Wound  
Perioperative Pharmacology  
Anesthesia and Physiological Monitoring  
Postanesthesia Recover  
General Surgery  
Obstetric and Gynecologic Surgery  
Genitourinary Surgery  
Orthopedic Surgery  
Surgery of the Ear, Nose, Pharynx, and Larynx  
Peripheral Vascular Surgery  
Career Success

### **Methods of Evaluation:**

- Written Examinations
- Textbook assignment
- Pop Quizzes
- Online Activities
- 

### **Teaching Methods:**

- Lecture
- Class Discussion
- Textbook
- Workbook
- Video's
- Reading Assignments
- Games

**Evaluation Frequency:**

6 Exams 1 Final

**Objectives:**

Upon completion of this course, the student should be ready to set up a back table and mayo stand for the previously mentioned surgeries with little or no help from their instructors or clinical preceptors. Specific objectives for each unit of study may be found in the core curriculum, which should be used as a reference throughout the entire course of study.

**Grading System:** The criteria for determining a student(s) grade are as follows:

**Course Grade Averages:**

Homework: 25%      Test: 50%      Final: 25%

At the conclusion of each semester course, the student receives a grade report of his/her grade(s) for the course(s) completed. These grades are transferred and entered onto the student's academic transcript.

**Transcript Grade:**

Percentage:

Letter Grade:

The below indicates determination of letter grade based on a percentage of total points earned at the end of the semester. **Student(s) must maintain a 76% or higher in Surgical Techniques II.**

<b>Percentage %</b>	<b>Letter grade</b>	<b>Description</b>
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
59 or below	F	Unsatisfactory

**Course Title: Medical Terminology Course Online**

Instructors:	Rochelle Lewis CST	Patricia Sumner CST
Email:	<a href="mailto:rochelle-lewis@cherokee.org">rochelle-lewis@cherokee.org</a>	<a href="mailto:patricia-sumner@cherokee.org">patricia-sumner@cherokee.org</a>
Phone:	918-772-8002	918-316-0718
Placement:	Fall Semester	Course Designation: MT
Class hours:	48	
Prerequisite:	None	

**Course Description:**

This self-paced, independent study course presents a study of basic medical terminology.

**Units of Study:**

- Introduction to Medical Terminology-chapter 1
- The Human Body in Health and Disease-chapter 2
- The Integumentary System-chapter 12
- The Nervous System-chapter 10
- Special Senses: The Eyes and Ears- chapter 11
- The Endocrine System-chapter 13
- The Digestive System-chapter 8
- The Skeletal System-chapter 3
- The Muscular System-chapter 4
- Diagnostic Procedures and Pharmacology- chapter 15
- The Cardiovascular System-chapter 5
- The Respiratory System-chapter 7
- The Urinary System- chapter 9
- The Lymphatic and Immune System-chapter 6
- The Reproductive System-chapter 14

**Methods of Evaluation:**

- Online Testing
- Online Practice Quizzes
- Online activities

**Teaching Methods:**

- Lecture
- Class Discussion
- Textbook
- Workbook
- Video's
- Reading Assignments
- Games

**Evaluation Frequency:**

**15 quizzes 1mid-term 1 Final**

**Objectives:**

Upon completion of this course the student should be able to spell, pronounce, define, and identify medical word parts and correctly use medical terms to complete a statement. They should be able to construct terms from definitions, provide correct abbreviations and symbols for medical terms, and to apply this language to the duties of a surgical technologist.

**Grading System:** The criteria for determining a student(s) grade are as follows:

**Course Grade Averages:**

Test: 50%      Mid Term: 25%      Final: 25%

At the conclusion of each semester course, the student receives a grade report of his/her grade(s) for the course(s) completed. These grades are transferred and entered onto the student's academic transcript.

**Transcript Grade:**

Percentage:

Letter Grade:

The chart below indicates determination of letter grade based on a percentage of total points earned at the end of the semester. **Students must maintain a total of percentage grade of 76% or higher in Medical Terminology.**

<b>Percentage %</b>	<b>Letter grade</b>	<b>Description</b>
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
59 or below	F	Unsatisfactory

**Course Title:       Anatomy and Physiology**

Instructors:       Rochelle Lewis CST  
Email:             [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone:             918-772-8002  
Placement:        Fall Semester  
Class hours:       129  
Prerequisite:      None

Patricia Sumner CST  
[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)  
918-316-0718  
Course Designation: A&P

**Course Description:**

This course covers the human body in health and in disease. Surgical Pathology is emphasized throughout.

**Units of Study:**

Bloodborne Pathogens  
Disease and Disease Producing Organism  
Organization of the Human Body  
Chemistry, Matter, and Life  
Cells and Their Functions  
Tissue, Glands, and Membranes  
The Skin in Health and Disease  
The Nervous System-Spinal Cord and Nerves  
The Nervous System-Brain and Cranial Nerves  
The Sensory System  
The Endocrine System  
Metabolism, Nutrition, and Body Temperature  
The Digestive System  
The Skeletal System  
The Muscular System  
Blood  
Blood Vessels & Blood Circulation  
Body Fluids  
The Heart  
The Respiratory System  
The Urinary System  
The Lymphatic System  
Body Defenses, Immunity and Vaccines  
The Reproductive System  
Human Development and Birth  
Heredity and Hereditary Diseases

**Methods of Evaluation:**

- Written Examinations
- Textbook assignment
- Pop quizzes
- Online activities

**Teaching Methods:**

- Lecture
- Class Discussion
- Textbook
- Workbook
- Video's
- Reading Assignments
- Games

**Evaluation Frequency:**

20 Exams 1 Final

**Objectives:**

The student will have a broad knowledge of human anatomy and how it relates to the field of surgical technology. They will also be better able to anticipate the needs of the surgeon by understanding the general workings of the human body. Specific objectives for each unit of study may be found on each individual unit's study guideline page as well as at the beginning of each chapter in the anatomy text book. These unit guidelines should be used as a reference throughout the entire course of study.

**Grading System:** The criteria for determining a student(s) grade are as follows:

**Course Grade Averages:**

Homework: 25%      Test: 50%      Final: 25%

At the conclusion of each semester course, the student receives a grade report of his/her grade(s) for the course(s) completed. These grades are transferred and entered onto the student's academic transcript.

**Transcript Grade:**

Percentage:

Letter Grade:

The chart below indicates determination of letter grade based on a percentage of total points earned at the end of the semester. **Students must maintain a total percentage grade of 76% or higher in Anatomy and Physiology.**

Percentage %	Letter grade	Description
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
59 or below	F	Unsatisfactory

## **Course Title: Surgical Techniques III**

Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: Spring Semester  
Class hours: 142  
Prerequisite: Surgical Techniques II

Patricia Sumner CST  
[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)  
918-316-0718  
Course Designation: ST III

**Course Description:** This course covers the techniques and theories of the common surgical specialties and procedures listed below as well as addressing special needs patients, contemporary issues in present day surgery, and the preparation of a resume, cover letter, and interviewing techniques. Surgical pathology and anatomy will be reviewed throughout.

### **Units of Study:**

- Pediatric Surgery
- Plastic and Reconstructive Surgery
- Ophthalmic Surgery
- Oral and Maxillofacial Surgery
- Cardio-Thoracic Surgery
- Neurological Surgery
- Trauma Surgery
- Biomedical Sciences
  - Electricity
  - Physics
  - Computers
  - Robotics
- Career Success
- CST Review

### **Methods of Evaluation**

- Written Examinations
- Textbook assignment
- Pop Quizzes
- Online Activities
- 

### **Teaching Methods:**

- Lecture
- Class Discussion
- Textbook
- Workbook
- Video's
- Reading Assignments
- Games

**Evaluation Frequency:**

8 Exams 1 Final

**Objective:** Upon completion of this course, the student should be ready to set a back table and mayo stand for the previously mentioned surgeries with little or no help from their instructors or clinical preceptors. Throughout the duration of this course, the student should actively be seeking employment and upon completion, should be able to enter the work force as a qualified entry-level surgical technologist. Specific objectives for each unit of study may be found in the core curriculum, which should be used as a reference throughout the entire course of study.

**Grading System:** The criteria for determining a student(s) grade are as follows:

**Course Grade Averages:**

Homework: 25%      Test: 50%      Final: 25%

At the conclusion of each semester course, the student receives a grade report of his/her grade(s) for the course(s) completed. These grades are transferred and entered onto the student's academic transcript.

**Transcript Grade:**

Percentage:

Letter Grade:

The chart below indicates determination of letter grade based on a percentage of total points earned at the end of the semester. **Students must maintain a total percentage grade of 76 % or higher in ST III.**

<b>Percentage%</b>	<b>Letter grade</b>	<b>Description</b>
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
59 or below	F	Unsatisfactory

## **Course Title: Surgical Techniques Practicum II**

Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: Spring Semester  
Course hours: 560  
Prerequisite: Surgical Techniques Practicum I

Patricia Sumner CST  
[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)  
918-316-0718  
Course Designation: STPII

### **Course Description:**

This course is clinical in nature and setting except for 3 weeks of classroom CST preparation. The student will be assigned to specific clinical areas and will be directed by the clinical preceptors as well as being monitored by the program faculty. They will be actively utilizing and practicing the skills and knowledge they acquired in the classroom and laboratory in real OR settings.

### **Units of Study:**

Clinical Practice and evaluation, Clinical Journals, Continuing Education Preparation, Case Studies, Procedure Forms and/or Specific Variations (*found in the Surgical Technology for the Surgical Technologist work book*), and AST monthly magazine article reviews

### **Methods of Evaluation:**

- Case log
- Written Journal assignment
- Preceptor evaluation
- Written Procedure forms
- Quizzes

### **Teaching Methods:**

- Lecture
- Class Discussion
- Textbook
- Workbook
- Video's
- Reading Assignments
- Games

### **Evaluation Frequency:**

Weekly Case Logs  
17 weeks Daily Journals  
17 Preceptor evaluations  
17 Procedure Forms  
9 AST Magazine Articles Quizzes

**Objectives: Week 1-8:** The student should be able to set up a back table and mayo stand for all minor and some major surgeries with little or no help from their clinical preceptor. After the first 2 weeks, the student should be functioning as a first scrub on *all* minor cases and some major cases as well as being a second scrub on all other major cases they are assigned to in their clinical setting. The student should also practice functioning as the second circulator whenever they are not “scrubbed in”. Theory gained from previous courses should be put to use during this hands-on experience. Rudimentary anticipation skills should be employed by the student.

**Week 9-17:** The student should be able to set up a back table and mayo stand for all minor and some major surgeries with little or no help from their clinical preceptor. The student should be functioning as a first scrub on *all* minor cases and some major cases as well as being a second scrub on all other major cases they are assigned to in their clinical setting. The student should also practice functioning as the second circulator whenever they are not “scrubbed in”. Theory gained from previous courses should be put to use during this hands-on experience. Anticipation skills should gradually improve as the student gains confidence and completes case studies for cases performed.

**Grading System:** The criteria for determining a student(s) grade are as follows:

**Course Grade Averages:** Journal: 25%      Clinical: 50%      Procedure Forms: 12.5%  
Career Success 12.5%

At the conclusion of each semester course, the student receives a grade report of his/her grade(s) for the course(s) completed. The grades are transferred and entered onto the student’s academic transcript.

***Transcript Grade:***

*Percentage:*

*Letter Grade:*

The chart below indicates determination of letter grade based on a percentage of total points earned at the end of the semester. **Student(s) must maintain a total percentage of 90% or higher in Surgical Techniques Practicum II. Students must complete a minimum of 120 cases as delineated below.**

**A. General Surgery cases**

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

**B. Specialty cases**

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

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

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

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

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

**C. Optional surgical specialties**

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

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

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

**D. Case experience in the Second Scrub Role is not mandatory.**

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

**F. Counting cases**

1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.1.a. above).

2. Examples of counting cases

a. Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.

b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

c. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure—one case

<b>Percentage %</b>	<b>Letter grade</b>	<b>Description</b>
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
59 or below	F	Unsatisfactory

## **Accreditation**

The Cherokee Nation W. W. Hastings Hospital Surgical Technology Program is accredited through Commission on Accreditation of Allied Health Education Programs (CAAHEP). Accreditation exists to establish, maintain and promote appropriate standards of quality for educational programs. These standards are used for the development, evaluation and self- analysis of the surgical technology program. Accreditation in the health-related disciplines also serves a very important public interest. Along with certification, accreditation is a tool intended to help assure a well-prepared and qualified workforce providing health care services. Students who graduate from an accredited program are eligible to take the certification examination.

### **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

Phone: 727-210-2350

Fax: 727-210-2354

## **NBSTSA**

The National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the LCC-ST was established in 1974 as the certifying agency for surgical technologist. NBSTSA is solely responsible for all decisions regarding certification; from determining eligibility to maintaining, denying, granting and renewing the designation. The purpose of NBSTSA is to determine, through examination, if an individual has acquired both theoretical and practical knowledge of surgical technology. In addition, through the acquisition of continuing education credits or by re-examination, CST's are required to stay up to date with changes in the medical field.

CST is a Certified Surgical Technologist. You must graduate from an accredited school to be eligible to sit for the national certification exam. The CST review is incorporated into the curriculum of the Surgical Technologist career major.

## **CST Examination**

The CST exam will be given within one week prior to graduation. The students will be able to get their results within a week of taking the exam. The program director/instructor will be able to forward the information to the students. Program applicants with questions should contact **AST** at 800-637-7433 ext. 2514 or by e-mail at [mfrey@ast.org](mailto:mfrey@ast.org).

**Nation Board of Surgical Technology and Surgical Assisting**

**6 West Dry Creek Circle, Suite 100**

**Littleton, CO 80120**

[www.nbstsa.org](http://www.nbstsa.org)

## **ARC/STSA**

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting

Is an accreditation services body providing national recognition for higher education programs in surgical technology and surgical assisting, in collaboration with the Commission on Allied Health Education Programs (CAAHEP), in order to promote quality surgical patient care through quality education.

**Accreditation Review Council on Education in Surgical Technology and Surgical Assisting**

**6 west Dry Creek Circle Suite 110**

**Littleton, CO 80120**

**Phone: 303-694-9262**

**Fax: 303-741-3655**

[www.arcstsa.org](http://www.arcstsa.org)

## **AST**

Association of Surgical Technologist, is the only national organization devoted to surgical technologist and surgical technology students. The student is required to become a student member, the cost is included in your tuition and fees. Membership in this organization shows a dedication to professionalism and also offers discounts on several items such as study guides, conferences, state assembly and certification exam. The student will also receive a monthly magazine that contains the latest informative articles regarding the surgical profession. Applications for membership will be handed out.

**Association of Surgical Technologist**

**6 West Dry Creek Circle, Suite 200**

**Littleton, CO 80120**

[www.ast.org](http://www.ast.org)

## **Pregnancy**

Students who are or who become pregnant should promptly disclose the fact of their pregnancy to their instructors. Work in the healthcare setting can involve exposure to chemicals, radiation levels, infectious diseases, waste anesthetic gasses or tasks that present risks to the fetus or to the student's ability to carry the fetus to term. Pregnant students are therefore encouraged to discuss the risks, if any, presented by their program, the steps that might be available to minimize or eliminate the risk, and the advisability of continuing or suspending participation in the program with their instructor and with their own health care providers. Students who are, or become pregnant, may not be able to continue with the program while pregnant. Those who are and elect to continue in the program will be required to sign a document verifying that these discussions have occurred and that the student is aware of and assumes the risks of continuing with the program while pregnant. The Pregnancy Declaration Form is in the back of this handbook.

The purpose of the student pregnancy policy is to assure students a safe pregnancy, and to be in compliance with Federal and State radiation control guidelines, the Equal Employment Opportunity Commission guidelines,

and the Nuclear Regulatory Commission regulations regarding the declared pregnant student. Pregnant student may continue in the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program. It is the student's responsibility to utilize the guidelines set forth in this policy for protection of the embryo/fetus and self.

## **Procedure**

- The female student will be counseled concerning prenatal exposure, will be informed concerning safeguards against accidental radiation and exposure to waste anesthetic gasses early in pregnancy, and will discuss any concerns about dealing with pregnancy in the operating room with the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Director.
- Any known pregnancy can be voluntarily reported in writing to the Program Director. If the student chooses to voluntarily inform the Program Director it must be in writing using the Pregnancy Declaration Form found in the back of this handbook. The Program Director will discuss with the pregnant surgical technology student the effects of waste anesthetic gasses, irradiation, and other chemicals commonly found within the operating room environment.
- The pregnant surgical technology student will sign the Declaration of Pregnancy form and abide by any published pregnancy policy within their assigned clinical facility.
- Clinical rotation schedules may be modified to allow the student to successfully complete the program.
- The program director will arrange low risk procedures especially during the first trimester.
- The pregnant surgical technology student is expected to meet all objectives and clinical education courses

## **X-rays and Pregnancy**

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### **Radio Biologic Consideration**

Two situations in diagnostic radiology require particular care and action. Both are associated with pregnancy. Their importance is obvious from both a physical and an emotional standpoint. The severity of the potential response to radiation exposure in utero is both time-related and intensity-related. The most sensitive period to radiation exposure in our lives occurs before birth. The fetus is more sensitive early in pregnancy than late in pregnancy. An example is, (higher radiation dose, the more severe the radiation response). The time frame; second week to the eighth week of pregnancy is called the period of organogenesis. During this time major organ systems are developing. If radiation doses are sufficient, congenital abnormalities are associated with skeletal deformities, and later during this period neurologic deficiencies are more likely to occur. During the second and third trimesters of pregnancy, the responses are unlikely affected. If a response occurs following irradiation during the latter two trimesters, the only one possible would be the appearance during childhood; malignant disease; leukemia or cancer. Malignant disease induction in childhood is also a possible response to irradiation during the first trimester.

# **Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Policies**

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## **Academic Honesty**

All students are expected to conform to the accepted standards of academic honesty. Any clear violations of these standards, such as cheating, violating copyright laws, or plagiarism, are handled promptly, firmly, privately, and fairly by the Program Director and instructor and may result in sanctions up to dismissal from the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program. .

**First-Time Violations:** may result in a grade of “F” for the course and the placement of a letter in the student’s file. The instructor reserves the right to assign a letter grade of “F” for the assignment, the course, or may request the student to re-submit the assignment.

**Second-Time Violations:** may result in dismissal from the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program. The student may appeal any decisions rendered to the Appeals Board. The appeals board will render a final decision after proper investigation.

## **Cheating defined as:**

- Copying of another’s work
- Assisting another student during examination
- Using academic material during examination
- Possessing unauthorized copies of an examination
- Unauthorized leave during examination
- Taking pictures of answers on phone or electronic device

## **Plagiarism defined as:**

- Submitting another person’s work as one’s own
- Submitting work from a source that is not properly acknowledged by a footnote, bibliography, or -
- Submitting work that uses phrases, sentences, rearranged without acknowledgement
- Omitting quotation marks from any directly quoted material

## **Reasonable Accommodation for Disabilities**

Upon admission, students with disabilities should schedule an appointment to discuss requirements of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, including manual dexterity, visual acuity, ability to hear and understand, space constraints and limitations, and other physical requirements. The candidate may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The Cherokee Nation W.W. Hastings Hospital Surgical Technology Program will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the program. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation. Request for accommodation should be directed to the program coordinator.

## **Attendance**

The Cherokee Nation W.W. Hastings Hospital Surgical Technology Program emphasizes the importance of participation in lectures, seminars, clinical, and lab projects. These behaviors demonstrate the student's sense of responsibility, accountability, and the desire to learn. Attendance and participation will be documented and reflected in the student on-going evaluations. A student may not miss more than 3 days per semester. This program is divided into two semesters. Three tardies will equal an absence. Remember that this is your "job" now. See workshops, classroom and clinical attendance criteria below.

## **Workshops**

Mandatory conferences or workshops may be required throughout the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program.

## **Classroom**

- Missed labs must be made up at the convenience of the instructor.
- Absences of 2 days or more in labs, clinical, classroom or combination of these within the semester will receive a notice of deficiency and the program director will assign a probationary period until you are formally notified of its removal. If the concerns regarding your performance are not resolved to the satisfaction of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, the letter grades of "W" or "F" will be placed on student's record. Students who violate the attendance policy and it is not resolved to the satisfaction of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, will not be allowed to enroll for the following regular semester and the student remains financially responsible regardless of the grade earned for each course. When a student has three absents the student will be dismissed from the program and ask to turn in their books and computers immediately.

## **Clinical**

Clinical placement is designed to expose the student to as many areas as possible and thereby facilitate the attainment of basic skills needed for the daily practice of surgical technology. Students are given the opportunity to provide input before assignments are finalized and the student needs are given consideration.

- Each student must be current in vaccinations and immunizations. A negative drug screen is a requirement of our clinical sites. All students are required to have liability insurance and health insurance.
- Before going to any clinical sites, the student must pass all skills test in STP I with 90% or higher.
- Students will arrive fifteen (15) minutes prior to the start of the clinical time.
- One (1) No Call-No Show will result in a notice of deficiency and the student will be placed on probationary period. Your probationary period will last until you are formally notified of its removal. If the concerns regarding your performance are not resolved to the satisfaction of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, your clinical rotations will be terminated.
- Students who do miss a clinical session will be required to make the clinical up within the semester. Failure to do so will result in a letter grade of "W" or "F" and the student remains financially responsible, and will have to repeat the course. Make-up will be determined by the course instructor. Any absences expected to last longer than one day will require a doctor's release.

- Students who become ill must call the Clinical Instructor (4hrs.) prior to the start of their time on duty. The student must also call the agency before that clinical shift begins.
- Students are encouraged to schedule all Doctor appointments at the end of the day if permissible
- Students may be removed from the program for actions deemed unsafe to the patient or deemed inappropriate by the clinical site personnel.
- Students are to be properly dressed for their surgical experience assigned that day. Student who are not ready at the prescribed time may not be allowed to complete that day's clinical shift, which constitutes a missed clinical day and a grade of "W" or "F" will be received if not made up before the semester's end. The student will be required to repeat the course and is held financially responsible.

## **Bereavement**

The Cherokee Nation W. W. Hasting Hospital Surgical Technology Program will grant two days of bereavement in relation to immediate family members consisting of parent(s), spouse, children, sibling(s), in-laws and grand-parent(s). Program Coordinator must be notified 918-316-0718.

## **Inclement Weather**

### **Academic:**

Students will be notified if classes are canceled or scheduled late two hours before class time starts due to inclement weather. Cherokee Nation W. W. Hastings Hospital Surgical Technology Program follows the same protocol as Cherokee Nation so if Cherokee Nation is closed then the School is closed etc. Course work will be reassigned as necessary.

### **Clinical:**

Clinical time missed due to inclement weather conditions should be made up at the discretion of the program faculty. Do not come to clinical if you feel the weather conditions are too hazardous or if the school is closed. Students who do not report to clinical because of bad weather are required to call the clinical coordinator two hours prior to the start of clinical shift 918-316-0718.

## **Library**

The Cherokee Nation W. W. Hasting Hospital Surgical Technology Program resource library is located at south gate building H upstairs in the classroom. The hospital does not have a library due to lack of space, each department has their own books until space becomes available. Every book in the hospital is available upon request. Therefore our students have access to the programs resource library and on-line resources which is accessible through the Cherokee Nation W. W. Hastings Hospital share point page. The students are able to obtain library cards from the Tahlequah City Library and Northeastern State University Library both located in down town Tahlequah. We also have online resources for the students.

## **Student Work Policy**

Students may **NEVER** be paid for services rendered during scheduled clinical hours. All student activities are for educational experience only, nor will he/she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist. Clinical facility personnel must be available to assist or replace the student to prevent the patient or student from being placed in a compromising position.

## **Security**

Cherokee Nation W.W. Hastings Hospital strives to maintain a safe and secure atmosphere for the campus, hospitals, and community. The safety, security and rights of the students and employees are of critical importance. Crimes of sexual offenses, drug and alcohol use and stealing are not tolerated. Hospital security, and/or Tahlequah City Police and/or Cherokee Marshals will intervene promptly.

## **Dismissal from Cherokee Nation W.W. Hastings Hospital Surgical Technology Program**

**A student can be dismissed from the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program for any of the following:**

- Failing grades in general education requirements and core courses in surgical technology
- Conviction of possession and/or distribution of illegal drugs
- Insubordination
- Unprofessional or unethical conduct
- Clinical site refuses to allow the student into the facility
- Unsafe patient care techniques
- Felony-level convictions of any type of crime
- Cheating
- Plagiarism
- Failure to successfully complete didactic, clinical assignments and objectives
- Excessive tardiness or absenteeism
- Breach of confidentiality
- Health Insurance Portability and Accountability Act(HIPAA) violations
- Failure to report an accident or injury
- Failure to maintain Satisfactory Academic Progress
- Threats against faculty, students, patients or facility staff
- Theft from the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program or clinical sites

**The student will be provided with the opportunity to present evidence** the student should first attempt to settle the problem with the Program Director and Instructor. If the problem cannot be settled at that level, the student should submit a written complaint to the Dean of the program. If a student's complaint is not resolved to his/her satisfaction, the student may contact the program director to set up a meeting with the Cherokee Nation W.W. Hastings Hospital program advisory committee and a meeting date will be scheduled. The student is obligated to stay in school until a verdict is rendered.

## **Voluntary Withdrawal**

Any student in good academic standing may voluntarily withdraw from the Program. A student voluntarily withdrawing must have a confidential exit interview with the Program Director and complete and sign a Voluntary Withdrawal form that will be filed. The student must put into writing, stating the decision to withdraw and why. Notice of voluntary withdrawal is recorded permanently on the student's transcript. Students who voluntarily withdraw from the Program during the term will have W grades entered on the transcript. Student withdrawals under any circumstances are required to return books, lap top and materials.

## **Readmission after Voluntary Withdrawal**

Students who voluntary withdraw for any reasons are eligible to apply for readmission. However, each application will be considered on its merits, same application process and readmission will not be automatic. The student is required to meet all of the conditions of return voted by the Cherokee Nation W. W. Hastings Hospital Surgical Technology Interviewing Panel. The student will start the application process over just if the student were trying for the first time to get into the program. Unless approved by the program director, instructor and dean of program.

## **Dress Code**

The purpose of the dress code is to present a professional image for Cherokee Nation W.W. Hastings Hospital Surgical Technology Program students, faculty, clinical sites, and the public. Clothing is a form of non-verbal communication that makes a strong first impression. Cherokee Nation W.W. Hastings Hospital Surgical Technology Students may not wear tight fitting T-shirts, sweatshirts, sweatpants, shorts, bib pants, dangling earrings, see-through pants or blouses, colored underwear under white pants, or sleeveless tops. If a student is deemed to be wearing inappropriate clothing, Cherokee Nation W.W. Hastings Hospital Surgical Technology Program faculty reserves the right to ask the student to go change the inappropriate clothing. To ensure the health and safety of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Students and the patients they care for, students are required to use good personal hygiene, which includes a daily bath and keeping their hair clean and nails trimmed and free of dirt. Healthcare institutions request that students not wear tongue rings, bracelets, necklaces, artificial nails, perfume or cologne. Students may wear a wristwatch with a second-hand that has a solid band. Students can wear a wedding band in the classroom but not at clinical or labs. Students will not be allowed to remain in the laboratory or clinical if the dress code is not followed and it will be considered a missed day. Students who miss any day of a clinical session will receive a "W" for the course if not made up within that semester. Students who receive a "W" or "F" will be required to repeat the course and are financially responsible for that course.

## Grading Policy

Grades reports are made available to students at the completion of each semester. Grades are based on the quality of work indicated in the course syllabus. **Students in the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program must maintain a grade of 76% or higher in general education requirements and Surgical Techniques (ST) courses.**

In the Surgical Techniques (ST) courses (I, II, and III), homework Accounts for 25%, Test for 50%, and Finals for 25% of the course grades.

In the Medical Terminology (MT) course test count as 100%

The Anatomy and Physiology (A&P) course is also determined by homework, test, and the final. Homework is 25%, test are 50%, and the Final is 25% of the course grade.

In the Surgical Technology Practicum I (STP I) course, the students instrumentation quizzes, clinical skills performances, and career success (magazine articles reviews and resume), are averaged together for a final grade at the conclusion of the course.

**Students in the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program must maintain a grade of 90% or higher in Surgical Techniques Practicum I (STP I) skills, to be allowed to continue in the program. The student will be given 3 attempts for each clinical skill.** There is no room for error in sterility and surgery. In the STP I course, Skills test Accounts for 45%, Instrument Test 45%, and Career Success 10%.

In the Surgical Technology Practicum II (STP II) course, the student preceptor evaluations, case study procedure forms, specific variation forms, career success (magazine article reviews and resume), and clinical journal entries are averaged together for a final grade at the conclusion of this course. **Case log sheets, journal, and procedure form, must be completed and turned in every week. 100% will be given for good narratives in all areas and every line that is filled in. 5% will be deducted for leaving an area blank.** The STP II course grade is determined by Journals 25%, Clinical 50%, Procedure Forms 12.5%, and Career Success 12.5%. Incompletes may be granted to students for circumstances beyond the student's control. An incomplete grade that is not completed within two weeks after the end of term will be converted to a grade earned. Additional time to complete the coursework will be reviewed for extension by the program director under whatever circumstances the student has requested.

The chart below is an example of a grade scale.

Percentage %	Letter grade	Description
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Unsatisfactory
59 or below	F	Unsatisfactory

## **Grade Appeals Policy/Procedure**

Cherokee Nation W.W. Hastings Hospital Surgical Technology Program ensures that the academic evaluation is objective, fair and professionally performed. Assessment of a student's performance is one of the primary responsibilities of a faculty member and is solely his/her responsibility. It is the responsibility of the instructor to explain and interpret the grading system to the students. Guidelines for grading should be distributed at the beginning of each course.

A student who believes a course grade, or grades for select assignments within a course have been assigned in error or capriciously, may take the following steps to seek resolution:

- Confer with the instructor. It is important to fully understand how the grade was determined. The student has an obligation to state the reason(s) why the grade is unjust.
- If a student cannot contact the instructor, the student should contact the program coordinator. This process should be taken into action immediately.
- If no resolution is found, and the student still believes the grade has been awarded incorrectly or capriciously, the student can then confer with the program coordinator and the program coordinator will take it to the program advisory committee. The program coordinator will work with the instructor to attempt to find a resolution. The program advisory committee cannot change a grade unless they have appropriate credentials for that particular course or topic.
- It is important to note that a grade appeal could result in one of three decisions: the grade remains the same or the grade could be raised, or be lowered.
- The program advisory committee will then review all evidence and render a final decision no later than 15 days from the date of submission of grade appeal.

## **Liability Insurance**

Each student will be covered with liability insurance through Health Care Providers Service Organization (HPSO) in the amount of 3 million aggregate and up to 1 million each claim. The student will be responsible for the payment of \$38 – \$48.00 dollars to Health Care Providers Service Organization. Cherokee Nation Risk Management Office will be provided a copy of all student evidence of coverage from the Health Care Providers Service Organization (HPSO).

Health Care Providers Service Organization

Email: [www.hpso.com](http://www.hpso.com)

1-800-982-9491

## **Health Insurance**

All students are required to provide verification of health insurance to the program director no later than 1 month prior to start of class.

Healthcare Market Place

1-855-889-4325

Health Insurance for students

## **Tuition and fees**

- 1. Students are responsible for getting a back ground check through the OSBI for \$19.00 during application process**
- 2. Students are responsible for obtaining liability insurance through HPSO cost is anywhere from \$38.00 - \$48.00. This fee will be due 1 month before clinical starts.**
- 3. Students are required to go through Career Services to apply for funding of program 3,714.58**
- 4. Arkansas State Police for background check \$25.00. This fee is due the last day of the second month of class**
- 5. FBI back ground check \$39.95. This fee is due the last day of the first month of school**
- 6. Finger prints \$10.00. This fee is due the last day of the third month**
- 7. There will be no refunds for the OSBI, HPSO, Arkansas background check, finger prints and FBI background check.**

## **Health Insurance**

**All students are required to have verification of health insurance and turned into the program director 1 month prior to class starting.**

## Accidents/Injuries/Incidents During Clinical

If a student is injured during clinical they must be examined and treated in the ER. There should be an incident report done by the hospital and the student will complete the student injury – exposure report, which is located on page 45 of the program handbook. A copy of the report must be submitted to the program coordinator by the student, the student will follow hospital guidelines. The program coordinator will contact the hospital for clearance before the student is able to return to clinical.

# WW HASTINGS OCCUPATIONAL HEALTH

## MARCH 2016

### Procedure for Occupational exposure to **Blood or Body Fluids:**

- Immediately clean/rinse the affected area
- Report exposure to supervisor/house supervisor along with the identification information for the source patient
- Report to the Emergency Department immediately for labs and evaluation by a provider
- Have required documentation completed by the ER provider, your supervisor and yourself and bring completed forms to the Occupational Health Nurse (OHN) (or to Donna Washington in Human Resources if OHN not available). These forms must be turned in within 24 hours of the exposure. For IPA employees, forms CA1 and CA16 are required. For Cherokee Nation employees, the “Supervisors Report of Injury” documents are required
- Complete a WEBCIDENT form online (found on Hastings Share point page)
- The OHN will follow up on needed lab work and counseling for the next 6 months

### Procedure for Occupational injury:

- Immediately report any injury to supervisor/house supervisor
- If you feel your injury requires medical evaluation, report to the Emergency Department. Be sure to have either the CA1 and CA16 forms (IPA) or Supervisors Report of Injury documents (Cherokee Nation) completed and bring them to the OHN (or Donna Washington in Human Resources) within 24 hours of the injury
- Complete a WEBCIDENT form online (found on Hastings Share point page)

Occupational injuries and exposures can be very serious. It is YOUR responsibility to report them, obtain treatment when needed, and follow through with the required documentation to ensure proper care and follow-up are provided. Please follow the above instructions if you incur an occupational injury or exposure.

## Safety and Security Policy

The safety and security of employees, students and guest of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program are of primary importance. Complacency is the worst enemy of the safe work place. Everyone must actively think about safety in all areas of work. If any team member has knowledge of a situation that affects the well-being of a patient, student, customer and employees of Cherokee Nation W.W. Hastings Hospital, the team member must report the situation immediately to the facilities personnel. All injuries that occur on Cherokee Nation W.W. Hastings Hospital grounds or within the clinical settings needs to be reported to the program coordinator immediately. Security guards are in place at Cherokee Nation W.W. Hastings Hospital and will escort you to your vehicle if so desired. The safety of students, staff, and patients is of the utmost importance.

At all times, during lab and clinical rotations, students will wear the appropriate and necessary personal protective equipment according to clinical and lab site policies.

1. Safety glasses must be worn at all times in laboratory and clinical settings.
2. Any student found not following proper safety techniques and not using proper personal protective equipment may be removed from the program.
3. Proper SHARPS safety must be followed at all times.
4. All students will double-glove during clinical rotations.
5. Horseplay and any other dangerous behavior are not permitted in the classroom, lab or clinical sites.
6. Below are considered unsafe practices:
  - Physical Safety  
Inappropriate use of side rails, wheelchairs,  
Positioning devices, or any device that protects  
Patients from the risk of falls, lacerations, burns (Shearing Force)
  - Biological Safety  
Failing to recognize errors in aseptic and sterile technique  
Attending clinical while ill  
Performing technical interventions without appropriate  
Supervision and failing to seek help when needed.
  - Emotional Safety  
Threatening patients, making patients fearful,  
Providing patients with inappropriate or  
Or incorrect information, failing to seek help  
When needed, or demonstrating unstable  
Emotional behavior
  - Unprofessional Behavior  
Verbal or non-verbal language, actions, or  
Voice inflection which compromises rapport  
With the patient, family members, physicians,  
Nurses, other staff or instructors.

Violation of the standards has serious repercussions. Any student violating these standards will be removed from the Class, lab, or clinical areas at the discretion of Cherokee Nation W.W. Hastings Hospital Surgical Technology Program. **Violation may result in dismissal from the program.**

## **Student Advising/Counseling Policy**

Program Director will assist with advising through the Cherokee Nation W.W. Hastings Hospital. The program director will be available Monday-Friday 8:00am – 4:30pm for academic or social counseling.

Patricia Sumner  
918-316-0718  
[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)

The Instructor will be available Monday-Friday 3:00pm – 4:30pm for academic or social counseling; academic tutoring is available if needed.

Rochelle Lewis  
918-772-8002  
[rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)

## **Student Grievances**

If a student has a grievance with any part of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, the student should first attempt to settle the problem with the Program Director and Instructor. If the problem cannot be settled at that level, the student should submit a written complaint to the Dean of the program. If a student's grievance or complaint is not resolved to his/her satisfaction, the student may contact the program director to set up a meeting with the Cherokee Nation W.W. Hastings Hospital program advisory committee and a meeting date will be scheduled. The student is obligated to stay in school until a verdict is rendered.

Rochelle L. Lewis CST, Didactic Instructor  
[rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Patricia S. Sumner, CST, Program Coordinator/Clinical Coordinator  
[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)  
Mitchell Thornbrugh Administrative Officer/Dean  
[Mitchell-thornbrugh@cherokee.org](mailto:Mitchell-thornbrugh@cherokee.org)

## **Transportation**

Cherokee Nation W.W. Hastings Hospital Surgical Technology Program students are mandated to have their own transportation to healthcare sites. This includes to the classroom, labs, in-services, hospitals, and clinical. These sites could be greater than 100 miles from your residence.

## **Program Expectations**

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- Students must respect and hold in total confidence all patient information. HIPAA and OSHA training is required prior to going to clinical sites and is provided in the student's curriculum. A violation has serious consequences.
- CPR is required for the clinical portion of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program and is provided in the student's curriculum.
- Students must earn a C (76%) or better in general education requirements and core surgical courses. If a student cumulative grade point average falls below C (76%) he or she will be placed on academic probation. The cumulative grade point average must be improved by the student to remain in the program. Any student who fails to do so may be dismissed from the program after 2 unsuccessful attempts on any particular course.
- The Academic Honesty Policy will be enforced
- Cell phones are not permitted in the classroom, lab, or clinical areas.
- Eating and drinking is not permitted in any labs.
- Scrubs and closed toes shoes must be worn in all classrooms, labs, and clinical areas.
- Horseplay or other inappropriate behavior is not permitted in the classroom, lab, or clinical.
- Talking during lectures is a distraction to other peers and to the instructor and will not be tolerated. Inappropriate comments aimed at a peer or instructor will result in dismissal from that class for that lecture.
- Alcohol or illegal drugs will result in dismissal from the program.
- Scheduled exams, quizzes, projects, or presentations may be made up according to arrangement of the instructor(s) and program coordinator.
- In any event a student will be absent from lecture or lab, it is a must the instructor be informed. Phone or E-mail the instructor as soon as possible when an absence occurs or is expected to occur. Any missed lecture or lab must be made up before that semesters end.
- Prior to the start of clinical, the student will meet with the clinical coordinator or program director to discuss the details of the site, special circumstances, of change of processes.
- All required paperwork must be submitted to the clinical coordinator by the assigned deadline. Failure to submit the required paperwork will result in a delay of the student's clinical practicum.
- The Study Guide to Accompany Surgical Technology for the Surgical Technologist is a required textbook for all Cherokee Nation W.W. Hastings Hospital Surgical Technology Program students. Instructors will sign off on clinical competencies within the study guide. Proficiencies 7-1 through 15-1 must be completed before a student begins clinical.

## **Preceptor Guidelines**

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A preceptor is an expert Surgical Technologist who is available to enter into a professional relationship with the Surgical Technology Student. Preceptors are role models who provide positive learning experiences for the student. The clinical instructor is responsible for the student's learning outcomes. Periodically, the instructor, student and preceptor meet for the purposes of monitoring and evaluating the Surgical Technology Student.

### **RESPONSIBILITIES OF THE PRECEPTOR:**

- Role Model
  - Positive attitude, appearance, organizational skills, and practice style
  - Provide a stimulating learning environment
- Ask challenging, probing questions that
  - Review prior knowledge
  - Ask for subjective and objective data
  - Request ideas for Surgical Technology action
  - Ask for evaluation and critical thinking
- Demonstrate surgical technology skills effectively and efficiently
  - Allow students to perform real surgical technology skills under the preceptor's supervision
  - Explain procedures and rationale
  - Ask student questions related to side effects or complications related to the procedure
  - Remind student to list steps of the procedure out loud prior to doing the procedure
  - When possible, allow student to practice the procedure
  - Discuss and hesitation toward effects of procedure
  - Provide feedback that will assist student in perfecting their skills
- Offer constructive feedback to the Surgical Technology Student
  - Feedback should be ongoing and on a daily basis
  - Provide feedback in private or when appropriate
  - Novice learners rely on feedback to assist them in building their confidence
  - Students need to know what they did well, what they did wrong, and what they can do to improve their performance next time the procedure is performed.

## **Unprofessional Behavior**

If a student is using unprofessional behavior, the student will be removed from the clinical site. This includes any actions deemed unprofessional by the site managers, clinical coordinator or the program director.

Examples of unprofessional conduct include: verbal or non-verbal language, actions, or voice inflection which compromises rapport with patients, family members, physicians, and nurses, other staff, or instructors. Sexual innuendos or flirtatious behavior is considered unprofessional behavior. Violations of these standards are serious and will result in the student being removed from the clinical site immediately. Cherokee Nation W.W. Hastings Hospital security or Tahlequah City Police will escort you to your vehicle promptly and dismissal from the program may also result.

If a member of the operating room team or healthcare manager request that a student be removed from the clinical site, the student must leave immediately. Failure to do so will get you an escort to your vehicle by the Tahlequah City Police and/or Cherokee Nation W.W. Hastings Hospital Security promptly.

*Student Injury – Exposure Report*

*Student Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Clinical Facility:* \_\_\_\_\_

*Description of Injury – Exposure:*

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\_\_\_\_\_ *Completion of Cherokee Nation W. W. Hastings Hospital web-cident and required reports and evaluation as required.*

\_\_\_\_\_ *Screening advisement, referral for testing, treatment and counseling.*

\_\_\_\_\_ *Analyze the occurrence regarding implication, if any, for future practice.*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Clinical Coordinator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Program Coordinator Signature*

\_\_\_\_\_  
*Date*

*Upon completion, this form will be placed in the student’s program file.*

***Pregnancy Declaration Form***

I, \_\_\_\_\_ declare my pregnancy on this date, \_\_\_\_\_ to the Program Coordinator and the Academic Clinical Coordinator.

The Program Coordinator and Academic Clinical Coordinator have provided special counseling regarding personal and program responsibilities and additional protective measures that would affect the monitoring of the pregnancy.

Use the space below to provide any additional comments pertinent to your pregnancy.

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\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Coordinator Signature**

\_\_\_\_\_  
**Date**

**CHEROKEE NATION W. W. HASTING HOSPITAL SURGICAL TECHNOLOGY PROGRAM**

**17138 SOUTH MUSKOGEE AVE.  
TAHLEQUAH, OKLAHOMA  
Office: (918) 458-4186**

***Student Transportation Waiver***

I, \_\_\_\_\_ understand that I may be required to participate in trips that involve going out of town for the day, overnight or for several days and I, \_\_\_\_\_ will not hold Cherokee Nation W. W. Hastings Hospital Surgical Technology Program responsible for any injuries or accidents that may occur while being transported to and from any activity off the premises.

Notary: \_\_\_\_\_

Expiration date \_\_\_\_\_

Today's date \_\_\_\_\_

Students signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Coordinator signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Confidentiality Agreement**

I understand that Cherokee Nation W. W. Hastings Hospital has a legal and ethical responsibility to safeguard the privacy of all patients and to protect confidentiality of their health information. Additionally, Cherokee Nation W. W. Hastings Hospital must assure the confidentiality of its human resources, payroll, fiscal, research, computer systems, and management information (collectively “Confidential Information”).

1. I will not disclose or discuss any Confidential Information with other, including friends or family, who do not have a need to know it. In addition, I understand that my personal access codes, user ID’s, and passwords used to access computer systems are also an integral aspect of this Confidential Information.
2. I will not access or view any Confidential Information, or utilize equipment, other than what is required to do my job.
3. I will not discuss Confidential Information where others can overhear the conversation. It is not acceptable to discuss Confidential Information in public areas even if a patient’s name is not used. Such discussion may raise doubts among patients and visitors about our respect for their privacy.
4. I will not make inquiries about Confidential Information for other personnel who do not have proper authorization to access such Confidential Information.
5. I will not willingly inform another person of my computer password or knowingly use another person’s computer password instead of my own for any reason.
6. I will not make any unauthorized transmissions, inquiries, modifications, or purging of Confidential Information in Cherokee Nation W. W. Hastings Hospital’s computer system. Such unauthorized transmissions include, but are not limited to, removing and/or transferring Confidential Information from Cherokee Nation W. W. Hastings Hospital’s computer system to unauthorized locations.
7. I will log off any computer or terminal prior to leaving it unattended.
8. I will comply with any security or privacy policy promulgated by Cherokee Nation W. W. Hastings Hospital to protect the security and privacy of Confidential Information.
9. I will immediately report to my Supervisor any activity, by any person, including myself, that is a violation of this Agreement or of any of Cherokee Nation W. W. Hastings Hospital information security or privacy policy.
10. Upon termination of my employment, I will immediately return any documents or other media containing Confidential Information to Cherokee Nation W. W. Hastings Hospital.
11. I agree that my obligations under this Agreement will continue after the termination of my employment.
12. I understand that violation of this Agreement may result in disciplinary action, up to and including termination of employment and/or suspension and loss of privileges, in accordance with Cherokee Nation W. W. Hastings Hospital’s policy, as well as legal liability.
13. I further understand that all computer access activity is subject to audit.

By signing this document I understand and agree to the Confidentiality Agreement:

I have read the Confidentiality Agreement and agree to comply with all its terms.

**Signature of employee/physician/student/volunteer**

\_\_\_\_\_ Date: \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **HIPAA Student Training/Orientation**

Confidentiality and Privacy mean that the patients have the right to control who will see their protected health information. With the enactment of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), a patient's right to have his/her health information kept private, secure and confidential became more than just an ethical obligation of healthcare providers; it became a federal law.

Protected Health Information (PHI) includes patient identity, address, age, social security number and any other personal information that patients are asked to provide. In addition, protected health information includes why a person is sick or in the facility, what treatments and medications he/she may receive, and other observations about his/her condition or past health conditions.

### **Healthcare providers use information about patients to determine what services they should receive. Ask yourself before looking at any protected health information:**

- Do I need this in order to do my job and provide quality care?
- What is the least amount of information I need to do my job?

Depending on your task, if you do not need to know confidential patient information, then you should not access to it.

### **Ways to protect a patient's privacy include:**

- Keep discussions about patient care private if reasonably possible by closing doors, pulling curtains and conducting discussions so that others cannot overhear.
- Keep medical records locked and out of public areas.
- If you find that you are overhearing someone else discuss patient information, politely remind the individual of the privacy policies and let them know they can be overheard.
- Do not release any patient information, unless authorized by the patient.
- Do not leave messages on answering machines regarding patient condition or test results. If there are persistent problems regarding the breach of confidentiality or you have any questions, please notify or contact your supervisor.

As a student at the Cherokee Nation W. W. Hastings Hospital, I recognize the patients' right to confidentiality and agree to abide by the Patient's Bill of Rights as posted within the facility.

Additionally, I agree that information relating to a patient's physical and/or emotional status will not be released or discussed except as needed for the care of that patient.

I also understand that breaking HIPAA's rules and regulations can mean either a civil or criminal sanction (penalty).

My signature below indicates that I have read the above information, understand the above information and will abide by the policies and procedures of the facility.

**Date:**

**Student Signature:**

**Print Student Name:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHEROKEE NATION W.W. HASTINGS HOSPITAL SURGICAL  
TECHNOLOGY PROGRAM  
17138 SOUTH MUSKOGEE AVE.  
TAHLEQUAH, OKLAHOMA  
Office: (918) 453-5000 ext. 4186**

**Doctors Note:**

**TODAY'S DATE:** \_\_\_\_\_

**FACILITY TREATED:** \_\_\_\_\_

**To Whom It May Concern:**

**THIS LETTER IS TO CERTIFY THAT \_\_\_\_\_  
HAS BEEN TREATED IN THIS FACILITY AND IS RELEASED  
WITH/WITHOUT THE FOLLOWING LIMITATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO  
CONTACT THE CHEROKEE NATION W. W. HASTINGS  
HOSPITAL SURGICAL TECHNOLOGY PROGRAM AT THE  
ABOVE NUMBER.**

**THANK YOU,**

\_\_\_\_\_  
**Doctors signature**

\_\_\_\_\_  
**Date**

## *Cherokee Nation W. W. Hastings Hospital Surgical Technology Program*

### Telephone Numbers

#### *Faculty*

Patricia Sumner Program Director 918-316-0718	Rochelle Lewis Didactics Instructor 918-772-8002
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#### **Facility**

<u>NAME</u>	<u>PHONE #</u>
Cherokee Nation W. W. Hastings Hospital	918-458-3100
Cherokee Nation W. W. Hastings Hospital Surgical Technology Program	918-453-5000 Ext. 4186
Cherokee Nation W. W. Hastings Hospital Operating Room Secretary	918-458-3117
Cherokee Nation W. W. Hastings Hospital Operating Room Director	918-458-3118
<u>NAME</u>	<u>PHONE #</u>
Northeastern Health System Operator	918-456-0641
Northeastern Health System Operating Room	918-453-2270
Northeastern Health System Operating Room Director	918-453-2441

## **Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Handbook**

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I, \_\_\_\_\_, received a copy of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Handbook, including clinical guidelines. I understand that it is my responsibility to read this handbook and abide by the guidelines as I progress through the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program.

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Program Coordinator Signature**

\_\_\_\_\_

**Date**



**Cherokee Nation WW  
Hastings Hospital Surgical  
Technology Program  
Laptop Handbook**

## **Laptop Policies and Procedures**

During the school year, each student at CNWW Surgical Technology Program will be issued a laptop, charger with extension cord, mouse and a bag to carry the laptop. All are the property of CNWW Surgical Technology Program. All laptops, accessories are on loan to the student and must be used in accordance with the following Policies and Procedures, CNWWHHSTP, Acceptable Use Policy and any applicable laws. Each laptop will be inventoried at the beginning of the semester and end of the semester.

### **Terms of Use**

Students must comply with the Laptop policy and Procedures at all times. Students must also comply with the Student Technology Acceptable Use Policy located in the student handbook. Any failure to comply may result in disciplinary action and/or terminate your rights of possession of CNWWHHSTP property. All laptops and accessories must be returned to CNWWHHSTP the last calendar day of the school year, unless terminated earlier by CNWWHHSTP officials or upon withdrawal from CNWWHHSTP.

### **Liability**

- If the property is damaged, lost or stolen, a CNWWHHSTP representative should be contacted immediately.
- If the damage is due to negligence or deliberate action you may be responsible for the repair/replacement cost.
- In the case of theft, vandalism and other criminal acts, a police report **MUST** be filed and a copy provided to CNWWHHSTP.
- If the laptop is lost or stolen due to negligence or deliberate action, you may be responsible for the replacement costs.
- If the property is not returned to CNWWHHSTP at the end of the school year, you will be responsible for the replacement costs.

### **General Laptop Guidelines**

- Students may have no expectation of privacy on any information stored on, accessed from, or used with the laptop.
- The laptop belongs to CNWWHHSTP and appropriate school officials may monitor the device or access its contents at any time.
- If technical issues arise, students must notify a teacher immediately.
- Under no circumstances may laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, locker rooms, library, or hallways.
- If a student leaves the laptop at home, or if the battery is not fully charged, the student may be required to complete hand-written assignments and may be subject to disciplinary action.
- Files/documents may not be deleted by anyone other the original creator/owner.
- Sound will be muted at all times unless permission is obtained from the teacher.
- Inappropriate content will not be allowed on laptops.
- Students are responsible for logging in under their assigned username and password.
- Students may not share their login information with other individuals.

- All student work will be stored on the CNWWHHSTP server. Student work will be backed up on an external hard drive.
- Student use of the internet must comply with district guidelines. All student files are subject to be reviewed.
- Each device is assigned to an individual student. Students should never “swap” or “share” their device with another student.
- If the device is damaged or not working properly, it must be turned in to CNWWHHSTP for repair. Please do no attempt to repair it yourself.

### **Responsibilities**

- Students are responsible at all times for their laptop whether at home or school.
- Students are responsible for bringing their laptop to school every day.
- Students are responsible for carrying their laptop in a case at all times.
- Students should not loan their device to another student for any reason.
- Students are responsible for charging and maintaining the battery in their device daily.
- Students are responsible for reviewing and abiding by the CNWWHHSTP Acceptable Use Policy.

### **Laptop Care & Maintenance**

- Laptops must be transported in the provided case or other case designed for that device.
- To prevent hard drive damage, laptops need to be either shut down or put in sleep mode when not in use.
- Never leave the laptop unattended.
- Do not place food and/or liquids near the device.
- Do not stack heavy objects on top of the device.
- Never attempt to repair or reconfigure the laptop or any of the peripherals.
- Do not write, draw, stick or adhere anything to the laptop.
- Do not personalize the case or the laptop using markers, stickers, etc.
- Keep the device<sup>3</sup> and other electronic storage media away from electromagnetic fields, which can erase or corrupt your data.
- Do not expose the device to direct sunlight, extreme temperatures, or ultraviolet light for extended periods of times.
- Do not leave the device in any vehicle.
- Do not obstruct the laptop’s vents.
- Do not place the laptop on surfaces such as paper or carpet while it is turned on.
- Do not carry the laptop while the screen is open.
- Do not place anything on top of the laptop or lean on the laptop when it is closed.
- Do not place anything in the laptop case that may press against the screen/cover or the laptop.
- Do not touch the screen with anything. (E.g. fingers, pens, pencils, etc.)
- Do not place anything on the laptop keyboard before closing the lid (e.g., pens pencils, etc.)

## **Laptop Storage**

- Laptops will be labeled with an approved label. This label must not be removed for any reason.
- Laptops, cords, bags and accessories are the property of CNWWHHSTP.
- Students will be encouraged to take their devices home each night.

## **Laptop Repair Procedure**

- Students will need to call ext.7777

## Laptop Policies Agreement

### Student Agreement:

- I will bring my issued laptop to school EVERY day that I am in attendance.
- I will not use the issued device of non-academic purposes (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, DVD's, etc.)
- I will charge the issued device's battery daily and will NOT loan out the device, power adapter, cords, disks, or software to other individuals.
- I will transport the device by its issued protective bag or other designated case. The bag should be securely closed before transporting the device to another location. I will not add books and supplies to the bag, since pressure on the screen may cause damage. If I must leave the classroom, I will leave the device with the teacher.
- I will keep the issued device off the floor where it could be stepped on or tripped over. I will keep food and beverages away from the device since they may cause damage to the computer.
- I will not disassemble any part of my issued device or attempt any repairs.
- I will not deface the issued device or the accessories in any way. This includes, but is not limited to, attaching stickers, marking, painting or drawing any surface of the device or accessories.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my device is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Student Laptop Agreement and the CNWWHHSTP Acceptable Use Policy (AUP) while at school, as well as outside the school day.
- I assume full responsibility of my issued laptop.

**By signing the CNWWHHSTP Laptop Policies Agreement, the student agrees to the above terms.**

**Student Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date** \_\_\_\_\_