



# **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 Process and Practices**

Listed below are 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:

- Must be a Cherokee Nation tribal citizen with a CDIB card.
- Complete the application packet to the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program.
- Attend interviews by Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Committee members.
- Attend the scrub boot camp.
- The student must have the physical ability and manual dexterity to perform all responsibilities of a surgical technologist. (A 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)
- Each student in the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program must meet health and safety requirements. Students need to get the following immunizations from their physician, local health department, or clinic at their own expense. Immunizations must be current or in progress. Documented immunizations, titers, and records must be submitted before acceptance.
- For Measles, Mumps, and Rubella (MMR), you must provide documentation of receiving 2 MMR vaccinations or have positive titers (a blood test showing immunity to MMR).
- Hepatitis B Vaccination requires a series of 3 injections over 6 months. Due to the risk of contact with infected blood and body fluids, you must submit documentation of all three shots or proof of immunity before acceptance.
- For Varicella (chickenpox) Immunization, you must provide documentation of 2 vaccinations or a positive titer (blood test showing immunity). A physician's statement of having had chickenpox is not accepted.
- An annual TB skin test must be documented. You must submit a recent negative TB (PPD) skin test. If the TB test is positive, a negative chest x-ray must be documented. It is the student's responsibility to provide all necessary documentation. If accepted into the program, you must submit another negative TB skin test. Ensure you get your TB skin test before other immunizations, or your physician may require a one-month wait after vaccines like MMR.
- Criminal background checks are mandatory for all applicants to the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program.
- The Cherokee Nation W.W. Hastings Hospital Surgical Technology Program is committed to providing a safe, healthy, and productive learning environment for all students. To maintain the highest standards of safety and professionalism, all prospective students must undergo a drug test as part of the acceptance process.

## **Accreditation**

Cherokee Nation W.W. Hastings Hospital is accredited by Det Norske Veritas Healthcare, Inc. (DNV). 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)**

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

Email: [mail@caahep.org](mailto:mail@caahep.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 Committee/Surgical Technology Surgical Assisting (ARC/STSA)**

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

Email: [info@arcstsa.org](mailto:info@arcstsa.org)

## **National Board of Surgical Technology and Surgical Assisting (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.

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

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

### **AST**

Association of Surgical Technologists 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**

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

### **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.

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

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 will learn practical skills to successfully work in today's fast-paced operating room.



## **Program Philosophy**

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 pathophysiology, 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.

## **Program Goals and Outcomes**

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:

- Develop 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.

## **Schedule of Courses**

- 1<sup>st</sup> Semester Courses:

- Surgical Techniques I
- Surgical Techniques Practicum I
- Anatomy and Physiology
- Freshman Composition I \*\*
- Medical Terminology \*\*
- US History \*\*

\*\* Courses taken online through  
Oklahoma State University Institute of  
Technology

- 2<sup>nd</sup> Semester Courses:

- Surgical Techniques II
- Surgical Techniques Practicum I (cont.)
- Anatomy and Physiology (cont.)
- Freshman Composition II \*\*
- Professionalism in Healthcare \*\*
- US Government \*\*

- 3<sup>rd</sup> Semester Courses

- Surgical Techniques III
- Surgical Techniques Practicum II
- Introduction to Nutrition \*\*
- Ethics \*\*

- Students will attend class Monday-Friday from 8:15 - 4:15 p.m. each day during the didactic portion of the program. Clinical education hours are Tuesday - Friday from 6:00 a.m. until cases are finished for the day. Students will also attend class on Mondays from 08:00 a.m. - 4:00 p.m.

## **Academic Requirements**

Courses are sequential and build upon previous learning. Retention and promotion in the program are based on the students' demonstrated ability to meet program and course requirements as well as meet the objectives in both theory and clinical performance during each semester.

- A minimum exam average grade of **76%** is required in all courses contained within the surgical technology curriculum.
- Student(s) must maintain a total percentage grade of **90%** or higher in Surgical Techniques Practicum I skills check-offs.
- Students are required to take examinations at the appointed time and place in order to receive credit for a course. Students must retake tests with grades below 76% excluding skills checkoff. It is the responsibility of the student to schedule time for missed or retake exams.

## **Academic Maturity**

As students, you are ultimately responsible for your performance while in the program. You are expected to keep up with your work and academic schedule. Your grades reflect the quality of the work you submit, and are not assigned randomly. They do not reflect your good intention or my compassion. Your opportunities to improve your grade occur before you submit an assignment, not after. You are expected to hold yourself accountable for your performance in this program and you should not expect me to excuse you from course policies.

## **Course Syllabi**

### **Surgical Techniques I**

Course Designation: STI  
Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: 1<sup>st</sup> Semester  
Class hours: 108  
Prerequisite: None

#### **Course Description:**

This course introduces the role of surgical technologists. It includes the roles and responsibilities of the surgical technologist and other surgical team members, fundamental principles of professionalism and communication, accountability, and legal aspects. The physical and psychosocial aspects of the patient are explored, and patient care concepts are introduced. The course also covered the operating room environment, safety and emergency protocols, and disaster planning and response.

#### **Units of Study:**

- Career Success
  - Resume Worksheets
  - Learning Styles
  - Personality Testing
  - Safety in the Workplace
  - Team Building
  - Test Taking Skills
- CPR Training
- Orientation to Surgical Technology
- Legal Concepts, Risk Management, and Ethical Issues
- The Surgical Patient
- Physical Environment and Safety Standards
- Technological Science Concepts
- Emergency Situations and All-Hazards Preparation

#### **Teaching Methods:**

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

**Methods of Evaluation:**

- Textbook assignment
- Written Examinations
- AST Journal Articles (x4)
- Quizzes

**Evaluation Frequency:**

- 6 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, and safety issues.

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

**Course Grade Averages:**

Homework: 25%      Quizzes 10%      Test: 40%      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.

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 I.**

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

## **Surgical Techniques II**

Course Designation: STII  
Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: 1<sup>st</sup> Semester  
Class hours: 145  
Prerequisite: Surgical Techniques I

### **Course Description:**

This course is designed to provide the student with the basic knowledge necessary to perform the duties of the surgical technologist before assuming the clinical responsibilities of an entry-level surgical technology student. Emphasis will be placed on learning the basics of surgical technology and applying them in the operating room. Theory instruction will include aseptic technique, basic equipment and supplies, instrumentation, equipment and supplies, surgical pharmacology and anesthesia, positioning, and draping. Techniques learned in the classroom will be practiced within the lab setting.

### **Units of Study:**

- Principles of Microbiology
- Surgical Asepsis and Sterility: Best Practices and Techniques
- Surgical Pharmacology & Anesthesia
- Instrumentation, Equipment, & Supplies
- Hemostasis, Wound Healing, & Wound Closure
- Preoperative Surgical Case Management
- Intraoperative and Postoperative Surgical Case Management
- Diagnostic Procedures
- Minimally Invasive Applications

### **Teaching Methods:**

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

### **Methods of Evaluation:**

- Textbook assignment
- Written Examinations
- AST Journal Articles (x4)
- Quizzes

**Evaluation Frequency:**

- 9 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 regarding perioperative activities.

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

**Course Grade Averages:**

Homework: 25%      Quizzes 10%      Test: 40%      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.

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
90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

# Surgical Techniques Practicum I

Course Designation: STPI  
Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: 1<sup>st</sup> Semester  
Class hours: 260  
Prerequisite: None

## Course Description:

This course will prepare the student to enter the clinical phase of the program, focusing on applied principles of medical and surgical asepsis in the operating room. Students learn to prepare and maintain the sterile field including identification, care, and handling of instruments, suture, supplies, and equipment. Emphasis is on basic skills of the surgical technologist in preparation for the clinical responsibilities of an entry-level surgical technology student.

## Units of Study:

- Instrument Memorization
- Skills Competencies
  - Proper OR Attire
  - Basic Hand Wash
  - AM care
  - Open Gloving
  - Surgical Scrub
  - Pre-operative care of the OR Suite
  - Pre-op Preparation of the Surgical Patient & Vital Signs
  - Urinary Catheterization
  - Transporting the Surgical Patient
  - Positioning the Surgical Patient
  - Preparation of the Surgical Site
  - Instrumentation Care
  - Wrapping & Sterilizing Instruments
  - Pulling & Opening Sterile Instruments, Equipment, & Supplies
  - Gowning, and Gloving
  - Organizing the Sterile Back Table & Mayo Stand
  - Surgical Counts
  - Draping the Surgical Patient
  - Handling Medications Within the Sterile Field
  - Intra-Operative Actions
  - Post-Operative Care of the OR Suite



**Teaching Methods:**

- Reading Assignments
- Lecture
- Class Discussion
- Textbook
- Videos
- Games

**Methods of Evaluation:**

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

**Evaluation Frequency:**

- 21 Skills Check-offs
- Lab Practical
- 13 Instrument Tests
- 1 Instrument Midterm
- 1 Instrument Final

**Objectives:**

Upon completion of this course, the student should be ready to set up a back table and mayo stand for the previously listed surgical specialties with little or no help from their instructors or clinical preceptors.

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

**Course Grade Averages:**

Skills Test – 45%      Instrument Tests – 45%      Career Success – 10%

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.

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
90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

## **Surgical Techniques III**

Course Designation: STIII  
Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: 3<sup>rd</sup> Semester  
Class hours: 175  
Prerequisite: STII

### **Course Description:**

This course covers the techniques and theories of common surgical specialties. Students will gain knowledge on specific techniques used in surgery as well as specific types of surgical procedures. This course builds on the basic surgical technology knowledge obtained from STI and STII; surgical pathology and anatomy will be reviewed throughout.

### **Units of Study:**

- General Surgery
- Obstetrics & Gynecologic Surgery
- Genitourinary Surgery
- Orthopedic Surgery
- Otorhinolaryngologic Surgery
- Peripheral Vascular Surgery
- Pediatric Surgery
- Plastic and Reconstructive Surgery
- Ophthalmic Surgery
- Oral and Maxillofacial Surgery
- Cardio-Thoracic Surgery
- Neurological Surgery
- Trauma Surgery
- CST Review

### **Teaching Methods:**

- Reading Assignments
- Lecture
- Class Discussion
- Textbook
- Videos
- Games

### **Methods of Evaluation:**

- Textbook assignment
- Written Examinations
- Case Studies x6
- Quizzes

### **Evaluation Frequency:**

- 12 Exams
- 1 Midterm
- 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 listed surgical specialties with little or no help from their instructors or clinical preceptors.

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

**Course Grade Averages:**

Homework: 25%      Quizzes 10%      Test: 40%      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.

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 III.**

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

**CASE STUDY**  
(Grading Criteria)

Students will complete a comprehensive case study on surgical procedures that are covered in the specific STIII chapter. The student will pull together material learned during the previous chapters and use additional resources of reference. The paper will reflect the students' ability to apply the principles of surgical case management and perioperative actions.

The case study form is in the STII folder under Procedure Form. There will be six; each will be due by the date of the corresponding chapter test.

**Grading System:**

- 3 – Well done
- 2 – Acceptable
- 1 – Needs work

## **Anatomy and Physiology**

Course Designation: AP  
Instructors: Rochelle Lewis CST  
Email: [rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)  
Phone: 918-772-8002  
Placement: 1<sup>st</sup> Semester  
Class hours: 175  
Prerequisite: None

### **Course Description:**

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

### **Units of Study:**

- Blood borne 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

### **Teaching Methods:**

- Reading Assignments
- Lecture
- Class Discussion
- Textbook
- Videos
- Games

**Teaching Methods:**

- Reading Assignments
- Lecture
- Class Discussion
- Textbook
- Videos
- Games

**Methods of Evaluation:**

- Written Examinations
- Textbook assignment
- Quizzes

**Evaluation Frequency:**

- 20 Exams
- 1 Midterm
- 1 Final

**Objectives:**

Upon completion of this course the student should have a solid understanding of human anatomy and physiology, focusing on how body structures and systems function together. Students will learn to identify key anatomical landmarks, understand medical terminology, and recognize common health conditions that affect surgery. The knowledge gained will be applied to improve surgical precision, patient safety, and effective communication within the surgical team.

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

**Course Grade Averages:**

Homework: 25%      Quizzes 10%      Test: 40%      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.

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 Anatomy & Physiology**

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

## **Surgical Techniques Practicum II**

Course Designation: STPII  
Instructors: Patricia Sumner CST  
Email: [patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)  
Phone: 918-525-2043  
Placement: 3<sup>rd</sup> Semester  
Class hours: 560  
Prerequisite: Surgical Techniques Practicum I

### **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

### **Teaching Methods:**

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

### **Evaluation Frequency:**

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

**Objectives: Week 1-7:** 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 8-14:** 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:***

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.**

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

### **1) General Surgery cases**

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

### **2) Specialty cases**

- a) 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 i) 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.

### **3) Optional surgical specialties**

- a) 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.

### **4) Case experience in the Second Scrub Role is not mandatory.**

### **5) Observation cases must be documented, but do not count towards the 120 required cases. 6) Counting cases**

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

## **7) Preceptor Evaluations**

- a) 1 Evaluation form will be due each Monday from the previous week

## **8) Clinical site evaluations**

- i) These forms are designed for use by the clinical instructor in conjunction with the clinical site staff. Each student is evaluated once per month. This is a more comprehensive look at the student as a whole. Daily Clinical Anecdotal Records are used as a reference but the student is being evaluated based on an entire clinical site performance. Instructors should complete the monthly evaluation on the last clinical day of each clinical site. Student's receiving a score of less than 76% will be issued a clinical warning. Clinical warnings come with a "Back to classroom Practice" form attached and students must complete all recommendations to a satisfactory level before returning to their clinical site. Instructors are responsible for completing warnings and back to classroom for practice forms as needed, once completed forms should be given to the Clinical Supervisor for review.

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

## **Surgical Technology Program Policies**

### **Attendance and Punctuality**

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. Class attendance is crucial to student success. As such, the program requires regular attendance to promote academic success and effective workplace skills required by employers. Attendance and participation will be documented and reflected in the student on-going evaluations.

### **Program Policy**

A student may not miss more than 3 days per semester. This program is divided into two semesters. Three tardy will equal an absence. Remember that this is your "job" now. See workshops, classroom and clinical attendance criteria below.

### **Tardiness**

Being prompt and on time is directly related to professionalism, whether it be in the classroom or in clinical. Tardiness is not acceptable professional behavior. A student who arrives late may, at the discretion of the instructor, be marked absent for that class.

### **Clinical Absence**

Attendance on all clinical days is expected to fulfill standards set forth by the ARC/STSA requiring 120 clinical cases. Failure to meet these standards will result in the student's inability to meet graduation requirements. In the event of an unavoidable clinical absence (illness, death in the immediate family, or funeral attendance), the student must follow the following protocol for the clinical absence.

1. Call the Clinical Coordinator as soon as possible
2. Call clinical facility you are attending to let them know you will be absent.

Students entering a clinical facility are expected to demonstrate the utmost professionalism. Tardiness will not be tolerated in the clinical setting. One tardy will result in a counseling with the Program Director, a second tardy will result in automatic probation, and a third tardy may result in the inability to complete the program. Probationary status will remain through the end of the semester.

## **Inclement Weather**

### **Classroom:**

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. The instructor reserves the right to transition lecture to an online format.

### **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 918-5252043.

## **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 grandparent(s).

Program Director must be notified 918-772-8002

## **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, inservices, hospitals, and clinical. These sites could be greater than 100 miles from your residence.

## **Workshops & Conferences**

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

## **COVID**

The Cherokee Nation W.W. Hastings Hospital Surgical Technology Program will follow the current policy set by Cherokee Nation Health. Any updates to policy will be communicated via student email.

## **Drug Testing**

### **Purpose**

The Cherokee Nation W.W. Hastings Hospital Surgical Technology Program is committed to providing a safe, healthy, and productive learning environment for all students. To maintain the highest standards of safety and professionalism, all prospective students must undergo a drug test as part of the acceptance process.

In addition, students must receive a negative drug screen prior to beginning the clinical portion of the program. Clinical participation is essential to program completion, and failure to meet this requirement will result in removal from the program.

The Cherokee Nation Surgical Technology Program reserves the right to administer drug testing to any student at any point during the program, with or without prior notice.

Due to binding agreements with our clinical site partners, the use of medical marijuana is not considered a valid excuse for a positive marijuana drug screen. A positive result, regardless of a medical marijuana license, will be treated as a failed drug screen and may result in immediate dismissal from the program.

### **1. Drug Testing Requirement**

- All applicants accepted into the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program must complete a drug test prior to final acceptance.
- Students currently enrolled in the program must receive a negative drug screen prior to beginning the clinical portion of the program.

### **2. Substances Tested**

The drug test will screen for, but is not limited to, the following substances:

- Amphetamines
- Cocaine
- Marijuana
- Opiates
- Phencyclidine (PCP)
- Benzodiazepines
- Barbiturates
- Methadone
- Propoxyphene
- Other substances as required by clinical sites or regulatory agencies.

### 3. Procedure

- Drug testing will be administered by Weaver Drug Testing Lab through the Cherokee Nation.
- Test results will be sent directly to the program's admissions office.

### 4. Confidentiality

- All drug test results will be kept confidential and shared only with individuals who have a legitimate need to know.

### 5. Positive Test Results

- A positive drug test will result in disqualification from the program.
- Note: Due to contractual obligations with affiliated clinical sites, a medical marijuana license does not exempt a student from this policy. A positive test result for marijuana—regardless of medical use status—will be treated as a failed drug screen and will result in disqualification or dismissal.

### 6. Negative Dilute Results

- If a test result is reported as negative dilute, the applicant will be required to repeat the drug test.

### 7. Refusal to Test

- Refusal to undergo the drug test will result in the withdrawal of the acceptance offer, or, if already enrolled, dismissal from the program.

### 8. Random or Suspicion-Based Testing

- The Cherokee Nation Surgical Technology Program reserves the right to administer drug testing to any student at any time during the program, with or without prior notice.

### 9. Reapplication Policy

- Pre-Admission Applicants: Applicants disqualified due to a positive drug test may reapply during the next admission cycle, provided they can present a clean drug test result.
- Current Students: Students disqualified due to a positive drug test will not be eligible for readmission. Per Cherokee Nation Career Services policy, funding cannot be awarded more than once for the same educational program. As such, individuals disqualified under this condition are not eligible to reapply in future admission cycles.

### Compliance

All applicants must comply with this policy as a condition of acceptance into the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program. Non-compliance will result in the forfeiture of the admission offer. Cherokee Nation W.W. Hastings Hospital Surgical Technology Program reserves the right to drug test students throughout the duration of the 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, Program faculty reserves the right to ask the student to go change the inappropriate clothing. To ensure the health and safety of patients, students are required to use good personal hygiene, which includes a daily shower 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 can wear a wedding band in the classroom but not at clinical or labs. Students will not be allowed to remain in the lab or clinical site if the dress code is not followed and it will be considered a missed day.

## **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.

## **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.

### **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.

### **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

## **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 works cited.
- Submitting work that uses phrases, sentences, rearranged without acknowledgement.
- Omitting quotation marks from any directly quoted material.



### **Additional Classroom Policies**

- A student who is absent due to illness must be seen by Cherokee Nation WW Hastings Hospital Urgent Care. Documentation must be submitted to the Program Director upon return to class. Failure to provide documentation may result in sanctions up to dismissal from the program.
- An absence that occurs the day before or the day immediately after a previously scheduled Cherokee Nation or classroom scheduled holiday; may result in removal of the student from the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program.
- Students must be present the days of Clinical Site Orientation. Failure to be present for a clinical site orientation will result in the student being unable to attend that clinical site.
- Use of tobacco products is prohibited on or around the grounds of the classroom. The use of tobacco products in a student's vehicle while on grounds is also not permitted.

### **Additional Clinical Policies**

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 become ill during clinical, must call the Clinical Coordinator prior to the start of their time on duty. The student must also call the clinical facility before that clinical shift begins. The student will be expected to be seen by Urgent Care and provide documentation.
- 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.
- Students are not permitted to use tobacco products on hospital grounds. The use of tobacco products in a student's vehicle while on hospital grounds is also not permitted.

### **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.

### **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, laptop and materials.

## **Readmission after Voluntary Withdrawal**

Students who voluntarily 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.

## **Student Advising/Counseling Policy**

Program Director and Instructors are available by appointment to assist with academic or social counseling; academic tutoring is available if needed.

Rochelle Lewis 918-772-8002

[rochelle-lewis@cherokee.org](mailto:rochelle-lewis@cherokee.org)

Patricia Sumner 918-525-2043

[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)

## **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.

## **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.

### **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 background 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, fingerprints and FBI background check.

### **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.hpsso.com](http://www.hpsso.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

## **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. 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 grounds or within the clinical settings must be reported to the Program Director immediately.

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).
    - Inappropriate use of equipment, instrumentation, and supplies that compromises the safety of the students, staff, and patients. This includes the appropriate use of personal protective equipment and sharps management.
  - 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. This includes students opening sterile supplies, setting up, or organizing the sterile field without preceptor supervision.
  - Emotional Safety:
    - Threatening patients, making patients fearful, providing patients with inappropriate 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.**

### **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.

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

1. If puncture, abrasion, or laceration let the site bleed freely; this will help flush out foreign materials introduced by the injury.
2. Cleanse the area with soap and water.
3. For mucosal surface exposure, the exposed mucous membranes should be flushed with a copious amount of water. Eyes should be irrigated with saline or water.
4. Report the incident to your supervisor **within 30 minutes**. You will be referred to the Occupational Health Nurse/House Shift Supervisor or designee.
5. The Occupational Health Nurse or designee will obtain completed form for authorization of treatment, which includes option of in-house or referral facility.
6. The supervisor and employee will complete the Supervisor's Report of Injury form for ALL employees. Scan, email or fax completed form to Risk Management Department **within 24 hours**.
7. The How to Process Your Workers' Compensation Insurance Claim forms will be completed by the provider and employee. Fax completed form to Risk Management Department **within 24 hours**.
8. The exposed employee will complete an incident report in SafeQual with the following information:
  - a. Documentation of routes of exposure and the circumstances under which the incident occurred including date and time.
  - b. Documentation of the specific instrument and tasks if a contaminated sharp was involved.
  - c. Identification and documentation of the source individual unless the employer can establish that identification is not feasible or prohibited by state or federal law

### **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
- 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.

### **Preceptor Guidelines**

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.



## **Pregnancy Policy**

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 comply 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**

### 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 Health Services**

**Non-Discrimination Policy**

Initial Date Approved: 05/14/2010	Last Revision Date: 08/08/2019	Next Review Date: 12/22/2024
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**POLICY**

As a recipient of Federal financial assistance, Cherokee Nation Health Services, including the Cherokee Nation W.W Hastings Hospital, does not exclude, deny benefits to, or otherwise discriminate against any person that is eligible for services (as outlined in the Cherokee Nation Health Services Eligibility Policy) on the grounds of disability or age in the admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by Cherokee Nation Health Services, including the Cherokee Nation W.W Hastings Hospital directly or through a contractor or any other entity with which Cherokee Nation Health, including Cherokee Nation W.W Hastings Hospital arranges to carry out its programs and activities. This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S Department of Health and Human Services issued pursuant to these statutes as Title 45 Code of Federal Regulations Parts 80, 84, and 91. In case of questions, please contact: The Cherokee Nation Health Services Privacy and Compliance Program at 1 (539) 234-297

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

**Program Telephone Numbers**

***Faculty***

Patricia Sumner 918-525-2043	Rochelle Lewis 918-772-8002
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**Facility**

NAME	PHONE #
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 Director -----	918-458-3118
St. Francis Muskogee Contact: Madeleen Freeman RN (Maddie) -----	918-244-5469
Northwest Hospitals Contacts: <u>Siloam</u> David Capps, RN -----	479-233-9794
<u>Willow</u>  <u>Springdale</u> Chad Frederick, RN -----	479-595-9518
<u>Bentonville</u> – Maggie Madors, CST-----	479-366-7386
Northeastern Health System Operator -----	918-456-0641
Northeastern Health System Operating Room -----	918-453-2270
Northeastern Health System Operating Room Director	918-453-2441

**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**

## **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.**

_____ <b>Student Signature</b>	_____ <b>Date</b>
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_____ <b>Clinical Coordinator Signature</b>	_____ <b>Date</b>
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_____ <b>Program Coordinator Signature</b>	_____ <b>Date</b>
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*Upon completion, this form will be placed in the student's program file.*

***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 \_\_\_\_\_

Student 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:**

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**Print Name:**

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**Date:**

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## **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.

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

**Signature:**

\_\_\_\_\_ **Print**

**Student Name:**

\_\_\_\_\_

**Date:**

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

### Policy and Program Changes:

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.

I, \_\_\_\_\_, received a copy of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Handbook, Including clinical guidelines. I understand that it is by 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 than 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 not 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 contact Instructor



## 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** \_\_\_\_\_