

PROGRAM NAME: Surgical Technology	AUTHORING TEAM CONTACT: Pierra Boardingham, Rhonda Green, Jeanne Glapion
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GUIDELINES

Time Frames

1. **Scope:**

The time frame of program review is five years, including the year of the review.
Data being reviewed for any item should go back the previous four years, unless not available.

2. **Deadline Dates:**

January 15th – Program Review Document due to Department Dean for review (Deans may require submissions at their own, earlier due date)
February 1st – Program Review Document due to Program Review Steering Committee

3. **Years:**

Years 1 & 3 – Implement Action Plan of (CIP) and collect data
Years 2 & 4 – Analyze data and findings, Update Action Plan
Year 5 – Write Program Review of past 5 years; Write Continuous Improvement Plan (CIP) and create new Action Plan

LENGTH OF RESPONSES: Information provided to each question may vary but should be generally kept in the range of 1-2 pages or 500-1,000 words.

EVIDENCE GUIDELINES: In the following sections, you will be asked to provide evidence for assertions made.

- a. Sources: This evidence may come from various sources including professional accreditation reviews, THECB, Texas Workforce Commission’s CREWS, Institutional Research Office (IRO), National Student Clearinghouse, IPEDS, JobsEQ, EMSI Career Coach, and may be quantitative and/or qualitative. If you are unfamiliar with any of these information sources, contact the Institutional Research Office at: effectiveness@collin.edu. Use of additional reliable and valid data sources of which you are aware is encouraged.
- b. Examples of Evidence Statements:
 - 1. Poor example: Core values are integrated into coursework. (Not verifiable)
 - 2. Good example: Core values are integrated into coursework through written reflections. (Verifiable, but general)
 - 3. Better example: Core values are integrating into coursework through written reflections asking the student to describe how s/he will demonstrate each of the core values in his or her professional life and demonstrated through service learning opportunities. (Replicable, Verifiable)

FOR MORE INFORMATION: The Program Review Portal can be found at http://inside.collin.edu/institutionaleffect/Program_Review_Process.html. Any further questions regarding Program Review should be addressed to the Institutional Research Office (effectiveness@collin.edu, 972.599.3102).

Introduction/Preface

☒ EXECUTIVE SUMMARY

Briefly summarize the topics that are addressed in this self-study, including areas of strengths and areas of concern. (Information to address this Executive Summary may come from later sections of this document; therefore, this summary may be written after these sections have been completed.) Please do not include information in this section that is not already provided elsewhere in this submission. Using the questions in the template as headings in the Executive Summary can provide structure to the overview document (see below for suggested format).

EXECUTIVE SUMMARY (SUGGESTED SECTIONS/FORMAT-NOT REQUIRED FORMAT)

What does our program do?

Why do we do the things we do: Program relationship to the College Mission & Strategic Plan.

Why we do the things we do? Program relationship to student demand.

Why we do the things we do? Program relationship to market demand.

How effective is our curriculum and how do we know?

How effectively do we communicate, and how do we know?

How well are we leveraging partnership resources and building relationships, and how do we know?

How have past Continuous Improvement Plans contributed to success?

How will we evaluate our success?

Complete the Executive Summary below after you have completed your review.

The Collin College Surgical Technology Program provides our community with safe, effective, and competent surgical technicians. The program accomplishes this by operating under the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) standards. The program follows the guidelines set by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Association of Surgical Technology (AST) national curriculum. The program meets all Texas Higher Education Coordinating Board standards. The Surgical Technology Advisory Committee and the Collin College Mission statement provide additional guidance.

An active feedback loop between employers, clinical sites, and other stakeholders encourages conversation around the market need and potential partnerships. Technological advances in the industry have allowed the profession to enhance areas of specialization and market the work to regions outside the traditional hospital setting.

The Collin Surgical Technology program has built a reputation for quality employment candidates. Area employers seek Collin students and alums for their Surgical Technology competency, advanced skills, and knowledge of new industry standards. The program director, clinical coordinator, and faculty are active committee members in local and nationwide Surgical Technology professional associations. The involvement of the Surgical Technology Program personnel in these professional associations has positioned the Collin program as a resource for the region in understanding the continuous evolution of Surgical Technology education.

The Surgical Technology Program is a selective admission program that involves intensive classroom, lab, and clinical instruction. After completing the 12-month program, the students earn an Associate of Applied Science Degree in Surgical Technology. Before graduation, students will take the National Board for Surgical Technology and Surgical Assist (NBSTSA) certification exam and earn the Certified Surgical Technologist (CST) credential.

Surgical Technology graduates are well prepared for their credentialing exam and employment at area hospitals. The certification exam pass rate is 96%, averaged over the last five years, and the average employment rate is 98% during the previous five years. The Surgical Technology program exceeds all ARC-STSA benchmarks (benchmarks will be later discussed).

The Surgical Technology Program serves students with an excellent curriculum and superior clinical experiences. The Surgical Technology Program serves the community by providing capable Surgical Technologists to area healthcare facilities.

Section I. *Are We Doing the Right Things?*

☒ 1. WHAT DOES OUR PROGRAM DO?

What is the program and its context?

This section is used to provide an overview description of the program, its relationship to the college and the community it serves. **Keep in mind the reviewer may not be familiar with your area.** Therefore, provide adequate explanation as needed to ensure understanding.

Suggested points to consider:

- *Program's purpose (Include the program's purpose/mission statement if one exists.)*
- *Program learning outcomes or marketable skills*
- *Brief explanation of the industry/industries the program serves*
- *Career paths and/or degree paths it prepares graduates to enter*
- *What regulatory standards must the program meet (THECB, Workforce, external accreditation)*

The Surgical Technology (ST) Program at Collin College prepares students to work in various healthcare settings where they assist surgeons with surgical positioning and assisting with instrumentation in various types of surgeries. The program curriculum includes 600 hours of clinical rotations at facilities in Collin and Dallas Counties. Each student must complete 120 cases in surgical specialties like neurology, obstetrics/gynecology, oral/maxillofacial, peripheral vascular, orthopedics, plastic surgery, ear nose and throat, eye, cardiothoracic, genito/urinary, transplant procedures, endoscopy, and general surgeries.

Graduates of the program can work in operating rooms, labor and delivery areas, endoscopy departments, surgery outpatient facilities, private physicians' offices, and medical-surgical sales. The ST program is explicitly designed to prepare students for career advancement in the ST role and healthcare industry. Technology has impacted the ST role through the ability to complete a vast amount of minimally invasive procedures at a quicker pace. ST faculty members prepare students to meet this trend through specialized training. All students are advised and encouraged to continue their education after graduation. Students are encouraged to obtain higher degrees in complementary fields, such as a Bachelor of Applied Arts and Science.

The ST program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in Surgical Technology (ARC/STSA) and follows regulatory standards set by both agencies (www.caahep.org and www.arcstsa.org)

The ST curriculum is based on the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Association of Surgical Technology (AST) national curriculum. The program meets all Texas Higher Education Coordinating

Board standards. Program competencies mirror tasks evaluated on the Certified Surgical Technology certification exam, which students are eligible to take at the end of the program.

Program Mission Statement

The mission of the Surgical Technology Program at Collin College is to provide an educational experience through cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains that is designed to produce competent surgical technologists for entry-level positions and to successfully prepare them to take the national certification exam. Upon successfully passing the exam, the Surgical Technologist will become a Certified Surgical Technologist (CST). Clinical experiences are offered under faculty and preceptors' supervision at Texas Health Presbyterian Hospital Plano, Baylor Scott & White, Medical Center of McKinney, Methodist Richardson, Medical City of Dallas/Medical Children Hospital, and the Medical City of Plano.

The College responds to community needs through workforce training and continuing education and by developing programs for employers.

Program Learning Outcomes

Program Learning Outcome 1: Students can identify surgical instruments, equipment, sutures, dressings, and medications in the operating room according to the basic skills competencies.

Program Learning Outcome 2: The student will be able to recognize and apply the knowledge of the legal implications of their actions as it relates to "Time Out" to themselves, the surgeon, and the hospital facility.

Program Learning Outcome 3: Students will apply fundamental concepts of Human Anatomy and Physiology to principles of safe patient care.

Program Learning Outcome 4: Students will be able to demonstrate appropriate surgical attire, case selection, equipment, instrumentation, and room preparation for specific surgical procedures.

MARKETABLE SKILLS

https://www.collin.edu/academics/programs/MrktSkills_SurgicalTech.html

Surgical Technology Marketable Skills

- Maintain a sterile field during surgical procedures as appropriate.

- Count sponges, needles, and instruments before, during, and after an operation or when requested by another team member.
- Perform surgical scrub and donning gown and glove, assist surgical team with gowning and gloving.
- Adhere to established safety practices and guidelines to protect the patient and the healthcare team.
- Prepare and pass instruments and supplies to the surgeon and surgeon's assistant.
- Keeps accurate records of medications (labeling).
- Maintain the care and clean sterilization of surgical instruments throughout the procedure.
- Strong interpersonal and communication skills to successfully collaborate and work with peers.
- Critical thinking using logic and reasoning to approach problems.
- Listening skills giving full attention to what surgical team members and others are saying.

Degree Pathways

Currently, the Central Sterile Processing Certificate Program is a stepping stone to a career in surgical technology. A Central Sterile Processing certification graduate can advance their career by applying to the Surgical Technology Program after completing program prerequisites. The Surgical Technology Program is also a pathway to becoming a Surgical First Assist (another one of Collin's health science programs).

Surgical Technology Pathway to the Associate Degree Nursing Program

Surgical Technologists can complete the Associate Degree Nursing Program via the advanced placement RN pathway program at Collin College. The program is also exploring a partnership with the Bachelor of Science in Nursing (BSN) program at Collin College.

Additional degree pathways include partnerships with Texas Women's University (TWU) and Texas A&M Commerce for 2+2 programs leading to a Bachelor of Applied Science (BAAS) degree.

INDUSTRIES THE PROGRAM SERVES

Surgical Technology (ST) professionals work in various settings throughout the healthcare industry. Such entities within the healthcare system include but are not limited to operating rooms, Labor and Delivery, endoscopy departments, clinical

educators or coordinators, surgery outpatient facilities, private physicians' offices, and vendors. The ST program is explicitly designed to prepare students for career advancement in the Surgical Technology role and healthcare industry. Surgical Technology employers seek competent graduates and require a Surgical Technologist certification from the National Board of Surgical Technologists and a Surgical Assistant with yearly completion of fifteen continuing education credits that graduated from an accredited program. Technology has impacted the Surgical Technology role through the ability to complete a vast amount of minimally invasive procedures at a quicker pace. Surgical Technology faculty members prepare students to meet this trend. All students are advised and encouraged to continue their education after graduation. Students are encouraged to obtain higher degrees in complementary fields, such as a Bachelor of Applied Arts and Science.

REGULATORY STANDARDS

The ST program at Collin College adheres to the following regulatory standards:

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org

Accreditation Review Council on Education in Surgical Technology (ARC/STSA) www.arcstsa.org

The Surgical Technology curriculum is based on the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Association of Surgical Technology (AST) national curriculum. The program meets all Texas Higher Education Coordinating Board standards. Program competencies mirror tasks evaluated on the Certified Surgical Technology certification, which is the credential graduates of the Surgical Technology program are eligible for upon completion of the degree.

☒ 2. WHY DO WE DO THE THINGS WE DO: PROGRAM RELATIONSHIP TO THE COLLEGE MISSION & STRATEGIC PLAN.

- **Provide program-specific evidence of actions that document how the program supports the College’s [mission statement](#):** “*Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.*”
- **Provide program-specific evidence that documents how the program supports the College’s strategic plan (2020-2025 Strategic Plan):** https://www.collin.edu/aboutus/strategic_goals.html.

Suggested/possible points to consider:

- *What evidence is there to support assertions made regarding how the program relates to the mission and strategic plan?*
- *Think broadly-increasing completion, articulation agreements, pathways from high schools, etc.*
- *Analyze the evidence you provide. What does it show about the program?*

Clinical experiences are offered under faculty and preceptors’ supervision at Texas Health Presbyterian Hospital Plano, Baylor Scott & White (Plano, The Heart Hospital, McKinney), Medical City (McKinney, Frisco, Plano), Methodist Richardson, and Children Medical Center Plano Hospital.

The College responds to community needs through workforce training and continuing education and by developing programs for employers. The program is actively involved with the Association of Surgical Technologists (AST) National Honor Society. Student achievement is recognized at the Health Sciences pinning ceremony and Collin’s graduation.

Interactions between program faculty, staff, and students are based on openness and honesty. The program invites counseling services, ACCESS, and career services to speak with students at the required program orientation session. Career services return in the final semester to assist with resume writing and interviewing. The program’s student handbook (Appendix A) includes information on college services. The program also encourages students to involve their families in the learning process. Families are invited to the Surgical Technology Open House, where they can see the lab and participate in fun activities.

Developing Skills

The Surgical Technology Program is highly focused on student success. Faculty work closely together and are flexible in their working hours to assist students. Students have multiple opportunities to practice hands-on learning in the lab and clinical settings. Faculty are committed to student success and to providing quality education. This is reflected in the program outcomes and student surveys (see the attached annual report in Appendix B). All faculty have an open-door office policy.

Faculty answer emails within 24 hours and offer help on evenings and weekends. Students begin practicing skills in week one of the program and enter the clinical setting in week 13. Upon entering the program, students spend ten hours a week learning and developing the skills necessary for their first clinical experience (see the attached lab competencies in Appendix C). The surgical technology lab is available to students for skills practice when needed.

Strengthening Character

Students participate in the annual Collin Health and Safety Fair to educate attendees on aseptic techniques. Service Learning is a required element of the Surgical Technology program. Faculty and staff are active in college and community service. There is active involvement in the Collin Scholarship Committee, Welcome Week, Search Committees, Health and Safety Fair, Academic Planning, Program Review Committees, Texas State Assembly Education Committee, and multiple other professional organizations and committees related to the ST profession. On-the-job training with formal education has proven satisfactory for employers. Education at the Associate degree level is strongly recommended for employment and promotion within the Surgical Technologist industry. The professional practice experience takes program knowledge and allows for practical application within the clinical setting. Students gain facility-specific knowledge and participate in activities that build advanced aseptic techniques, foster teamwork, develop effective communication skills, and facilitate essential networking relationships.

Challenging the Intellect

Students learn skills in the lab and are evaluated on competencies before practicing the skills in the clinical setting. Students are also assessed on skill performance in the clinical setting (see the attached clinical evaluation Appendix D). Employer satisfaction surveys prove that students are well prepared to perform skills upon graduation (see the attached employee survey in Appendix E). Employers rate students on cognitive, psychomotor, and affective domains. Student evaluations for labs and clinicals are not only skill-based, but they are affective. Students are evaluated in professionalism, conflict resolution, dependability, motivation, integrity, empathy, patient advocacy, teamwork, and diplomacy. The program has a student handbook with guidelines that students must read and sign upon entrance into the program. Students that do not maintain professionalism to the program's standards are counseled, may be referred to the Dean of Students, or even dismissed from the program.

To continue in the program, students must maintain an average grade of $\geq 75\%$ in all Surgical Technology classes. There are also "checkpoint" examinations to assess readiness for the credentialing exams, which the students must pass with a pre-determined score. These "checkpoint" examinations ensure students are well-prepared and gives faculty feedback on areas of weakness. The examination pass rates and job placement rates prove that students are taught to high standards.

Program faculty and staff fully support the Collin Strategic Plan. The Program Director participates in identifying Strategic Plan priorities and activities to support the plan (see the attached 5- year plan in Appendix F).

The evidence shows that the Collin Surgical Technology Program fully supports the college's mission statement, core values, and strategic plan. The program's alignment with the college shows the strength of the degree and the legitimacy of the program. The Collin Surgical Technology Program gives students a highly qualified, accredited, and respected degree in the community.

SG#1: Improve student outcomes to meet or exceed local, state, and regional accreditation thresholds and goals. – The Collin Surgical Technology Program follows all rules and regulations concerning students, faculty, and staff safety. The program identified changes in the needs and expectations of community interest, integrated classroom technology to enhance teaching and learning experiences, offered faculty professional development opportunities geared towards increasing student outcomes, new accreditation standards, and maintained high employer satisfaction. Based on findings from our prior Continuous Improvement Plan (CIP), which aimed to improve student scores on various domains of the Certified Surgical Technologist (CST) exam, the program saw students meet or exceed the national average scores on the identified areas of the exam

SG#2: Develop and implement strategies to become a national exemplar in Program and student outcomes– The program created a state-of-the-art lab where students can practice and develop essential skills for the clinical setting. The program incorporated simulation technology throughout the curriculum and developed and implemented trauma rotations for surgical technology students during their spring clinicals. The program developed and implemented a National Board of Surgical Technology/Surgical Assisting (NBSTSA) online certification refresher course to increase certification pass rates.

SG#3: Create and implement comprehensive, integrated pathways to support student transitions – Starting in 2019, Collin Surgical Technology partnered with Hospital Corporation of America (HCA) Healthcare to create a scholarship for qualified students to complete clinical rotations and to gain employment after completing the program. Many graduates have taken advantage of this as they are guaranteed employment, with some employers offering tuition reimbursement to continue pursuing their education. The program developed a career pathways model to include primary education, occupational training, and credentialing. All transition plans will support student goals and meet local employers' skill and competency requirements.

SG#4: Implement the third Baccalaureate degree by Fall 2022 and continue adding 2+2 programs with university partners – The program has already established a pathway for graduates to complete the Associate Degree Nursing program via the advanced placement Registered Nurse bridge program at Collin College. The program is exploring a partnership with the Bachelor of Science in Nursing (BSN) program at Collin College for graduates to advance their degrees further. Additional partnerships for 2+2 programs toward a Bachelor of Applied Science degree include Texas Women's University (TWU) and Texas A&M Commerce.

SG#5: Develop and implement a comprehensive staffing and succession model – Collin College's Surgical Technology Program has developed and implemented a comprehensive staffing and succession model by doing the following: recruiting, posting available positions, conducting interviews, hiring (onboarding), and professional development. To implement the college's comprehensive staffing and succession goal, recently hired adjunct and full-time faculty members have the Certified Surgical Technologist (CST) credential. This is essential if the program director or full-time faculty members were to retire,

resign, or move to another position at Collin College. In that case, there are options to fill vacated positions with existing personnel from the department.

☒ 3. WHY WE DO THE THINGS WE DO: PROGRAM RELATIONSHIP TO STUDENT DEMAND

Make a case with evidence to show that students want the certificate. Discuss whether or not there appears to be any disproportionate enrollment by gender, race, and ethnicity (compared to Collin College’s overall student demographic distributions <http://inside.collin.edu/iro/programreview/prfilehostpage.html>). If any differences exist discuss possible reasons why the gap exists, and plans to address these issues to close gaps in enrollment rates between groups of students (refer to the Program Review portal for Enrollment Reports and Average Section Size data files for your program HTTP://INSIDE.COLLIN.EDU/INSTITUTIONALEFFECT/PROGRAM_REVIEW_PROCESS.HTML).

Suggested/possible points to consider:

- *What is the enrollment pattern? Declining, flat, growing, not exhibiting a stable pattern, please explain. For required program courses where there is a pattern of low enrollment (fewer than 15 students), explain your plan to grow enrollment and/or revise the curriculum.*
- *What are the implications for the next 5 years if the enrollment pattern for the past 5 years continues?*
- *Describe any actions taken to identify and support students enrolled in program-required courses early in the degree plan. If no actions are taken at the present, please develop and describe a plan to do so.*
- *How does your program support (or plan) to support attraction of a diverse student population?*
- *Check with Institutional effectiveness for Data Reports -names of reports*
- *Analyze the evidence you provide. What does it show about the program?*

The Surgical Technology Program has experienced minor fluctuations in application and completion patterns during this program review. The Program Director notes that there were applicants that still needed to meet admission requirements and to complete prerequisite courses. Improvement in advising has helped with this issue. An emphasis on prerequisite classes on our website and at information sessions also improved applicant quality. An increase in qualified candidates has stabilized our enrollment numbers. The program has a CAAHEP-approved maximum enrollment of 24 students and receives roughly 60 applications per year for summer entry. This has been consistent throughout the last five years.

The need for qualified Surgical Technologists (see the “market demand” section in #4) has increased drastically. There is the potential for a shortage of Certified Surgical Technologists (CSTs) in the area if the program retention declines below accreditation retention benchmarks.

The Surgical Technology faculty and staff are working towards increasing the number of applicants. Faculty and staff promote the program by speaking to high school students during tours of the Health Science Center, conducting detailed information sessions, and participating in college-wide events with students. Faculty and staff are working to increase program visibility with area employers. Potential students are identified in a general health education course, HPRS 1204 - Basic Health Professions Skills. The director meets individually with interested students to assist them with their educational goals. Surgical Technology faculty and staff also encourage students in the Central Sterile Processing certificate program to further

their education by continuing onto the Surgical Technology Program. The Program Director is committed to improving collaboration with the Advising department. During career fairs, the program has worked directly with the Association of Operating Room Nurses (AORN) in promoting the Surgical Technology program at the Collin College Preston Ridge campus. Students attend a program orientation before beginning their Surgical Technology classes. Program expectations are clearly defined both verbally and in a program handbook. Counseling services and ACCESS staff attend the program orientation. Requirements and responsibilities for the students are emphasized at the program orientation as well.

The Program Director advises students that may have potential issues at the beginning of the program. All students are advised of the time and effort required for the rigorous Surgical Technology classes. Students are encouraged to let faculty know about potential obstacles to their success so they can look for possible solutions. Lab competencies and lecture quizzes start early in the first semester. Faculty quickly identify struggling students and meet with them to offer assistance and develop an action plan for success. Students are assigned extra assistance in the lab and offered help with studying strategies. Some students take advantage of the help and do very well. Some need to balance school with other responsibilities, and some do not. The students perform self-assessments in the lab and clinical setting halfway into the first semester. Faculty meet with students to identify strengths and weaknesses and develop action plans when needed. Additionally, students have a mid-program evaluation where they are given feedback on their performance over their first year. This includes summarizations of clinical instructor feedback and how they are doing in the classroom, lab, and clinical settings.

If a student is dismissed from the program for academic reasons, they have one opportunity to return the following year. The Program Director and faculty meet to develop a “Student Success and Re-Entry Plan” where the program lists requirements and optional items, allowing students to outline what they will do to succeed this time. Students may only re-enter the program once.

The Surgical Technology Program’s goal is to produce entry-level surgical technologists that demonstrate key competencies and fulfill the role of a professional surgical technologist as defined by the Association of Surgical Technologists (AST). Program outcomes are measured through attrition, retention rates, and employer and graduate surveys. The Surgical Technology program exceeds all Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) benchmarks. Those benchmarks state the following:

- a. The Surgical Technology Program must maintain over a 70% pass rate on first-time certification takers.
- b. The Surgical Technology Program must maintain an over 70% retention rate.
- c. The Surgical Technology Program must maintain over an 80% placement rate.

Over the last four years, 100% of our graduates have found jobs within six months of graduation (see IRO data in Appendix G). As the demand for qualified Certified Surgical Technologists increases, the number of jobs also increases. Many related factors contribute to this increase in demand, including more elective procedures, more surgical hospitals being built, an aging population, improved technologies and specialized surgeries, and the appreciation of having a dedicated surgical team member qualified to provide direct pre-operative, intra-operative, and post-operative assistance to the surgeon without having to be a surgeon. As an essential operating room team member, the Surgical Technologist brings comprehensive hands-on surgical knowledge that helps facilitate a safe, efficient surgical procedure.

Many local hospital operating rooms are undergoing or have recently undergone construction and expansion to increase the number of operating rooms to accommodate growing surgical needs. Several local hospitals have 20 to 30 operating rooms, all needing qualified surgical staff members. Adding to the growing list of facilities demanding qualified Surgical Technologist employment are surgery centers of varying specialties and oral/maxillofacial dental centers.

Searches on Zip Recruiter, Glassdoor, Indeed, and LinkedIn reveal an overwhelming number of openings for Certified Surgical Technologists in the North Texas area. Zip Recruiter lists over 1,000 positions with an average yearly salary of \$53,500. Anecdotally, program faculty report that area facilities are understaffed. The Bureau of Labor Statistics projects a 12% increase in Surgical Technologist positions by 2026. In anticipation of the increased demand, Hospital Corporation of America (HCA) hospital facilities have partnered with Collin College to offer graduates employment and a sign-on bonus.

The Surgical Technology program can accept a maximum of 24 students per calendar year at this time. If the number of qualified applications increases substantially, we can submit a Maximum Enrollment Change to ARC/STSA.

Many Surgical Technologists currently working were trained “on the job” (OJT) before 2009. The vast majority of new positions require the CST credential – and individuals with the CST credential are consistently paid more than OJT employees. OJT employees were grandfathered into the profession but only at the facility where they were currently employed.

Collin College, Texas Women’s University, and Texas A&M Commerce offer a path to a BAAS in Business for Collin College Surgical Technology graduates. At this time, a Baccalaureate degree will not increase the salary of someone working as a Surgical Technologist in this area. The BAAS degree may offer a path for individuals to advance into healthcare management positions. Currently, no institution in Texas offers a Baccalaureate degree in Surgical Technology.

The only competing programs in the area that offer Associate degrees in Surgical Technology are El Centro and Tarrant County College.

The Surgical Assisting program (started in the Fall of 2018) provides additional opportunities for students and additional employees for area hospitals. The Collin College Surgical Assisting Program will provide students the surgical and technical skills to complete all American Surgical Association (ASA) and ARC-STSA required coursework and clinical work necessary to sit for the national credentialing exam given by NBSTSA. A Collin College Surgical Assisting Program graduate who has passed the national credentialing exam will receive their CSFA (Certified Surgical First Assist) credential and be prepared to begin a career as a Surgical Assistant.

The Surgical Technology program is actively monitoring our recruiting policies to maximize the number of students that can enter our program. By maximizing our program enrollment, we hope to meet this demand better. Surgical Technology is a growing field. As a leader in the field, the program at Collin College is engaged with the community in growing our numbers to help meet the demand while maintaining high standards.

☒ 4. WHY WE DO THE THINGS WE DO: PROGRAM RELATIONSHIP TO MARKET DEMAND

Make a case with evidence to show that employers need and hire the program's graduates. Some resources to utilize for information could be: JobsEQ http://inside.collin.edu/iro/programreview/202021/ProgramLaborMarketInfo_2020-21AY.pdf, Burning Glass, O-Net <https://www.onetonline.org>, Texas Labor Market Information <https://www.twc.texas.gov/businesses/labor-market-information>.

Suggested/possible points to consider:

- *How many program-related jobs are available in the DFW Metroplex for program graduates? If the majority of related jobs in the DFW Metroplex require a baccalaureate degree, provide evidence that you have a current signed articulation agreement with one or more transfer institutions or that you plan to develop one.*
- *What proportion of the program's graduates (seeking employment) found related employment within six months of graduation?*
- *What changes are anticipated in market demand in the next 5 years? Do program completers meet, exceed, or fall short of local employment demand? How will the program address under- or over-supply?*
- *Identify and discuss the program's strengths and weaknesses related to market demand.*

According to Indeed.com, approximately 390 Surgical Technology jobs are available in the DFW area (fluctuates weekly). Any of these positions could potentially be entry-level, as many departments prefer to train their employees. According to the same site, there are over 500 jobs available in Texas. Zip Recruiter lists over 1,000 positions available in Surgical Technology. According to the Occupational Outlook Handbook, the current projection for Surgical Technologist jobs is that the number of jobs will increase by 6% from 2021-2031. Virtually all entry-level Surgical Technologist jobs require a Surgical Technologist certification. A baccalaureate degree is not generally required but is highly preferred for management or education positions. After reviewing over 100 local job postings on Indeed.com (12/20/2022) for Surgical Technology, no positions required a Baccalaureate degree. Two local hospitals stated "Bachelor's degree preferred" (but not required) in the job description posted, and two managerial positions stated "Bachelor's degree preferred" (but not required) in the job description.

Salaries for Surgical technologists in Texas average \$53,500/year. Base salary does not include differentials paid for working nights and weekends, which can be significant. High school graduates are not eligible to work as Surgical Technologists as an Associate degree is required. There is no difference in entry-level salaries between Associate and Baccalaureate degree candidates.

Thus far, the program has had enough graduates to meet market demand. In the DFW area, there are three other surgical technology programs and one proprietary program. The program would like Collin graduates to remain in high demand. The program is limited to accepting 24 students but could apply for an increase if needed. Program staff and faculty are monitoring the area's demand closely.

The following number of graduates have been employed within six months of graduating:

Class of 2018: 100% (20 Graduates)

Class of 2019: 100% (23 Graduates)

Class of 2020: 100% (23 Graduates)

Class of 2021: 100% (23 Graduates)

Class of 2022: 100% (16 Graduates)

Section II. *Are We Doing Things Right?*

☒ 5. HOW EFFECTIVE IS OUR CURRICULUM, AND HOW DO WE KNOW?

A. Make a case with evidence that there are no curricular barriers to program completion. Review data related to course enrollments, course completion rates, course success rates, and the frequency with which courses are scheduled to identify barriers to program completion.

Suggested/possible points to consider:

- *Number of students who completed the program awards in each of the last 4 years? If the number of graduates does not average 5 or more per year, describe your plan to increase completions and address this issue in the Continuous Improvement Plan (CIP).*
- *At what point(s) are substantive percentages of students dropping out of the program? Use data in the “Program-Based Course Performance” tool to examine enrollment flow through the program curriculum. Does the data suggest any curricular barriers to completion? Address problems in the CIP.*
- *Analyze the course success rates and the course completion rates of each course in your program. Address problems in the CIP.*

Students who complete the Surgical Technology Program receive an AAS in Surgical Technology.
Completers for each year of the current program review:

Class of 2018: 20
Class of 2019: 23
Class of 2020: 23
Class of 2021: 23
Class of 2022: 16

The retention rate has averaged 91.75% over the last four years. Based on our data, we lost the most students in the first two semesters of the program. Academic issues, personal reasons, and financial problems account for student attrition. Our faculty believes that some students may not be prepared for Surgical Technologists' roles and responsibilities in the hospital setting. We do not believe this problem is unique to the Surgical Technology program. This issue may fall under the broader umbrella of “college readiness.” We will continue to inform students regarding the high expectations of healthcare providers. Our program faculty and staff conduct our advising sessions to control the message sent to prospective students. We note that the retention rate is lower in the core and prerequisite courses than in the program courses.

100% of graduates have completed the CST credentialing exam, and 100% have completed it within six months of graduation. The data in the “Program-Based Course Performance” tool suggests that Surgical Technology students are less successful in prerequisite and corequisite classes. Biology 2401 and 2402 currently have a 70-78% success rate, which could impact

enrollment in all health science classes. Pass rates in ENGL 1301, PSYC 2310, and HITT 1305 range from 64-74%. Students are very successful (85-100%) in the Surgical Technology program classes. The program follows the guidelines set by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Association of Surgical Technology (AST) national curriculum. Employer surveys indicate 100% satisfaction with Collin graduates (see Appendix E). Students enter the Surgical Technology program in the Summer semester and progress through a logical sequence of courses until graduation the following Spring. Course content builds in complexity, so courses are taken in the order published in the college catalog. If a student does not succeed in a course (or courses), they cannot continue in the program. If this occurs, students may return if:

- (1) it is within one year of leaving the program,
- (2) the student must be in good standing,
- (3) there is an available clinical facility, AND
- (4) the student passes competency exams.

All re-entry students must complete a didactic comprehension exam with a grade of 77% or better. All clinical checkoffs must be satisfactorily completed with a grade of 77% or better to prove competence for the program's clinical component. The program has a retention rate of 86.8%. No barriers to completion have been identified by program faculty and staff. No specific causes of attrition have been identified by program faculty and staff.

Due to the rigorous nature of the program, students are strongly encouraged to complete all pre and corequisite classes before applying to the program. Students are directed to specific resources to assist them in achieving their academic goals. Availability of tutoring services and study skills workshops are communicated to students.

We believe the evidence shows that once students enter the Surgical Technology program, they have an excellent chance of successfully completing the program.

B. Show evidence that the institutional standards listed below have been met. For any standard not met, describe the plan for bringing the program into compliance.

1. Completers Standard: Average 25 completers over the last five years or an average of at least five completers per year.

Number of completers: 105 in last five years.

If below the state standard, attach a plan for raising the number of completers by addressing barriers to completion and/or by increasing the number of students enrolled in the program. Definition of completer—Student has met the requirements for a

degree or certificate (Level I or II)

2. Licensure Standard: 93% of test takers pass licensure exams.

If applicable, include the licensure pass rate: **94% average** over the last 5 years

For any pass rate below 93% (Collin College’s standard), describe a plan for raising the pass rate.

3. Retention Standard: 78% of students enrolled in program courses on the census date should still be enrolled on the last class day (grades of A through F).

Include the retention rate: **86.8% average** over the last 5 years

If the retention rate is below 78%, describe a plan for raising the course completion rate.

All standards met or exceed institutional standards

C. Make a case with evidence that the program curriculum is current.

Suggested/possible points to consider:

- *How does the program curriculum compare to curricula at other schools? Review programs at two or more comparable colleges. Discuss what was learned and what new ideas for improvement were gained.*
- *How does the program curriculum align with any professional association standards or guidelines that may exist?*
- *Is the curriculum subject to external accreditation? If so, list the accrediting body and the most recent accreditation for your program.*

If the program curriculum differs significantly from these benchmarks, explain how the Collin College curriculum benefits students and other college constituents.

The Associate degree program in Surgical Technology contains sixty (60) credits. It includes theory and clinical experience to prepare the student to pass the National Board of Surgical Technology and Surgical Assisting certification examination. The Surgical Technologist Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The next program review period will start in 2023. The last site visit was in 2018, and annual reports are due to CAAHEP in August of each year. The last site visit was approved by ARC/STSA, and the program’s most recent annual report is pending approval.

The curriculum prepares students to assist in caring for the surgical patient in the operating room and to function as surgical team members.

The Surgical Technology curriculum follows the specifications of the master curriculum of the “Core Curriculum for Surgical Technology,” Seventh Edition. The Surgical Technology Program is designed to prepare students for a Level 1 Surgical Technology position. They will be able to prepare the operating room for surgical procedures pre-operatively, intraoperatively, and postoperatively, utilizing their skills to choose the correct instrumentation, supplies, and equipment. They will adhere to the aseptic technique, establish the surgical field, and assist the surgeon during procedures. Most importantly, they will deliver optimum patient care. They are prepared to work in hospitals, surgery centers, and physician offices that perform surgical procedures.

The Collin College Surgical Technology Program has a CAAHEP-approved maximum enrollment of 24 students, and the program receives roughly 60 applications per year for summer entry. This has been consistent throughout the years. In comparison to peer programs, like the Surgical Technology programs at El Centro and Tarrant County, the Collin program has had a large number of applications, as Collin offers the lowest tuition of the three programs. Comparisons of Collin, El Centro, and Tarrant County can be seen in the tables below:

Collin College	Year	Number of Graduates	Number of Graduates who took CST Exam	Number of Graduates who Passed CST Exam	Percentage of Graduates that Passed CST Exam
	2020-2021	23	23	20	87%
	2019 - 2020	15	15	14	90%
	2018 - 2019	20	20	20	100%
	2017 - 2018	20	20	19	90%
	2016 - 2017	10	10	9	90%

Tuition

- Collin County resident: \$62.00 per credit hour
- Outside Collin County: \$117.00 per credit hour
- Out-of-state: \$187.00 per credit hour

Surgical Technology at El Centro	Year	Number of Graduates	Number of Graduates who took CST Exam	Number of Graduates who Passed CST Exam	Percentage of Graduates that Passed CST Exam
	2020-2021	8	8	8	100%
	2019 - 2020	7	7	6	86%
	2018 - 2019	8	8	7	88%
	2017 - 2018	10	10	10	100%
	2016 - 2017	12	12	12	100%

Tuition

- Dallas County resident: \$79.00 per credit hour
- Out-of-District: \$135.00 per credit hour
- Out-of-State: \$200.00 per credit hour

Tarrant County Surgical Technology Program	Year	Number of Graduates	Number of Graduates who took CST Exam	Number of Graduates who Passed CST Exam	Percentage of Graduates that Passed CST Exam
	2020-2021	Not Available	Not Available	Not Available	Not Available
	2019 - 2020	Not Available	Not Available	Not Available	95%
	2018 - 2019	Not Available	Not Available	Not Available	100%
	2017 - 2018	Not Available	Not Available	Not Available	100%
	2016 - 2017	Not Available	Not Available	Not Available	88%

<p>Tuition: Tarrant County Surgical Technology Program</p> <ul style="list-style-type: none"> • Tarrant Resident: \$64.00 per credit hour • Out-of-County: \$126.00 per credit hour • Out-of State: \$305.00 per credit hour 					

D. Present evidence from advisory committee minutes, attendance, and composition that the advisory committee includes employers who are actively engaged on the committee and who are representative of area employers.

1. How many employers does your advisory committee have? 10
2. How many employers attended the last two meetings? **Fall 2021 – 10, Spring 2021 - 8**
3. How has the advisory committee impacted the program over the last five years (including latest trends, directions, and insights into latest technologies)?

See attached advisory board minutes in Appendix G. The Surgical Technology Program did not host any advisory board meetings in Fall or Spring 2022 because the board is currently searching for a Medical Director.

4. Briefly summarize the curriculum recommendations made by the advisory committee over the last five years.

The Surgical Technology Advisory Committee provides valuable insight into the program. The committee gives feedback on students in clinical rotations and the performance of Collin graduates working in their facilities. They inform the program of local changes in practice and protocols and let the program know what new equipment is being used. This information allows the program to tailor classroom and lab instruction to include local practices (in comparison with national practices) and gives the program insight into what equipment is needed for the lab. The Advisory Committee discusses scholarships for students at each meeting. The program’s Medical Director contributes to scholarship initiatives and brings donors to the Collin Foundation. Program updates are provided at each meeting, including enrollment, program promotion, outcomes, budget status reports, equipment use, and curriculum discussion. The number and quality of applicants are discussed at each meeting. At meetings, there has been extensive discussion regarding the required clinical competencies students need before attending clinical. Recently, the committee approved the program’s marketable skills.

E. Make a case with evidence that the program is well managed.

Suggested/possible points to consider (Data can be found at http://inside.collin.edu/institutionaleffect/Program_Review_Process.html):

- Average class size
- Grade distributions
- Contact hours taught by full-time and part-time faculty

- *Identify all courses that have a success rate below 75%. If any of these are core courses, visit with the discipline lead for the course(s) in question to determine whether or not the content of the course(s) is appropriate to the workforce program learning outcomes. Using assessment evidence and instructor observations, identify the student learning outcomes that are the greatest challenges for students in courses with low success rates. Explain what instructional and other intervention(s) might improve success rates for each identified course.*
- *How well are general education requirements integrated with the technical coursework?*
- *Student satisfaction: What evidence do you have that students are satisfied with the program? What kinds of complaints are made to the associate dean/director by program students?*

The average starting class size for the Surgical Technology Program is 24 students, with an average of 19 completers each year over the last five years. Success rates for the program classes range from 82-100%, with grades ranging from A's and B's with a few C's (please see grade distribution attachment in Appendix H). A "D" grade for the program is between 60-74% and is not considered passing for program classes. Students that receive a "D" grade in any class are not allowed to continue in the program. It is noted from the data that grades are lower in the first two semesters of classes than in the summer or the second year. Clinical sections tend to have a higher grade distribution.

The success rate for prerequisite classes is much lower, as previously noted. The success rate in BIOL 2401 ranges between 60-80%. The success rate for BIOL 2402 ranges between 69-88%. BIOL 2420 has a success rate of 80-90%, with grades distributed fairly evenly between A's and B's. HPRS 1204 has a success rate between 80-97%.

The prerequisites are the only classes with a success rate of less than 75% in the program. The program agrees that the course content of the prerequisite courses is appropriate for the program. BIOL 2401 and BIOL 2402 were overwhelmingly approved by the THECB committee for the Surgical Technology Program of Study as courses that all programs in the state should require. Faculty worked with biology faculty to decide on appropriate content. It has been quite clear (although anecdotal) that the students who are successful in BIOL 2401 and BIOL 2402 – mainly if they take more than one class at a time or work – will be successful in the program. Anatomy and Physiology (A&P) classes and labs require the critical thinking and discipline that the program requires of students.

General Education requirements are well integrated into program coursework. All clinical sections of the program incorporate research into medical records, writing assignments that include case studies and article critiques, and verbal skills in communication and presentations. Writing assignments are also incorporated into SRGT-1441 and SRGT-1442. A research project with a verbal presentation is required in SRGT-1409. Math skills are required in all classes. There are multiple equations that students must be able to set up and solve to be successful in the program. All writing assignments require APA formatting.

The ARC/STSA has established the following outcome thresholds as the minimum criteria to maintain compliance. Programs are required to track outcomes for all cohorts using the ARC/STSA Outcomes Tracking Tool (OTT). Outcomes thresholds are reported for cohort(s) completing within the ARC/STSA reporting year.

The Surgical Technology school satisfaction rate is assessed through a “Graduate Satisfaction Survey.” This is sent to students following graduation. A concern was expressed in the results of the “Graduate Satisfaction Survey” over the SRGT 1271 basic lab skills, indicating the need for more lab time and case scenario situations. The labs have since been revised. Case scenarios have been added, along with open lab opportunities that allow students to have one-on-one instruction with program faculty/Director to aid in student success.

ARC/STSA Outcome Assessment Results

Academic Year	Retention Rate	CST Exam Participation	CST Pass Rate	Graduate Employment Rate	Graduate Satisfaction Rate	Employer Satisfaction Rate
Benchmark	60%	100%	70%	80%	85%	85%
2020-2021	100%	100%	87%	100%	100%	100%
2019-2020	100%	100%	90%	100%	100%	100%
2018-2019	100%	100%	100%	100%	100%	100%
2017-2018	100%	100%	90%	100%	100%	100%
2016-2017	100%	100%	90%	100%	90%	100%

The instructors handle most complaints by students regarding course confusion and clinical issues. Some complaints do need to be handled by the Director. Students are encouraged to discuss the course and clinical issues with their instructors and the person they are having problems with directly. Faculty are available for meetings or casual conversations. If students do not receive the help they need, they are encouraged to meet with the Director of Surgical Technology. There are very few complaints. The problems that do arise are commonly due to grading practices by clinical instructors, student disagreements, or financial issues that may result in a student potentially dropping out. Complaints to the Director are rarely a surprise. Faculty communicate student issues promptly to the Director, and they will develop an action plan to resolve the issue effectively. Potential problems, such as student withdrawal or disruptive behavior that can not be resolved after the action plan has been executed, will be communicated to the Dean as soon as possible. The Director notes that students do not often come to her with complaints as instructors successfully manage problems and enforce program policies.

☒ 6. HOW EFFECTIVELY DO WE COMMUNICATE, AND HOW DO WE KNOW?

A. Make a case with evidence that the program literature and electronic sites are current, provide an accurate representation of the program, and support the program’s recruitment plan, retention plan and completion plan.

Suggested/possible points to consider:

- *Demonstrate how the unit solicits student feedback regarding its website and literature and how it incorporates that feedback to make improvements.*
- *How does the program ensure that students are informed/aware of program literature? Is program literature made accessible to all students (i.e. can they obtain the information they need)?*
- *Designate who is responsible for monitoring and maintaining the unit’s website, and describe processes in place to ensure that information is current, accurate, relevant, and available.*

Students are surveyed regarding the program website and literature at program information sessions. Every student admitted to the program is required to attend a program information session. The program Advisory Committee is also asked to review the website and literature. The program recognizes that this needs to be done more often, and the website is now scheduled to be reviewed by the advisory committee during summer semesters. Reviews are done annually during the summer and as needed based on feedback. The Program Director is responsible for monitoring and updating the program’s website and literature and does so annually. All literature provides accurate information regarding the program, admission processes, and completion rates. The program website is: <https://www.collin.edu/surgtech/>

The Program Director updates annually the application forms and information packets on the program website. The Information Session webpage is updated at the beginning of each semester. The website was last updated on 12/2022. The program currently offers online information sessions. Information sessions are held twice monthly through the fall and spring semesters. Feedback from information sessions contributes to recruitment initiatives. In 2021-2022, 188 students attended information sessions (see information sign-in sheet in Appendix I), and over 50% of the students heard about the program through email communication or Canvas announcements. The program set out to expand recruitment efforts to be more visible on campus, which resulted from classroom visits to Anatomy and Physiology courses, participation in career fairs, and handing out more promotional items. Additionally, the program plans to expand its social media footprint by adding a program page on Facebook.

B. In the following Program Literature Review Table, document that the elements of information listed on the website and in brochures (current academic calendars, grading policies, course syllabi, program handouts, program tuition costs and additional fees, description of articulation agreements, availability of courses and awards, and local job demand in related fields) were verified for currency, accuracy, relevance, and are readily available to students and the public. **Please fill out the table only for this prompt (B.), no analysis is necessary here.**

Program Literature Review Table

Title	Type (i.e. URL, brochure, handout, etc.)	Date of Last Review/Update		Responsible Party
2022-2023 Collin College Catalog	Online and Bound Paper https://www.collin.edu/studentresources/personal/studenthandbook.html	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurate <input checked="" type="checkbox"/> Relevant <input checked="" type="checkbox"/> Available	J.Glapion
Degree Plans, Core, Areas of Study and Programs	https://www.collin.edu/academics/index.html	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurate <input checked="" type="checkbox"/> Relevant <input checked="" type="checkbox"/>	J. Glapion

			Availabl e	
Information Sessions	https://www.collin.edu/surgtech/InformationSessions.html	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurat e <input checked="" type="checkbox"/> Relevan t <input checked="" type="checkbox"/> Availabl e	J.Glapion
Surgical Technology Program	Color Flyer	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurat e <input checked="" type="checkbox"/> Relevan t <input checked="" type="checkbox"/> Availabl e	P. Boardingha m
Collin Request for Degree Plan/ Certificate	https://www.collin.edu/gettingstarted/register/	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurat e <input checked="" type="checkbox"/>	J. Glapion

			Relevant <input checked="" type="checkbox"/> Available	
Surgical Tehcnology Accrediation Information	https://www.collin.edu/surgtech/Accreditation.html	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurate <input checked="" type="checkbox"/> Relevant <input checked="" type="checkbox"/> Available	J.Glapion
Surgical Technology Program Web Page	https://www.collin.edu/surgtech/	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurate <input checked="" type="checkbox"/> Relevant <input checked="" type="checkbox"/> Available	J. Glapion
Surgical Technology	https://www.collin.edu/surgtech/ProgramCost.html	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/>	J. Glapion

Program Cost			Accurate <input checked="" type="checkbox"/> Relevant <input checked="" type="checkbox"/> Available	
Surgical Technology Admission Packet and Application Process	https://www.collin.edu/surgtech/SurgTech%20PDF%20Admission%20Packet%202022.pdf https://www.collin.edu/surgtech/ApplicationProcess.html	12/1/2022	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurate <input checked="" type="checkbox"/> Relevant <input checked="" type="checkbox"/> Available	J. Glapion

☒ 7. HOW WELL ARE WE LEVERAGING PARTNERSHIP RESOURCES AND BUILDING RELATIONSHIPS, AND HOW DO WE KNOW?

Partnership Resources: On the table below, list any business, industry, government, college, university, community, and/or consultant partnerships, including internal Collin departments, to advance the program outcomes.

The Program actively seeks partnerships with industry partners that allow students to understand various aspects of surgical technology.

The program's faculty and leadership are involved at the local and state levels of professional organizations, such as the Texas State Assembly Education Committee and the Association of Surgical Technologist (AST). They build relationships with industry leaders through networking and volunteerism, such as providing departmental tours for Anatomy & Physiology courses and high school students, college-wide health fairs, and community health projects. Collin's Surgical Technology students have received scholarships from the Association of Surgical Technologists (AST).

Collin's Surgical Technology program has partnered with the Hospital Corporation of America (HCA) to develop sponsorship opportunities for qualified students to receive sign-on bonuses after completing a successful clinical rotation and passing the national certification exam.

Involvement in professional associations, community service projects, and local and state organizations has given the Surgical Technology Program a voice in the community and the Surgical Technology profession. The program will continue to brainstorm ways to utilize resources and partnerships to assist with upcoming program goals and outcomes.

Partnership Resources Table**

Partner/Organization	Description	Formal Agreement Duration, if any.	How is it Valuable to the Program?
Texas Health Presbyterian Hospital Plano	Hospital	1 year automatic renewal	Clinical Site
Baylor Scott and White Plano	Hospital	1 year automatic renewal	Clinical Site
Baylor Scott and White The Heart-Plano	Hospital	1 year automatic renewal	Clinical Site
Medical City Plano	Hospital	1 year automatic renewal	Clinical Site
Medical City McKinney	Hospital	1 year automatic renewal	Clinical Site
Medical City Frisco	Hospital	1 year automatic renewal	Clinical Site
Children’s Medical Center Plano	Hospital	1 year automatic renewal	Clinical Site
Methodist Richardson Hospital	Hospital	1 year automatic renewal	Clinical Site
Baylor Scott and White McKinney	Hospital	1 year automatic renewal	Clinical Site

☒ 8. WHAT PROFESSIONAL DEVELOPMENTAL OPPORTUNITIES ADD VALUE TO YOUR PROGRAM?

Collin College supports and encourages the professional growth of the Program Director and all Surgical Technology faculty. The College provides a faculty development conference for full-time and adjunct faculty to learn and participate in new developments in instruction and technology. Professional Development documents are attached for program staff and faculty (see Appendix J).

PROVIDE A LIST OF PROFESSIONAL DEVELOPMENT ACTIVITIES EMPLOYEES HAVE PARTICIPATED IN SINCE THE LAST PROGRAM REVIEW.

Employee Resources Table**

Employee Name	Role in Unit	Professional Development Summary	How is it Valuable to the Unit?
Jeanne Glapion, CRCST, CST, MBA	Director	CE in ST related topics CE in Sterile Processing topics Professional development and continuing education credit to support certifications. Provides industry standards instruction to instructors teaching accredited programs See attachment pdf file	Attending developmental program activities prepares faculty with up-to-date skills and advanced knowledge that increases faculty success in the college.
Rhonda Green, CST, AS, NCCT	Faculty, Central Sterile Processing & Surgical Technology Clinical Coordinator	CE in ST related topics CE in Sterile Processing topics Professional development and continuing education credit to support certifications.	Attending workshops and conferences on relevant and innovative ways of approaching curriculum is enriching. Faculty are provided with tools that assist with improving current teaching techniques.

		Provides industry standards instruction to instructors teaching accredited programs See attachment pdf file	
Pierra Boardingham, CRCST, CIS, CHL, CST, B.A.A.S	Faculty	CE in ST related topics CE in Sterile Processing topics Professional development and continuing education credit to support certifications. Provides industry standards instruction to instructors teaching accredited programs See attachment pdf file	Attending various professional development activities grants faculty opportunities to network with a wide array of instructors that utilize various curriculum standards and pedagogy. The activities are reinvigorating and give faculty opportunities to bring innovative and creative new ideas into the classroom.
Carol Lavender, CRCST, CST, AAS	Faculty	CE in ST related topics CE in Sterile Processing topics Professional development and continuing education credit to support certifications. Provides industry standards instruction to instructors teaching accredited programs See attachment pdf file	Attending conferences expands horizons but can also reaffirm current teaching practices.
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☒ 9. ARE FACILITIES, EQUIPMENT, AND FUNDING SUFFICIENT TO SUPPORT THE PROGRAM? IF NOT, PLEASE EXPLAIN.

[OPTIONAL—ONLY RESPOND TO PROMPT 9 IF YOU ARE REQUESTING IMPROVED RESOURCES FOR YOUR PROGRAM. IF CURRENT FACILITIES AND BUDGET ARE ADEQUATE, PLEASE PROCEED TO PROMPT 10.]

Make a case with evidence that current deficiencies or potential deficiencies related to facilities, equipment, maintenance, replacement, plans, or budgets pose important barriers to the program or student success. As part of your response, complete the resource tables, below, to support your narrative.

Possible points to consider:

- *The useful life of structure, technologies and equipment*
- *Special structural requirements*
- *Anticipated technology changes impacting equipment sooner than usual*

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Facilities Resources Table**

Significant Pieces of Equipment	Description (i.e. Special Characteristics)	Meets Needs (Y or N):		Analysis of Equipment Utilization
		Current	For Next 5 Years	
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Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.

Equipment/Technology Table (\$5,000 or more) **

Current Equipment Item or Budget Amount	Description	Meets Needs (Y or N):		For any "N", justify needed equipment or budget change
		Current	For Next 5 Years	
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.
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Financial Resources Table**

Source of Funds (i.e. college budget, grant, etc.)	Meets Needs (Y or N):		For any "N", explain why	For any "N", identify expected source of additional funds if needed
	Current Years	For Next 5		
College Budget	Yes	Yes	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Choose an item.	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

Primary self-study questions were adopted from "Structuring the Six Self Study Questions", Michigan State University, 2008.

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Section III. Continuous Improvement Plan (CIP)

☒ 10. HOW HAVE PAST CONTINUOUS IMPROVEMENT PLANS CONTRIBUTED TO SUCCESS?

Program Review at Collin College takes place for each unit or program every five years. During the last (fifth) year, the program evaluates the data collected during the CIP process.

Please describe how you have used your Continuous Improvement Plan (CIP) to make the following improvements to your program over the past 4 years (your last program review can be found on the Program Review Portal):

- 1. Program Learning Outcomes/Program Competencies**
- 2. Overall improvements to your program**

The Surgical Technology Program analyzes student outcomes via performance on the National Board for Surgical Technologist and Surgical Assisting (NBSTSA) credentialing exams. The program curriculum incorporates all content areas of this exam matrix. Activities and competencies have been added to courses, labs, and clinicals when students fall near or below the national mean. As part of annual accreditation reporting, the program analyzes student results and compares them to the national mean. Programs must implement action plans for the accrediting body if a program falls below 70% of the national mean. Although Collin's scores are above this cut score on all sections, the program would like it to be at 100% of the national mean in all areas.

Overall improvement efforts allow for improved outcomes on credentialing exams. Through the continuous improvement plan, the program adds content, competencies, or lab activities throughout the curriculum. Employer and graduate feedback are also considered throughout the improvement process. The program submits an annual report to the Commission on Accreditation for Surgical Technology that documents pass rates, employer satisfaction, student program surveys, graduate surveys, and program personnel surveys. Feedback on these surveys allows for improvements to be made as needed.

***Please attach previous CIP Tables in the appendix**

☒ 11. HOW WILL WE EVALUATE OUR SUCCESS?

NOTE: PLEASE CONTACT THE INSTITUTIONAL EFFECTIVENESS OFFICE IF YOU NEED ASSISTANCE FILLING OUT THE CIP TABLES.

As part of the fifth year Program Review, the program should use the observations and data generated by this process along with data from other relevant assessment activities to develop the program's CIP and an action plan for the next two years. At the conclusion of the first two years, data collected from the first year, plus any other relevant data that was collected in the interim, should be used to build on the accomplishments of those first two years by developing another two-year action plan for the CIP to help the program accomplish the expected outcomes established in its CIP or by implementing one of your other plans.

Based on the information, analysis, and discussion that have been presented up to this point, summarize the strengths and weaknesses of this program. There should be no surprise issues here! This response should be based on information from prior sections of this document. Describe specific actions the faculty intends to take to capitalize on the strengths, mitigate the weaknesses, improve student success and program learning outcomes. Provide the rationale for the expected outcomes chosen for the CIP(s).

The Surgical Technology Program prides itself on delivering quality education. The program has been nationally recognized for credentialing success through the Association of Surgical Technologists (AST) Galaxy Program. This program recognizes Surgical Technology Program Directors who promote their students' future success in the field by encouraging membership in their national professional organization. Surgical Technology graduates are highly sought after for employment, as evidenced by a 100% job placement rate. Student surveys are overwhelmingly positive, and something that contributes to this is the resources that Collin has. Strengths of the program include exceptional lab resources, strong partnerships with clinical sites, and a dedicated instructional team. The program has acquired much capital equipment in the last five years to keep up with workforce trends. Faculty have been involved with the acquisition of high-dollar equipment donated by select companies. Another strength is that the employers are satisfied with Collin graduates. Employer surveys are overwhelmingly positive, indicating that students have cognitive, affective, and psychomotor skills.

A weakness is the performance in select areas of the credentialing exam. While overall, the program performs well, the program faculty and staff will continue to analyze exam scores to identify areas of improvement. Action plans will be documented upon reviewing scores.

Expected outcomes for the CIP involve student performance on the National Board for Surgical Technologist and Surgical Assistance credentialing exams. Performance is analyzed yearly, and faculty meet to discuss student performance every fall semester.

--

☒ 12. COMPLETE THE CONTINUOUS IMPROVEMENT PLAN (CIP) TABLES THAT FOLLOW.

Within the context of the information gleaned in this review process and any other relevant data, identify program priorities for the next two years, **including at least one program learning outcome (or program competency)**, and focus on these priorities to formulate your CIP. You may also add short-term administrative, technological, assessment, resource or professional development outcomes as needed.

See below

Table 1. CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)

A. Expected Outcomes Results expected in this unit (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services)	B. Measures Instrument(s)/process(es) used to measure results (e.g. sign-in sheets, surveys, focus groups, etc.)	C. Targets Level of success expected (e.g. 80% approval rating, 10 day faster request turn-around time, etc.)
Student will be able to demonstrate competency in preoperative, intraoperative, and postoperative skills with 100% accuracy.	Clinical capstone evaluation exercises performed in the SRGT 2561 Clinical-Surgical Technology II will assess the accuracy of pre-operative, intraoperative, and post-operative skills required by the surgeon.	90% of students will achieve 100% accuracy on all clinical capstone competency exercises.
Students will be able to identify the roles; and the moral, legal and ethical responsibilities to the patient while performing the duties of a surgical technologist.	Scenario-based questions on role identification and moral, legal, and ethical responsibilities on comprehensive skills checkoff SRGT 1409 Fundamentals of Perioperative Concepts and Techniques will assess students' ability to think critically in these areas.	90% of students will achieve 75% or higher on all assignments.
Students can relate the relevant anatomy and pathology to indications for selected surgical procedures.	Comprehensive skills checkoff at the end of SRGT 1271 assesses scrubbing, donning gown and glove, basic linen and instrument setup, and role-playing team members within the operating room.	90% of students will achieve 75% or higher on the assignments.
Students will be able to demonstrate appropriate surgical attire, case selection, equipment, instrumentation, and room preparation for specific surgical procedures.	Comprehensive skills checkoff at the end of SRGT 1441 Surgical Procedures I assess the basic setup, including draping and passing of sharps, identification of basic case preparation principles, and common surgical instrument sets for all the specialties.	90% of students will achieve 75% or higher on the assignments.

Continuous Improvement Plan

Outcomes might not change from year to year. For example, if you have not met previous targets, you may wish to retain the same outcomes. You must have at least one program learning outcome. You may also add short-term administrative, technological, assessment, resource or professional development goals, as needed. Choose 1 to 2 outcomes from Table 1 above to focus on over the next two years.

- A. Outcome(s)** - Results expected in this program (from column A on Table 1 above--e.g. Students will learn how to compare/contrast Conflict and Structural Functional theories; increase student retention in Nursing Program).
- B. Measure(s)** – Instrument(s)/process(es) used to measure results (e.g. results of essay assignment, test item questions 6 & 7 from final exam, end of term retention rates, etc.).
- C. Target(s)** - Degree of success expected (e.g. 80% success rate, 25 graduates per year, increase retention by 2% etc.).
- D. Action Plan** - Implementation of the action plan will begin during the next academic year. Based on analysis, identify actions to be taken to accomplish outcome. What will you do?
- E. Results Summary** - Summarize the information and data collected in year 1.
- F. Findings** - Explain how the information and data has impacted the expected outcome and program success.
- G. Implementation of Findings** – Describe how you have used or will use your findings and analysis of the data to make program improvements.

Table 2. CIP Outcomes 1 & 2

A. Outcome #1 Students will be able to identify the roles; and the moral, legal and ethical responsibilities to the patient while performing the duties of a surgical technologist	
B. Measure (Outcome #1) Scenario-based questions on chapter exams and a comprehensive final exam delivered in SRGT 1409 (Fundamentals of Perioperative Concepts and Techniques) that cover role identification and moral, legal, and ethical responsibilities will assess students’ ability to think critically in these areas.	C. Target (Outcome #1) 90% of students will achieve 75% or higher as an average on the chapter exams and the comprehensive final exam.
D. Action Plan (Outcome #1) Students will exercise critical thinking by answering scenario-based questions delivered weekly via chapter exams in SRGT 1409. Students will demonstrate competency in role identification and moral, legal, and ethical responsibilities by answering scenario-based questions delivered via a comprehensive final exam in SRGT 1409.	
E. Results Summary (Outcome #1) TO BE FILLED OUT IN YEAR 2	
F. Findings (Outcome #1) TO BE FILLED OUT IN YEAR 2	

G. Implementation of Findings (Outcome #1) TO BE FILLED OUT IN YEAR 2

Table 2. CIP Outcomes 1 & 2 (continued)

A. Outcome #2 Improve first-time test takers' scores for the national certification exam (CST).	
B. Measure (Outcome #2) Scores achieved by students on the CST exam	C. Target (Outcome #2) Scores will be improved by 10%.
D. Action Plan (Outcome #2) <ul style="list-style-type: none"> • Revise lectures and add more illustrations. • Utilize a computerized program that incorporates practice questions for the National Certification Review that students can access on their own. Track student progress on this program. • Incorporate a review for the national certification exam into the third semester of the program that includes review books, practice exams, and homework review packets. 	
E. Results Summary (Outcome #2) TO BE FILLED OUT IN YEAR 2	
F. Findings (Outcome #2) TO BE FILLED OUT IN YEAR 2	
G. Implementation of Findings (Outcome #2) TO BE FILLED OUT IN YEAR 2	

WHAT HAPPENS NEXT? THE PROGRAM REVIEW REPORT PATHWAY

- A. Following approval by the Steering Committee,**
- Program Review Reports will be evaluated by the Leadership Team;
 - After Leadership Team review, the reports will be posted on the Intranet prior to fall semester;
 - At any point prior to Intranet posting, reports may be sent back for additional development by the unit.
- B. Unit responses to the Program Review Steering Committee recommendations received before July 31st will be posted with the Program Review Report.**
- C. Leadership Team members will work with program supervisors to incorporate Program Review findings into planning and activity changes during the next five years.**

Please make sure to go back and complete your Executive Summary at the start of the Review.

COLLIN COLLEGE

SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

2022-2023



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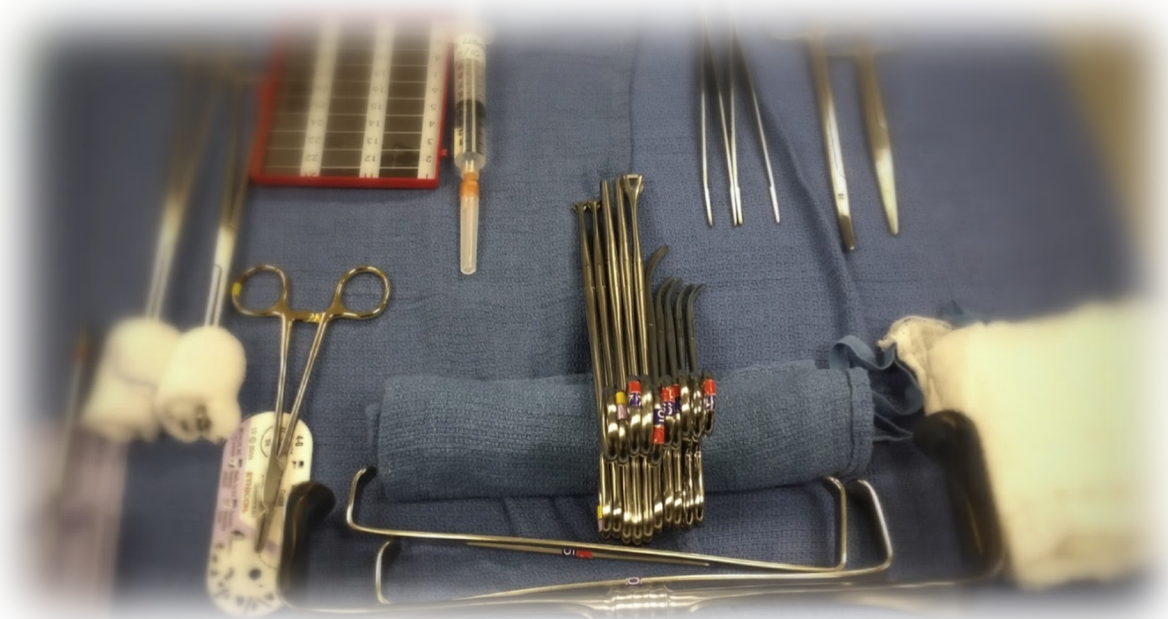
Medical Director for Surgical Technology Program

Adams C. Hines, MD admanhines06@gmail.com
Orthopedic Surgery

Subject to changes without notice
Rev Fall 2022

PREFACE

The program director and faculty of the Collin College Surgical Technology Program have developed this handbook, which is intended to serve as a general guideline for the programs. Guidelines are subject to change or be revised periodically throughout the year. Any change or revision supersedes the existing guideline and will be noted at the bottom of the revised guideline. This handbook is to be used as a supplement to the Collin College Student Handbook. It is the student's responsibility to be aware of the guidelines contained herein and to adhere to the same. In addition, the student is responsible for maintaining his/her respective copy of the manual with current guidelines and procedures.



ACCREDITATION

The Collin College Associate Degree Surgical Technology Program was granted full accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in May 2009. Continuing accreditation for a period of ten (10) years was granted in May 2013 by the Accreditation Review Council on Education in Surgical Technology. The faculty is committed to this self-evaluation process which is a major factor in allowing the program to review its past and analyze the present in order to move toward progress. Accreditation, as defined by the ARC/STSA, refers to the process of self-evaluation in qualitative terms against current standards. This Surgical Technology program intends to prepare the student to sit for the certification examination which is administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). All students in this program will apply to the NBSTSA for certification and take the examination, in program, prior to being awarded an Associate of Applied Science degree. After successfully passing the certification exam the student will then be a Certified Surgical Technologist. Completion of the program of study does not, however, guarantee employment in the field of surgical technology.

ARC/STSA
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Collin Mission Statement

Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Philosophy and Purpose Statement

Through its campuses, centers, and programs, Collin County Community College District fulfills its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Technical programs, leading to associate degrees or certificates, designed to develop marketable skills and promote economic development.
- Continuing adult education programs for academic, professional, occupational and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student development services and learning resources designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and statewide needs.
- Other purposes as may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.

Core Values

We have a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

Association of Surgical Technologists Code of Ethics Statement

In 1985 the AST established a **Code of Ethics** that provide guidelines for the surgical technologist

(http://www.ast.org/aboutus/documents/AST_Code_of_Ethics.pdf):

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Association of Surgical Technologists Code of Ethics at all times in relationship to all members of the health care team.

National Institutes of Health (NIH) Patient Bill of Rights

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision maker if the patient lacks decision-making capacity is legally incompetent, or is a minor

(http://www.cc.nih.gov/participate/patientinfo/legal/bill_of_rights.shtml).

1. The patient has the right to considerate and respectful care.
2. The patient has the right to know, by name, the physician responsible for coordinating his or her care at the Clinical Center.
3. The patient has the right to obtain from his or her physician complete current information about diagnosis, treatment, and prognosis in easily understandable terms. If it is medically inadvisable to give such information to the patients, it will be given to a legally authorized representative.
4. The patient has the right to receive from his or her physician information necessary to give informed consent prior to the start of any procedure or treatment. Except in emergencies this will include, but not necessarily be limited to, a description of the specific procedure or treatment, any risks involved, and the probable duration of any incapacitation. When there are alternatives to therapeutically designed research protocols, the patient has the right to know about them. The patient also has the right to know the name of the person responsible for directing the procedures or treatment.

5. The patient has the right to refuse to participate in research, to refuse treatment to the extent permitted by law, and has the right to be informed of the medical consequences of these actions including possible dismissal from the study and discharge from the institution. If discharge would jeopardize the patient's health, he or she has the right to remain under Clinical Center care until discharge or transfer is medically advisable.
6. The patient has the right to be transferred to another facility when his or her participation in the Clinical Center study is terminated, providing the transfer is medically permissible, the patient has been informed of the needs for and alternatives to such a transfer, and the facility has agreed to accept the patient.
7. The patient has the right to privacy concerning the medical care program. Case discussion, consultation, examination, and treatment are confidential and will be conducted discreetly. The patient has the right to expect that all communications and records pertaining to care will be treated as confidential to the extent permitted by law.
8. The patient has the right to routine services whenever hospitalized at the Clinical Center in connection with the active protocol for which he or she is eligible; these services will generally include diagnostic procedures and medical treatment deemed necessary and advisable by the professional staff. Complicating chronic conditions will be noted, reported to the patient, and treated as necessary without the assumption of long-term responsibility for their management. The patient may be returned for long-term or definitive care of these conditions to the referring physician or to other appropriate medical resources.
9. The patient has the right to expect that medical information about him or her discovered at the Clinical Center, as well as an account of his or her medical program here, will be communicated to the referring physician.
10. The patient has the right, at any time during the medical program, to designate additional physicians or organizations to receive medical updates. The patient should inform the Outpatient Department staff of these additions.
11. The patient has the right to know in advance what appointment times and physicians are available and where to go for continuity of care provided by the Clinical Center when such care is required under the study for which the patient was admitted.





Clinical Objectives and Learning Outcomes

The Surgical Technology students will receive instruction in the fundamentals of all areas involved in sterile processing, surgical technology. To complement academic training, the student will rotate through area hospitals this will help the student to develop his/her surgical technology skills previously learned in the classroom/lab and the corresponding application to actual patient care. A student may be sent to any facility in which Collin College has a current affiliation agreement. Assignments will be made by consultation between the Program Director and Clinical Coordinator. Exceptions to assignments or changes in assignments will only be made in extreme circumstances, or at the request of the facility. Only students that have satisfactory standing in Surgical Technology (SRGT) course work will be eligible to begin clinical training.

Clinical Objectives (General)

1. To introduce the student to the hospital environment and to familiarize him/her with the Surgical Department.
2. To allow the student to develop a rapport with patients and other members of the healthcare team.
3. To develop the student's knowledge of medical ethics.
4. To develop psychomotor skills necessary to perform tasks effectively and efficiently.
5. To learn procedures and techniques used in the specialized fields of Surgical Technology.

Specific student learning outcomes for each clinical course is included in the corresponding syllabus.

Student Employment

It is highly recommended that the student limit full-time work to fewer than 20 hours per week so that they have time to study the material that is required to successfully complete this program. Students are expected to arrive to classes, clinical sites and all required on or off campus meetings well rested and ready to perform.



Grade Requirements

Surgical Technology Students must pass didactic courses with a **70%** or higher (grade of "C" or better) in order to progress to the next sequence of classes within the program. Students must also pass clinical courses with a 70% or higher (grade of "C" or better) in order to progress to the next sequence of classes within the program. It is the responsibility of the student to be aware of his/her progress in each course. **There will be no "rounding up" of grades. For example, if a student's grade is calculated as 89.95% the student's grade is a B.**

Grades are to be determined by the following:

100 - 90	A Above average
89 – 80	B Meeting expectations
79 – 70	C Meeting expectations
69 - below	F Fail to meet expectations

Didactic Scale (applies to lecture and lab)		Clinical Scale (applies to Clinical Only)	
A	100-90 Above Average	A	100-90 Above Average
B	89-80 Meeting Expectations	B	89-80 Meeting Expectations
C	79-70 Meeting Expectations	C	79-70 Meeting Expectations
F	69-below Fail to Meet Expectations	F	69-below Fail to meet expectations

Graduation Standards

Surgical Technology

Collin College recognizes the successful completion of the Surgical Technology Program requirements by awarding a Level I Certification.

The Student has successfully completed the Surgical Technology Program after documenting the successful completion of 120 cases and 600 hours in the required surgical specialties. This includes accomplishing a passing grade of 75% in all didactic coursework and 80% in all clinical coursework, demonstrating clinical competencies and proficiencies as outlined by the Association of Surgical Technology (AST) Core Curriculum. Additionally, the student is required to sit for the national Certified Surgical Technology (CST) exam administered by the National Board of Surgical Technology.

Clinical Health Record Requirements

Every student accepted into the Surgical Technology Program is required to have a current medical statement that has been completed by the student's primary healthcare provider (physician). These are submitted only once at the start of the student's enrollment into the program.

Immunizations

Immunizations or serologic confirmation of immunity to measles, rubella, mumps, varicella, tetanus, pertussis, hepatitis A, hepatitis B, and TB (tuberculosis) blood test results must be in the student's file at the beginning of the first semester. **QuantiFERON Gold TB blood tests are required once a year and must be completed by October 1st.**

TB testing: Test is required annually and must be current throughout your entire rotation. TB blood test must be completed by **October 1st.**

- QuantiFERON Gold TB blood test only **NO TITER.**
- Chest x-ray is required if you have had a positive TB test
- Provide documentation of the positive test as well as your x-ray documentation (free from disease) be free of productive cough, night sweats, or unexplained loss of weight.

Varicella, aka Chickenpox, is a common childhood illness that is now prevented by the Varicella vaccine.

- **Blood titer** (Serologic confirmation of immunity is accepted. You must provide actual lab that illustrates positive immunity)
- **Proof of current vaccination series** also accepted

Measles, Mumps, and Rubella are also illnesses that are prevented by vaccinations.

- **Blood titer** (Serologic confirmation of immunity is accepted. You must provide actual lab that illustrates positive immunity)
- **Proof of current vaccination series** also accepted

Tetanus/Diphtheria/Pertussis--1 Tetanus-Diphtheria-Pertussis vaccine is required every 10 years;
NOTE: This is NOT Td or DTap.

- You will need to provide the documentation of your current last Tetanus/Diphtheria/Pertussis vaccination (Tdap) received within the last 10 years.

Influenza Immunization for the flu vaccine, only the injection is acceptable. Documentation of this immunization is required during flu season.

- Flu shots must be taken between October 1-October 15.

HEP B vaccine

- **Blood titer** (Serologic confirmation of immunity is accepted. You must provide actual lab that illustrates positive immunity)
- **Proof of current vaccination series** also accepted

Documents that are accepted by Collin CSP & ST programs are:

- Vaccine administered at a clinic or doctor's office; includes the date of administration, lot number, the signature of the person who administered the vaccine, and dosage.

Records that Collin CSP & ST programs will not accept as proof of documentation:

- A School's Nursing Immunization Form even if it has been signed off by a physician/University's Health Record.

Covid-19:

- Collin College Health Sciences programs provide opportunities for a robust clinical experience for students, in large part through the cooperation offered to us by our long-standing healthcare and hospital partners in the community. Many of these private healthcare facilities have recently notified the College that with COVID-19 cases and the number of hospitalizations increasing, they will require the COVID-19 vaccine for faculty and students to attend clinical rotations at those clinical sites. Healthcare facilities have indicated individuals must be fully vaccinated.

Note: If titers come back negative, you must show previous lab results of the negative titer and repeat that immunization series. After the series is repeated, the titer must be repeated.

Information on immunizations can be accessed at the Texas Department of Health's website:

<http://www.tdh.texas.gov/immunize/vischart.htm>

The results of these tests must be submitted to the director/clinical coordinator as notated above. The costs of these tests are the student's responsibility.

Students must not be infected with any infectious disease which could be transmitted to patients

Liability Insurance

Collin College District provides liability insurance coverage for clinical rotation only.

Health Insurance

Collin College District does not make personal health insurance coverage available to its students, it is therefore the student's responsibility to provide for his/her own health needs. The college and the clinical affiliates (per our agreement with the facilities), have no responsibility for the student's health care. Any personal, health-related expenses incurred during the course of clinical training, are the responsibility of the student.

Students are required to have health insurance coverage while in clinical training and will be asked to provide proof of personal medical coverage before starting clinical rotations.

BLS (CPR Certification) (All Programs)

The American Heart Association Basic Life Support (BLS) for Healthcare Providers certification is required of all students in the Surgical Technology program. Students must submit a copy of their CPR card prior to the first day of class. CPR certification is current for two years. If your certification expires prior to completion of the surgical technology program or central sterile processing, you will be required to renew it in order to continue in the clinical course. Online CPR classes are not acceptable

Drug Testing and Background Checks

We follow the DFW Hospital Council (DFWHC) Foundation Community Standards for Drug Screening, Background Checks & Immunizations. These community standards are general guidelines for drug screenings, background checks, and immunizations in the North Texas region for schools and hospitals/healthcare agencies.

Prescreening requirements have been introduced into clinical student affiliation agreements. These prescreening requirements are the same as those required of employees (background and drug screens). The rationale for extending these requirements to clinical students and faculty is the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission on Accreditation of Healthcare Organizations standards pertaining to human resource management. Moreover, the public is now demanding greater diligence in light of the national reports of deaths resulting from medical errors. Furthermore, the adoption of these standards ensures student employability upon graduation and maximizes the use of resources and student success upon graduation.

Drug use, possession (including paraphernalia), and sale on the college campus, clinical facility, classroom and/or lab will not be tolerated.

Students who test positive for illicit drug use may not continue in clinical rotation and therefore cannot meet objectives for clinical courses. If the urine drug screen indicates a positive for the presence of unauthorized (illegal or non-prescribed) drugs, the student will have to submit to a second drug screening which will be at the student's expense. If the retest confirms the results of the first test, the student will be immediately dismissed from the program due to their inability to meet the clinical requirements.

Following school guidelines, they will be dismissed from the program and may apply for readmission. Readmission is not guaranteed. If a student is readmitted and tests positive for substance abuse a second time, the student is not eligible for further admission.

Timing of Prescreening Requirements

Drug screens and background checks must be conducted thirty days prior to a student's first clinical rotation following enrollment in the Program or after a break in enrollment. Verification of the satisfactory results must be received by the hospital in the form of an attestation letter prior to the student's rotation start date. Drug screening and background checks will be honored by all hospitals for the duration of a student's enrollment in the clinical program if the participating student has not had a break in enrollment in the program. A break in enrollment is defined as nonattendance of one full semester (fall or spring) or more. The above information must be verifiable through the college. Drug screening and background checks of faculty will be honored for the duration of the employment of the faculty member at the college.

Reciprocity

Students of the Surgical Technology Programs need only meet these requirements prior to the start of their clinical rotation. Other DFW Hospital Council (DFWHC) members that follow these standards will honor the initial test results, provided that these results can be verified with the program.

Allocation of Cost

The student shall pay the cost of the background check at the time of the application for a background check. The student shall pay the cost of the drug screening. All subsequent drug screening costs will be the responsibility of the student.

Verification of Compliance and Record-Keeping

Verification of compliance with these procedures will be sent to the designated representative of the clinical facility prior to the clinical rotation start date. Verification is accomplished by sending an attestation letter from the program on college letterhead stating that these standards have been met by the student/faculty, listing the student's/faculty's full name and clinical rotation start date. If more than one student is attending a clinical rotation, a comprehensive list with all student's/faculty's names will be submitted.

The program will inform the students/faculty of the requirements as put forward by the DFWHC and stated above prior to enrollment in the program. This will give students/faculty prior notice and an opportunity to decline the clinical training before investing their time and money in the class.

Responsibilities of the Clinical Facility

Collin College has current affiliation agreements with all the clinical facilities where our students do clinical rotations. The clinical affiliation agreement is the legally binding document that sets the guidelines for both the college and the facility. The following is merely a reflection of the agreement for clarification purposes and does not supersede the agreement:

1. The Facility will permit students of Collin College to practice Surgical Technology under the supervision of College faculty or designated individuals in the department. The individual faculty member will be responsible to the liaison person designated by the Facility for Surgical Technology student activities.
2. The period of assignments shall be during regular Collin College academic sessions, except in the instance of special arrangements.
3. Collin College will provide the Facility with the names of the students who are entitled to use the resources of the Facility under the terms of their agreement.
4. The student agrees to abide by rules, regulations, and policies set forth by the clinical site's surgery department. The student is to respect the authority of the supervisor and chain of command while functioning in the clinical facility. In the event that the facility's surgical services policies or procedures seem to conflict with college policy, please notify the Clinical Coordinator of Surgical Technology immediately.
5. The Facility further agrees:
 - a. To maintain the criteria for accreditation as established by the Joint Commission for Accreditation of Healthcare Organizations or other appropriate accrediting agencies.
 - b. To provide Collin College the necessary space in facilities for conference and classroom areas for student teaching, as available and necessary.

- c. To allow students and faculty members of Collin College to utilize the Facility's eating facilities at the student and faculty's personal expense (in some instances at a reduced rate consistent with employees).

Student Removal from Clinical Site

Clinical sites have the right to refuse any student for clinical assignment. If the student's performance or behavior results in being denied placement, the student will receive a "0" and a grade of "D" for that assigned rotation. A meeting will be scheduled with the Surgical Technology Committee. The severity of the offense will determine if further sanctions will be issued, such as probation, dismissal, grade of "D" for the course.

If denial of clinical assignment affects the student's ability to meet the program competency requirements, the student will be dismissed from the program.

Attendance

Professionalism in Surgical Technology requires accountability and responsibility in the course, lab, and clinical attendance. In order to meet course objectives, absences are not permitted. In order to meet the degree requirements and the course objectives, regular class attendance is required for all Surgical Technology students. Some classes and labs meet weekly; therefore, when a student misses one day of class, they have essentially missed an entire week. An absence may create a grading deficit that the student may not be able to recover from. It is in the best interest of the student to attend every lecture, lab, and clinical.

Course, Lab & Clinical NOTE: Absences will start over every semester. An absence may only be excused by the director. Students are still required to complete any work or hours. A student may be placed on probation for attendance during the academic year. Any actions that require another probationary status, for attendance, will result in immediate withdrawal from the program.

Clinical attendance: Regular attendance in clinical is essential to receiving the maximum benefit from the educational experience. Clinical is a career learning experience that is critical to entry-level skills. Attendance is mandatory and viewed as a behavioral indicator of the student's sense of responsibility and accountability.

- **More than two (2) clinical absences during a semester will result in dismissal from the Surgical Technology Program.**
- Students must PERSONALLY **VERBALLY** notify their clinical charge nurse no less than thirty (30) minutes in advance of the scheduled start time whenever tardiness or absence is unavoidable. Failure to inform the charge nurse of absence or tardy WILL result in a progressive discipline process. Notification of absence does not constitute an "excused" absence.
 - Notification must be given directly to the instructor by the absent or tardy student – not a fellow classmate
 - TEXTING is NOT an acceptable form of communication of absence or tardiness with a preceptor.
- Student must notify charge nurse and instructor EACH day she/he is absent.
- If the student fails to notify the charge nurse and instructor of their absence, this is regarded as a **No Call No Show** and the student will be placed on probation.

- To receive full credit for the clinical day (session) a student must be present for 80% of the allotted clinical session (unless cleared by the preceptor, AND instructor prior to leaving)
- Leaving the clinical site earlier than the scheduled time, unless approved by the charge nurse, instructor/director, may be counted as a tardy at the instructor's discretion.

*Semester syllabi outline will have superseded this policy.

**Students who receive Veterans' Administration educational benefits must conform to attendance and academic standards as established by the Veterans Administration and district policy. Further information can be received from the Director of Financial Aid/Veterans Affairs.

Pregnancy

Students must notify the Program Director as soon as pregnancy is confirmed to ensure the protection of themselves and the fetus. There are potential risks to the fetus that are related to the nature of the work during the clinical experience.

Pregnant students must provide a written statement from the primary care provider verifying the duration of the pregnancy and approving continuation in the program. Students must submit a doctor's permission slip to return to clinical rotations if delivery occurs within the duration of the Surgical Technology course.

Bereavement Leave

The purpose of Bereavement Leave is to provide students up to three consecutive days of leave in the case of a death in their immediate family. Students must provide proof (obituary notice).

“Immediate family” for this policy is defined as the student's spouse, mother, father, sister, brother, children, grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, or other persons who occupy the same role in the family of the employee. A student's step and foster relationships with the above are included in the definition of “immediate family.”

Leaving Clinical Site Early

Students must be present at their clinical site for 80% of the time to receive credit for the day. A student leaving early from clinical is considered an absence unless the facility has sent the student home due to lack of cases or work and the clinical instructor has been informed prior to leaving. Students who request to leave the clinical site early due to personal reasons will result in absent for the whole day. If the clinical site requests that the student leave early for a reason that is not related to the student, the student may then leave without penalty. If this time is before 5:00 pm, he or she must report this to his or her instructor and/or clinical coordinator immediately. The instructor/coordinator will be able to instruct the student on how to account for their clinical time.



Clinical Expectations

Each semester, students are expected to attend clinical as designated. Certain clinical behavior is expected in order to satisfactorily meet the objectives of each course. These include:

1. No children, family members, or significant others will be allowed on clinical units for any reason, at any time.
2. Students will prepare for clinical the day before by obtaining assignments the day before. Clinical preparation at the hospital involves reading the assigned cases(s), obtaining information from the staff, when appropriate, and introducing yourself to the staff.
3. Students will go to clinical in full uniform even on days that they will be changing into the hospital's scrubs for the clinical experience.
4. The school uniform will never be worn to other work-related activities. If the student is employed as a nurse technician at a hospital, he/she will not wear the uniform in that role. The Collin College surgical technician uniform is to be worn only for school-related clinical activities, where appropriate.
5. Students will arrive by the designated time to clinical each day.
6. If a student expects to be absent or late, the student will call the clinical instructor and the assigned unit before clinical begins.
7. Students will address their peers and patients with their proper surname. Use Mr., Mrs., Ms., Dr., etc., when communicating with them unless otherwise directed by the client.

8. Students will be courteous to their instructors, peers, hospital staff, physicians, and others at all times.
9. The student will not participate or observe in any clinical activity without the permission of the educator, preceptor, or instructor, i.e., activities off of the unit.
10. **No photocopies of any parts of the patient record or surgery schedule will be allowed. Computer printouts can be used during the clinical time but cannot be removed from the surgery unit.** If this occurs, it can be grounds for disciplinary action. Any forms with patient information **MUST** be disposed of appropriately according to hospital HIPAA policies.
11. Students are expected to adhere to their clinical instructor's expectations for each rotation.
12. All students must carry health insurance.
13. Chewing gum is **not** allowed during the clinical experience.
14. All electronic devices (phones, I Pad, etc.) are not allowed and must remain in the car or locker.
15. Students are permitted in the lounge during lunch breaks and delayed cases only.
16. Once scrubbed in, the student must remain standing at all times with the exception of seated procedures.

Student behavior of noncompliance to program or college policies and procedures will result in actions determined by the Clinical Coordinator and Program Director.

College Closings

In the instance that the college closes for any reason (including inclement weather) clinical will be canceled. No students are to attend clinical on these days. The student is to notify the clinical site immediately of his or her absence due to the college closing.

Surgical Technology: To be eligible to sit for the NBSTSA certification exam, the student must achieve a total of 600 clinical hours. Due to AST requirements, the student is still responsible for any clinical hours missed due to college closure (holidays, inclement weather, etc.).

Extra Hours

Students can only work a maximum of 10 hours per clinical day. Students may not "bank" clinical hours either; this means if a student has met his or her hour requirements, he or she must still attend clinical or it will be an unexcused absence.

Dress Code and Personal Appearance

Badges

Student picture IDs must be worn to clinical on each day. Program-approved picture IDs must be purchased by the student during the first or second week of school. If the student loses the name tag, it is the student's responsibility to replace it promptly. Students will **not** be allowed access to surgery centers or hospitals without proper identification. (Students must arrange replacement badges through the Director of Surgical Technology.) The ID badge that identifies the Surgical Technology student expires at graduation. If a student is a “stop-out” that graduates at a later time, the student must have a badge re-issued with the new graduation date. Students must return ID badges to the Clinical Coordinator upon completion of the program, or if terminating the program for any reason. Lost badges must be immediately reported to the Clinical Coordinator. **If a badge is issued by the clinical site, the student is responsible to return the badge to the clinical site at the end of the semester. Failure to return the badge can result in a withholding of student grades.**

Uniform

Any student out of dress code will be sent home unexcused from the clinical site. In keeping with the professional atmosphere of the hospital; the student will adhere to the following dress code during all clinical assignments and classes (students will follow the dress code of the assigned facility in the event of a conflicting dress code). To assure the Collin College Surgical Technology Program is readily recognizable as a **STUDENT** (not a practitioner) and is neat and professional in appearance, the following code is to be adhered to by all students in the program:

- Scrubs:
 - Surgical Technology Scrubs: All navy-blue scrub pants and scrub top: No variation of color is allowed and no colored lines are allowed; the scrubs **MUST** be ALL Navy-Blue No underclothes shall be visible that are any color other than black. No fleece, cotton, or any material that can shed lint or materials are allowed. Please check with the clinical coordinator that the scrub jacket is acceptable.
 - ID Badge attached to scrubs above the waist.
 - Socks: Black
 - Surgical Technology: Solid
- All black leather and impenetrable shoes must be worn; these shoes must be clean, in reasonably good condition, and free of holes.

Student uniforms are only to be worn to the clinical site, college campus, and during specific activities related to the program. If the hospital provides scrubs, students must still wear uniforms in and out of the clinical site.

Personal Appearance

The following guidelines apply to **ALL** students:

- Students must be neat and clean.
- Fingernails shall be polish-free and neat and clean. All fingernails are to be trimmed to no more than 1/4 of an inch. Artificial nails are strictly prohibited.

- Hair shall always be clean, well-kept, and natural color. Anytime the student is within the main operating room, he or she must keep his or her hair underneath an approved scrub hat.
- No false or fake eyelashes are permitted while in the program.
- Facial hair is to be kept neatly trimmed and always clean. Facial hair must be covered in the operating room.
- There shall be no jewelry allowed in the OR, including necklaces, earrings, facial piercings, ribbons, watches, bracelets, rings of any kind including marital.
- No cologne, perfume, body sprays, etc. are to be worn to the clinical site.
- Students must always maintain personal hygiene. Each student should have clean skin free of soil and debris; i.e. dirt under the fingernails, dirt/oil on the skin, dirty hair, etc. Also, the student must be free of body odors.
- The uniform and personal hygiene must meet ALL requirements or the student is considered out of the dress code.

Personal Protective Equipment (PPE)

While scrubbed in the student must **always** have the appropriate PPE on. This includes but is not limited to:

1. Eye Shields-Eyeglasses are not enough for eye protection; the shield must cover the entire eye area including the sides. Also, if the student is performing a case with a laser, the appropriate laser eyewear shall be worn.
2. Eye Shields-eyeglasses and masks are required to be worn during all cases including cases considered “dirty”, ex. cysto, mouth/throat.
3. Appropriate Surgical Mask-This includes respirators, laser masks, etc. Double Gloving-all students must double glove.

Latex Allergy

Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the Clinical Coordinator if you are or become allergic/sensitive to latex products.

Clinical Requirements



Surgical Technology:

Clinical Case Requirements for Completion of the Program:

All students are required to spend three clinical rotation days (30 hours) in the Sterile Processing Department during the first semester of clinical rotations. In addition to that, students are required to spend ½ a clinical rotation day (5 hours) for the fall semester observing and assisting the circulator and ½ a clinical rotation day observing and assisting anesthesia during the first semester of clinical rotations.

1. The total number of cases the student must complete is 120.
2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
4. The Surgical Technology program is required to verify through the surgical rotation documentation, the student's progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.
6. Observation cases must be **documented**, but do not count towards the 120 required cases.
7. Counting Cases: Cases will be counted according to surgical specialty.
 - a. Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is a general surgery specialty and the repair of LeFort I is an oral-maxillofacial surgical specialty.
 - b. Patient requires a breast biopsy followed by mastectomy. It is one (1) pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

Scrub Roles

- **First Scrub Role**

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.

- Set up the sterile field with instruments, supplies, equipment, medication(s), and solutions needed for the procedure.
 - Perform counts with the circulator prior to the procedure and before the incision is closed.
 - Pass instruments and supplies to the sterile surgical team members during the procedure.
 - Maintain sterile technique, as measured by recognized breaks in technique, and demonstrate knowledge of how to correct with appropriate technique.
- **Second Scrub Role**
The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:
 - Sponging
 - Suctioning
 - Cutting suture
 - Holding retractors
 - Manipulating endoscopic camera
- **Observation Role**
The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.
- **Circulating Assist Role**
The circulating assist role assists in obtaining additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. The student will be aware of conditions in the operating room and the needs of the patient and surgical team.

Other Requirement

Program Requirements: In the first semester of clinical all surgical technology students must complete the following rotations:

- 3 days of Central Sterile Processing
- 1 day with Circulator
- 1 day with anesthesia/anesthesia tech

The Core Curriculum from AST establishes these “guidelines” and we are to follow them. The Core Curriculum must be followed to meet accreditation standards. You will complete your required rotations at your assigned facilities before the end of the first semester.

The student will be required to perform certain approved clinical objectives each semester. The Clinical Coordinator and/or affiliate will determine and provide a list of objectives. The student

may be required to answer any questions deemed necessary by the Clinical Coordinator and/or affiliate preceptor along with demonstrations to prove proficiency.

SPECIAL NOTES: You are responsible for continuing to keep track of the procedures, in which you participate, in the provided procedure log so you can identify the areas in which you lack exposure and experience.

Students need a minimum of twenty (20) cases in 1st or 2nd scrub role in the fall semester. (Scrub to observe will not count) ***Failure to achieve these scrub cases will result in the student's inability to graduate.***

Case Log

Each student must maintain a procedural log, provided by the clinical instructor. This log must be updated on a weekly basis to account for cases scrubbed in both the scrub 1 and scrub 2 roles and cases observed while scrubbing. By the end of the second clinical rotation that student must have scrubbed a specific number of cases in both the scrub 1 and scrub 2 roles in specific surgical specialties. Please review the chart and information that follows.

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Minimum # of Second Scrub Cases That Can be Applied Towards 120 Cases
General Surgery	30	20	10
Surgical Specialties: <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/Maxillofacial • Orthopedics • Peripheral vascular • Plastics • Procurement/Transplant 	90	60	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Sinoscopy • Ureteroscopy 			10 diagnostic endoscopy cases may be applied toward the second scrub cases.

Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub case.
Totals	120	80	40

Student Responsibilities at Clinical Site (All Programs)

Transportation and Parking

Each student has the sole responsibility of his or her transportation both to and from the clinical sites. Student vehicles are to be free of drugs and alcohol and any items prohibited by the clinical site and Collin College. Parking varies at each clinical facility and the student is responsible for the acquisition of knowledge of where to park and any required parking permits that may be needed. The student must follow the facility's parking rules. Student vehicles are towed at the expense of the vehicle's owner, not Collin College or the clinical site.

Clinical Documentation

The student maintains the sole responsibility of collecting appropriate documentation of clinical work completed and necessary signatures. He or she is to maintain appropriate timesheets that must be turned in weekly, keep a legal record of cases participated in and the student's role in documented cases (this includes the correct surgeon name, preceptor name, date, and correct name of the procedure performed). Any documents given to the student by the clinical facility or the clinical instructors must be maintained in the students' personal records. This helps to protect the student from any discrepancies.

Meeting Clinical Requirements for Graduation

Surgical Technology: The student is required to complete 600 clinical hours in order to complete the Collin College Surgical Technology program. The student is responsible for achieving his or her time. The student is also required to meet specific amounts of which surgical specialty cases within specific roles. The student is responsible for keeping up with cases he or she needs to meet requirements; this is not the responsibility of the clinical site. The student should strive to participate in cases he or she needs, without avoiding other cases assigned by the clinical site. Positive communication between the clinical site and the student is essential to being successful in meeting caseload mandates. Please see the case requirement documents shown above.

Clinical Paperwork Required

All timesheets, case management, clinical evaluations, and other clinical paperwork must be maintained by the student. Paperwork must be neatly typed and submitted on a weekly basis in a timely manner.

Standards of Performance and Functional Abilities

In keeping with college policy, the Surgical Technology Program has developed competencies in physical functional ability as a core for performance standards. These physical competencies are considered predictors of success in the Surgical Technology program and in the career workforce.

The functional abilities/core performance standards for the program are:

- Extended walking and standing daily
- Ability to grasp, push, and/or pull
- Ability to bend and stoop
- Moving quickly in response to an emergency
- Using upper body movements
- Ability to reach
- Carrying and moving equipment
- Reaching and/or lifting
- Vision that allows detecting physical changes
- Hearing that allows responding to physical and verbal cues
- A sense of touch that allows for assessment and palpation

All students are required to meet these functional abilities with, or without accommodations to function safely and effectively in a variety of professional settings. Adaptations most frequently reported as being used by health care workers include hearing aids, eyeglasses or contact lenses, adaptive phones or listening devices, and calculators. Students who may need physical accommodations to successfully perform in the program are encouraged to contact the college ACCESS department early in the application process to explore the need and resources for accommodation.

After conditional admission to the program, students are asked to complete a Functional Abilities/Skills Assessment Form. This form identifies areas of physical ability for which the student may need accommodation in order to be successful in the program. Students who self-disclose accommodation needs will be referred to the ACCESS department for evaluation.

The only acceptable level of performance is 100% accuracy at all times. Certain procedures, by their very nature, have inherent vagaries or variations. Where standards are stipulated in the objectives as a guide for performance evaluation, we would request that the Clinical Instructor state clearly for the student, before the initiation of evaluation, the degree of accuracy expected for satisfactory perform

Clinical Site Study Periods

Studying at the clinical site is not recommended for the student during clinical rotations. However, if the clinical site does not have additional cases for the day and it has been approved by the student's site facilitator, then the student may spend time studying for the didactic portion of the program after an attempt to complete supplemental activities that can be completed at the clinical site. Supplemental activities include, but are not limited to, becoming more familiar with supplies and equipment by browsing through the core or volunteering services in the central sterile department. These activities provide a deeper understanding of the materials that the student is expected to be competent in using.

Endorsements

The naming of specific products, procedures, or items of equipment does not constitute an endorsement of the same by Collin College, the Surgical Technology listing department, or the faculty of the Surgical Technology Program. Specific names are used due to availability in or utilization by the clinical affiliates of the Collin College Surgical Technology Program.

Financial Stewardship

Each student is expected to act with good financial stewardship toward the clinical facility and the patient. Financial stewardship is the assumption of responsibility for the financial well-being of another or a group. The expectation is that this responsibility will be carried out with great care, keeping in mind the good of the individual or group being served. This means the student is to act with the facility and patient in mind when opening supplies, equipment, and instrumentation. Healthcare comes at an immense cost, and our students are to proactively attempt to help prevent waste for the clinical facility and prevent unnecessary charges to the patient. Students are not allowed to open implants, supplies they are unsure about opening, and never open anything outside the student's scope of practice.

Code of Conduct

Punctuality

Reliable and consistent attendance is a requirement of each student for the clinical experience. Tardiness causes a halt in work and possibly a burden on preceptors or the facility. Absenteeism and regular tardiness will result in disciplinary action.

Acceptance of Criticism

The student will be constantly monitored by the preceptors, circulators, surgeons, educators, etc. This means that each student must mentally prepare himself or herself to accept all forms of criticism. There are two types of criticism: negative and positive. The student will be receiving much of both during the clinical experience. Positive criticism is typically handled well; negative criticism is what most people struggle to accept. Students should listen carefully to every critical remark and use these remarks to improve weaknesses. Students should strive to not take criticism personally. Be happy with whatever the criticism is and don't let it bring you down. Respect the fact that others may see something that you don't and begin to accept the fact that no one is perfect and this is a learning experience.

Personal Communication Devices

Personal communication devices (cell phones, tablets, etc.) are **STRICTLY** prohibited from use while in the operating room suite. It is **required** that cell phones be left with the student's personal belongings in order to prevent the temptation of inappropriate usage. Students caught using their cell phone in the hospital for reasons other than an emergency, is subject to immediate disciplinary action. Additionally, students should never take photographs of patients or situations while at the clinical site. Occasionally, for study purposes, a student may wish to take a photograph of a setup. In this event, the facility's manager must approve for the photo to be taken, which must be done by a preceptor only. Also, the student will not post to social media **ANY** information or photography regarding any aspect of their clinical experience. This is strictly prohibited and a HIPAA violation. Additionally, students are not allowed to post **ANYTHING** to any social media site during the period of time that the student is at their clinical site.

Participation

The student is expected and required to give 100% of his or her attention, time, and efforts while enrolled in this program. If surgery is finished for the day, he/she must proactively search out another assignment with gallant effort. Students are not allowed to "hang out" in the lounge. Perceptions are formulated from actions and if there is a supplemental activity available to the student then the student may leave the clinical site early with the permission of his or her clinical facilitator.

If a student has been assigned to a room, refusal to participate is unacceptable. If a specific type of case is needed for the completion of case requirements, he/she must speak with the clinical facilitator at a later time in order to communicate the need. At no time is it acceptable for a

student to argue about or refuse to do an assignment. Additionally, the clinical site should be regarded as a potential employer, and all of your actions reflect that regard.

Patient Abandonment

The legal definition of patient abandonment refers to withdrawal from the treatment of a patient without giving reasonable notice or providing a competent replacement. If the surgical technologist leaves his or her assignment without permission, the site may consider the student as abandoning his/her patient. This is a serious issue and will be subject to disciplinary action that may result in the removal of the student from the site.

Patient Privacy

In 1996, HIPAA was passed and made patient health information legally private and secure information. A violation of patient privacy is a federal offense. Please review the HIPAA website for any questions related to the HIPAA act.

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/srsummary.html>

Students are prohibited from discussing patient information outside of the operating room or the classroom. Any discussion within the classroom should NEVER identify the patient. Again, this is a serious issue subject to immediate disciplinary action that could result in dismissal from the program.

Respect for Others

Collin Surgical Technology students are ALWAYS expected to treat all others with respect. This is a core value of the college, and we strive to always emanate that core value. Having respect for others includes anyone at the clinical site, which includes, but is not limited to the preceptor, educator, OR manager, circulator, clinical instructors, program director, fellow classmates, and the college itself. The student should always strive to promote the college, never disrespecting it.

There should always be respect for the Collin College Surgical Technology Programs. This means, the student should not complain about the workload distributed to the student; the workload is designed to mentally and sometimes physically challenge the student in more ways than one. Comments and suggestions are more than welcome at the end-of-semester evaluation.

Responsibility for Assignments

The student will be responsible for completing the required clinical paperwork on a daily basis. There is a high expectation that these assignments will be on-time and completed weekly. The clinical instructor is not responsible for making sure the student turns in assignments. These assignments may vary according to the instructor's syllabus.

Ethical Responsibility

The student has both an ethical and moral obligation to abide by the Collin College Philosophy and Purpose, Core Values, the AST Code of Ethics, and the National Patient's Bill of Rights. Please reread each at the beginning of this document.

Professionalism

Professionalism is defined as the skill, good judgment, and polite behavior that are expected from a person who is trained to do a job well. All Collin Surgical Technology students shall maintain a high level of professionalism.

The following are inappropriate behaviors that are prohibited at the clinical site:

1. *Inappropriate jokes or comments*: the student is strictly prohibited from telling inappropriate and unprofessional jokes while in the clinical setting. This includes the use of cuss words and foul language. The student shall never refer to a patient or a procedure or an anatomical feature in an inappropriate manner. This can lead to the student being dismissed by the clinical site.
2. *Arguing about breaks in sterile technique*: if an employee of the hospital claims the student has committed a break in the aseptic technique, the student is NEVER to question or deny the break. He or she is to follow the appropriate steps to remedy the problem.
3. *Arguing about Assignments*: The student is not to argue or disagree with an assignment given by the clinical facilitator. This is inappropriate. If the student is struggling with getting the cases he or she needs, please contact the clinical instructor for the appropriate steps to take.
4. *Taking Photos of Sensitive Situations*: The student is never to take any photographs of patients or situations at the clinical sites; furthermore, the student will NEVER post photos related to surgery during clinical rotations on any type of social media.
5. *Participating in Gossip/Rumors*: This applies to all aspects of clinical: the clinical site itself, employees, other students (from other programs and the Collin program), doctors, managers, clinical instructors, etc.

Occurrence Reports for Unsafe Clinical Practice

Any student committing the following offenses will be subject to disciplinary action up to and including immediate removal from the program:

- a. Any clinical action contrary to hospital policy and procedure which has the potential for or results in harm to the patient.
- b. Coming to the clinical site under the influence of any non-prescribed drug that adversely affects the student's performance during clinical or bringing said drugs into the hospital or consuming these drugs while on hospital property.
- c. A verbal or physical act of aggression against another person on hospital premises.
- d. Deliberate destruction or damage to the hospital, patient, student, visitor, or employee property.
- e. Theft of the hospital, patient, student, visitor, or employee property.
- f. Deliberate falsification of any hospital record either by omission or addition.
- g. Indications of consistent unsafe decision-making and practice.

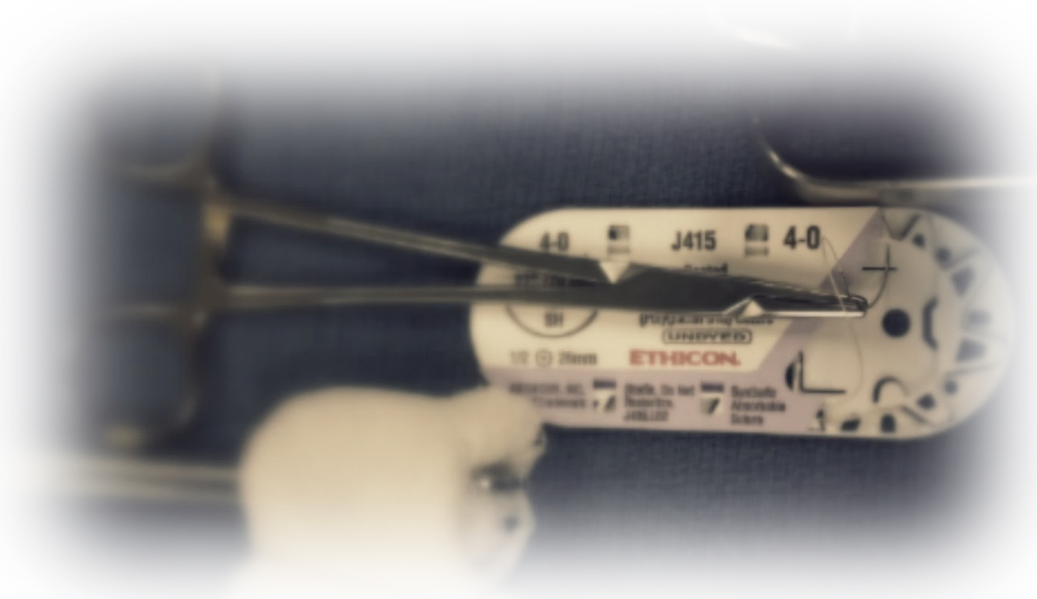
- h. Breach of confidential information.
- i. Failure to accurately report and document the client's symptoms, responses, and status.
- j. Failure to implement measures to prevent exposure to infectious pathogens and communicable conditions.
- k. Failure to institute appropriate surgical technology interventions(s) which might be required to stabilize a client's condition and/or prevent complications.
- l. Insubordination or refusal to obey an order, except where a student is not qualified to perform a task.
- m. Communicating any untrue information or misrepresentation of the truth in any verbal or non-verbal form.

Disciplinary Actions Regarding Unsafe Clinical Practice

This policy is based on and modeled after the scope of practice for the professional Surgical Technologists as defined and described in the AST Code of Conduct. A record of the unsafe clinical practice will be maintained throughout the student's enrollment in the Surgical Technology program. This cumulative record of incidents will be maintained in the student record, found in the Program Director's office. All clinical faculty having students with warnings and probationary status will be notified of such, in order to assist the student and protect the public.

All occurrences will be recorded in the student's record via Corrective Counseling Record. The student who is determined to be unsafe by demonstrating behaviors of omission, commission, negligence, and/or threats or violations to the health and welfare of the public and of the patient under the student's care will have the incidents recorded. The sequences of disciplinary actions that will be taken are:

- **Warning:** For the first incident of unsafe practice or conduct, a written warning will be issued.
- **Probation:** For the second incident of unsafe practice or conduct, the student will be placed on probation. Probationary status will continue for the duration of the student's tenure in the program.
- **Dismissal:** Any student who has accumulated three incidents of unsafe practice or conduct at any time during the program will be dismissed from the Associate Degree Surgical Technology Program. In some instances, a first incident may result in immediate dismissal from the program, depending on the outcome, severity, and nature of the occurrence. Before dismissal from the program, the actual commission, omission, or negligence will be reviewed by the Student Affairs Committee of Collin College.



Clinical Incidents

- **Section 1 Offense:**

- A deliberate action, which has actually caused or has the potential to cause serious harm to the patient or clinical team member.
- Coming to the clinical sites under the influence of any non-prescribed drug that adversely affects the student's performance during the clinical rotation or bringing said drugs into the hospital or consuming such drugs on hospital property. The student is prohibited from attending clinical under any non-prescription drug or alcohol.
- A verbal or physical act of aggression against another person on hospital premises.
- Theft of hospital, patient, student, or visitor property.
- Deliberate destruction or damage to hospital, patient, student, or visitor property.
- Deliberate falsification of hospital records either by omission or addition.

Any student committing any **Section 1 Offenses** will be subject to immediate removal from the program. (Not necessarily Collin College)

- **Section 2 Offense:**

The student committing any of the offenses listed below will be subject to the following disciplinary actions.

- **First incident:** Probation (Probationary status will continue for the duration of the student's enrollment in the program)
- **Second incident:** Dismissal from the Program (not necessarily Collin College)

- Causing damage to the hospital, patient, student, or visitor property through negligence.
- Causing injury or potential harm to a patient through negligence.
- Insubordination or refusal to obey an order from a superior or supervisor. There are two exceptions to insubordination:
 1. The student is not qualified to perform the task.
 2. When proper supervision is lacking.
- Examples of offenses include, but are not limited to:
 - Mishandling instruments or equipment in a manner that is detrimental or harmful to the patient, another team member, or the students' own welfare.
 - Medication error.
 - Significant error in a sterile technique that compromises patient care outcomes.

- **Section 3 Offense:**

A student committing the offenses listed below will be subject to the following disciplinary actions:

- **First incident:** Verbal warning (recorded)
- **Second incident:** Probation (Probation is for the duration of the student's enrollment in the program.)
- **Third incident:** Dismissal from the Surgical Technology Program (not necessarily Collin College)

- Leaving the assigned area of the hospital without the authorization of the instructor for the site.

- Employment that adversely affects performance during clinical rotations.
- Failure to follow published departmental rules or policies.
- Failure to follow published program rules and policies.

Chain of Command

Students in the Surgical Technology programs will follow the chain of command for grievances. It is mandatory that all students follow this program guideline. Any student not following the chain of command will be sent back to the individual they have the grievance with. The chain of command is as follows:

1. Discuss all problems/issues with the individual involved first whether that is a fellow student, instructor, program staff, program director, Dean, etc.....
2. In rare cases where you cannot take the complaint to the individual, or you have tried this with no resolution, take this to the instructor. The instructor will follow up and give you a report.
3. If the situation involves the instructor, see step one and/or step two. If the grievance remains unresolved, take the issue to:
 - a. The program director or
 - b. The clinical coordinator if it involves clinical instructors or clinical facility.
4. If the situation remains unresolved, contact the Dean of Health Sciences.
 - After a period of investigation, the appropriate person will report to you on the issue. However, this does not mean that the individual responsible for assisting you in resolving this situation will tell you the outcome of the investigation or the penalties assessed (if any).
 - Students are instructed to follow the chain of command. Disrespect of the chain of command is considered unprofessional behavior.
 - It is unprofessional to discuss issues or problems with those that are not directly involved.

In the event that an individual is believed to have violated the college or program code of conduct, that individual is subject to disciplinary action. The individual may be asked to participate in specific training geared toward helping the individual deal with difficult or challenging situations more appropriately. Repeated incidences may result in written advising, and/or (depending upon the seriousness of the problems) dismissal from the program.

Documentation of Student Behaviors and Incidents

There is a binder in the clinical coordinator's office that maintains student conduct counseling records (verbal and written warnings), probationary records, and clinical incident forms. Each time an offense is committed it must be documented, no matter the magnitude of the situation.

Test Review

The faculty will decide if Test Review is available to their students. Test reviews are optional for students. Exams will **NOT** be given back to the student for review.

Adding or Dropping Courses

It is the student's responsibility to change his/her schedule of classes by completing the official Add/Drop form obtained from the Registrar's Office. Adding and dropping must be student-initiated and forms must be signed by the student. Students may drop a class with a grade of "W" through the end of the 8th week during the 16-week semester or as per college policy. See the schedule of classes for the exact date.

A Surgical Technology student should contact the Program Director prior to initiating a drop or withdrawal from a course, and thus the program. Exit interviews are **mandatory** and must be scheduled with the Director. A student who discontinues class and/or clinical attendance and does not officially drop the course will not receive the earned grade for the course

Releasing Student Information

It is becoming more common in today's job market for healthcare service, human resources, personnel, or recruiting offices to call or write requesting information concerning an applicant. The applicant may be a graduate or a student applying for a Surgical Technology position.

In order to comply with The Family Educational Rights and Privacy Act of 1974, the Central Sterile Processing and Associate Degree Surgical Technology program has developed this policy:

1. A student must sign a release form that will allow Surgical Technology faculty to give information to healthcare service, personnel manager, or any other letter of reference requested. This release form will become a permanent part of the student's file. The student may request that the form be removed from the file at any time. Without a signed consent form, no information other than directory information such as name, address, telephone number, degree received, and date of graduation may be given. (See Credential File Request Form). **ALL** requests of faculty for letters **MUST** be in writing. If requesting references from multiple faculty members, each faculty member should receive a separate Request Form.
2. It is expected that the student will obtain consent from a faculty member prior to any written recommendations.
3. Information given can come from grade reports, clinical evaluations, and the final summary.
4. Faculty giving the information should document the name and the position of the person requesting/receiving the information and record it in the student's file.
5. A summary letter should be mailed to the person who requested the information. A copy should be retained for the student's file.
6. Faculty who receive forms to complete for reference purposes on a student should make a copy of the completed form for the student's file.
7. Telephone references are given.

8. Students should request the letters a minimum of two weeks before they are needed.

Communicating with Faculty and Staff

The faculty supports the students as they learn and grow through the wide variety of experiences here at Collin College. It is unprofessional to contact an instructor via their cell phone unless the instructor is traveling with students on school-sponsored business or if they are your clinical instructor. Therefore, certain things should be kept in mind when communicating with the faculty.

Students shall not communicate with any instructor via social media applications. Students are not to “Friend” instructors on any social media platform until after graduation.

1. A faculty mailbox can be found inside the surgical technology office at the Central Park Campus room H225. Please leave papers and written work in the office with the secretary or grey drop box. Papers must be in an envelope/folder with the faculty’s name on the outside.
2. Do not leave papers on a faculty's desk.
3. Utilize faculty office hours for discussion of classroom and clinical matters.
4. Absences should be reported in compliance with policy. Otherwise, leave messages via the instructor’s office phone, Surgical Technology Department (214) 469-6215, or through Cougar mail or Canvas only.
5. **Do not** slide papers under locked office doors use a grey drop box. These can easily be mistaken for trash and thrown away.
6. Faculty and staff at clinical facilities should be addressed as, "Mr.", "Mrs.", "Dr.", “Ms.” or "Miss". **First names should be avoided.**
7. Office hours are posted and available for communicating with the instructor.
8. It is the policy of the Collin College and the Surgical Technology program that faculty will not expect or accept gifts of any value from students during their enrollment.

Financial Aid

As a service to Collin College students, the Student Financial Aid Office administers a financial aid program that includes scholarships, grants, loans, and part-time employment. The financial aid officers are trained to assist students in realizing their goals.

The primary purpose of the College's financial aid program is to aid students who otherwise might find it difficult or impossible to attend college. All students are encouraged to apply for financial aid. All financial aid students must be aware of the standards of academic progress. For more information, call 972 -548-6760 (Central Park Campus) or 972- 881-5760 (Spring Creek Campus).

The following financial aid programs are available to Collin College students:

- a. Pell Grant
- b. Supplemental Educational Opportunities Grant

Please refer to the college catalog for further information.

Re-admission Policy

If continuing students must withdraw from the college or the surgical technology program or sterile processing, or do not pass a surgical technology course with a "C" or above, the student has the option of applying for re-admission with adherence to the following criteria:

- a. the student remains in good standing with Collin College;
- b. the exit interview process with the Director of Surgical Technology has been completed and filed;
- c. letter of recommendation by **two** surgical technology faculty are on file supporting the student's request for readmission;
- d. cumulative GPA of 2.5 or above is maintained (4-point scale);
- e. application for re-admission into the program is on file in the student's records.

Re-admission is considered on a space-available basis. Each student will be ranked according to the "point system" utilized for initial admission. The student must be readmitted at the level where the student was not successful. Re-admission will be considered the student's second admission into the program. If the student withdraws or fails again for any reason, the student is not eligible for another admission into the program. Appeals for re-admission can be considered by the program director and faculty if extenuating circumstances exist. Students who fail a surgical technology course because of unsafe clinical performance are not considered for re-admission.

If a student is requesting re-admission into the program after 12 months or more, the student can be considered as a new admit providing the existing criteria for admission/re-admission are met. However, the student will not be reconsidered for another admission if the program is not completed once re-admission has been granted. Readmitted students who have previously been on any type of contract do not continue on the contract, but a new contract must be initiated if applicable or needed.

All students accepted for re-admission are required to complete all skills at 90% proficiency to the point of admission with a maximum of two attempts before beginning the semester.

All students accepted for re-admission must demonstrate proficiency in successfully completed theory courses by passing a comprehensive examination with 70% proficiency with a maximum of 2 attempts. If the student is unsuccessful at passing the examination at 70% on the first attempt, mandatory remediation is required. If the student is unsuccessful at passing the examination at 70% on the second attempt, the student will be ineligible for re-admission to the Collin College Surgical Technology program.

Exposure/Injury to the Student

In the event of any injury to or exposure of the student to blood or body fluids, the following steps must be done:

- a. Inform the clinical instructor;
- b. File a report of the injury to be placed in the student's record;
- c. File an incident/occurrence report with the hospital or clinical agency.



According to the Agreement of Affiliation between Collin College and the clinical facility, the responsibility of the clinical facility will be as follows:

"The College District shall, to the extent authorized under the constitution and laws of the State of Texas, hold Facility harmless from liability resulting from College District's acts or omissions within the terms of this Agreement; provided, however, College District shall not hold Facility harmless from any claims, demands, or causes of action arising in favor of any person or entity, growing out of, incident to, or resulting directly or indirectly from negligence (whether sole, joint, concurring, or otherwise) of Facility, its officers, agents, representatives, or employees, or any person or entity not subject to College District's supervision or control."

Treatment and follow-up will be the responsibility of the student. This should be done through the student's private physician.

Infection Control Precautions

Definitions

Standard Precaution is a two-tiered system of hospital isolation precautions. In the first tier, those precautions synthesize the major features of Universal Precautions (UP) as defined by the Centers for Disease Control (CDC). These precautions are designed to reduce the risk of transmission of bloodborne pathogens and apply to all patients regardless of their diagnosis or presumed infection status. Standard Precautions apply to 1) blood; 2) all body fluids, secretions, and excretions except sweat, regardless of whether or not they contain visible blood; 3) non-intact skin, and 4) mucous membranes. Standard Precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals. The second tier of care, known as transmission-based Precautions, is designed to prevent transmission of pathogens in specifically documented or suspected of being infected with highly transmissible or epidemiologically important pathogens.

Responsibility

It is the responsibility of the Surgical Technology student to comply with Standard Precautions in the clinical setting & Collin College Laboratory Setting.

Substance Abuse Guidelines and Procedures

Hospitals and agencies are frequently requiring educational facilities to provide written documentation that students have been screened for and are free of drugs. The reason for this is the concept of due diligence and the competency assessment of all individuals whose assignments bring them in contact with patients or employees. Specific treatment interventions that require critical thinking and decision-making can be altered by the influence of chemical substances. The safety of self and others is always foremost. Competency not only refers to an individual's technical skills; it also refers to an individual's health status.

It is a violation of the Collin College Student Code of Conduct to possess, use, manufacture, sell, or distribute illegal drugs, alcoholic beverages, inhalants, or substances. The student found guilty of this offense will be subject to one or more penalties described in the Collin College Student Code of Conduct, this Substance Abuse Guideline, and/or may be subject to penalties applied under the Texas Penal Code. If a student has violated the Code and/or this policy, the student will be reported to the Dean of Students for a Violation of this Code and will be asked to withdraw from the Surgical Technology program. Students are encouraged to take responsibility for self-reporting and self-referral for inappropriate substance use.

Process:

The student will:

1. Sign Consent to Drug Testing and Authorization for Release of Test Results prior to admission to the program.
2. Submit to a supervised drug screen within 30 days prior to each clinical semester.
3. Incur the costs associated with the Substance Abuse Panel 10 (SAP 10) or equivalent test.
4. Be assured that a Medical Review Officer, who specializes in the interpretation of questionable results, will review all positive drug screen results. The students will bear the extra costs incurred with this requirement if needed.
5. Be assured that strict confidentiality will be maintained regarding the outcome of the test.
6. Be exempted from payment of the costs associated with screening if the student can demonstrate financial hardship. All requests for a waiver of fees/costs must be submitted to Director prior to the drug screen.

Outcome:

- a. Positive test results may deem the student ineligible for further participation in clinical rotations.

- b. Students admitted to the Program may be subject to future drug screens in the event that “for cause” (suspicious behaviors) are demonstrated in the classroom or clinical areas.
- c. Students who test positive in “for cause” drug screening will be withdrawn from the program with an “Incomplete” grade and referred to a substance abuse program.
- d. Students removed from the program pursuant to paragraph six (6) or eight (8) may re-apply for the Program. Upon validation of completion of a recognized/accredited substance abuse program or substance abuse counseling and negative drug testing, a student in good academic standing will be allowed to re-enter the Program, pending compliance with other applicable student handbook policies.

“For Cause” Drug Testing

The term “for cause” indicates that the student demonstrates behaviors that are consistent with reasonable suspicion of the use of illegal drugs, alcoholic beverages, inhalants or substances while in attendance in the classroom, laboratory, or clinical facilities. These behaviors may put the student and/or others at risk for harm. Faculty will follow the procedures outlined below if a student is reasonably suspected of violating the Collin College Student Code of Conduct and/or Substance Abuse Guidelines and Procedures for Students:

1. If suspicious behavior is observed, a faculty or staff RN must immediately be summoned to witness the suspicious behavior.
2. The student will be immediately removed from the classroom or clinical site, pending further investigation.
3. The incident will be reported promptly to the Director of Surgical Technology or his/her designee.
4. The student and the faculty member will discuss the suspicious behavior; the Clinical Coordinator will advise the student of the need for immediate drug testing. (A copy of the Consent to Drug Testing and Authorization for the Release of Test Results is found in the student’s file in the Director of Surgical Technology’s Office).
5. The clinical coordinator will document the student’s behavior in writing. The Clinical Coordinator will review the incident or pattern of incidents leading to the drug testing. Specifically, the Clinical Coordinator should note any behavior that contributed to the conclusion that reasonable suspicion existed to conduct the testing.
6. The clinical coordinator will contact the Medical Review Officer for further instructions on specimen procurement.
7. Any student under the influence of mind-altering substances will not be permitted to operate a motor vehicle. Appropriate transportation will be secured at the student’s expense.
8. Pending the findings of the drug testing, the student will be suspended from clinical sites. Final recommendations will be made regarding the student’s participation in the Program following a review of the drug screen results.
9. Confidentiality will be maintained throughout the process.
10. In the event that any actions are contested by the student, the Clinical Coordinator and the Director of Surgical Technology or designee will make a report to the Dean of Students at Collin College.

Criminal Background Checks

Students enrolled in the Surgical Technology Program are required to have a criminal background review of their criminal history seven (7) years back from the date of the start in the Surgical Technology Program. The check should include the cities and counties of all known residences, not just the D/FW area. The following histories will disqualify an individual from consideration for assignment or employment at several of the clinical sites with which the program is affiliated (disqualifying histories are not limited to this list):

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against children (physical or sexual child abuse)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders

Criminal background checks will be conducted prior to admission to the program. However, some clinical affiliates will honor background checks that are more than 30 days old if the student is employed with a Castle Branch subscriber organization and has a satisfactory Castle Branch report that can be verified.

The Surgical Technology program does not bear the cost of the criminal background history check. Once this information has been attained, it will be provided to those clinical affiliates that request and require it as a part of the affiliation agreement. This information will not be shared

with other clinical facilities, persons, employers, or school officials unless the student has given prior notice.

Furthermore, if the student has a positive criminal background history in the last seven years, he/she will not be able to attend the clinical experience until a more detailed criminal background history is done. This can prevent the successful completion of a clinical course. Students will sign the Consent for Release of Information form to enable the Director of Surgical Technology to conduct the criminal background check. Failure to do so may result in an inability to attend classes and/or clinical experiences which could result in being unsuccessful in the surgical technology program.

Licensure Notice

According to the Texas Higher Education Coordinating Board (THECB), students who have been involved with the criminal system, please be advised that your background could keep you from being licensed by the state of Texas. If you have a question about your background and certification, please speak with your faculty member or department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Request for Accommodation

If the student is unable or becomes unable, to meet the Core Performance Standards, the student must identify on the “Functional Abilities/Core Performance Standards” form any and all accommodations required to enable the student to meet the Core Performance Standards. This form and any required medical documentation will be presented to the Student Affairs Committee of the ADN program for determination of reasonableness within the scope of professional central sterile processing and surgical technology practice. A representative from the college district’s ACCESS Office will be present at the determination meeting. Additional research regarding the requested accommodation (s) may be conducted prior to the issuance of the determination.

The student will be notified in writing of the determination of the Student Affairs Committee within one week unless additional research is necessary, in which case the determination will be made as soon as practicable. Requests for accommodation are evaluated on a case-by-case basis, considering the identified essential competencies.

Determination

The student is responsible for initiating any requested accommodation, should the ability to meet the Core Performance Standards change during progression in the program. Faculty may request that a student re-complete the Functional Abilities/Core Performance Standards if the student is unable to demonstrate particular competencies.

If the requested accommodation is determined to be reasonable, it will be implemented until such time as no longer necessary or for the duration of the student’s progression in the program. The student may be required to supply documentation for present and continuing accommodation (s) requested.

Appeal

If the student does not agree with the determination of the Student Affairs Committee, the student may appeal the determination and present, within five (5) days of the date of the initial determination, a Request for Appeal of Determination of Reasonableness of Accommodation to the entire ADN faculty for reconsideration. The student will be notified in writing within one week of the called faculty meeting, of the faculty decision.

If the student does not agree with the decision of the faculty, the student may initiate the college grievance procedure, identified in Collin College Board Policy FLD (LOCAL).

Policies

Collin Repeat Policy

See the current *Collin Student Handbook. Texas Education Code 51.907 Course Drop Limit Provisions*

This course may only be repeated once and upon failure of the second attempt the student may no longer be eligible for the Collin College Surgical Technology program.

Collin Academic Policies

See the current *Collin Student Handbook*

Harassment

Students who believe they have experienced prohibited harassment, sexual harassment, sexual violence, and/or gender-based harassment or believe that another student has experienced prohibited conduct, are encouraged to contact the ADA/Title IX/Section 504 Coordinator at 972.758.3849 or by email at nallen@collin.edu, and/or file a complaint as stated in the Code, Chapter 1, Section 7-1.11 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.

Discrimination

Students who believe they have experienced prohibited discrimination or believe that another student has experienced prohibited conduct are encouraged to contact the ADA/Title IX/Section 504 Coordinator at 972.758.3849 or by email at nallen@collin.edu, and/or file a complaint as stated in the Code, Chapter 1, Section 7-1.11 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.

Retaliation

Students who believe they have experienced prohibited retaliation or believe that another student has experienced prohibited conduct are encouraged to contact the ADA/Title IX/Section 504 Coordinator at 972.599.3159 or by email at fnickerson@collin.edu, and/or file a complaint as stated in the Code, Chapter 1, Section 7-1.11 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.

Use of Information Technology

1. All information technology is to be used for authorized purposes only.
 - a. Users may not misrepresent their identity.
 - b. Users must access only those computer accounts that have been authorized for their use.
2. Users shall not modify, reproduce, transmit, or distribute information technology in any format.
3. All students must adhere to the Collin College Student Handbook policies and all laws that govern the use of computing and communication facilities.
4. Protected health information acquired from the clinical setting shall not be copied or stored on any electronic device.
5. The college reserves the right to limit, restrict or extend computing privileges and access to its computing and communication resources, including all information stored therein.
6. No guarantees can be given for the privacy of files. Note: administrators will not examine personal files without the individual's knowledge, except in emergencies or under unusual circumstances.
7. Violation of this policy may be subject to the full range of disciplinary and other formal actions within COLLIN COLLEGE. In addition to other disciplinary actions, the college may withdraw computing privileges and network access.
8. Audio/Video Recording of specific class content is allowed only after a letter is received from the entire class. The information recorded shall not be altered, shared, or distributed to others in any format.
9. Each semester the class must submit a new request for electronic recording in the

classroom.

10. Recordings shall not be used to challenge test questions and students will abide by the instructor's request to turn off recordings when requested. All information on the recording is considered confidential.
 - a. The tape and its content are confidential
 - b. The students will abide by the instructor's request to turn the tape off when asked.
11. Students shall approach individual instructors prior to the start of each class to identify the specific type of recording to be done in the class. Any student found to record in class on any type of electronic device without the knowledge of the instructor will be subject to discipline under this policy.
12. Only a basic calculator with no programmable functions will be allowed on exams.
13. No laptops will be allowed in the clinical setting.

Scholastic Dishonesty

Scholastic dishonesty includes, but is not limited to statements, acts, or omissions related to an application for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one (1) or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's edition, and/or falsifying academic records.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site, or allowing a classmate to copy answers.

The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. (Collin College Student Handbook, Sections 7-2.3.)

As a student of the Surgical Technology Program, scholastic dishonesty displays unacceptable professional behavior and the following actions will be taken:

1. An incident report will be filed with the Dean of Student's Office.
2. Once the case has been adjudicated by the Dean of Student's Office, the faculty member, who submitted their report, will be notified as to whether or not a violation of the Student Code of Conduct has occurred.

3. If the student was found guilty of scholastic dishonesty by the Dean of Student's Office, he or she will be required to make an appearance before the surgical technology Department Student Affairs Committee. This committee will be required to assign an academic penalty and reiterate the consequences of the student's actions in both grade and potential retention in the program. A student found in violation (guilty) of the College Student Code of Conduct, a ZERO for the clinical day/assignment/test/project will be given as well as an immediate drop in a letter grade for the class of occurrence.
4. If the student is found guilty of the second occurrence of scholastic dishonesty, during enrollment in the central sterile processing, surgical technology or surgical assisting program, the student will be immediately dismissed from the program and he/she would not be eligible for re-admission.

Service Learning/Professional Development Portfolio Guidelines

Successful completion of Service Learning is required prior to graduation from this program.

Service-learning is a learning activity where the student will have the opportunity to gain insight into personal beliefs, attitudes, and feelings when interacting with diverse individuals and groups in the community setting; i.e. Community group project and/or volunteerism. The service-learning activities will give the student opportunity to role model healthcare professionalism in the community.

Students will participate in a minimum of 20 hours per academic year of Service Learning activities.

It is the student's responsibility to successfully complete a total of 10 hours of Service Learning hours per semester.

Failure to successfully complete Service Learning each semester will result in the adjustment of the student's final grade.

Forms: The following pages are forms pertaining to the program.

COLLIN COLLEGE

Performance Report & Academic Alert

Student: _____ Date: _____

Course: _____

Your academic/clinical performance is not currently meeting the professional standards of Collin College Surgical Technology. The faculty wishes to assist you in making steady academic and clinical progress by helping you identify factors that may be hindering your success. The area(s) of concern(s) is/are indicated below:

CAUSES	(✓)	COMMENTS
1. Excessive absences from class		
2. Poor test performances		
3. Failure to submit assignments on time		
4. Lack of preparation and/or response in-class activities		
5. Unacceptable professional behavior patterns in clinical/lab practice or classroom		
6. Insufficient preparation for clinical practice		
7. Other:		

In order to facilitate your success, please schedule an appointment with me in the **next three (3) days**.

Faculty Member

COLLIN COLLEGE

Contact/Counseling Record between Student and Instructor

Student Name: _____

Instructor: _____

Date: _____

Area of Concern:

Summary of Conference:

Student Comments:

Signature of Student: _____ Date: _____

Signature of Faculty: _____ Date: _____

Occurrence Report

Corrective Action Report

Academic Alert

Lab Practice Referral Form

No Action Counsel Only

Other _____

COLLIN COLLEGE

Occurrence Report Form

Medical Record Number
(if applicable)

Facility

Date of Incident

Narrative Description of Incident:

Student Signature: _____

Printed Name: _____

Description of Incident (by the instructor):

Outcome/Disposition of Incident:

Signature: _____
Instructor

Date of Report: _____

COLLIN COLLEGE

Clinical Corrective Counseling Record

Student Name _____ Date of Occurrence _____

Reason for Corrective Counseling (Please state behavior in detail that violated student handbook policy, including number and identification of all sub-parts)

Action Taken: _____

Warning (1st violation) **Probation** (2nd violation) **Dismissal** (3rd violation)

Previous Counseling: _____

Previous Actions Taken: _____

Corrective Action Required:

Signature of Faculty _____ Date _____

Signature of Student _____ Date _____

I have read the corrective counseling record and understand that my signature does not necessarily indicate that I agree with this action, only that I have received a copy of the form and have had an opportunity to make my comments. I also understand that if the corrective action listed above is not achieved and maintained that further disciplinary action up to and including dismissal may occur.

Student Signature _____ *Date* _____

GRIEVANCE/APPEAL PROCEDURE

Purpose: To describe procedures for the resolution of student problems.

A student may report any alleged action that violates or inequitably applies Collin College policies or procedures through an informal or formal process. The student (grievant) making the complaint must be personally affected by the action. All complaints should be officially filed using the HR complaint process, which can be found at:

<http://www.collin.edu/hr/studentcomplaints/index.html>

Guideline:

1. It is the intent of the Department of Surgical Technology Programs to be fair and reasonable with students at all times. Problems may develop between a faculty member and a student or among students. Students are urged to bring problems to faculty rather than discussing problems among students. Refer to College Policy.
2. The purpose of our “Open Door” policy is to eliminate dissatisfaction and resolve problems so that constructive teaching-learning can be maintained. If you have any questions about the interpretation or application of our policies and disagree with a faculty member, feel that you have been treated unfairly, or have a problem that has not been resolved to your satisfaction, we have developed the following procedure to resolve your problem without fear of recrimination.
3. The Student Grievance Report is documented at each step of the process as needed. The student is responsible for using and submitting the forms to document grievance.

Procedure:

1. Step 1 – Faculty Member

Bring the situation, in writing, to the attention of the faculty member (faculty member with whom the problem exists) within three working days of the occurrence of the problem.

Explain the nature of the problem and a suggested solution if you have one. The faculty member will investigate and provide a solution or an explanation to you within two working days. In the event, your assigned faculty member fails to respond satisfactorily to the problem within two working days, proceed to Step 2. If the faculty member is the Director of Surgical Technology, proceed to Step 3.

2. Step 2 – Director of Surgical Technology

If the answer or settlement the faculty member gives you does not resolve the situation, you should refer your problem in writing, to your Director of Surgical Technology within three days after the faculty member’s response. When the Director of Surgical Technology receives your written appeal he/she will determine if Step 1 has been followed. If it was not followed, the Director of

Surgical Technology will refer you to the faculty member for resolution. If Step 1 was followed, the Director will respond to the written presentation of your complaint within three working days of the presentation. In the event, our Director fails to respond satisfactorily to your complaint, proceed to Step 3.

3. Step 3 – Dean of Health Sciences

If the answer or settlement of the grievance by the faculty member and/or Director of Surgical Technology does not provide resolution, you should refer your problem, in writing, to the Dean of Health Sciences within three working days after your Director's response. When the Dean of Health Sciences receives your written appeal, he/she will determine if Steps 1 and 2 have been followed. If Steps 1 and 2 were not completed, the Dean of Health Sciences will refer you to the appropriate faculty member or Director for resolution. If Steps 1 and 2 were completed, the Dean of Health Sciences will talk with you to get further clarification of your problem and, if necessary, schedule a meeting between you, the Director of ST, and the faculty member. The Dean of Health Sciences will maintain a record of all proceedings of the meeting. After investigation and careful consideration, the Dean of Health Sciences will respond to the written presentation of your complaint within five working days. In the event, the Dean of Health Sciences fails to respond satisfactorily to your complaint within five working days, proceed to Step 4.

4. Step 4 – Vice President/Provost of Central Park Campus

If you are dissatisfied with the solution provided by the Dean of Health Sciences, you should appeal the decision, in writing, to the VP/Provost of CPC, within three working days after the Dean of Health Sciences responds. The VP/Provost of CPC will ensure that prior steps of the grievance policy have been accessed and implemented. If not, the student will be referred to the appropriate faculty, Director of Surgical Technology, or Dean. After careful consideration of all facts, but within fifteen working days, the VP/Provost of CPC will render a final decision to you in writing.

At each level of review, if a solution is not agreed upon, you should present the unsettled case to the next level of review within three working days. If this is not done, it will be assumed that you feel that the grievance has been resolved.

STUDENT GRIEVANCE REPORT

In accordance with the Program's grievance policy, the following grievance is being reported.

Description of grievance:

Signature: _____ Date: _____

Received by: _____ Date: _____

Faculty Response/Resolution to grievance:

Signature: _____ Date: _____

If this does not satisfactorily resolve your grievance, please submit a copy of this form and any comments to the Director of Surgical Technology within three (3) working days.

Received by: _____ Date: _____

Director of ST /Resolution to grievance:

Signature: _____

Date: _____

If this does not satisfactorily resolve your grievance, please submit a copy of this form and any comments to the Dean of Health Sciences and Emergency Services within three (3) working days.

Received by: _____ Date: _____

Dean of Health Sciences Response/Resolution to grievance:

Signature: _____

Date: _____

If this does not satisfactorily resolve your grievance, please submit a copy of this form and any comments to the VP/Provost of Central Park Campus within three (3) working days.

Received By: _____

Date: _____

VP/Provost of CPC Response/Resolution to grievance:

The student has exhausted all administrative appeals for grievance. The above response/resolution is final.

Signature: _____

Date: _____

SURGICAL TECHNOLOGY STUDENT ORGANIZATION (STSO)

This student organization is open to Surgical Technology students. The Collin Surgical Technology Student Organization is a professional organization that promotes surgical technology with the following purposes:

- A. assume the responsibility for contributing to surgical technology education in order to provide for the highest quality of health care.
- B. provide programs representative of fundamental and current professional interests and concerns.
- C. aid in the development of the whole person, his/her responsibility for the health care of people in all walks of life, and his/her professional role.

To be eligible for membership in STSO, a person shall have an interest in Surgical Technology and its effect on Collin County and Texas surgical technology students. Surgical Technology students are encouraged to join and support the organization through active participation. Membership is not required but strongly encouraged.

In order to attend STSO functions during scheduled class/clinical times, students are responsible for completing the STSO Travel Form and submitting it to the STSO Advisors PRIOR to attending. Only students in “good” standing are eligible to travel with STSO and miss class/clinical. Faculty may require a report of students attending an STSO function in lieu of class/clinical. Students are responsible for obtaining signatures from lecture, lab, and clinical faculty on the Student Travel Form prior to the scheduled trip.

STUDENT TRAVEL FORM

I, _____, would like to attend the following Student function: _____ on _____ (date(s)). I realize I must be a student in good standing in order to attend such a function missing classes and/or clinical. Good standing is both from an academic perspective as well as attendance. I further realize my instructors may require a written report of activities at the above function. I realize that I must submit this form to the Advisor with all appropriate signatures PRIOR to attending the function. Additionally, I must complete a travel waiver and submit official written verification of attendance to off-campus activity prior to attending this function.

Student's Signature

Date

The following instructors have verified I am a student in good standing in my courses. (Signatures MUST be obtained from primary faculty in each of your courses.)

Theory: Course _____ **Assignment Required:** _____

Grade: _____

Faculty's Signature

Date

Clinical: Course _____ **Assignment Required:** _____

Grade: _____

Faculty's Signature

Date

Other: Course _____ **Assignment Required:** _____

Grade: _____

Faculty's Signature

Date

Student is **not in good standing** and should NOT attend the above function for the following reason(s): _____

Course: _____

Faculty's Signature

Date

CONSENT FOR RELEASE OF INFORMATION

I, _____, give consent for Collin College to do a mandatory criminal background check as required by clinical affiliates as a common practice and condition for clinical experiences. I understand that this information has been attained that it will be provided for filing in the Director of Surgical Technology office and as required by facilities where there is a program agreement. Furthermore, this information will not be shared with other clinical facilities, persons, or school officials unless prior notice has been given to me. It is further understood that provision of this information is required as part of the contractual agreement between clinical affiliates. Without the completion and filing of this information, I will not be allowed to complete clinical experiences. This may impair my ability to meet clinical objectives and pass the course. I realize I must allow criminal background checks in order to participate in the learning process.

Printed Name: _____

Signature: _____

Date: _____

**CONSENT FOR DRUG TESTING AND AUTHORIZATION FOR THE RELEASE OF
TEST RESULTS**

I, _____, realize that part of the requirements for entrance into the Surgical Technology Programs is a routine drug screen required by several affiliating agencies with the program. I will be required to provide Sur-Scan with a urine specimen for a Substance Abuse Panel 10 (SAP 10) or equivalent test at a designated time provided by the Director of Surgical Technology. The cost of this testing will be borne by the student. In the event that there are positive findings, my results will be reviewed by the Medical Review Officer, who specializes in the interpretation of questionable results. I will bear the extra costs incurred with this requirement if needed. I further realize positive test results may deem me ineligible for admission to the Program. Once I am admitted into the Program, I may be subject to future drug screens in the event that "for cause" behavior (suspicious in nature) is demonstrated in the classroom or clinical areas. This can be cause for withdrawal from the program with an "Incomplete" grade and referral to a substance abuse program. This can also impact my ability to meet clinical objectives and program outcomes. A report of the incident will be placed on file in the Offices of the Dean of Students and the Director of Surgical Technology. I will be required to follow the policy outlined in the Collin College Student Code of Conduct.

Printed Name: _____

Signature: _____

Date: _____

Form Requiring Student Signatures

Print Student Name

Student CWID

I, the undersigned, have read and understand the following sections as written in the Surgical Technology Program Handbook and do agree to abide by the guidelines and policies as written:

(Initial each section below)

_____ Guidelines/Policies/Requirements

_____ Attendance Agreement

_____ Dress Code Requirements

_____ Grade Requirements

_____ Clinical Requirements

Student Signature

Date

Instructor Signature

Date

**2022
Annual Report**

Collin County Community College

2200 West University Drive
PO Box 8001
McKinney, TX 75070-8001

www.collin.edu/surgtech

Degree(s) Awarded: Degree - AAS

Length of Program(s): 12 months

Program Director	Jeanne Glapion, , CRCST, MBA
Title:	Program Director/Clinical Coordinator
Address:	2200 W. University Drive P.O. Box 8001
City, State Zip	McKinney, TX 75070
Phone Number:	(214) 491-6218
Fax Number:	(214) 491-6217
Email Address:	jglapion@collin.edu

2022 Annual Report

ENROLLMENT DATA:

Maximum Number of Students per Cohort: 24

Maximum Number of Cohorts (Starts) per Year: 1

Maximum Enrollment Capacity: 24

Current New Students Enrolled **(8/1/2021-7/31/2022)**: 20

Current Students Enrolled From Previous Academic Year: 0

Current Enrollment: 20

ENROLLMENT ANALYSIS - analysis of 8/1/2018 to 7/31/2019: Analysis of **(8/1/2021-7/31/2022)**: Program has only one cohort of 20 students with a capacity of 24 students.

Does the program enroll at or below the program's stated maximum enrollment capacity? YES

Lab Ratio: 10/1

Academic Breaks:

09/02/2019-09/02/2019,
11/27/2019-12/01/2019,
12/21/2019-01/01/2020,
01/20/2020-01/20/2020,
03/09/2020-03/15/2020,
04/10/2020-04/12/2020

Tuition/Fees: In-State: \$3,240.00 Out of State: \$10,000.00

Tuition change due to increase of technology and supplies.

Institutional Accreditor(s): SACS/COC – Southern Association of Colleges and Schools – Commission on Colleges
Commission on Colleges

PROGRAM ADVISORY COMMITTEE (PAC) DATA:

Date(s) of PAC Meeting(s): 10/25/2018, 04/25/2019

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PAC MEMBERS:

James Helms - Current Student
Samantha Medin - Current Student
Steve Boddie - ST Program Graduate - Verified Non-Faculty
Katijah Woodley - ST Program Graduate - Verified Non-Faculty
Jessica Caldwell - ST Program Graduate - Verified Non-Faculty
Donna Smith - ST Program Faculty
Theresa Walker - ST Program Faculty
Sabrina Dickens - ST Program Faculty
Ebony Love - ST Program Faculty
Rhonda Green - ST Program Faculty
Michelle Millen - School Administrator
Jeanne Glapion - School Administrator
Sabrina Lundberg - ST Employer - Verified Non-Faculty
Stacy Winchester - ST Employer - Verified Non-Faculty
Kim Bell - ST Employer - Verified Non-Faculty
Trisha Scott - ST Employer - Verified Non-Faculty
Angela Boone - ST Employer - Verified Non-Faculty
Dawn Peters-Ukpong - ST Employer - Verified Non-Faculty
Peggy Elkins - ST Employer - Verified Non-Faculty
Scheri Sims, RN, BSN, CNOR - ST Employer - Verified Non-Faculty
Lesia Stone, MSN, RN, CNOR - ST Employer - Verified Non-Faculty
Judy Oyer - ST Employer - Verified Non-Faculty
Sharon Malone - Physician - Verified Non-Faculty
Shulene Williams - Practicing CST - Verified Non-Faculty
Clarence Wilson - Public Member - Verified Non-Faculty
Janice McKnight - Other

Attachments:

BUDGET:	AR 2019	AR 2018	AR 2017
Supplies & Equipment:	\$40,000	\$38,400	\$31,000
Capital Expenditures:	\$0	\$0	\$0
Professional Dev:	\$5,500	\$4,500	\$5,000

BUDGET ANALYSIS: Program budget for supplies and equipment has proven adequate for number of students admitted.

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CLINICAL AFFILIATE SITES:

Name of Institution	City, State	Contact Person	Telephone Number	# of Scrub Slots Available	Site/Contract Status
Texas Health Presbyterian Hospital Plano	Plano, TX	Jean Lovell EdD MSN RNP	(972) 981-3477	4	Existing Site Without Changes
Baylor Scott & White Plano	Plano, TX	Kaye Rhodes MSN RN	(469) 814-6815	3	Existing Site Without Changes
Medical City of Plano	Plano, TX	Stacy Winchester RN BSN	(214) 244-7044	4	Existing Site Without Changes
Baylor Scott & White Centennial	Frisco, TX	Melissa DeGoede RN BSN CCM	(972) 963-3149	2	Existing Site Without Changes
Medical Center of McKinney	McKinney, TX	Michelle Johnson RN Director of Education	(972) 547-8057	2	Existing Site Without Changes
Children's Medical Center of Dallas	Dallas, TX	Kim Bell CNOR MSN RN	(214) 456-8592	3	Existing Site Without Changes
Methodist Richardson	Richardson, TX	Gret FriedrichCuntz OR Administrator	(972) 395-2208	2	Existing Site Without Changes
Methodist McKinney Hospital	McKinney, TX	Staci Jones RN BSN CPHQ CNOR	(972) 569-2724	2	Existing Site Without Changes
Baylor Scott & White McKinney	McKinney, TX	Linda Tjong RN MSN DBA	(469) 764-1000	2	Existing Site Without Changes
The Heart Hospital Baylor Plano	Plano, TX	Susan Moats RN BSN MBA	(469) 814-3508	2	Existing Site Without Changes
Baylor Scott & White Garland	Garland, TX	Amy Gaines	(214) 537-1645	2	Existing Site Without Changes
Baylor Scott & White Frisco	Frisco, TX	Leslie Decker RN BSN CNOR	(214) 407-5100	2	Existing Site Without Changes
Medical City Dallas/Medical Children's Dallas	Dallas, TX	Chris Hall RN CNOR	(972) 566-7520	4	Existing Site Without Changes
North Hills Hospital	North Richland Hills, TX	Holley Walters RN CNOR	(817) 255-1731	2	Existing Site Without Changes
Medical Center of Lewisville	Lewisville, TX	Brittni Barnhardt OR Manager	(214) 244-7044	2	Existing Site Without Changes
Children's Medical Center	Plano, TX	Scheri Sims RN BSN CNOR	(469) 303-3124	2	Existing Site Without Changes

2022 Annual Report

PROGRAM OUTCOMES:

RETENTION (RET):

RET CURRENT DATA **(8/1/2020-7/31/2021)**

# of Students Enrolled	# of Students Graduated	% of Students Graduated
23	23	100%

RETENTION ANALYSIS (analysis of **(8/1/2020-7/31/2021)**): Retention Analysis exceeds ARC/STSA benchmark for retention.

Does the program meet the ARC/STSA threshold for retention? YES

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OUTCOMES ASSESSMENT EXAM (OAE):

OAE-PARTICIPATION RATE - CURRENT DATA **(8/1/2020-7/31/2021)**

Outcomes Assessment Exam elected for this reporting year: CST

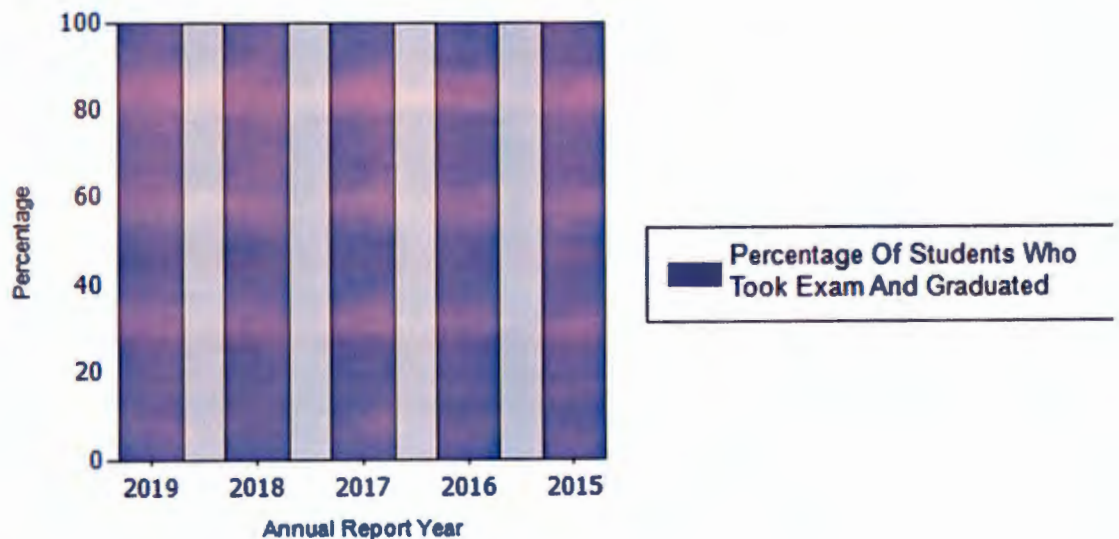
# of Students Graduated	# of Students Who Took Exam	% of Students Who Took Exam
23	23	100%

ANALYSIS OF OAE PARTICIPATION AND REPORT RESULTS: Exam participation Analysis exceeds ARC/STSA benchmark for pass rate.

Does the program meet the ARC/STSA threshold for CST Exam participation rate? YES

OAE-CST PARTICIPATION RATE - TRENDS DATA

Annual Reporting Year	Academic Year	# of Students Graduated [CST Exam-eligible]	# of Students Who Took CST Exam	% of Students Who Took CST Exam
2022	8/1/2020-7/31/2021	23	23	100%
2021	8/1/2019 - 7/31/2020	15	15	100%
2020	8/1/2018 - 7/31/2019	21	21	100%
2019	8/1/2017 - 7/31/2018	20	20	100%
2018	8/1/2016 - 7/31/2017	10	10	100%



OUTCOMES ASSESSMENT EXAM [CST EXAM] TRENDS ANALYSIS (analysis of 8/1/2015-7/31/2018): Trends Analysis exceeds ARC/STSA benchmark for participation rate and pass rate.

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OUTCOMES ASSESSMENT EXAM [CST EXAM] PASS RATE TRENDS ANALYSIS (analysis of **(8/1/2020-7/31/2021)**): Trends Analysis exceeds ARC/STSA benchmark for participation rate and pass rate.

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam [CST Exam] pass rate (70%) for all 3 years? YES

2022 Annual Report

GRADUATE PLACEMENT (GP):

GP CURRENT DATA (8/1/2020-7/31/2021)

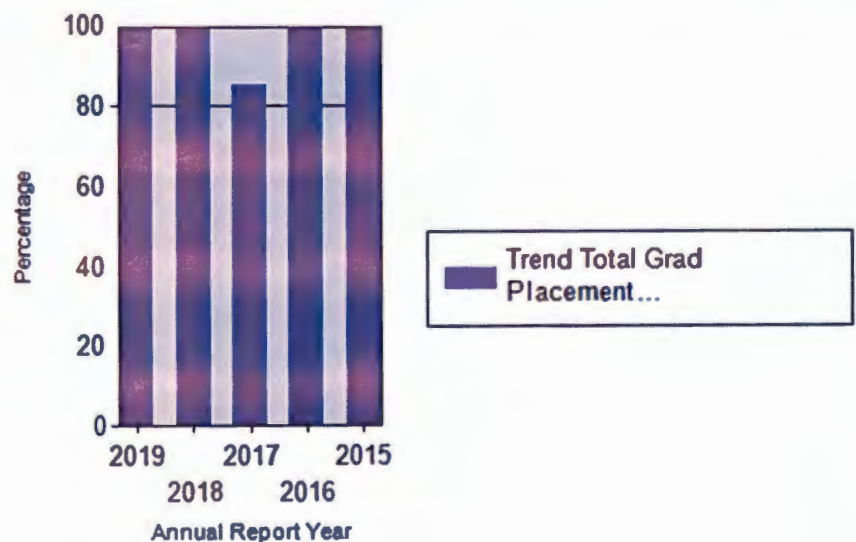
ST Employed	ST Employed & Cont Ed %	Cont Ed %	Total Grads Placed %
100%	0%	0%	100%

GRADUATE PLACEMENT OUTCOMES ANALYSIS (analysis of (8/1/2020-7/31/2021)): The program exceed the ARC/STSA threshold for graduate placement.

Does the program meet the ARC/STSA threshold for graduate placement (80%)? YES

GP TRENDS DATA

Annual Reporting Year	Academic Year	# of Students Graduated	ST Employed	ST Employed & Cont Ed	Cont Ed	Total Grad Placement	Total Grad Placement %
2022	8/1/2020-7/31/2021	23	23	0	0	23	100%
2021	8/1/2019 - 7/31/2020	15	14	1	0	15	100%
2020	8/1/2018 - 7/31/2019	21	19	2	0	21	100%
2019	8/1/2017 - 7/31/2018	20	18	0	2	20	100%
2018	8/1/2016 - 7/31/2017	10	10	0	0	10	100%



GRADUATE PLACEMENT OUTCOMES TREND ANALYSIS (analysis of (8/1/2020-7/31/2021)): The program exceed the ARC/STSA threshold for graduate placement.

Does the program meet or exceed the ARC/STSA threshold for graduate placement for all 3 years? YES

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EMPLOYER SATISFACTION (ES):

ES SURVEY OUTCOMES - CURRENT DATA

((8/1/2020-7/31/2021))

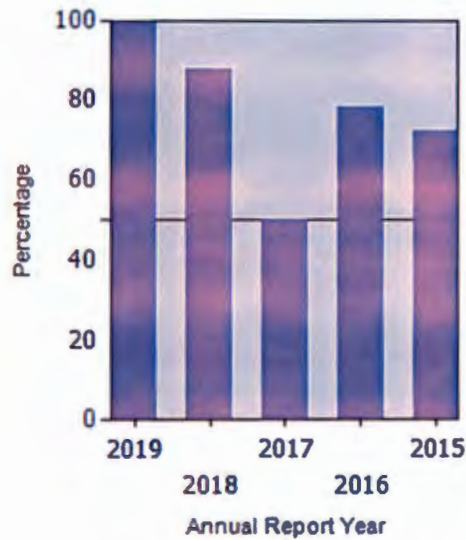
Employer Survey Return	Employer Satisfaction %
100%	100%

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of **(8/1/2020-7/31/2021)**):
The program exceeded the ARC/STSA threshold for Employer Survey Return Rate and Employer Satisfaction Rate.

Does the program meet the ARC/STSA threshold for employer survey return rate (50%)? YES

ES RETURN RATE - TRENDS DATA

Annual Reporting	Academic Year	# of Employer Surveys Distributed	Employer Survey Return %
2022	8/1/2020- 7/31/2021	23	100%
2021	8/1/2019 - 7/31/2020	15	100%
2020	8/1/2018 - 7/31/2019	21	100%
2019	8/1/2017 - 7/31/2018	18	100%
2018	8/1/2016 - 7/31/2017	10	100%



Trend Employer Surveys Returned...

EMPLOYER SURVEY RETURN RATE TREND ANALYSIS (analysis of **(8/1/2020-7/31/2021)**): The program exceeded the ARC/STSA threshold for Employer Survey Outcomes Trend Analysis for all three years.
Employer Satisfaction Rate - 100%
Employer Survey Return Rate - 100%

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Does the program meet or exceed the ARC/STSA threshold for employer survey return rate (50%) for all 3 years?
YES

Does the program meet or exceed the ARC/STSA threshold for employer survey return rate (50%) for the most recent year? **(8/1/2020-7/31/2021)**? YES

ES SATISFACTION RATE - CURRENT DATA

(8/1/2020-7/31/2021)

Employer Survey	Employer Satisfaction %
100%	100%

EMPLOYER SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of **(8/1/2020-7/31/2021)**):
The program exceed the ARC/STSA threshold for Employer Survey Return Rate and Employer Satisfaction Rate.

Does the program meet the ARC/STSA threshold for employer survey satisfaction rate (85%)? YES

ES SATISFACTION RATE - TRENDS DATA

Annual Reporting	Academic Year	# of Employer Surveys Distributed	Employer Satisfaction %
2022	8/1/2020-7/31/2021	23	100%
2021	8/1/2019 - 7/31/2020	15	100%
2020	8/1/2018 - 7/31/2019	21	100%
2019	8/1/2017 - 7/31/2018	18	100%
2018	8/1/2016 - 7/31/2017	10	100%



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EMPLOYER SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of **(8/1/2020-7/31/2021)**): The program exceed the ARC/STSA threshold for Employer Survey Outcomes Trend Analysis for all three years.
Employer Satisfaction Rate - 100%
Employer Survey Return Rate - 100%

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%) for all 3 years? YES

Does the program meet or exceed the ARC/STSA threshold for employer survey satisfaction rate (85%) for the most recent year? **(8/1/2020-7/31/2021)**? YES

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Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam [CST Exam] participation rate (100%) for all 3 years? YES

OAE-CST PASS RATE - CURRENT DATA

(8/1/2020-7/31/2021)

Outcomes Assessment Exam elected for this reporting year: CST

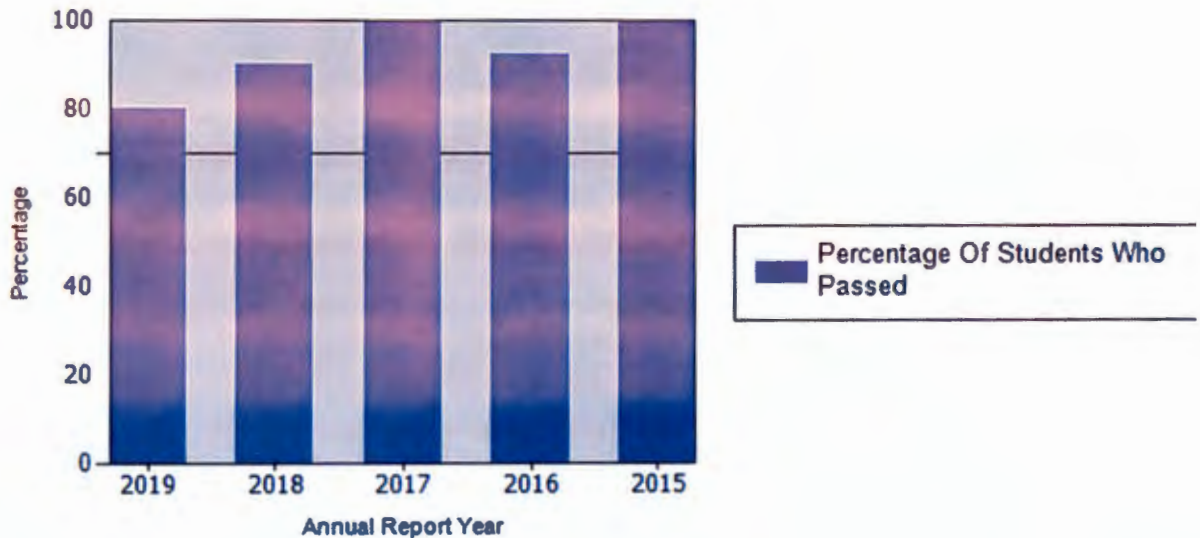
# of Students Graduated [CST Exam-eligible]	# of Students Who Took CST Exam	# of Students Who Passed CST Exam	% of Students Who Passed CST Exam
23	23	20	87%

Does the program meet the ARC/STSA threshold for CST Exam pass rate? YES

OAE-CST PASS RATE - TRENDS DATA

Annual Reporting Year	Academic Year	OAE Reported	# of Students Graduated [CST Exam-eligible]	# of Students Who Took CST Exam	# of Students Who Passed CST Exam*	% of Students Who Passed CST Exam*
2022	8/1/2020-7/31/2021	CST	23	23	20	87%
2021	8/1/2019 - 7/31/2020	CST	15	15	13	87%
2020	8/1/2018 - 7/31/2019	CST	21	21	20	95%
2019	8/1/2017 - 7/31/2018	CST	20	20	16	80%
2018	8/1/2016 - 7/31/2017	CST	10	10	9	90%

* CST Exam Pass Rate = 70%



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Attachments:

Program Personnel:

President/CEO H Neil Matkin, , Ed. D
Title: District President
Address: 2200 W. University Drive
P.O. Box 8001
City, State Zip McKinney, TX 75070
Phone Number: (972) 758-3801
Fax Number: (972) 758-3807
Email Address: hneil@collin.edu

Dean Michelle Millen, , MS-CPM
Title: Academic Dean, Health Sciences
Address: 2200 W. University Drive
P.O. Box 8001
City, State Zip McKinney, TX 75070
Phone Number: (972) 548-6676
Fax Number: (972) 584-6805
Email Address: mmillen@collin.edu

Program Core Faculty:

Rhonda Green, , Certified NCCT, AS Professor
Ebony Love, , CST Clinical Instructor
donna smith, AAS, CSFA, CST Professor
donna smith, AAS, CST professor

Other Program Personnel:

Shari Morrison, , AAS Administrative Assistant

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GRADUATE SATISFACTION (GS):

GS SURVEY OUTCOMES - CURRENT DATA (8/1/2020-7/31/2021)

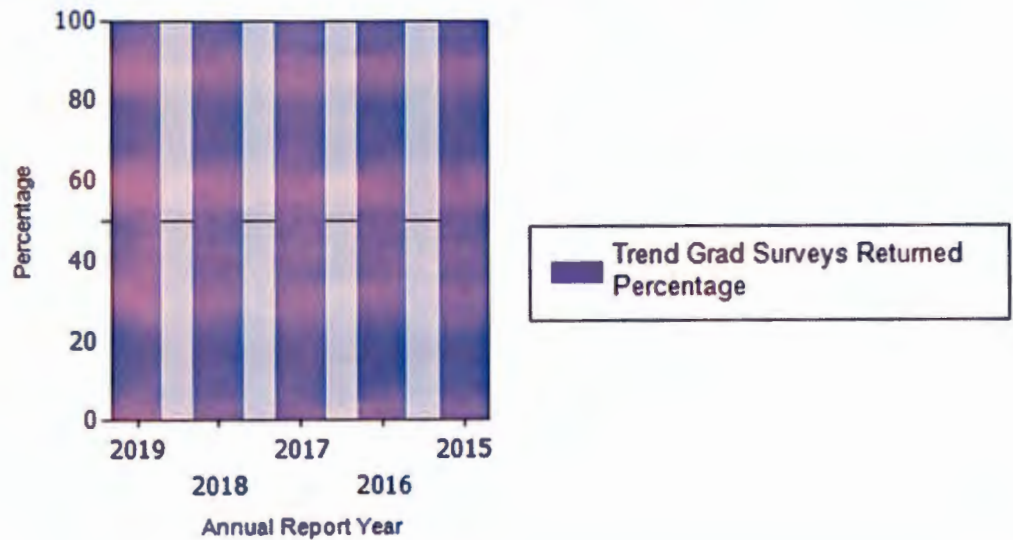
Graduate Surveys	Graduate Satisfaction %
100%	100%

GRADUATE SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of (8/1/2020-7/31/2021): The program exceed the ARC/STSA threshold for graduate survey return rate.

Does the program meet the ARC/STSA threshold for graduate survey return rate (50%)? YES

GS RETURN RATE - TRENDS DATA

Annual Reporting	Academic Year	# of Graduate Surveys Distributed	Graduate Survey Return %
2022	8/1/2020-7/31/2021	23	100%
2021	8/1/2019 - 7/31/2020	15	100%
2020	8/1/2018 - 7/31/2019	21	100%
2019	8/1/2017 - 7/31/2018	20	100%
2018	8/1/2016 - 7/31/2017	10	100%



GRADUATE SURVEY RETURN RATE TREND ANALYSIS (analysis of (8/1/2020-7/31/2021): The program exceed the ARC/STSA threshold for Graduate Survey Outcomes Trend Analysis.

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for all 3 years? YES

2022 Annual Report

Does the program meet or exceed the ARC/STSA threshold for graduate survey satisfaction rate (85%) for all 3 years? YES

Does the program meet or exceed the ARC/STSA threshold for graduate survey satisfaction rate (85%) for the most recent year? **(8/1/2020-7/31/2021)**? YES

2022 Annual Report

Does the program meet or exceed the ARC/STSA threshold for graduate survey return rate (50%) for the most recent year? (8/1/2017-7/31/2018)? YES

GS SATISFACTION RATE - CURRENT DATA **(8/1/2020-7/31/2021)**

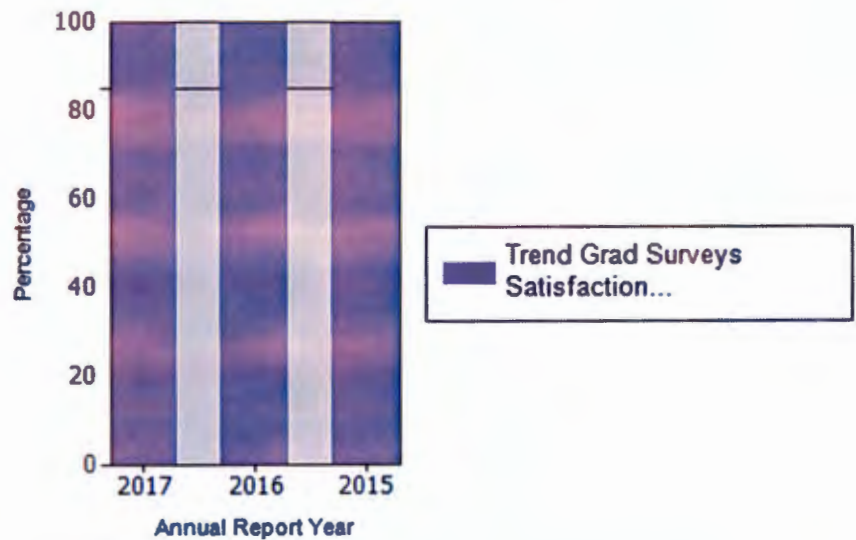
Graduate Surveys	Graduate Satisfaction %
100%	100%

GRADUATE SURVEY RETURN RATE AND SATISFACTION RATE ANALYSIS (analysis of **(8/1/2020-7/31/2021)**): The program exceed the ARC/STSA threshold for graduate survey return rate.

Does the program meet the ARC/STSA threshold for graduate survey satisfaction rate (85%)? YES

GS SATISFACTION RATE - TRENDS DATA

Annual Reporting	Academic Year	# of Graduate Surveys Distributed	Graduate Satisfaction %
2022	8/1/2020-7/31/2021	23	100%
2021	8/1/2019 - 7/31/2020	15	100%
2020	8/1/2018 - 7/31/2019	21	100%
2019	8/1/2017 - 7/31/2018	20	100%
2018	8/1/2016 - 7/31/2017	10	100%



GRADUATE SURVEY SATISFACTION RATE TREND ANALYSIS (analysis of **(8/1/2020-7/31/2021)**): The program exceed the ARC/STSA threshold for Graduate Survey Outcomes Trend Analysis.

2022 Annual Report

Submission Date: August 31, 2022

Appendix C

SURGICAL TECHNOLOGY SRGT 1271
Module III
SKILLS CHECKOFF

Student: _____ Date: _____

SKILL	CRITERIA TO BE MET	PTS	SCORE
Proper OR attire	Wears appropriate scrubs, shoes	2	
	Does not wear any jewelry		
	Nails are short and without polish		
	Dons hair cover, shoe cover		
	Dons mask and goggles		
1 st Morning Wash	Complete a 60 second morning wash	2	
Wipe down OR Suite	Wipe down OR equipment (bed, IV pole, kick bucket, back table, mayo stands and ring stand)	2	
OR Equipment Arrange	Place OR furniture in proper place before opening supplies		
Opening Procedure Pack	Checks integrity of package, places in center of table	2	
	Does not attempt to adjust or straighten the drape		
	Observes directional arrows and opens using both hands		
	Does not lean over table / pack while opening		
	Does not contaminate		
Instruments Set	Open and check Instrument set	2	
Open Gown & Gloves	Checks integrity & sterility	5	
	Unwraps first flap away		
	Unwraps side flaps one at a time		
	Unwraps last flap to self		
	Peels edges of wrapper down		
	Maintaining 12" distance, tosses gloves onto gown without contaminating		
Surgical Scrub	Locate scrub brush w/ nail cleaner and antiseptic soap	5	
	Roll up sleeves well above elbow		
	Turn water onto a moderate flow		
	Stands six inches from sink		
	Secures scrub brush, opens, placing the brush, in the pack, within reach		
	Prewashes hands and arms with soap		
	Secures nail file from brush pack		
	Cleans subungual areas with nail file, running under the water		
	Discards nail file in trash		
	Using scrub brush, start on one hand, thirty circular strokes on the finger tips		
	Divide each finger into four separate planes, scrubbing each *plane ten times, completing one whole finger at forty strokes *a time before moving onto next finger		
	Scrub palm of hand twenty circular strokes		
	Scrub back of hand twenty circular strokes		
	Starting at the wrist, divide fore arm into a top and bottom half *each half has four planes. Scrub wrist half first, all four *planes twenty times, continue onto second half of arm *scrubbing up to 2" above elbows		
	Keep hands in constant view		
	Does not drop hands, fingers always kept higher than elbows		
	Repeats process for second arm, starting at finger tips		
	Rinses hands and arms by passing through the water in one direction		
	Fingers kept up and apart		
	Let excess water drain from arms		

	Proceeds to OR suite	
	Does not contaminate hands on anything	
Drying hands Gowning & Gloving	Picks up towel without contaminating	10
	Does not allow towel to touch scrubs	
	Dries beginning with fingertips to 2" above elbows	
	Grasps gown in the center, two inches below collar	
	Brings away from sterile table without unfolding	
	Holds gown below collar allowing it to gently unfold	
	Does not shake gown to unfold	
	Observes gown and locates armholes	
	Guides each arm through sleeves by slightly raising and spreading arms	
	Keeps hands inside cuffs and in view	
	Allows circulator to tie /snap gown	
	Approach gowning surface, keeping 12" from table edges, and *opens glove wrapper, keeping fingers in cuffs	
	Using right cuffed hand to pick up left glove, laying glove palm *side down. Fingers pointing to elbows, thumb to thumb	
	Working with right hand cuffed in right sleeve, grasps the cuff of *the left glove and pulls it out and well over the left sleeve of cuff	
	Holding on to the left gown cuff and glove, slowly pulls both cuff *and glove over hand, placing correct fingers into correct glove finger spaces	
	Proceeds to opposite hand using same technique	
	Checks to make sure both cuffs are completely engloved and make necessary adjustments	
	Does not tear gloves while applying	
Spins appropriately with card in right hand, string in left		
Spins without contaminating		
Does not drop strings when spinning		
Mayo Draping	Opens mayo cover on back table, Slides mayo cover on, keeping hands inside cuff of cover while draping the mayo. Use foot to stabilize stand base while draping.	5
	With one hand, pulls closed end from inside cuff	
	With other hand, pulls cover completely over tray w/o fallen to floor	
	Tucks edges of mayo cover	
	Drapes towel on mayo, tucking corners	
Does not contaminate cover		
Create Sterile Field	Layer back table with towels	5
	Place basin in ring stand w/o contamination	
	Move ring stand and mayo stand closer to back table after draping	
	Proper placement of supplies on back table	
	Prepare fold towels	

Instruments	Takes instrument pan out of case without contaminating	5
	Allows the circulator to check the filter or holds pan and checks filter	
	Places instruments on the back table in appropriate corner of the table	
Counting	Counts audibly with circulator	5
	Starts the count with sponges, sutures, hypos, bovie tip, etc.	
	Visually counts and touches each item (instruments)	
	Counts in a timely manner	
Load and Unload Knife Blade	Load blade on knife handle	5
	Holds knife handle in one hand with tip slightly downward	
	Grasps blade at its widest point with needle holder	
	Check to be sure blade is secure	
	Unload Blade off knife handle	

	Gasps lowermost portion of blade with needle holder and lift up to release from slots While lifting slide blade from slots and off of handle Dispose of blade on needle board	
Load Suture	Load suture for right hand/left hand	5
Gowning & Gloving Surgeon	Present towel length wise laying	10
	Open gown to present to Surgeon	
	Does not shake gown to unfold	
	Hold gown by cuffing gloved hands under the gowns shoulders	
	Present gown so that outside faces self while arm holes face the Surgeon	
	Hold gown until team member arms are half way into sleeves, drop the gown and step away	
	Ask Surgeon if they want sleeves pulled down	
	Does not contaminate self on Surgeon unsterile hands	
	Present right glove 1 st with thumb facing toward Surgeon	
	Cuffs glove over fingers and spread opening wide	
	Proceeds to glove left hand with thumb side of gloves toward Surgeon	
	Spin with Surgeon without contaminating	
Draping	Fold four towels with cuffs	
	Fold three towel cuffs up and one down	
	Hands towels to Surgeon for placements	
	Stands on same side of Surgeon when passing towels	
	Ask Surgeon if they want towel clips	
	Help Surgeon Drape patient w/o contaminating gloves or hand	
	Un fold drape feet first	
	Un fold drape toward head for anesthesia to clip on IV pole	
	Pull mayo stand up and start placing bovie cord and suction tubing off field. Communicate with circulator on where to throw off cord and tubing.	
	Pull back table up and ring stand	
	Then TIMEOUT must be done before starting surgery.	
	Passing instruments and sutures and count before case is over	
Practicum Time	Practicum is completed in 30 minutes. There will be 1 point deducted for every minute you go over.	
Instructor Initials	Total Points Possible	
	Passing Score	
	Total Points Received	

Notes:

I have read and discussed the above information:

Student Signature _____ Date: _____

Instructor Signature _____ Date: _____

SURGICAL TECHNOLOGY CLINICAL PERFORMANCE EVALUATION RECORD

Date _____ Clinical Site _____

Grading Scale:

- 4**.....Excellent (student performs task well, needs no supervision)
3.....Above Average (student performs task well, needs minimal supervision)
2.....Average (student performs task with some supervision)
1.....Below Average (student can perform task only with direct supervision, student is not at the skill level expected of students at this level)
0.....Poor (student is unable to demonstrate task)
N/A.....Not applicable (student cannot be judged at this time)

Skill Performed	Rating
Interest & Initiative: Punctual arrival in room. Helped open & set up room/case. Asked pertinent questions	4 3 2 1 0 N/A
Scrubbing Duties: Watched procedure closely. Gown & gloved correctly. Knew instruments & suture. Draped correctly. Knew between case routine.	4 3 2 1 0 N/A
Aseptic Technique: Maintained sterile technique. Recognized breaks in sterile technique & took corrective action.	4 3 2 1 0 N/A
Accepted Constructive Guidance: Listened to staff & surgeon suggestions. Accepted criticism & continued with case. Used criticism constructively.	4 3 2 1 0 N/A
Preparedness: Instruments were ready for use. Anticipated needs of surgeon, surgical team, & patient. Anticipated need for additional supplies.	4 3 2 1 0 N/A
Time Management: Prepared for case with adequate time allowance. Movements were planned during back table & Mayo stand set up. Set up without wasted movement.	4 3 2 1 0 N/A
Application of Learning: Demonstrated understanding of procedure.	4 3 2 1 0 N/A
Could the student scrub without assistance on any of the cases?	YES NO
Overall Performance Rating:	4 3 2 1 0
Additional Preceptor Comments:	

I have read and discussed the above with student:

Student Name _____ Student Signature _____

Preceptor Name _____ Preceptor Signature _____

Program Director Signature _____

ARC/STSA
GRADUATE SURVEY for Surgical Technology Education

Date 6-24-2020
 Name of Surgical Technology program Collin College
 Name of graduate Lauren Burns
 Date of graduation 5-15-2020
 Place of employment ~~_____~~
 Are you certified? Yes No
 If yes, what is the date of your certification? 6-24-2020
 Are you continuing your education? Yes No
 If yes, what institution are you attending? _____
 What degree are you working toward? _____

Please rate the following items according to this scale:

5 = Strongly Agree, 4 = Agree, 3 = Somewhat Agree, 2 = Disagree, 1 = Strongly Disagree

- | | | | | | |
|--|---|---|---|---|---|
| 1. The didactic portion of the program adequately prepared me for my present position. | 1 | 2 | 3 | 4 | 5 |
| 2. The clinical portion of the program adequately prepared me for my present position. | 1 | 2 | 3 | 4 | 5 |
| 3. The program adequately prepared me for the certification exam. | 1 | 2 | 3 | 4 | 5 |
| 4. Program officials were available for assistance. | 1 | 2 | 3 | 4 | 5 |
| 5. Program officials were sensitive to student needs, and treated students equally and with respect. | 1 | 2 | 3 | 4 | 5 |
| 6. Program officials were supportive of the students, and provided constructive evaluations. | 1 | 2 | 3 | 4 | 5 |
| 7. Program officials were competent, knowledgeable, and well-prepared for instruction. Questions and independent thinking were encouraged. | 1 | 2 | 3 | 4 | 5 |
| 8. Program policies and procedures were clearly defined and enforced. | 1 | 2 | 3 | 4 | 5 |

9. What do you feel were the strengths of the program? Getting into hospitals

10. What do you feel were the weaknesses of the program? _____

11. If you could make changes in the program, what would you change? More lab time

12. What portions of the program would you keep, and why? _____

13. General Comments about Your Education _____

Signature of Graduate 

~ Thank you! ~

 **ARC/STSA EMPLOYER SATISFACTION SURVEY**

CAAHEP-Accredited Surgical Technology Program

Surgical technology (ST) programs value the opinions of employers of our graduates. The information provided in this survey is critical to continuous quality improvement of the program. Employer survey return rate and Employer survey satisfaction rate are two of the program outcomes reported to the institution's Program Advisory Committee and on the program's ARC/STSA Annual Report. Thank you for completing and returning this important survey.

School Sponsoring ST Program Collin College
 School City McKinney State TX
 Graduate's Name Lauren Burros Graduation Date 5/15/2020
 Employer Baylor Scott and White Plano Dept. OR
 Date of employment 6-29-2020 Length of Employment (months or years) 8 months

Please select one response from the KEY below and circle the corresponding number at the end of each question.

KEY: 0=Does Not Apply, 1=Not Satisfied, 2=Slightly Satisfied, 3=Satisfied, 4=Very Satisfied, 5=Extremely Satisfied

Knowledge (Cognitive Preparation) - How satisfied are you with this graduate's entry-level knowledge of:

1. basic sciences (e.g., anatomy, physiology, medical terminology, pathophysiology, microbiology, pharmacology, and anesthesia)? 0 1 2 3 4 5
2. preoperative concepts (e.g., case preparation, scrubbing, gowning, gloving, and counting)? 0 1 2 3 4 5
3. intra-operative concepts (e.g., operative sequence, supplies, instrumentation, equipment, and specimen handling)? 0 1 2 3 4 5
4. postoperative concepts (e.g., case breakdown/room turnover, transfer/transport, decontamination, disinfection, and sterilization)? 0 1 2 3 4 5

Psychomotor Skills - How satisfied are you with this graduate's entry-level skills:

5. ability to anticipate, manage a surgical procedure, and handle instrumentation, supplies, and equipment? 0 1 2 3 4 5
6. practice of asepsis, standard precautions, and sharps safety? 0 1 2 3 4 5

Professional Behaviors - How satisfied are you with this graduate's entry-level behavior:

7. work ethic (e.g., attendance, punctuality, time management, and accountability)? 0 1 2 3 4 5
8. interpersonal skills (e.g., communication, teamwork, and conflict management)? 0 1 2 3 4 5
9. adaptive behaviors (e.g., flexibility, receptiveness to critique, and responsiveness to stressful situations)? 0 1 2 3 4 5
10. Overall, how satisfied are you with this graduate's preparation for entry-level employment? 0 1 2 3 4 5

 **ARC/STSA EMPLOYER SATISFACTION SURVEY**

CAAHEP-Accredited Surgical Technology Program

Please comment on areas above where you were less than satisfied and/or on how the program can improve the overall quality of its graduates (optional).

N/A

Date this survey was completed _____
Name of person completing survey Patricia R. Wilson, RN
Job Title of person completing survey Head Nurse
Signature of person completing survey PR Wilson, RN
Email address _____ Primary phone number _____

End of Survey

Thank you!

Surgical Technology 5-year plans

2020-2021 Surgical Technology	2021-2022 Surgical Technology PLA	2022-2023 Faculty Professional Development Webinar	2023-2024 Endoscopy Tech	2024-2025 Anesthesia Tech PLA
<p><u>Objective 1 Student Success</u></p> <p>Develop and implement a plan to improve student success and student completion. Emphasis is placed on classroom and lab instruction preparation for clinical rotation participation.</p>	<p><u>Objective 1 Target Students</u></p> <p>Crosswalk for Prior Learning Pathways</p>	<p><u>Objective 1</u></p> <p>Motivating the Educator</p>	<p><u>Objective 1</u></p> <p>Target Students</p>	<p><u>Objective 1</u></p> <p>Crosswalk for Prior Learning Pathways</p>
<p><u>Objective 2 Faculty Continuous Professional Development</u></p>	<p>Objective 2</p> <p>Integrate knowledge gained in Prior Learning experience.</p>	<p>Objective 2</p> <p>Integrating iPads and Electronic Textbooks into Surgical Technology Education</p>	<p>Objective 2</p>	<p>Objective 2</p> <p>Integrate knowledge gained in Prior Learning experience.</p>
<p>Objective 3</p> <p>Review, evaluate, and update classroom equipment</p>	<p>Objective 3</p> <p>Prior Learning Assessment</p>	<p>Objective 3</p> <p>Webinar</p>	<p>Objective 3</p>	<p>Objective 3</p> <p>Prior Learning Assessment</p>

and teaching learning resources.		Online Teaching & Learning Through Disruption		
Objective 4 Online Courses	Objective 4 Faculty Involvement	Objective 4 Cultivate Peer Relationships	Objective 4	Objective 4 Faculty Involvement

2020-2021 Surgical Technology

Objective 1

- 100 percent of graduating students will pass the certification exam on the first attempt.
- Provide professional development activities for faculty to focus on classroom management techniques to decrease dropouts and increase student success.
- Provide faculty professional development focused on active learning techniques that promote student engagement.
- Revise and update student orientation to better prepare them for being successful in the program.
- Review, evaluate, and update the core curriculum.
- Increase student engagement in and outside of the classroom.
- Evaluate, revise and expand offerings of online courses,

Objective 2

- Provide faculty with the professional development needed to effectively use instructional technology.
- Provide ongoing professional development and training opportunities for faculty.
- Improve Faculty Onboarding during the first year of employment.
- Provide follow-up orientation nine months after hire to improve future onboarding.
- To improve communications on faculty- and college-related issues.

Objective 3

- Emphasis is placed on classroom and lab instruction as preparation for participation in the clinical rotation.
- Invest in technological advancements, such as state-of-the-art robotic navigation systems, that put patient care and safety first.
- Mannequin that will allow students to practice positioning, prepping, and draping. The mannequin has removable internal organs, and that has movable joints.
- Level I instrument sets needed are vaginal and abdominal OB/GYN setup, a basic genitourinary setup, a cystoscopic setup, and a basic laparoscopic setup.
- Instruments needed are plastic, orthopedic and ophthalmology surgeries

Objective 4

- Theory portion of the courses will be taught online to provide a flexible schedule.
- To offer online courses and prepare students for hands-on experiences.
- Technical skills will be taught in a face-to-face setting.
- To improve preparation for clinical and completion of the program.
- Receive a Certificate of Participation

2021-2022 Surgical Technology PLA

Objective 1

- Students are not employable if they completed a non-accredited program, military training, or OJT. – Non-CAAHEP-approved program.
- Student learning that has not had structure and was developed.
- Prior learning assessment also plays a vital role in developmental education.
- Surgical techs student graduated from a non-accredited surgical technology program.
- On-the-job training. – work experience.
- Military Training
- Increase enrollment

Objective 2

- PLA is for obtaining degrees and certifications in higher education.
- Credit for Prior Learning Experience.
- PLA can offer a way to earn college credit for prior knowledge and skills.

Objective 3

- Students can test out of courses by challenging skills and departmental and CLEP exams.
- Tuition costs will be cheaper completion will be shorter.
- Continuing professional education.

Objective 4

- Curriculum development that accepts PLA
- Prior Learning Assessment (PLA) evaluates an individual's learning outside the college classroom.
- Learning must meet standards set by the course syllabi for which credit would be granted.
- Credit is based on competencies demonstrated through successful completion of the assessment.
- Awarded surgical technology certificate and degree.

2022-2023 Surgical Technology Faculty Professional Development

Objective 1

- Introduce Professional Growth Plan
- Curriculum Mapping
- Lesson Planning
- Networking
- College-Based Professional Development Workshops.
- Facilitate participation in professional development seminars, workshops, and conferences.
- Encourage peer collaborations where colleagues can share their new knowledge and skills with peers.
- Teambuilding

Objective 2

- iPads can improve student learning and increase engagement.
- Improve classroom instruction techniques.
- Free surgical Apps that can be utilized.
- Complete on-site clinical evaluations.
- Practice surgery anytime.

Objective 3

- Provide the strategies, tools, and knowledge needed to adjust to the educational and social disruptions on your campus caused by a pandemic.
- Innovative Approaches to Content Delivery and Assessment of Student Learning
- Accomplishments achieved through this challenging transition
- How to stay connected to your students and foster collaboration?

Objective 4

- Embrace individual differences.
- Have clear expectations of the working relationship.
- Be an active listener and observer.
- Be transparent and honest, even when it's tough.

Collin College Advisory Committee
Surgical Technology
December 9, 2021

MINUTES

CHAIRPERSON: Sabrina Lundberg		
MEETING DATE: December 9, 2021	MEETING TIME: 6 pm	MEETING PLACE: ZOOM
RECORDER: Shari Rueles		PREVIOUS MEETING: 10/22/2020

Members Present (Yes/No)		Ex-Officio Members Present (Yes/No)		Invited Guests Present (Yes/No)	
Name/Title		Name/Title		Name/Title	
Sabrina Lundberg, Clinical Manager,THR	Y	Jeanne Glapion, Director	Y		
Lesia Stone, Manager, THR Presby	Y	Michelle Millen, Dean	N	Cassandra Owen, student	Y
		Dr. Mark Smith, VP	N		
Michaela Bashara, Surg Tech, Med.City McKinney	Y	Rhonda Green, Clinical Coord.	Y	Candice Sisk, Student	Y
		Pierra Boardingham, Faculty	Y		
		Carol Lavender, Faculty	Y		
		Kawana Bables, Community Member	Y		
		Karalynne Malone, Adjunct Faculty	Y		

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
	Minutes of the previous meeting were not approved, Fall 2020, not enough members.	Sabrina Lundberg
Continuing Business:		
New Business:		
Student Update	<ul style="list-style-type: none"> • Cassandra: Lack of communication student/faculty, clinical are pretty good. • Candice: Would like to be in more surgeries, she puts in a lot of work at home, great program-she is getting what she needs. 	Candice Sisk/Cassandra Owen
Graduate 2021 Update	<ul style="list-style-type: none"> • May class of 2021 has 24 students enrolled, and will graduate in May 2022. • ARC standards we have 100% in graduating, job placement and retention. We have a 98% Certification rate. 	Carol Lavender
NBSTSA Updates	<ul style="list-style-type: none"> • Changes: Must finish from an Accredited Program • Certification exam was 175 question, they dropped it to 150 questions. • And the minimum passing score is now 102. 	Jeanne Glapion
ARC/STSA Updates	<ul style="list-style-type: none"> • On Aug. 1, 2021 curriculum has to be accredited for May 2022 class, reaccredited in 2023 	Jeanne Glapion
Marketable Skills	<ul style="list-style-type: none"> • How to market yourself for the job. <ul style="list-style-type: none"> ○ Maintain a Sterile Field during Surgical procedure. ○ Count sponges, needles & instruments before & after procedure. ○ Perform surgical scrub & conning gown and glove. 	Jeanne Glapion

	<ul style="list-style-type: none"> ○ Assist surgical team with gowning and gloving. ○ Pass instruments and supplies to surgeon & surgeon's assistant. ○ Keeps accurate records of medications throughout procedure. ○ Possess qualities for a Team Player. ● Soft Skills <ul style="list-style-type: none"> ○ Strong interpersonal skills to successfully collaborate & work with peers ○ Critical thinking using logic & reasoning to approach problems. ○ Listening skills giving full attention to what surgical team members and others are saying ○ Possess great communication skills to work effectively with other members of the surgical team. ● Michaela stated that training on scrubbing, discussion of steps of surgery, what instruments are used for. ● Sabrina thanked her for the input, ● Not enough members to vote on these 	
5 Year Plan	<ul style="list-style-type: none"> ● 5 year plan was presented for discussion, the Objectives were briefly stated. Nothing voted on, not enough members. 	Jeanne Glapion
Clinical Update	<ul style="list-style-type: none"> ● Going well at Clinical sites <ul style="list-style-type: none"> ○ Discussion on ideas to inspire students at the point of acceptance ○ Tours of the sites & questionnaires ○ Meet some of staff, see real surgeries & more recruiting 	Rhonda Green
Program Update	<ul style="list-style-type: none"> ● Improve the application & acceptance documents ● Need ideas of testing for manual dexterity of applicants ● Monthly Information Sessions 	Jeanne Glapion
Other Remarks		
	<ul style="list-style-type: none"> ● The next meeting will be planned for Spring 2022 ● Everyone try to recruit for Advisory Committee members ● Sabrina thanked everyone for coming, meeting adjourned at 7:10 pm. 	Sabrina Lundberg

MINUTES			
Key Decision Points	Discussion	Motion to Approve	
Old Business:			
		Second:	Action:
Continuing Business:			
		Second:	Action:
New Business:			
		Second:	Action:
Curriculum Decisions:			
		Second:	Action:
Other:			

CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING:
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Surgical Technology Advisory Committee Fall 2019 Meeting Minutes

CHAIRPERSON: Sabrina Lundberg		
MEETING DATE: 11/12/19	MEETING TIME: 6:30 p.m.	MEETING PLACE: H220
RECORDER: Shari Rueles		PREVIOUS MEETING: November 13, 2018

MEMBERS PRESENT: Yes/No

OTHERS PRESENT: EO

Name and Title		Name and Title		Name and Title	
Y	Sabrina Lundberg, RN, Employer, PAC member	N	Edie Costlow, Presby Plano,	Y EO	Jeanne Glapion, Director of Surgical Technology
Y	India Sample, RN, BSW/Plano	N	Judy Oyer, Presby Plano	Y EO	Dr. Sharon Malone, Program Medical Director, Collin College
Y	David Flores, BSW/McKinney	N	Sue Elliott, PAC member	Y EO	Michelle Millen, Dean of Health Sciences & Emergency Services, Collin College
Y	Lesa Stone, Director of Perioperative Services, THP	N	Scheri Sims, Clinical Manager, Children's Plano	N EO	Dr. Mark Smith, VP Provost McKinney campus, Collin College
Y	Chasity Waddleton, THP Dallas Educator	N	Angela Rayford, RN, BSN, Medical City Frisco	Y EO	Rhonda Green, Clinical Coordinator, ST & CSP
Y	Ebony Love, ST Associate Faculty	N	Darla Cruz, Collin ST Associate Faculty	Y EO	Najmah Mohammad, FT ST faculty
Y	Sandi Pecault, ST Associate Faculty	N	Ramon Pensado, Practicing Tech, Methodist McKinney	Y EO	Shannon McCarthy, ST current student
Y	Linda Smith, CSP Associate Faculty	N	Shavon Wade, Clinical Educator, THR	Y EO	Shari Rueles, Admin. Assist. Health Science
Y	Shulene Williams, CSP, CST, Collin ST graduate, CST Coordinator, Methodist McKinney	N	Steve Boddie, Collin ST graduate	N EO	Clarence Wilson, Community member
		N	Janice McKnight, CSP Coordinator, BSW Plano		

Agenda Item	Discussion and Information	Motion/Action
Call to Order	The meeting called to order, welcome and introductions	Sabrina Lundberg
Old Business	Approval of last meeting minutes Nov. 13, 2018	Motion to Approve Minutes: Approved
New Business Student Update	Students have designed new t-shirts <ul style="list-style-type: none"> • Compete in the conference on May 28, 2020 • All students enjoying the program, being in surgeries. 	Shannon McCarthy
Graduate Update	May 2019- 17 graduates <ul style="list-style-type: none"> • 17 sat for the Certification Exam • 11 didn't pass • Higher than the Benchmark • 100% job placement NBSTSA exam changes <ul style="list-style-type: none"> • Passing score was 118, changed to 109 	Jeanne Glapion

	<ul style="list-style-type: none"> There was no communication from NBSTSA about the changes to the 250-question exam. <p>ARCSTSA:</p> <ul style="list-style-type: none"> There will be by 2021, all Surgical Technology programs must have students graduate with an Associate's degree Only a 1 yr. the extension allowed hospitals responsibility to require <ul style="list-style-type: none"> Question of how this will impact sites with people already there with no degree If not from an accredited program after 2009, will be grandfathered in; otherwise, in TX... <ul style="list-style-type: none"> Certificate from an accredited program Must have a degree 	
Program Updates	<p>Prior Learning Assessment Track</p> <ul style="list-style-type: none"> Want to implement by August 2020 Person with On Job Training, no degree <ul style="list-style-type: none"> Can have their years of experience evaluated for credit. 90% of courses online Clinical hours are the same Work with SIM They will be tested for Knowledge and Skills base. A certification exam is given. Time and Finances will be minimized Students must take 15 hours at Collin, which is more flexible for students 	Jeanne Glapion
Marketable Skills	<ul style="list-style-type: none"> Add: In an Interview situation, know about keeping records Add Bedside Care and Cleaning of... Add in #1: Maintaining a sterile field during AND AFTER surgery Add: Adhere to established safety practices/guidelines to protect the patient and the team Combine #3 & #4 together. Add to #5: Prepare and Pass ... <p>Soft Skills</p> <ul style="list-style-type: none"> Add to #1: Strong interpersonal AND COMMUNICATION skills Change #4 to: Possess Organizational and Efficiency skills 	<p>Motion to approve Marketable Skills</p> <p>No motion</p>
5 year Plan	<p>Introducing an Anesthesia Tech program</p> <ul style="list-style-type: none"> No program in Texas Offer it the same as Surgical Technologist with prior experience. Need a coordinator Program to be 60 credits Board thoughts <ul style="list-style-type: none"> Good idea Go through ARC Need to create a budget, equipment list <p>CIP</p> <ul style="list-style-type: none"> We have a problem with Preceptors not giving a true evaluation; how to fix 	Jeanne Glapion

	<ul style="list-style-type: none"> • Start 2020 with Preceptor training, giving fewer 5's. • How are we collecting documents? <ul style="list-style-type: none"> ○ Instructor picking up data weekly ○ Can we try to do it electronically? ○ Evaluations are discussed at hospital morning huddle, talk with hospital staff ○ Need Preceptor training ○ 	
Clinical Update	Feedback on student performance <ul style="list-style-type: none"> • Students doing well Simulation <ul style="list-style-type: none"> • Suggest using SIM lab with students 	Rhonda Green Najmah Muhammad
Remarks	Michelle thanked everyone for coming. Dr. Malone thanked everyone and liked the connection of involving SIM in the program. Jeanne thanked everyone, and contact her with any questions or feedback.	Michelle Millen Dr. Malone
Meeting Adjourned	Sabrina Adjourned the meeting at 8pm	Sabrina Lundberg
Chairperson Signature		

**Collin County Community College District
Program Review 2022-2023**

Grade Distribution in Courses by Year
Academic Years 2017-2018 through 2021-2022

BIOL-2401		Anatomy and Physiology I																
Year	Enrollment	Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
		A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	1656	354	465	340	147	0	186	164	21%	28%	21%	9%	0%	11%	10%	90%	79%	2.79
2019	1690	389	411	343	164	0	190	193	23%	24%	20%	10%	0%	11%	11%	89%	77%	2.78
2020	1884	451	530	383	122	0	169	229	24%	28%	20%	6%	0%	9%	12%	88%	79%	2.88
2021	2014	393	530	341	168	1	317	264	20%	26%	17%	8%	0%	16%	13%	87%	71%	2.80
2022	1957	383	420	360	173	0	329	292	20%	21%	18%	9%	0%	17%	15%	85%	68%	2.76
Averages.....									21%	26%	19%	8%	0%	13%	12%	88%	75%	

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

**Success Rate is calculated by adding A, B, C, and P grades and dividing the total by total enrollment.*

***Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.*

Sums of distributions may not equal 100 percent due to rounding.

BIOL-2402		Anatomy and Physiology II																
		Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
Year	Enrollment	A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	1131	273	336	209	89	0	110	114	24%	30%	18%	8%	0%	10%	10%	90%	80%	2.87
2019	1230	322	350	242	104	0	90	122	26%	28%	20%	8%	0%	7%	10%	90%	83%	2.87
2020	1232	431	409	191	58	0	50	93	35%	33%	16%	5%	0%	4%	8%	92%	88%	3.11
2021	1321	399	361	216	81	1	120	143	30%	27%	16%	6%	0%	9%	11%	89%	80%	3.02
2022	1178	310	327	194	106	0	115	126	26%	28%	16%	9%	0%	10%	11%	89%	80%	2.90

Averages..... 28% 29% 17% 7% 0% 8% 10% 90% 82%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

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**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

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BIOL-2420		Microbiology for Non-Science Majors																
		Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
Year	Enrollment	A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	610	262	207	81	14	0	17	29	43%	34%	13%	2%	0%	3%	5%	95%	92%	3.27
2019	715	291	239	89	27	0	20	49	41%	33%	12%	4%	0%	3%	7%	93%	90%	3.23
2020	752	328	253	81	18	0	16	56	44%	34%	11%	2%	0%	2%	7%	93%	90%	3.31
2021	795	207	229	157	37	0	61	104	26%	29%	20%	5%	0%	8%	13%	87%	79%	2.96
2022	694	186	208	142	42	0	36	80	27%	30%	20%	6%	0%	5%	12%	88%	83%	2.93

Averages..... 36% 32% 15% 4% 0% 4% 9% 91% 87%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

*Success Rate is calculated by adding A, B, C, and P grades and dividing the total by total enrollment.

**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

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HPRS-1204		Basic Health Profession Skills																
		Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
Year	Enrollment	A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	217	97	80	24	6	0	6	4	45%	37%	11%	3%	0%	3%	2%	98%	95%	3.29
2019	156	70	51	12	6	0	5	12	45%	33%	8%	4%	0%	3%	8%	92%	89%	3.33
2020	147	66	41	9	10	0	9	12	45%	28%	6%	7%	0%	6%	8%	92%	86%	3.29
2021	107	64	30	4	2	0	3	4	60%	28%	4%	2%	0%	3%	4%	96%	93%	3.56
2022	158	69	49	6	7	0	12	15	44%	31%	4%	4%	0%	8%	9%	91%	83%	3.37

Averages..... 48% 31% 6% 4% 0% 4% 6% 94% 89%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

*Success Rate is calculated by adding A, B, C, and P grades and dividing the total by total enrollment.

**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

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SRGT-1409		Fundamentals of Peri-operative Concepts and Techniques																
Year	Enrollment	Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
		A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	25	22	2	1	0	0	0	0	88%	8%	4%	0%	0%	0%	0%	100%	100%	3.84
2019	22	20	2	0	0	0	0	0	91%	9%	0%	0%	0%	0%	0%	100%	100%	3.91
2020	25	24	0	0	1	0	0	0	96%	0%	0%	4%	0%	0%	0%	100%	100%	3.88
2021	24	4	19	1	0	0	0	0	17%	79%	4%	0%	0%	0%	0%	100%	100%	3.13
2022	24	22	2	0	0	0	0	0	92%	8%	0%	0%	0%	0%	0%	100%	100%	3.92

Averages..... 77% 21% 2% 1% 0% 0% 0% 100% 100%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

*Success Rate is calculated by adding A, B, C, and P grades and dividing the total by total enrollment.

**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

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SRGT-1271		Basic Skills of Surgical Technology																
		Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
Year	Enrollment	A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	25	20	5	0	0	0	0	0	80%	20%	0%	0%	0%	0%	0%	100%	100%	3.80
2019	22	21	1	0	0	0	0	0	95%	5%	0%	0%	0%	0%	0%	100%	100%	3.95
2020	25	25	0	0	0	0	0	0	100%	0%	0%	0%	0%	0%	0%	100%	100%	4.00
2021	24	22	1	0	1	0	0	0	92%	4%	0%	4%	0%	0%	0%	100%	100%	3.83
2022	24	12	12	0	0	0	0	0	50%	50%	0%	0%	0%	0%	0%	100%	100%	3.50

Averages..... 83% 16% 0% 1% 0% 0% 0% 100% 100%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

*Success Rate is calculated by adding A, B, C, and P grades and dividing the total by total enrollment.

**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

Sums of distributions may not equal 100 percent due to rounding.

Fall

HPRS-2300		Pharmacology for Health Professions																	
Year	Enrollment	Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**	
		A	B	C	D	P	F	W	A	B	C	D	P	F	W				
2018	18	10	7	0	0	0	0	1	56%	39%	0%	0%	0%	0%	0%	6%	94%	94%	3.59
2019	25	17	6	1	0	0	0	1	68%	24%	4%	0%	0%	0%	4%	96%	96%	3.67	
2020	18	11	2	1	0	0	0	4	61%	11%	6%	0%	0%	0%	22%	78%	78%	3.71	
2021	24	19	4	0	0	0	0	1	79%	17%	0%	0%	0%	0%	4%	96%	96%	3.83	
2022	21	12	4	0	0	0	0	5	57%	19%	0%	0%	0%	0%	24%	76%	76%	3.75	

Averages..... 64% 22% 2% 0% 0% 0% 12% 88% 88%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

*Success Rate is calculated by adding A, B, C, and P grades and dividing the total by total enrollment.

**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

Sums of distributions may not equal 100 percent due to rounding.

fall

HITT-1305		Medical Terminology I																
		Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
Year	Enrollment	A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	692	315	178	55	2	0	93	49	46%	26%	8%	0%	0%	13%	7%	93%	79%	3.47
2019	772	404	168	60	0	0	96	44	52%	22%	8%	0%	0%	12%	6%	94%	82%	3.54
2020	1078	583	246	74	0	0	107	68	54%	23%	7%	0%	0%	10%	6%	94%	84%	3.56
2021	1075	532	256	73	3	1	159	51	49%	24%	7%	0%	0%	15%	5%	95%	80%	3.52
2022	1118	440	303	107	0	0	200	68	39%	27%	10%	0%	0%	18%	6%	94%	76%	3.39

Averages..... 48% 24% 8% 0% 0% 14% 6% 94% 80%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

*Success Rate is calculated by adding A, B, C, and P grades and dividing the total by total enrollment.

**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

Sums of distributions may not equal 100 percent due to rounding.

Fall

SRGT-1461		Clinical – Surgical Technology I																
		Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
Year	Enrollment	A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	22	2	17	2	0	0	0	1	9%	77%	9%	0%	0%	0%	5%	95%	95%	3.00
2019	26	18	4	0	1	0	0	3	69%	15%	0%	4%	0%	0%	12%	88%	88%	3.70
2020	21	12	3	0	2	0	0	4	57%	14%	0%	10%	0%	0%	19%	81%	81%	3.47
2021	24	20	3	0	0	0	0	1	83%	13%	0%	0%	0%	0%	4%	96%	96%	3.87
2022	22	12	5	0	0	0	0	5	55%	23%	0%	0%	0%	0%	23%	77%	77%	3.71

Averages..... 55% 28% 2% 3% 0% 0% 12% 88% 88%

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**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

Sums of distributions may not equal 100 percent due to rounding.

SRGT-1442		Surgical Procedures I																
		Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
Year	Enrollment	A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	21	14	7	0	0	0	0	0	67%	33%	0%	0%	0%	0%	0%	100%	100%	3.67
2019	22	18	3	0	0	0	0	1	82%	14%	0%	0%	0%	0%	5%	95%	95%	3.86
2020	15	12	3	0	0	0	0	0	80%	20%	0%	0%	0%	0%	0%	100%	100%	3.80
2021	23	23	0	0	0	0	0	0	100%	0%	0%	0%	0%	0%	0%	100%	100%	4.00
2022	16	8	5	3	0	0	0	0	50%	31%	19%	0%	0%	0%	0%	100%	100%	3.31

Averages..... 76% 20% 4% 0% 0% 0% 1% 99% 99%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

*Success Rate is calculated by adding A, B, C, and P grades and dividing the total by total enrollment.

**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

Sums of distributions may not equal 100 percent due to rounding.

SRGT-2561		Clinical – Surgical Technology II																
		Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
Year	Enrollment	A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	20	10	10	0	0	0	0	0	50%	50%	0%	0%	0%	0%	0%	100%	100%	3.50
2019	23	21	1	0	0	0	0	1	91%	4%	0%	0%	0%	0%	4%	96%	96%	3.95
2020	15	14	1	0	0	0	0	0	93%	7%	0%	0%	0%	0%	0%	100%	100%	3.93
2021	23	22	1	0	0	0	0	0	96%	4%	0%	0%	0%	0%	0%	100%	100%	3.96
2022	16	13	1	2	0	0	0	0	81%	6%	13%	0%	0%	0%	0%	100%	100%	3.69

Averages..... 82% 14% 3% 0% 0% 0% 1% 99% 99%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

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**Course GPA is calculated by multiplying the counts of A, B, C, and D by 4, 3, 2, and 1, respectively. The results are summed and divided by the aggregated count of A, B, C, D, and F.

Sums of distributions may not equal 100 percent due to rounding.

Spring

SRGT-2130		Professional Readiness																
Year	Enrollment	Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
		A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	21	9	12	0	0	0	0	0	43%	57%	0%	0%	0%	0%	0%	100%	100%	3.43
2019	22	8	12	1	0	0	0	1	36%	55%	5%	0%	0%	0%	5%	95%	95%	3.33
2020	15	9	5	1	0	0	0	0	60%	33%	7%	0%	0%	0%	0%	100%	100%	3.53
2021	23	18	5	0	0	0	0	0	78%	22%	0%	0%	0%	0%	0%	100%	100%	3.78
2022	16	5	9	2	0	0	0	0	31%	56%	13%	0%	0%	0%	0%	100%	100%	3.19

Averages..... 50% 45% 5% 0% 0% 0% 1% 99% 99%

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Sums of distributions may not equal 100 percent due to rounding.

SRGT-1171		Transition to Practice for the Surgical Technologist																
Year	Enrollment	Grade Assigned							Grade Distribution							Completion Rate	Success Rate *	Course GPA**
		A	B	C	D	P	F	W	A	B	C	D	P	F	W			
2018	21	4	17	0	0	0	0	0	19%	81%	0%	0%	0%	0%	0%	100%	100%	3.19
2019	22	19	2	0	0	0	0	1	86%	9%	0%	0%	0%	0%	5%	95%	95%	3.90
2020	15	13	2	0	0	0	0	0	87%	13%	0%	0%	0%	0%	0%	100%	100%	3.87
2021	23	15	8	0	0	0	0	0	65%	35%	0%	0%	0%	0%	0%	100%	100%	3.65
2022	16	9	6	1	0	0	0	0	56%	38%	6%	0%	0%	0%	0%	100%	100%	3.50

Averages..... 63% 35% 1% 0% 0% 0% 1% 99% 99%

Note: The program's course list is based on the 2022-2023 academic catalog. The data source is Collin College's ZogoTech Data System on 12/01/2021.

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Sums of distributions may not equal 100 percent due to rounding.

Information Session Attendees 2021 - 2022

Session Date:	Name of Attendee
1. 10/4/2021	Brittany Kelly
2. 10/4/2021	Shannon Jacobs
3. 10/4/2021	Evelyn Martinez
4. 10/4/2021	Christina Benkowitz
5. 10/4/2021	Destine Edwards
6. 10/4/2021	Jason Kelly
7. 10/4/2021	Brandy Lewis
8. 11/2/2021	Brittney Haptonstall
9. 11/2/2021	Sabrina Syed
10.11/2/2021	Celeste Evans
11.11/16/2021	Rasa Vosoughi
12.11/16/2021	Rosa Bejarano
13.11/16/2021	Pricila Alonzo
14.11/16/2021	Erin Timberlake
15.11/16/2021	Mercy Ogola
16.11/16/2021	Alyssa Savastano
17.11/16/2021	Naomi Washington
18.11/16/2021	Jazzlon Evans
19.11/16/2021	Cassandra Loman
20.11/16/2021	Isabell Rainville
21.11/16/2021	Marissa Moretti
22.11/16/2021	Lina Develay
23.11/16/2021	Vivian Segura
24.12/8/2021	Pricila Alonzo
25.12/8/2021	Brittney Blythe
26.12/8/2021	Rasa Vosoughi
27.12/8/2021	Funmilayo "Funmi" Aluko
28.12/8/2021	Victoria Porter
29.12/8/2021	Tiffany Stevenson
30.12/8/2021	Yeoji Jeon
31.12/8/2021	Vanessa de Loera
32.12/8/2021	Maria Lopez
33.12/8/2021	Evelyn Cruz
34.12/8/2021	Cecilia Sotelo

35.1/19/2022	Marcus Murray
36.1/19/2022	Haza Ibrahim
37.1/19/2022	Katina Wright
38.1/19/2022	Kyley Oxner
39.1/19/2022	Madison York
40.1/19/2022	Verunique Drake
41.1/19/2022	Dlana Ginier
42.1/19/2022	Ashley Almager
43.1/19/2022	Peter Rasmussen
44.1/19/2022	Natalie Parker
45.1/19/2022	Zakaria Ibrahim
46.1/19/2022	Yadvi Manohar
47.1/19/2022	Cecilia Sotelo
48.1/19/2022	Florencia Rosso
49.1/19/2022	Taisha Giddens
50.1/19/2022	Cecilia Sanchez
51.2/16/2022	Simone Shaw
52.2/16/2022	Lena Renay Goodman
53.2/16/2022	Christopher Carter
54.2/16/2022	Pricila Alonzo
55.2/16/2022	Keimi Guijosa
56.2/16/2022	Leslie Sullivan
57.2/16/2022	Mena Teshome
58.2/16/2022	Katrina Wright
59.2/16/2022	Evelyn Martinez
60.2/16/2022	Rasa Vosoughi Jafarian Marandi
61.2/16/2022	Phoebe Tran
62.2/16/2022	Remy Harris
63.2/16/2022	Vanesa Mendoza
64.2/16/2022	Tamara Chery
65.2/16/2022	David Ahle
66.2/16/2022	Ngan (Nancy) Tran
67.2/16/2022	Brittney Haptonstall
68.2/16/2022	April Fiske
69.2/16/2022	Patrick Jackson
70.2/16/2022	Chris Medina
71.2/16/2022	Taisha Giddens

	Daisy Quirino
72.3/2/2022	Pricila Alonzo
73.3/2/2022	Vanessa De Loera
74.3/2/2022	Ashlyn Blackstock
75.3/2/2022	Susan Waithaka
76.3/2/2022	Youngsoon Sim
77.3/2/2022	Sharlyn Bayonne
78.3/2/2022	Tabitha Barsolai
79.3/15/2022	Emily Roman
80.3/15/2022	Maimuna Badjie
81.3/15/2022	Destine Edwards
82.3/15/2022	Vivian Segura
83.3/15/2022	Nini Nguyen
84.3/15/2022	Brittney Blythe
85.3/15/2022	Chanakarn Khaochan
86.3/15/2022	Diana Ginier
87.3/15/2022	Cecilia
88.3/23/2022	Melissa Comstock
89.3/23/2022	April Resendiz
90.3/23/2022	Brittney Blythe
91.3/23/2022	Yvette Redwine
92.3/23/2022	Priscilla Nwokeji
93.3/23/2022	Diana Ginier
94.6/29/22	Florencia Rosso
95.6/29/22	Audrey Mesina
96.6/29/22	Tyler Henson
97.6/29/22	Kwame
98.6/29/22	Augustina Daniels
99.6/29/22	Janae Bell
100. 7/13/22	Melika Akhgari
101. 7/13/22	Jyothi Sukesh
102. 7/13/22	Miracle Valenzuela
103. 7/13/22	Firdausi Enyinna-Okezie
104. 7/13/22	Ashley Sampson
105. 7/13/22	Rachel Cooper
106. 7/13/22	Keandra Julien
107. 7/13/22	Shaundrasha Mcentyre

108.	7/13/22	Rachel Cooper
109.	7/13/22	Vanessa Chavez
110.	7/13/22	Jyothi
111.	7/13/22	Adrienne Tillman
112.	7/27/22	Adrian Stevens
113.	7/27/22	Karson Johnson
114.	7/27/22	Lauryn Chatigny
115.	7/27/22	Beyona Dcurz
116.	7/27/22	Lena Renay Goodman
117.	7/27/22	Batol Abbas
118.	7/27/22	Johanna Alfaro
119.	7/27/22	Isaiah Garrick
120.	7/27/22	Jasmine Johnson
121.	7/27/22	Deborah King
122.	7/27/22	Soraya Reamon
123.	7/27/22	Lily Marie Quintana
124.	7/27/22	Cristian Bermudez Loza
125.	7/27/22	Justin Pigeon
126.	7/27/22	Paola Cortes Shavers
127.	7/27/22	Sabrina Martinez
128.	7/27/22	Diana Okoh
129.	7/27/22	Diego Rocha
130.	7/27/22	Reeamben Shingala
131.	7/27/22	Jyothi Sukesh
132.	7/27/22	Tyler Henson
133.	7/27/22	Tonatihu Amador
134.	7/27/22	Victoria Beard
135.	7/27/22	Hiram
136.	7/27/22	Augustina Daniels
137.	7/27/22	Rasa Vosoughi
138.	7/27/22	Nicole Rio
139.	7/27/22	Mirabel Joseph
140.	7/27/22	Tigist Tamene
141.	7/27/22	Reyes
142.	8/26/2022	Cassandra Loman
143.	8/26/2022	Florencia Rosso
144.	8/26/2022	Niquel Duke

145.	8/26/2022	Kendra Julien
146.	9/21/2022	Rebecca Ann Cheatham
147.	9/21/2022	Alondra Trujillo
148.	10/13/2022	Sharon Barnes
149.	10/13/2022	Florencia Rosso
150.	10/13/2022	Vitor Fertonani Passianoto
151.	10/13/2022	Keagon Johnson
152.	10/13/2022	Aveion McKinnon
153.	10/13/2022	Kwabena Appiah
154.	10/13/2022	Parichart Nurnchay
155.	10/13/2022	Kathy Tucker
156.	10/13/2022	Aviance Victor
157.	10/13/2022	Teranika Martin
158.	10/13/2022	Vanessa Alvarez
159.	10/13/2022	Roderick Head
160.	10/13/2022	Crystal Chang
161.	10/31/2022	Emma Kruse
162.	11/15/2022	Kyley Oxner
163.	11/15/2022	Sara Ansari
164.	11/15/2022	Alyssa Stewart
165.	11/15/2022	Dontae Johnson
166.	11/15/2022	Isabell Ephgrave
167.	11/15/2022	Marcos Malpica
168.	11/15/2022	Kisha Walker
169.	11/15/2022	Skyler Clemons
170.	11/15/2022	Aly Deal
171.	11/15/2022	Rob

172.	11/15/2022	Mela Mesch
173.	11/15/2022	Isabell Ephgrave
174.	11/15/2022	Lina Develay
175.	11/15/2022	Kim B
176.	11/30/2022	Alyssa Stewart
177.	11/30/2022	Hunter Ngyuen
178.	11/30/2022	Felicia Monroe
179.	11/30/2022	Danea Bryant
180.	11/30/2022	Lisa Smith
181.	12/7/2022	Deondra Williams
182.	12/7/2022	Victoria Morris
183.	12/7/2022	Citalli Ortega
184.	12/7/2022	Alyssa Hines
185.	12/7/2022	Dinisha Duty
186.	12/7/2022	Taylor Franklin
187.	12/7/2022	Jyothi Sukesh
188.	12/7/2022	Ashlyn Blackstock
1/4/2023		Shannon Jacobs

Professional Development Reporting Form

Name: Jeanne M. Glapion, CST,

Date: January 13, 2023

Title: Director of Central Sterile Processing/ Surgical Technology CWID 110783950

The Surgical Tech department requires 15 professional development hours every Academic Year (fall and spring). Please fill out and submit the below form, along with any certificates earned.

Date of Attendance	Activity / Course	Provider & Location	Category (see list below)	PD Hours Earned
	<i>SAMPLE</i>	<i>Collin College- McKinney, TX</i>	<i>A</i>	<i>2</i>
May 6, 2022	Annual Report Webinar	Virtual	A	
May 5, 2022	International Association of Healthcare Central Service Material Management (IAHCSMM) 2020 Virtual Educational Conference	Phoenix, Arizona	D	22
May 1, 2022	Texas State Assembly	Ft. Worth, Texas	A	15
04/22/2022	Association of Surgical Technology Conference	New Orleans, La.	D	15
	AST Conference			
07/23/2021	Association of Surgical Technology Conference	Las Vegas, NV	D	15
5/1/2019	International Association of Healthcare Central Service Material Management (IAHCSMM) 2020 Virtual Educational Conference	Las Vegas, NV	D	16
June 10, 2019	AST 50 th Annual Conference	Washington, DC	D	14
May 8, 2019	Association of Surgical Technology Educator Workshop (Speaker)	Nashville, Tennessee	D	16
June 7, 2018	AST 49 th Annual Conference	Orlando, Florida	D	17
04/29/2018	International Association of Healthcare Central Service Material Management (IAHCSMM) 2020 Virtual Educational Conference	Phoenix, Arizona	D	22
			Total Hours	174 Hours

Total Hours 117.5

Hours earned may be in the following categories. The program director must pre-approved hours outside the below categories to qualify.

- (A) Workshop or training on a component of Classroom Teaching (REQUIRED per semester)
- (B) AST Distance CE (journal tests or CE packages)
- (C) College- Wide, Hospital In Services
- (D) Live lectures at AST state assemblies, national conferences, Educator's conferences, etc.
- (E) College Courses
- (F) Healthcare Manufacturer's Live Events. (see AST website for further information)
- (G) Director Pre-Approved

