Surgical Technologist Handbook
Associate in Applied Science Degree Program

Rockford, IL
Association of Surgical Technologists

The Code of Ethics of the Association of Surgical Technologists (AST) sets forth the principles and standards by which surgical technologists practice their profession.

AST CODE OF ETHICS

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

Welcome to the Rasmussen College – College for Associate of Applied Science in Surgical Technology program. This student handbook contains valuable information that will assist you in understanding the program requirements. We have included information that will help you transition into the role of the student technologist.

Please keep this handbook and refer to it as needed during your participation in the program. Any updates to the handbook will be provided to you, and should be kept with this handbook.

The Associate of Applied Science in Surgical Technology program abides by all information and policies provided in the College’s Academic Catalog. The student handbook is intended to supplement the College’s Academic catalog and provides additional information specific to the program.

The Surgical Technology faculty wishes you every success in the program and wants you to feel free to ask for assistance whenever needed. Your professional development will depend largely upon the efforts and sincerity given to your educational studies.

Remember, you cannot ask out of life more than you are willing to give; therefore, it is to your advantage to give your education all that you have to give. Remember, learning is not a spectator sport!

Students are advised to consult the College’s Academic Catalog and Dean of Academic Affairs, or Surgical Technology Program Coordinator with any questions.

Best wishes on your journey and happy scrubbing!!

Kendall Woods MPA, CST
Program Coordinator – Surgical Technology
The Surgical Technologist Student Handbook

The purpose of the Surgical Technologist Student Handbook is as follows:

1. Provide important programmatic information.
2. Supplement the College Catalog.
3. Inform all students of policies and procedures in the Surgical Technologist Program at Rasmussen College.
4. Each student must be sure to keep this handbook throughout his or her time at Rasmussen College as a reference and a guide. You are responsible for knowing, understanding, and adhering to the policies and information contained in this handbook.

Disclaimer: Rasmussen College reserves the right to make changes to the handbook at any time. The Surgical Technology students will be notified of any changes, and will be required to sign off that he/she is aware and understands the expectations of the students while in the Surgical Technologist Program.
The Surgical Technologist Program Goals, Purpose and Mission

Program Mission Statement
Rasmussen College’s Surgical Technology Program prepares students to be active, productive surgical technologists who practice, follow, and value surgical conscience, safety, patient advocacy, high standards, aseptic technique, effective communication skills, and the Association of Surgical Technologists code of ethics. Graduates are prepared to be members of high functioning teams, possess a high level of professionalism, and use their critical thinking skills to adapt to change.

Philosophy of the Program
We believe that communication, information literacy, critical thinking, interpersonal, and technical skills are central tenets of a quality educational experience. These experiences come through a variety of educational experiences that are founded on a solid general and program core education. Graduates will utilize their team working skills, ethical decisions and actions, and problem-solving skills to be competent surgical technologists and positive contributors to their communities.

Surgical technologists know basic concepts of anatomy and physiology, pathology, microbiology, and pharmacology. They understand OR design, surgical equipment and instrumentation, safety standards, and asepsis and sterile techniques. Surgical technologists work under the supervision of a surgeon or operating room (“OR”) nurse, and they can prepare, clean, and restock operating rooms, use and maintain surgical equipment, perform scrub and circulator duties in a number of surgical specialties, and contribute to pre- and post-operative patient care. They value critical thinking, communication, and patient safety and care.

The surgical technologist curriculum has been designed in accordance with the core curriculum that has been established by a surgical technology professional organization.

Program Goals and Outcome-Learning Domains
Upon completion of the Surgical Technologist Program the Graduate will be able:

1. Correlate the knowledge of anatomy, physiology, pathophysiology, microbiology and surgical procedures to their role as a Surgical Technologist.
2. Acquire the appropriate critical thinking, communication, problem solving and information literacy skills needed in their field to deliver quality care to their patient and the surgical team.
3. Model professional behavior by applying the ethical and legal principles of surgical technology practice in the culturally diverse environment of the operating room.
4. Perform proficiently and competently as an entry-level surgical technologist in the cognitive, psychomotor and affective learning domains.
5. Demonstrate safe practices and aseptic techniques in regards to perioperative routines, patient transportation, positioning and emergency procedures.
6. Value the professional attributes of the Surgical Technologist.
Program Goal Statement
The goal of the Surgical Technologist Associate of Applied Science Degree is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as surgical technologists and become contributing members of the health care team. This will be accomplished by preparing competent entry-level surgical technologists with the necessary skills within the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Surgical Technologist Program Outcomes
Program Effectiveness Measures

<table>
<thead>
<tr>
<th>Measure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBSTSA Comprehensive (Secure) CST Practice Exam</td>
<td>Since Rasmussen College-Rockford Surgical Technology program is seeking CAAHEP Initial Accreditation the NBSTSA Comprehensive (Secure) CST Practice Exam will be administered to students in all completion cohorts with a 100% participation rate until the award of CAAHEP Initial Accreditation. The ARC/STSA threshold for the NBSTSA Comprehensive (Secure) CST Practice Exam is 100% participation only.</td>
</tr>
<tr>
<td>Job Placement Rate</td>
<td>Job placement rate is defined as the number of graduates 1) placed in the field of surgical technology or a related field* or on active military duty, 2) continued education, or 3) placed in field of surgical technology or a related field and continued education. Students will only be listed once, using one of these categories. The sum of the three categories will be reported as the total number of graduates placed. Graduate placement percentages are determined by dividing the number of placed graduates by the total number of graduates and multiplying that number by 100.</td>
</tr>
<tr>
<td>Program Retention Rate</td>
<td>60% of students will complete the program at the start of surgical technologist core courses. The official calculation begins after Lockdown (Tuesday of Week 2) during the quarter of the STS1005 Surgical Technology Fundamentals course.</td>
</tr>
<tr>
<td>Graduate Satisfaction</td>
<td>Graduates express 70% satisfaction with their educational experience measured through a survey of a minimum of 50% survey submissions.**</td>
</tr>
<tr>
<td>Employer Satisfaction</td>
<td>Employers indicate 70% satisfaction with Rasmussen College graduates performance measured through a survey of a minimum of 50% survey submissions.**</td>
</tr>
</tbody>
</table>

*Placement in a related field requires use of knowledge and skills acquired via the curriculum offered in the surgical technology program, e.g.--Central Sterile Supply Technician.

**Benchmark updated for all graduates after 8-1-2016.

Essential Functions
Essential functions are those processes, procedures, or behaviors that surgical technologist must perform in the ordinary course of their duties. Essential job functions are non-academic qualities that employees must possess in order to be successful in the field. Students in the Rasmussen College
Surgical Technologist program must carry out several essential functions in order to safeguard patients, fellow students, instructors, and the general public. These essential functions are also necessary in order for students to successfully complete the Rasmussen College Surgical Technologist program. They include, but may not be limited to:

SENSORY SKILLS
- The student must be able to identify sizes, shapes and discriminate colors or shades.
- The student must be able to demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses.
- The student must demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
- The student must be able to hear and understand muffled communication without visualization of the communicator’s mouth/lips and within 20 feet. As well as hear activation or warning signals on equipment.
- The student must be able to detect odors sufficient to maintain environmental safety and patient needs.

MOVEMENT/PHYSICAL ATTRIBUTES
- The student must have the ability to freely maneuver around the assigned surgical work areas and patient care settings without assistive devices.
- The student must be able to engage in and sustain physical activity that may require sitting, standing or walking for extended periods of time.
- The student must be able to lift a minimum of 50+ pounds.
- The student should be able to refrain from nourishment or restroom breaks for periods up to 6 hours.
- The student must be able to assist with and/or lift, move, position, and manipulate, with or without assistive devices, the patient who is unconscious.
- The student must be free of reportable communicable diseases and chemical abuse.

MOTOR SKILLS
- The student must demonstrate dexterity and range of motion conducive to assisting patients and manipulating instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination without threatening harm or violating safety protocols.

COMMUNICATION
- The student must be able to communicate fluently in English by written and oral and/or alternate means. This includes the ability to successfully receive and transmit information. The student must also be able to read and follow instructions, and ask for clarification, if necessary.

EMOTIONAL STABILITY/MEMORY
- The student must be able to accurately perform surgical duties in a stressful environment, demonstrating the use of positive coping skills with calm and effective responses. This includes, but is not limited to, identifying and responding to emergency and non-routine situations.
• The student must possess long and short term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intra operatively.

INTERPERSONAL/CHARACTER
• The student must be able to engage in actions that support team workmanship and respond to corrections and criticism without being quarrelsome or defensive.
• The student must demonstrate acceptance of differences in race and culture and possess the ability to relate to people and demonstrate a commitment to the patient and surgical team.
• The student must be able to make appropriate judgments and decisions and recognize and accept responsibility for their own mistakes and behavior, without making excuses or blaming others.
• The student must have the ability to prioritize and perform surgical work in a neat and orderly manner.
• Students must be able to develop effective and professional relationships with their peers, faculty, supervisors and subordinates and as well as the medical staff and other allied health services.
• The student must be able to demonstrate ethical, moral and professional attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

If you have a disability and think that you may require a reasonable accommodation to meet these Essential Functions, please contact the Campus Accommodations Coordinator (CAC) on your campus as soon as possible, to begin the process for requesting a reasonable accommodation.

Admissions Requirements

Immunizations, CPR, Physicals, Drug Screens, and Health Insurance
The ST program requires immunizations be initiated by the start of Fundamentals of Surgical Technology. This is due to contact with student lab equipment and patient contact while in the classroom as well as on externship. All Florida students will need titers for MMR, Hepatitis B, and Varicella immunizations, other clinical sites in IL, WI, MN or ND may also require titers for immunity.

Rasmussen College assists students by paying for the Hepatitis B series and 2-step Mantoux only. Any additional laboratory testing and/or immunization costs will be the responsibility of the student. The student must supply documentation of immunization and/or immunity (titer results) into the Castle Branch Immunization Tracker on the following:

1. Hepatitis B Series (series of 3)
2. TdaP
3. MMR (series of 2)
4. Varicella (series of 2)
5. **2-Step Mantoux/Quantiferon Gold/Negative chest x-ray in the case of a history of a positive Mantoux**

Surgical Technology students need to be prepared to complete CPR, flu vaccination, a health physical, a drug screen panel and proof of health insurance as required by their clinical site quarter five prior to going out to clinical practicum. If for any reason a student has not been able to complete these additional requirements as directed by their clinical practicum site, the student will risk not completing programmatic clinical externship and graduation from the Surgical Technology program.

Students must complete the following immunizations and/or immunity (titer results) to successfully complete the course. Failure to do so will not allow the student to progress to the next quarter of the Surgical Technologist program. If a student is unable to receive immunizations due to medical reasons or religious beliefs, proper acceptable documentation must be provided to the college. Inability to obtain immunizations required by clinical sites may hinder clinical placement.

**Q1/Q2 STS1005C Fundamentals of Surgical Technology:** documentation uploaded to Castle Branch

- Hepatitis (series of 3, the series must be started and the first two vaccination completed) Florida students will need to prove immunity with titers. Other clinical sites may require titers as well.
- TdaP
- MMR (series of 2, FL students will need a titer, other clinical sites in MN, IL, WI and ND)
- Varicella (series of 2, FL students will need a titer, other clinical sites in MN, IL, WI and ND)

**Students will not progress in the Surgical Technologist program if the above listed immunizations are not documented as complete in Castle Branch by week 10 of STS1005C Fundamentals of Surgical Technology.**

**Q5 STS2180C Surgical Procedures III:** documentation uploaded to Castle Branch

- Hepatitis (series of 3, the third vaccination must be completed)
- 2-Step Mantoux (initiated by week 6, completed by week 9)
- Influenza-current vaccination (seasonal, as directed by clinical site)
- CPR
- Health physical (as directed by clinical site)
- Drug Screen (as directed by clinical site)
- Proof of Health Insurance (as directed by clinical site)

**Students will not progress in the Surgical Technologist program if the above listed immunizations are not documented as complete in Castle Branch by week 8 of STS2180C Surgical Procedures III.**

*****Immunizations, CPR and drug screens must be current at all times while at clinical sites. Noncompliance will risk removal from your clinical site until compliance is met and Castle Branch has approved.***

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Background Checks

All Students:

Students are responsible for reading the most recent Background Check policy located in the College catalog. A copy of the catalog can be located on the Rasmussen College website at www.rasmussen.edu/degrees/course-catalog. Students will need to review the updates if changes are made.

Rasmussen College requires Surgical Technologist applicants to pass a general background check upon admission into the program and prior to being placed in a clinical site. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission. The background check is designed to alert students to issues that may impair their ability to complete clinical, clinical practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

General Criminal Background Check Process

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a student’s funding until the background check process is complete. Campuses will be notified directly of applicants whose background check results are clear.

The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trip experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter, the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.

If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has
been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.

**Minnesota Students:**

**Minnesota Department of Human Services Background Check Process**

A student enrolling in any of the MDHS designated programs will review and accept the MDHS Privacy Notice as part of the order process. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires an MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through an MDHS blue clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete. A student who receives an MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student’s first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into a second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/re-enrollment for the next subsequent start date.

A student who receives an MDHS disqualification is determined ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course resources.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.

A student who receives an MDHS disqualification may choose to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for reentry/re-enrollment for the next subsequent start date.

www.dhs.state.mn.us

**Drug Screen Requirements**

Students enrolled in the Surgical Technologist program may be required to submit to drug/alcohol testing throughout enrollment as a condition of placement at a clinical practicum site. Students may also be subjected to reasonable-suspicion testing and/or post-accident testing as determined by Rasmussen College or any clinical, practicum or externship partner at which the student is placed. All costs associated with drug testing will be the sole responsibility of the student.

For pre-clinical testing, reasonable-suspicion testing, or post-accident testing, School of Health Sciences personnel at each campus will determine a deadline for order placement based on the circumstance.
that require testing. A current student who refuses to test or who does not meet the testing deadlines as outlined by School of Health Science personnel may be dismissed from Rasmussen College.

Negative-clear results will a student to meet the drug testing requirements of the Surgical Technologist program.

Negative-dilute results will not allow a student to the drug testing requirements of the Surgical Technology program. Students with a negative-dilute result will be required to re-test at their own cost. The order for the re-test must be placed within 72 hours of notification. A second negative-dilute result allows a student to meet the drug testing requirements of Rasmussen College, any clinical, practicum, or externship site reserves the right to disqualify a student from placement based on these results. If a student chooses to continue in the Surgical Technologist program with two-negative-dilute results, he/she does so at his/her own risk understanding and acknowledging that two negative-dilute results may make him/her ineligible for participation in clinical, practicum, or externship experience and/or may affect his/her ability to complete the Surgical Technologist program.

A positive or positive-dilute pre-clinical placement drug test, reasonable suspicion drug test, or post-accident drug test result will lead to dismissal from the program. The dismissed student will be responsible for any and all tuition and fees billed and any loans utilized throughout enrollment in the program.

A student who refuses to test or fails to meet the deadlines for testing prescribed by Rasmussen College may be denied admission or dismissed from the program for failure to test.

**PROGRAM ADMISSIONS REQUIREMENTS**

Applicants pursuing admittance into the Surgical Technologist (ST) Program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must complete a Rasmussen College application and enrollment agreement.
2. Attestation of high school graduation or equivalency.
3. Rasmussen College entrance placement assessment(s), if applicable. Applicants to the Surgical Technologist Program in the School of Health Sciences will need a minimum composite score of 48.5% on the TEAS exam and are exempt from the Rasmussen College Entrance Placement Assessment. Applicants who do not meet the intended program minimum score of 48.5% are required to take the College Entrance Placement Assessment in order to enroll in another program.
4. Non-cognitive assessment, if applicable
5. Experiential online orientation course, unless exempted.
6. Financial arrangements have been initiated
7. Background check: Select program require prospective student’s completion of a background check.
8. Prospective student immunization, as required by program.
9. Transcripts, official transcripts as required by program.
10. International student documentation, as required.
11. Select program have program-specific admissions requirements in addition to all general Rasmussen College admissions requirements. See the admission requirements for these program within the applicable program page of the college catalog.

- Any additional program-specific requirements as specified at the time of enrollment. A Health Physical, seasonal Influenza vaccination and/or Drug Screen may be required and completed prior to Externship/Practicum as specified by the clinical facility.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake School of Health Sciences Entrance Exam.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College in the mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

**School of Health Sciences Entrance Exam**

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Sciences program of study for which they qualify. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered, with the following exception: students currently enrolled in a School of Nursing or School of Health Science program who transfer directly as an uninterrupted transfer (no time off between quarters) into a different program of study requiring Test of Academic Skill (TEAS) assessment will not be required to retake the exam if the existing score meets the entrance threshold of the program into which they are transferring. Applicants who have previously taken the entrance exam within the past 12 months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Academic Dean. Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to complete the entrance exam according to
the composite score threshold and 12 month time limit. **All applicants must have a 48.5% or higher composite score on the TEAS for admissions eligibility.**

See the College Catalog [http://rasmussen-college.epaperflip.com](http://rasmussen-college.epaperflip.com) for more information on Admissions policies.

**Student Services**

The Surgical Technologist program, together with the Rasmussen College Student Services Department, will review the information provided by the applicant to determine what, if any, reasonable accommodations might be possible to facilitate successful completion of the degree requirements if the applicant is admitted. Reasonable accommodation refers to ways in which the College can assist students with disabilities to accomplish learning activities (e.g., providing extra time to complete an examination or enhancing the sound system in a classroom). Reasonable accommodation does not mean that students with disabilities will be exempt from completing certain tasks. The Surgical Technologist program will provide the applicant with their findings, recommendations, and/or decision in writing immediately following this review process.

Applicants who cannot complete these tasks, even with reasonable accommodation, are not eligible for admission. Any previously made offer of admission may be withdrawn if it becomes apparent that the student cannot complete essential tasks even with accommodation, or that the accommodations needed are not reasonable and would cause undue hardship to the institution, or that fulfilling the functions would create a significant risk of harm to the health or safety of others.

See the College Catalog [http://rasmussen-college.epaperflip.com](http://rasmussen-college.epaperflip.com) for more information on Student Services which are available to all students.

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**ST Program Sequencing, Curriculum, Core Course Descriptions, Grading, and Policies**

**ST Program Curriculum**

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>COM1002</td>
<td>Introduction to Communication</td>
<td>4</td>
</tr>
<tr>
<td>SPC2017</td>
<td>Oral Communication</td>
<td>4</td>
</tr>
<tr>
<td>HUM2023</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>FIL2000</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>CRW2001</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI2103</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>PHI1520</td>
<td>Ethics Around the Globe</td>
<td>4</td>
</tr>
<tr>
<td>LIT2000</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>SPN271</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
<tr>
<td><strong>Math/Natural Sciences</strong> (*Required, select one additional course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*PHA1500</td>
<td>Structure and Function</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Sciences</strong> (*Required, select one additional course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Students who take Principles of Economics may not take Macroeconomics or Microeconomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECO1000</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Introduction to Sociology</td>
<td>4</td>
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<tr>
<td>GEA1000</td>
<td>Human Geography</td>
<td>4</td>
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<tr>
<td>*PSY1012</td>
<td>General Psychology</td>
<td>4</td>
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<tr>
<td>PSY2420</td>
<td>Abnormal Psychology</td>
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<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
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<tr>
<td>ECO2023</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>AMH2030</td>
<td>US History: 1900 to Present</td>
<td>4</td>
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</tbody>
</table>

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>Human Anatomy and Physiology II</td>
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</tr>
<tr>
<td>CGS1240</td>
<td>Computer Applications and Business Systems Concepts</td>
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</tr>
<tr>
<td>E242</td>
<td>Career Development</td>
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<td>E320</td>
<td>Junior Seminar</td>
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<td>STS2180C</td>
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<td>STS2304</td>
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</tr>
<tr>
<td>STS2305</td>
<td>Surgical Tech Practicum II</td>
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**Total Associate’s Degree Credits**

General Education Credits 32  
Major and Core Credits 60  
**Total Degree Credits** 92
### ST Program Sequencing (variations may occur depending on student situation. STS1005C, STS1186C, STS2080C, STS2180C, STS2304, & STS2305 must be taken in sequence.)

<table>
<thead>
<tr>
<th>Quarter 1</th>
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<th>Quarter 3</th>
<th>Quarter 4</th>
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<td>PHA1500 Structure and Function (4)</td>
<td>STS1005C Fundamentals of Surgical Technology (4) PR/CO</td>
<td>STS1186C Surgical Procedures I (4) PR</td>
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<td>CGS1240 Computer Apps and Business Syst (3)</td>
<td>ENC1101 English Composition (4) PR</td>
<td>BSC2346 Lecture (4)/L (1) Human Anatomy and Physiology I (5 total credits) PR</td>
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<td>Humanities (4)</td>
<td>STS1347 Surgical Microbiology (2) PR</td>
<td>Social Science (4)</td>
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<td>STS2180C Surgical Procedures III (4) PR</td>
<td>STS2304 Surgical Tech Practicum I (8) PR</td>
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<td>PSY1012 Gen Psychology (4)</td>
<td>E242 Career Development (2)</td>
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5.5 week course
Flex Choice course

Updated June 2019 V6 Rockford IL Kendall Woods
**ST Program Grading Scales and Policies**

Programmatic courses with a designator of “STS” have the following grading scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% - 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92% - 90%</td>
</tr>
<tr>
<td>B+</td>
<td>89% - 87%</td>
</tr>
<tr>
<td>B</td>
<td>86% - 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82% - 80%</td>
</tr>
<tr>
<td>C+</td>
<td>79% - 77%</td>
</tr>
<tr>
<td>C</td>
<td>76% - 73%</td>
</tr>
<tr>
<td>F</td>
<td>72% and below</td>
</tr>
</tbody>
</table>

If a student does not maintain a 73% (C) or higher in all “STS” courses, he or she will receive an “F” in the course and may receive up to two additional attempts to pass the course.

In Fundamentals to Surgical Technology, Surgical Procedures I, II, II, and Surgical Pharmacology*, Surgical Microbiology*, and Surgical Practicum I and II the student must achieve all of the following standards to successfully pass the above courses:

1. Maintain a cumulative grade of 73% (C) or better in “STS” courses.
2. The student must satisfactorily pass the final lecture examination with a grade of 73% (C). A second retake exam may be offered if the overall cumulative course grade is 73% or greater.
3. The student must satisfactorily pass the final laboratory skills practical with a grade of 90% (A-) or better within two attempts. If a student misses a skill-development evaluation for any reason, that student must set up an individual time with the instructor for competency evaluation.
4. The student must pass the final laboratory written exam with a grade of 73% (C). A second retake exam may be offered if the overall cumulative course grade is 73% or greater.
5. All first attempt written final exams and final laboratory skills practical scores will be the recorded score in the student’s gradebook. A second attempt to these exams are only granted if the students overall grade is 73% or greater when the first attempt score is recorded.
6. Written examinations will be taken as scheduled on the course outline. Students who are absent on a test day will receive a “0” for that test. Tests may not be taken late. However, if the student must be absent on a test day, arrangements can be made, at the discretion of the instructor, for the test to be taken early.
7. STS2304 and STS2305 Surgical Tech Practicum I and II are graded based on students passing all clinical skills objectives with score of 73% or greater.

Some ST courses have prerequisites or concurrent courses. Failure to take any of these will result in a student being out of sequence. Prerequisites and concurrent courses are listed in the college catalog. All general education and core courses must be completed and passed prior to a student participating in clinical practicum.
Progression Procedure

If a student fails a course and are unable to progress in the program they will be eliminated from their cohort. Students may apply to be admitted to the next cohort, which is subject to availability.

A student who fails STS courses will be dropped from their cohort and will be required to request re-admittance to the Surgical Technologist program into the next cohort. The student will need to meet with the ST Program Coordinator to be considered to stay enrolled in the program and move to the next quarter. A position within the program will be based on availability within ST program at the time of the request. Clinical practicum availability may limit ST cohort availability.

PATH Initiative

The PATH Initiative will prepare students to enter the workforce with the necessary professional attributes to be successful as a surgical assistant. Your instructor will be grading you weekly on four areas and assigning points weekly.

The four areas assessed are:
1. Professionalism
2. Attitude
3. Time Management
4. Hygiene

PATH Project Grading:
1. Considered a clinical skill development objective; all clinical skill development objectives must be passed with a 73% (C) or higher.
2. This is an 11-week project and students only receive 1 attempt.
3. The student must maintain a cumulative grade of 73% (C) or higher on the PATH project. If the student does not maintain a cumulative grade of 73% (C) or higher on the PATH project, the resulting grade will be an F and the student will fail the course.
4. At the beginning of each course, you will receive a rubric from your instructor describing how you will be graded throughout this project.

Progression in the Program:

Students in the Surgical Technologist Program may be required to maintain full-time student status. Students need to be aware that Surgical Technologist courses generally are only offered on a bi-annual basis. Also, the program cohorts and laboratory courses have a maximum capacity. Students failing a program course will need to apply to join a future surgical technologist cohort.

Credit Information: A full-time student must be enrolled for and successfully complete a minimum of 12 credit hours per quarter of attendance. A three quarter time student must be enrolled for and successfully complete a minimum of 9, 10, or 11 credit hours per quarter of attendance. A half-time student must be enrolled for and successfully complete a minimum of 6, 7, or 8 credit hours per quarter of attendance. The exception to this is that as of July 1, 1992, the Minnesota State Grant Program
adopted the policy whereby 15 credit hours per quarter constitutes full-time attendance. There are nine additional levels of eligibility below that, to a minimum of 3 credit hours per quarter.

**Definition of an Academic Year:** An academic year consists of a minimum of 36 Quarter Credits or 30 Weeks

**Standards of Academic Progress:** Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe. Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

SAP Components: All students must meet all three of the components that are used to measure a student’s Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:

1. **GPA.** Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.
2. **Pace/Cumulative Completion Rate (CCR).** This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (e.g., 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the College catalog.
3. **Duration of Eligibility.** This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (e.g., maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid. In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

**Financial Aid Warning:** If a student’s CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.
Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

Appeals: A student may appeal his/her assigned status of N or Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a reentering student who changes programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.

**Mitigating Circumstances:** Academic Probation and Termination from college, due to probationary status may be appealed to the Academic Review Committee. This committee is composed of the Academic Dean and two instructors who will determine if mitigating circumstances apply. All appeals must be made in writing addressing the nature of the circumstances that warrant exception to the policy stated above. All appeals are reviewed and ruled on within five business days. Students will be notified in writing regarding the outcome of the appeal. The ruling of the committee is final and cannot be appealed. Should a student choose to transfer from one program to another, only the grades and credits that apply to the new program will be calculated in the student’s CGPA and CCR.
Students who withdraw from the institution and later re-enter the College in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. Satisfactory Progress calculations for re-entering students who change programs will include only the grades and credits attempted and earned for courses that are part of the student’s new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. Courses dropped during the drop/add period do not count toward CCR.

**Rasmussen College Academic Integrity Policy**

I. **Introduction**

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the very highest business and personal ethics. Students of Rasmussen College commit to holding themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fall short of the College’s expectations.

II. **Definitions**

a. **Academic Misconduct** is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act perpetrated to give unfair advantage to the student.

b. **Cheating**: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
   i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
   ii. **Impersonation**: Assuming another student's identity or allowing another person to complete an academic exercise on one's own behalf.
   iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

c. **Collusion**: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

d. **Destruction, Theft, Obstruction, Interference**: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s materials or another student's academic work.

e. **Fabrication, Falsification, Forgery**: Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.
f. **Plagiarism** is the act of representing individuals or organization’s words, thoughts, or ideas as one’s own. Examples include:
   i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
   ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
   iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
   iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.
   v. Submitting work previously graded in another course without prior approval by the course instructor; or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. **Violations**

A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. Upon conclusion by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following penalties will be applied:

   a. **First Offense.** The student will receive no credit on the assignment in question and will not be allowed to redo the work.
   b. **Second Offense.** The student will be expelled from the course, and the final grade assigned for the course will be an ‘F/FA’. The student may re-take the course, but the ‘F/FA’ will remain on the transcript even if the student retakes the course and earns a passing grade.

   i. The College reserves the right to dismiss a student from the College if there are more than two offenses. A student dismissed from the College because of Academic Misconduct may not reenroll.
   ii. Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities. Reference forms sent by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is sent at the behest of the student, the student waives any rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. **Concurrent Offenses:** A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance (i.e., two or more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.
V. **Appeal:** A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter. Response will be given within 30 days.

See the College Catalog [http://rasmussen-college.epaperflip.com](http://rasmussen-college.epaperflip.com) for more information on Rasmussen College Academic Integrity Policy.

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**Surgical Technology Program Conduct, Attendance, Confidentiality, and Student Health and Safety Policies**

**Rasmussen’s Student Conduct/Dismissal Policy**

Students are responsible for reading the most recent Conduct/Dismissal Policy located in the College Catalog. A copy of the catalog and its addendum can be located on the Rasmussen College website at [www.rasmussen.edu/degrees/course-catalog](http://www.rasmussen.edu/degrees/course-catalog).

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an all-encompassing policy regarding student conduct. The College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment. This includes, but is not limited to, conduct:

1. By students, faculty, or staff that is detrimental within the classroom environment.
2. That interferes with the well-being of the fellow students and/or faculty and staff members.
3. That causes damage to the appearance or structure of the College facility and/or its equipment.
4. By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
5. By students who otherwise display conduct detrimental to their own academic progress or ultimate success in the field for which they are being educated.

Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.
**ST Program Standards for Conduct, Dress, Appearance, and Behaviors**

In addition to the Rasmussen Conduct/Dismissal Policy stated above, ST Students are also held to conduct standards within the classroom, community, and externship settings.

The following guidelines will be in effect for students on campus:

- Personal cleanliness is essential. ST students must look and smell clean. Therefore students must utilize deodorant and maintain good oral hygiene and avoid using strong body sprays perfumes, shampoos, colognes or smoke smells.
- Closed toe, rubber bottom, slip resistant leather shoes with backs are required in all campus labs and while on clinical rotations. Shoes may not have raised designs on them or holes of any kind.
- Hair must be neat and clean, off the collar, contained devices used to hold the hair must be tightly secured and inconspicuous. Braids should have the ability to be held back if sufficiently long. No extreme hairdos-natural colors only. NO hats, ball caps, Do-rags, head scarves, scarves, bandanas, sweatbands, etc. are allowed in class or at clinical practicum. Certain exceptions may be made about headwear but final determination is made by the clinical site. All exceptions must have prior approval to a student’s enrollment into the Surgical Technologist program.
- Jewelry, to include facial piercings of any kind, may not be worn in the student laboratory or while at clinical facilities.
- Acrylic nails are not permitted. Natural nails must be clean and not extend past the tip of the finger. Nail polish of any kind, to include clear nail polish may not be permitted in student laboratory or while at clinical facilities.
- False eye lashes are not allowed.
- Visible tattoos must be covered in the student laboratory and while on clinical rotation.
- An approved surgical bonnet and other PPE shall be worn during laboratory sessions.
- Males must be clean shaven or have neat, trimmed beards, mustaches, or sideburns. Facial hair must be covered in lab and in clinical rotation. Student must be prepared to meet the clinical site requirements for facial hair.
- Cell phone usage is prohibited in the surgical technologist classroom as well as all OR clinical facilities.
- Rasmussen issued scrubs must be worn and should be clean and free of holes, tears excessive wrinkling and any lint, pet hair, stray hair, stains or discoloration of any kind.
- Students must follow dress code policy of the clinical site while in attendance of clinical practicum experiences.
- Students must adhere to smoking policies of the college and clinical facilities and should refrain from smoking while in Rasmussen issued scrubs.
- Outside jackets, sweaters, underneath shirts with long sleeves, hoodies, or running jacket may not be worn over scrubs at any time within class, laboratory, or at clinical facilities. A clean, lab jacket may be worn.

While at a clinical site, all dress codes and policies of the individual clinical site must be followed.

If a student attends a class or clinical site and are in violation of any of the conduct, dress and appearance, or behavior standards listed above, the student will be at risk for dismissal from the classroom or clinical site**. Instructors reserve all rights to dismiss students from class and not to return to class until the student is able to present themselves in a proper, professional manner that

*Updated June 2019 V6                        Rockford IL                      Kendall Woods*
follows the Conduct, Dress and Appearance, and Behavior Standards for both Rasmussen College and the Surgical Technologist Program.

**Please see “Clinical Practicum Experience” section to learn more about dismissal from externship sites.

**Attendance Policy**

Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Faculty is required to keep accurate attendance records which are submitted to the Business Office. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner.

Students are responsible for reading the most recent Attendance Policy located in the College catalog. A copy of the catalog and its addendum can be located on the Rasmussen College website at [www.rasmussen.edu/degrees/course-catalog](http://www.rasmussen.edu/degrees/course-catalog).

Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.

ST students are required to contact the instructor in the event of an absence from class. If a student misses a class, he or she will automatically receive a zero in the PATH project for the day and on any tests, quizzes and in-class assignments unless prior arrangements have been made with the instructor.

**Student Work Policy While Completing Clinical Rotation**

All student activities associated with the curriculum, especially while the student is completing his or her clinical rotations, will be educational in nature. The student will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

**Confidentiality**

All surgical technology students must be committed to protecting the confidentiality and security of patient information whether it is in the classroom with classmates or in the clinical externship setting. During the course of the ST Program, students will be exposed to confidential information that is shared to enhance the learning environment. All students must ensure that they take all measures to maintain
confidentiality of all information discussed between fellow classmates, patients in a clinical setting or within a clinical practicum placement.

Confidentiality also extends to social media. All surgical technology students must refrain from posting detailed medical information, images, negative comments regarding an instructor, clinical site or partner, and anything that could be considered a threat or harassing statement on any social networking site or message board. Even if this information is posted on a student’s personal page or account, posting of this information will be treated as a HIPAA violation.

Other statements not containing personal health information, but of a negative nature directed at ST program personnel, clinical sites and partners will not be tolerated and are grounds for dismissal from ST Program and Rasmussen College.

Students are expected and required to maintain patient confidentiality. Failure to comply with this policy in any venue whether in person or online will result in immediate dismissal from the ST Program. All HIPAA rules and regulations should be followed at all times.

**HIPAA**

Students are expected and required to maintain patient confidentiality. Failure to comply with this policy in any venue whether in person or online will result in immediate dismissal from the Surgical Technology Program. **All HIPAA rules and regulations should be followed at all times.**

**Social Networking and Social Media Policy**

As social media and networking technology continues to evolve and gain popularity, so does the need to implement policies applicable to HIPAA, Workplace/Surgical Technologist Program Relations, Clinical facilities and professionalism. This policy recognizes the fact that regardless of the original intent, words and images posted or distributed publicly have an impact on the reputation of Rasmussen College, our students, community partners and clinical sites. Therefore, it is the policy of Rasmussen College to prohibit any and all participants in the Surgical Technologist program from posting detailed medical information, images, negative comments regarding an instructor, clinical site or partner, and anything that could be considered a threat or harassing statement on any social networking site or message board.

Disclosure of personal health information and images via these sites, even if using your personal accounts/pages, can and will be treated as a HIPAA violation. Other statements not containing personal health information, but of a negative nature directed at Surgical Technologist program personnel, clinical sites and partners will not be tolerated and are subject to the conditions listed in the paragraph below. This policy is the result of students posting subjective negative comments and opinions regarding Affiliated Clinical sites, Laboratory Directors, Clinical Instructors and employees, and/or Rasmussen College faculty and staff.

Your externship experience is an extension of Rasmussen College’s relationship with area healthcare facilities, and your chance to gain valuable in-field experience. As such, it is expected and required that you treat these clinical sites as your workplace. Therefore, negative and/or subjective comments or
postings via social media are grounds for dismissal from Surgical Technologist Program and Rasmussen College.

**Student Health and Safety**

**Health Insurance and Liability**

Rasmussen College does not provide health insurance for students. Students are encouraged to acquire and maintain health insurance while in the program. In addition, the student must understand that he or she is responsible for any costs incurred if he or she is injured at the clinical externship site.

All accidents or injuries must be reported to the student’s instructor *immediately*. The instructor will initiate an incident report and follow the protocol outline in the *Rasmussen College Safety Manual*.

**Laboratory Safety**

Safe laboratory practices as taught by your instructor, mandated by OSHA (Occupation Health and Safety Administration) and established in the *Rasmussen College Safety Manual* will be required of the student at all times. Unsafe practices will not be tolerated and may warrant dismissal from class and/or the program. Safety protocol and procedures while in the clinical externship laboratory must also be followed at all times.

The program’s faculty members are trained in appropriate safety procedures relevant to educational activities and instruct students in those procedures as well. The College follows OSHA standards to reduce the risk of contracting a bloodborne disease as established in the *Rasmussen College Safety Manual*.

Instructional practice controls listed below will be enforced within all laboratory classroom settings:

- Students are present in the lab only when they are properly supervised by a Health Science instructor.
- No two-handed needle recapping is performed.
- Safe handling of sharps at all times.
- No food or drink is present in labs.  
  - Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is also prohibited in the ST laboratory.
- Invasive procedures may be performed only while under the direct supervision of a Health Science instructor. This requires the instructor to be on site, in class, and overseeing or otherwise supervising the individual invasive procedures.
- Appropriate PPE (Personal Protective Equipment) must be used to minimize exposure to blood and other potentially infectious materials. PPE equipment includes, but is not limited to, the following:
  - Gloves
  - Barrier garments such as scrub jackets
  - Masks
  - Eye protection
  - Mouthpieces
  - Resuscitation bags
  - Pocket masks
• Treat all human blood and body fluids as if known to be infectious for Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).

To ensure cleanliness of the ST laboratories and to reduce possible exposure to bloodborne pathogens or infectious materials, students are expected to ensure that all equipment and working surfaces of the laboratory must be cleaned and disinfected at the end of each class session.
**Surgical Technologist Program Clinical Practicum**

Students will engage in a **minimum of 500 hours** on-the-job Surgical Technology training experience in a Clinical facility. A **minimum of 250 hours** must be completed in order to receive a passing grade in both ST215/STS2304 and ST220/STS2305 (total of 500 hours). Students will also be completing online course work simultaneously. The ST program and will culminate in a program post assessment that must be passed with a 73% or higher to graduate from the ST program.

**Eligibility**

Surgical Technologist students who have successfully completed **ALL** Surgical Technologist courses except STS2304 ST Practicum I and STS2305 ST Practicum II program courses will qualify for assignment to an affiliate site for a clinical practicum.

If a student does not maintain a 73% (C) or higher in all “STS” courses, he or she will receive an “F” in the course and will receive one additional attempt to pass the course.

In Fundamentals to Surgical Technology, Surgical Procedures I, II, III, and Surgical Pharmacology*, Surgical Microbiology*, and Surgical Practicum I and II the student must achieve **all** of the following standards to successfully pass the above courses:

- Maintain a cumulative grade of 73% (C) or better in “STS” courses.
- The student must satisfactorily pass the final lecture examination with a grade of 73% (C). A retake may be offered to a student if the cumulative overall grade for the course is 73% or greater.
- The student must satisfactorily pass the final laboratory skills practical with a grade of 90% (A-) or better within two attempts. If a student misses a skill-development evaluation for any reason, that student must set up an individual time with the instructor for competency evaluation.
- The student must pass the final laboratory written exam with a grade of 73% (C). A retake may be offered to a student if the cumulative overall grade for the course is 73% or greater.
- All first attempt written final exams and final laboratory skills practical scores will be the recorded score in the student’s gradebook. A second attempt to these exams are only granted if the students overall grade is 73% or greater when the first attempt score is recorded.
- Written examinations will be taken as scheduled on the course outline. Students who are absent on a test day will receive a “0” for that test. Tests may not be taken late. However, if the student must be absent on a test day, arrangements can be made, at the discretion of the instructor, for the test to be taken early.
- STS2304 and STS2305 Surgical Tech Practicum I and II are graded based on students passing all clinical skills objectives with score of 73% or greater.

Clinical affiliates donate valuable employee time, supplies, and opportunities to help educate new members in the profession. In return, Rasmussen College agrees and is committed to only assigning students who meet academic and ethical standards to our valuable clinical externship affiliates.

The student will be required to have completed all of the following immunizations to be eligible to be placed in an externship site, unless there are restrictions due to religious beliefs or medical hardship in which proper documentation must be obtained and provided to the college. Inability to obtain

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immunizations required by clinical sites may hinder clinical placement or make the student ineligible for placement at certain sites.

1. Hepatitis B Series (series of 3 and/or titer of immunity)
2. Varicella Series (series of 2 and/or titer of immunity)
3. MMR Series (series of 2 and/or titer of immunity)
4. TdaP
5. 2-Step Mantoux
6. CPR
7. Drug Screen (if clinical site requires)
8. Health Physical (if clinical site requires)
9. Influenza-current vaccination (seasonal, as required by clinical site)
10. Proof of Health Insurance (if clinical site requires)
11. If student needs additional Immunizations or proof of immunity (titer results), all immunizations and titer results are required to be completed.
12. In addition, all other immunizations/proof of immunity (Tetanus/TdaP, Pertussis, MMR, and Varicella) must be submitted as scheduled in the Immunization Project in Introduction to CLS.

_Students will not be allowed to start the Clinical Practicum Course without appropriate immunizations and screenings – no exceptions._

**Clinical Externship Placement**

The Surgical Technologist Program Coordinator will obtain clinical practicum externship sites for the students.

ST students are responsible for providing his or her own transportation to and from the clinical practicum facilities. It is pertinent that the student know that he or she _may need to travel or relocate out of the immediate area to complete clinical practicum activities and the cost of any such travel or relocation is the responsibility of the student_. Transportation and housing costs during the clinical externship will be the responsibility of the student.

Clinical practicum sites may require additional documentation of drug/alcohol screening, health physical, seasonal flu immunization and/or all other immunizations/proof of immunity (titer results). The student will be responsible for the cost of any additional screening or testing required by a clinical site. If the student does not complete the required screening the will risk clinical site placement.

Students that test positive for drug test will be prevented from clinical practicum placement and will be dismissed from Rasmussen College. Students that test positive for an alcohol level will be prevented from clinical practicum placement at that particular clinical site, but it will not cause a student to be dismissed from Rasmussen College. Campus personnel will bear the responsibility of finding an alternate placement regardless of the costs to the College. However this second placement will be the finial clinical site placement for the student.
Students will not have complete control over which site he or she is assigned to complete the clinical practicum. The Program Coordinator will work to place students at sites that are appropriate for the student. Once placed at a site, the student must complete all required hours at that site.

**Clinical Practicum Hours**

Practicum hours are determined by the clinical partner and the program coordinator. Students are expected to be flexible and agreeable to rotations. Typically, assigned hours will be Monday through Friday. Students in the ST program agree to be scheduled approximately 6-8 hours per day equaling 25-40 hours per week. Exact shift times will vary and may change depending on each clinical affiliate. Clinical rotations may potentially be full time (approx. 40 hours/week) for the entire 11 week quarter.

Daily attendance and punctuality is mandatory. **If an absence cannot be avoided, the student must notify the Clinical/Program Coordinator and the Clinical Site immediately.** Students that fail to adhere to this policy risk being terminated from the program, losing all attempted clinical hours and receiving an “F” for the class.

Students will engage in a minimum of 500 hours on-the-job Surgical Technologist training experience in a Clinical facility. A minimum of 250 hours must be completed in order to receive a passing grade in both ST215/STS2304 and ST220/STS2305 (total of 500 hours). Students will also be completing online course work simultaneously. The ST program will culminate in a program post assessment that must be passed with a 73% or higher to graduate from the ST program.

Prior to going out on clinical practicum, it is important that students plan ahead. Students should have transportation, housing if relocation is needed, day care, and work schedules figured out in order to accommodate the number of hours required for the externship experience. If required hours are not completed by the end of the quarter of externship, the student will risk not passing the clinical practicum course.

**Service Work**

All student activities associated with the clinical practicum will be educational in nature. The student shall not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist.

The ST clinical practicum is an **unpaid externship.** Under no circumstances shall the student receive any financial reimbursement from the externship site for student work conducted within the externship hours. If it is found that a student is reimbursed, the student will receive an “F” in the Externship Course and will fail the course.

**Minimum Clinical Case Requirements for ST215/STS2304 & ST220/STS2305 combined**

Rasmussen College will follow the Association of Surgical Technology Core Curriculum 6th edition Standard Clinical Case Requirements in Surgical Tech Practicum I and II combined. The Minimum Clinical Case Requirements are as follows:
SURGICAL ROTATION CASE REQUIREMENTS

Students must complete a minimum of 120 cases as delineated below:

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

B. Specialty cases
   1. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.
      a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.
         (1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).
         (2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
      b. The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the First or Second Scrub Role.

C. Optional surgical specialties
   1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
      a. Diagnostic endoscopy cases must be documented in the category of “Diagnostic Endoscopy”, rather than by specialty.
      b. Vaginal delivery cases must be documented in the category of “Labor & Delivery” rather than in the OB/GYN specialty.

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

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

F. Counting cases
   1. Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases; refer to II. C.1.a. above).
   2. Examples of counting cases
      a. Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
      b. Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure—one case.
      c. Endoscopic cases that convert to an open case (e.g.: Laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one (1) procedure—one case.
First and Second Scrub Role and Observation

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 endoscopy 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.

Students will be graded on their performance during the practicum experience by the clinical instructors and by their performance on the final examination. The final grades will be calculated using the method of evaluation found in the course syllabi.
**Outside Employment**

Students are encouraged to consider all other commitments when making a decision about the number of hours they choose to work outside of clinical practicum hours. **Work hours must be scheduled around clinical practicum hours and all other course activities.** If the student is an employee of the clinical site in some other capacity, work performed during paid hours cannot be used toward meeting clinical practicum objectives. It is highly encouraged that students do not work during clinical rotations, especially weekdays/nights.

**Requirements to Pass Externship**

The student must meet the following requirements to pass the ST Clinical Practicum Courses:

1. Successfully and satisfactorily complete all 500 required clinical externship hours as well as satisfactorily complete 120 scrubbed cases with appropriately met to the following demarcation: 30 cases in General Surgery, 20 of which must be in first scrub role. Students are required to complete 90 cases in various surgical specialties, and 60 of these cases must be in the first scrub role and evenly distrusted between a minimum of five surgical specialties. Fifteen is the maximum number of cases that can be counted in any on signed specialty.

2. Maintain a 73% or higher cumulative grade in the online discussions, quizzes, and assignments.

3. Pass all exams, clinical practicum evaluations and the ST program post assessment with a 73% or higher.

4. All hours, clinical logs, time sheets and evaluations must be validated and signed (initials are not considered a signature and therefore not recognized) off by the clinical practicum site manager, college clinical coordinator and/or course instructor.
   a. Forging of externship hours will result in an immediate dismissal and failure of the clinical practicum course and possible dismissal for the college.

Failure to meet all requirements will result in a failing grade or “F” in the Clinical Practicum courses and student will be required to repeat one or both courses.

**Surgical Technologist Clinical Practicum Failure Policy**

Dismissal from an Externship site due to unacceptable actions (attendance, poor performance, clinic violations, etc.) of the student will result in a failure of the course. The student will be offered a second opportunity to successfully complete an externship experience the following quarter in addition to a completed Learning Plan. The student and Program Coordinator and/or Academic Dean will meet to determine an appropriate learning plan to ensure the students success. Guidelines within the learning plan must be followed in order for the student to obtain clinical site placement. If the student fails to comply with the learning plan, this will result as a second failure and the student will be dismissed from the program. The student will only be allowed one dismissal from a clinical site for the duration of the program, and a replacement site is not guaranteed.

If a student is dismissed from a site due to circumstances not within their control (site unable to accommodate student for various reasons), all efforts will be made to place the student at a different
site within the same quarter. Should a site not be available, the student will be placed the following quarter. This will not reflect as a failure.

**Student Attendance Policy: Surgical Technologist Clinical Practicum**

Rasmussen College establishes agreements with externship sites to allow students to complete these educational activities. These agreements determine the responsibilities of the externship site, Rasmussen College, and the student.

Attendance is critical to success in an externship experience, since experimental learning requires participation for the student to achieve performance objectives. If a student must be absent from their externship, the student must notify both Program/Clinical Coordinator and the externship facility as soon as possible, but no later than 1 hour prior to the scheduled clinical time. Rasmussen College’s Surgical Technology program clinical practicum attendance policy is that students are required to attend all scheduled hours of their clinical practicum. Any scheduled hours missed must be made up with the approval of the Program/Clinical Coordinator and the clinical practicum facility. Students must in writing send the arranged clinical hours to their Program/Clinical coordinator within a minimum of 24 hours prior to the rescheduled time. Any hours made up at the clinical practicum site without the prior written approval of the Program/Clinical Coordinator will not be counted toward the required minimum hours for clinical practicum per quarter. Students may not make up time when the college is not in session (i.e. weekends, evenings, nights, etc). SPD hours cannot be substituted for missed OR hours. It is important for the student to understand that the clinical site has the right to dismiss a student from their site at any time. In order to successfully complete a clinical practicum experience, students must complete the required number of practicum hours for the course. Students who do not complete all required practicum hours during the quarter or term in which the course is scheduled will fail the course. All make up hours must be completed by 4 pm Friday of week 12 of the quarter in which the clinical practicum was scheduled.

Reference: Rasmussen College Catalog, Health science Externships, Practicums, Clinicals

**Tardy/Leaving Early**

Students are considered late to clinical practicum if they are not in their scheduled area at the time designated set by the clinical practicum site. All late time or leaving early time will be required to be made up. It is important for the student to understand that the clinical site has the right to dismiss a student from their site at any time.

**No call/No show**

A student must notify the clinical site and Program/Clinical Coordinator of an absence prior to the beginning of the clinical day. Failure to do so will result in a clinical absence, make up hours will not be allowed and may result in failure of the course. Extenuating circumstances with documentation will be taken into consideration. The clinical site has the right to dismiss a student from their site at any time.

**Inclement weather**

During inclement weather, students will follow their clinical practicum sites attendance requirements. Students will report to their clinical site for all scheduled hours unless the clinical site closes and notifies...
the student/s not to attend. During a weather State of Emergency, the College will abide the directions declared by the State Governor’s Office. Students are expected to be prepare to make arrangements as necessary to attend and complete all scheduled clinical practicum hours. Any missed hours scheduled at the clinical site for inclement weather will be required to be made-up as stated in the above attendance policy for the surgical technology program attendance.

**Holidays**

Students are expected to attend clinical practicum per their clinical sites scheduled hours. The clinical practicum will determine student scheduled hours, these hours maybe during college observed holidays. It is important for the student to understand that clinical site attendance is per each clinical site expectation and their schedule. Any missed hours scheduled at the clinical site will be required to be made-up as stated in the above attendance policy for the surgical technology program attendance.

**Bereavement**

The college will handle bereavement situations for immediate family on a case by case basis. The college understands that this is a very difficult time for our students and will work with the students and clinical facilities to reschedule clinical hours. Notification of the Clinical Instructor and Clinical/Program Coordinator must occur immediately.
CONTACT INFORMATION

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Appendix A:
Surgical Technologist Associate’s Degree Program Student Handbook Acknowledgement

I acknowledge that I have received, read, and understand the information presented in the Rasmussen College Surgical Technologist Student Handbook and Rasmussen College Catalog.

As presented in the handbook and catalog, I understand and agree to comply with:

- Programmatic and Clinical Expectations
- Rasmussen College policy and procedures
- Laboratory Safety (Safety and Health Manual)
- Attended Mandatory Orientation
- Attendance Policy: College and Programmatic
- Grading Scale: College and Programmatic
- Social Networking and Social Media Policy
- HIPPA/Confidentiality

The Surgical Technologist Student Handbook is provided to the Surgical Technologist student prior to admittance to the program, and any time changes are made.

By signing below, I understand that it is my responsibility to be familiar with the content of both the Surgical Technologist Student Handbook and Rasmussen College Catalog, and to abide by all the policies and procedures outline within both documents. I understand that my failure to read these policies does not excuse me from the applicability of the content.

Handbook Version Date May 2019:

___________________________________________________  __________________________
Signature of Student                                      Date

___________________________________________________
Printed Name

___________________________________________________  __________________________
Signature of Program Coordinator                          Date

___________________________________________________
Printed Name