Surgical Technologist Student Practicum
Policy & Procedure Handbook

All Campuses
Association of Surgical Technologists

The Code of Ethics of the Association of Surgical Technologists sets forth the principles and standards by which clinical laboratory professionals 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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Updated May 2019, V8

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

1. Provide important clinical practicum information.
2. Inform all surgical technologist students of clinical practicum policies and procedures in the Surgical Technologist Program at Rasmussen College.

Disclaimer: Rasmussen College reserves the right to make changes to the handbook at any time. The Surgical Technologist 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.

PROGRAM ACCREDITATION

The Surgical Technologist AAS Program at the Brooklyn Park/Maple Grove, Moorhead, and Saint Cloud MN and Romeoville IL campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org
Description of Clinical Practicum

The student will demonstrate clinical proficiency to employment-acceptable level in general surgical procedures and commonly performed specialty procedures. (The student is not expected to be clinically proficient in the more complex procedures). Emphasis will be on the first scrub role; however, the learner will have experience with the circulating role and the second assistant role.

Each student is rotated through a planned program of clinical instruction in hospitals and outpatient surgery centers. Learning experiences may be provided in the care of patients in the operating room, cardiac catheterization lab, labor & delivery, endoscopy and sterile processing departments. The Clinical Coordinator / Instructor may also assign selective experiences.

- Students are responsible for their own transportation, meals and housing during clinical rotations.
- Clinical rotations/assignments are done for 11 weeks unless otherwise altered by the Program/Clinical Coordinator and Clinical Instructor. The Program/Clinical Coordinator and Clinical Instructor may alter these schedules at any time. Students will be given adequate notification.
- A Preceptor who will be an ST or an RN will supervise the student in the clinical area, but the student is ultimately responsible to the Clinical Instructor at the clinical site.
- Students will be allowed adequate restroom breaks and a 30-minute lunch period in an 8 hour day. All breaks should be approved by their Clinical Preceptor or Operating Room Supervisor.
- Students may not accept gratuities or receive a salary for time spent in the clinical rotation.
- All patient information is considered confidential. Student will follow all facility policies regarding confidentiality. **Breach of confidentiality is grounds for dismissal from the program.**
- Students are to refrain from personal or professional conversations while in patient areas, employee breakrooms and employee lounges.
- Students are responsible for completing their clinical competencies.
- Students will be responsible for maintaining their clinical binder at all times.
- Students must wear their nametags at all times.
- Students are responsible for their daily evaluations. If a student is with more than one preceptor in a day, each will be asked to fill out an evaluation.
- Clinical paperwork to date is due at each meeting with Clinical Coordinator at their weekly, bimonthly or scheduled clinical site visits.
- Students should not leave the clinical site before pre-designated times. If he/she leaves the clinical site early without permission, he/she will be considered absent and will be responsible for making up the clinical hours.
Objectives of Clinical Rotation

- Use medical terminology correctly.
- Demonstrate knowledge of body organization and terms of reference.
- Discuss the relationship between humans and pathogenic and non-pathogenic bacteria.
- Demonstrate knowledge and ability to accurately calculate dosages of liquids and solids. Demonstrate procedures for the care and handling of drugs and solutions.
- Assess the patient’s responses to illness and hospitalization to include assessment of the physical, spiritual, and psychological needs of the patient.
- Demonstrate the process used to obtain an informed consent for a surgical procedure or treatment.
- Demonstrate the required pre-, intra-, and postoperative routines, i.e. chart review; patient identification; patient transportation; surgical positioning; operative site preparation; handling, labeling, and containment of specimens; use of thermoregulatory devices; vital sign measurement and recording; case documentation; etc.
- Apply the concepts of asepsis, i.e. sterilization, disinfection, antisepsis.
- Identify, care for, handle, and assemble basic surgical instruments, surgical supplies, suture materials, stapling devices, surgical needles, and accessory and specialty equipment.
- Demonstrate correct draping procedures.
- Demonstrate techniques for opening and preparing supplies and instruments needed for any operative procedure, with maintenance of asepsis at all times.
- Demonstrate knowledge of relevant anatomy, indications for surgery, patient preparation, special equipment and supplies, purpose and expected outcomes, and possible complications for the selected procedures.
- Practice within the legal and ethical guidelines for the surgical technologist.
- **DEMONSTRATE ABILITY TO ANTICIPATE THE NEEDS OF THE SURGEON, SURGICAL TEAM, AND ULTIMATELY THE PATIENT.**

**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.

**MOBILITY/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.

**Teaching Method during Clinical Practicum**

Supervised work experience in operating rooms.

**Evaluation Methods during Clinical Practicum**

Demonstrated proficiency to an employment-acceptable level in general surgical procedures and commonly performed specialty procedures as identified by clinical competencies and clinical instructor evaluation.

**Grade Determination during Clinical Practicum**

Demonstrated proficiency for identified clinical competencies at the 100% level will indicate successful completion of the course and a grade of satisfaction.

All clinical paperwork, Clinical Coordinator observations, professionalism and attendance will be counted as part of clinical grades.

Students will be allowed to comment on the competencies as to how they perceive themselves. Successful completion of 500 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.

**Non-discrimination Policy**

Rasmussen College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices please see your student handbook for more information. See Rasmussen College catalog at [www.rasmussen-college.epaperflip.com](http://www.rasmussen-college.epaperflip.com)
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 will culminate in a program post assessment that must be passed with a 73% or higher to graduate from the ST program. See Rasmussen College Catalog, Externship, Practicums, and Clinical Practicum at [www.rasmussen-college.epaperflip.com](http://www.rasmussen-college.epaperflip.com)

**Eligibility**

Surgical Technologist students who have successfully completed **ALL** Surgical Technologist 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) or better. A second final examination attempt may be allowed if the cumulative course grade 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 examination with a grade of 73% (C) or better. A second final laboratory written examination attempt may be allowed if the cumulative course grade 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
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which proper documentation must be obtained and provided to the college. Inability to obtain 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) Florida students will need to prove immunity with titers. Other clinical sites may require titers as well.
2. Varicella Series (series of 2 and/or titer of immunity) FL students will need a titer, other clinical sites in MN, IL, WI and ND
3. MMR Series (series of 2 and/or titer of immunity) FL students will need a titer, other clinical sites in MN, IL, WI and ND
4. TdaP
5. 2-Step Mantoux
6. CPR
7. Drug Screen (if clinical site requires)
8. Health Physical (if clinical site requires)
9. Influenza (seasonal)
10. Proof of health insurance
11. If a student needs additional Immunizations or proof of immunity (titer results), all immunizations and titer results are required to be completed at the cost of the student.
12. In addition, all other immunizations/proof of immunity (Tetanus/TdaP, Pertussis, MMR, and Varicella) must be submitted as scheduled in STS1005C and STS2086C.

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 has been met and Castle Branch has approved.

Students will not be allowed to start the Clinical Practicum Course without appropriate immunizations and screenings – no exceptions!

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.

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, proof of health insurance 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 completed 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 final clinical site placement for the student.

Students will not have 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 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.

A minimum of 250 hours must be completed in order to receive a passing grade in both ST215/STS2304 and ST220/STS2305.

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.

**General Knowledge**

- **General Knowledge for All Procedures**
  - Relevant anatomy
  - Pathology
  - Diagnostic procedures/tests
  - Special preoperative preparation
  - Special instruments, supplies, drugs
  - Special equipment
  - Intraoperative preparation
  - Surgical procedure
  - Prognosis
  - Postoperative care and complications
- **Required Surgical Specialties**
  - General and rectal surgery
  - Obstetric and gynecologic surgery
  - Ear, nose, and throat surgery
  - Genitourinary surgery
  - Orthopedic surgery
- **Other Surgical Specialties**
  - Ophthalmic surgery
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- Head & neck surgery
- Oral surgery
- Plastic surgery
- Neurosurgery
- Thoracic surgery
- Cardiac surgery
- Peripheral vascular surgery
- General pediatric surgery
- Trauma surgery

**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.

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

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
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.

ST Program Grading Scales and Policies

Core 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 two additional attempts 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:

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) or better. A second final examination attempt may be allowed if the 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) or better. A second final examination attempt may be allowed if the 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 or third attempt to these exams are only granted if the student’s 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. 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.

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.

**SURGICAL ROTATION GUIDELINES**

The following are the guidelines for the Rasmussen College, instructors, preceptors at the various clinical rotation sites, and students of the program.

1. Surgical rotation will be graded on a satisfactory/unsatisfactory basis. Satisfactory completion requires submission of all required *original* documentation: Case logs, Timesheets, Student Evaluation of Clinical Sites and Preceptor (completed by student), Self-evaluations, Clinical Experience Record, Student Performance Evaluation Record (completed by preceptor). Original forms are required to be submitted to the college and will be collected while students are on campus at mid-term and end of term.

2. The preceptor shall immediately correct any error made by the student either during the surgical procedure, if appropriate, or after the surgical procedure. When correcting the student the explanation will include what was performed incorrectly, why it was incorrect, and how it should be done correctly. If the preceptor deems the error threatened the patient’s life or seriously compromised patient care delivery, he/she should immediately have the clinical instructor contacted.

3. The preceptor (or person acting in teaching/training role) and student will complete a *ST Student Performance Evaluation* on a daily basis. The student and preceptor will date, and sign the valuation and they will become a permanent part of the student’s file. The reports are a means of evaluating the student’s performance. The report will address the strengths of the student as well as recommendations for areas of improvement. The report will be provided to the evaluator by the
student and should be returned to the clinical instructor via the method established at the individual facility.

4. The student will complete preceptor and self-evaluations at the end of each rotation. A report, based on the evaluation by the students, will be organized and shared with the preceptors. The program coordinator of the Rasmussen College Surgical Technology Department for record keeping purposes and program accreditation purposes will keep a file of the evaluations. The title of the evaluation is *Student Evaluation Clinical Sites and Preceptors* and *Student Self-Evaluation*.

5. A formal assessment will be conducted with the student by an instructor from the surgical technology department periodically throughout the student’s practicum. Information, observation, and analysis about the student’s performance will be discussed. The student will be told if their performance is satisfactory/unsatisfactory. If unsatisfactory, the factors warranting the unsatisfactory will be discussed and exactly what the student needs to improve in order to pass.

6. The Clinical Coordinator will coordinate with the surgical department manager/supervisor the scheduling of students and number of students the department will train at a time.

7. The student must complete a minimum of 80 surgical procedures in the first scrub role in order to graduate.

8. The student will be required to keep a journal of the number of surgical procedures they have scrubbed, circulated or observed. The forms used by the student in keeping the journal are titled *Clinical Experience Record*.

9. If the student is deemed not to be prepared, the preceptor can evaluate the student as such on the daily clinical evaluation tool and discuss the situation with the instructor.

10. The student is to be changed into scrubs and ready to work at the reporting time established by the surgical department. This does not mean reporting at designated time and then changing into scrubs. It means reporting to the preceptor and/or assigned surgery room at the designated time.

11. The student will be responsible for making up missed clinical days. Hours to be made up are at the discretion of the facility and the Program/Clinical Coordinator. All made up clinical hours will need to be approved by the Program/Clinical coordinator at the campus prior to the schedule change. Substituting time in SPD for OR time missed is not allowed.

12. Case Assignments will be made ahead of time when possible by the instructor or the preceptor. The student is responsible to prepare as much as possible for the assignment.

13. All clinical rotation documents become a permanent part of the student’s file. It is the responsibility of the student to make photocopies for their personal records. The original documents are required for the student’s file.
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.

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, Surgical Technologist Students are also held to conduct standards within the classroom, community, and externship settings.

The following guidelines will be in effect for students at a clinical site:

- Personal cleanliness is essential. Surgical Technologist 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 at any time.
- 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, low trimmed beards, mustaches, or sideburns. Students must be prepared to follow all clinical site requirements concerning beards and 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 follows the Conduct, Dress and Appearance, and Behavior Standards for both Rasmussen College and the Surgical Technologist Program.

**Rules of Conduct while in a Clinical Practicum Site**

In any organization it is important that all members work together for the good of the whole, so the rights and interest of all are assured. In the medical setting, this is especially true. Any failure to work together harmoniously and effectively by maintaining good standards of behavior may affect the well-being of the patients. For this reason, the following rules of conduct have been established. It is your responsibility to know and follow them. Common sense, good judgment and acceptable personal behavior on your part will make our program and the clinical sites a better place to study and learn. Unprofessional attitudes of others or their demonstrations of poor behavior and are not an excuse for you to demonstrate the same. You are accountable for your own actions. Students are expected to display a sense of professionalism at all times while in the clinical site. Students must observe the following:
Perform assigned duties and have a high regard for patient safety.
• Show respect for the confidentiality of the clinical site and patient records.
• Follow instructions of the preceptor/charge nurse.
• Abstain from spreading rumors or making derogatory remarks about any Facility, employee, patient, physician, instructor, or fellow student.
• Abstain from possessing or being under the influence of liquor or nontherapeutic drugs while on the clinical sites premises.
• Abstain from any action that persons in authority may judge to be hazardous or injurious to the welfare or safety of patient, hospital or employees.
• Abstain from possessing or being under the influence of liquor or nontherapeutic drugs while on the clinical sites premises.
• Adhere to smoking policies for the clinical facility.
• No phone calls should be made while at the clinical site except in the case of emergency.
• Park in designated sites while at the clinical sites.
• Adhere to the clinical facilities health care policies, which shall supersede the school’s policies.

In the event of infractions that appear to result from negligence, carelessness, or malice, the student will receive counseling by the Clinical Coordinator / Instructor. The student may also be placed on Clinical Probation.

**Disciplinary Process**

Following a thorough investigation, the Clinical Coordinator / Instructor or Program Director may issue a formal written warning, a suspension, or termination from the program. A period of probation may be assigned during which a repeat of the behavior in question may result in further disciplinary action. In the event of infractions occurring at the clinical site, the charge nurse/supervisor may send the student home until the faculty reviews the problem, and a decision is made by the Clinical Coordinator / Instructor, Program Director and Academic Dean.

Steps of disciplinary action:

- 1st incidence—Verbal warning
- 2nd incidence—Written warning
- 3rd incidence—Dismissal from program

**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.

**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 Technologist 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.

Procedure for Sharp Injury during Clinical Practicum
The student must follow this policy and procedure if they sustain a sharp injury, such as a needle stick, or cut by the surgical knife blade, during surgical rotation. This does not pertain to an injury sustained in the student lab.

- Student is to report immediately to the charge nurse and hospital protocol will be observed. The hospital is not liable. In the event of a sharp injury, the student must use his/her own private insurance.

- The student is to inform the Program/Clinical Coordinator immediately. The Program/Clinical Coordinator will initiate an incident report and follow the protocol outline in the Rasmussen College Safety Manual.

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 Surgical Technologist Clinical Practicum Courses:

1. Successfully and satisfactorily complete all 500 required clinical externship hours.
2. Complete a minimum of 120 surgical cases within the requirements of general and special surgery.
3. Maintain a 73% or higher cumulative grade in the online discussions, quizzes, and assignments.
4. Pass all exams, clinical practicum evaluations and the ST program post assessment with a 73% or higher.
5. All hours, clinical logs, time sheets and evaluations must be validated and signed 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 a clinical practicum 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**

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).

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 his or her clinical practicum, he or she must notify both the 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 submit in writing 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. If hours are not completed by this due date the student will receive a failing grade for the course.

Reference: Rasmussen College Catalog, Health science Externships, Practicums, Clinicals
http://rasmussen-college.epaperflip.com/v/2017-2018-Catalog

**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. Students are expected to be prepared 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.
CONTACT INFORMATION

Krista Vylasek, CST, BS
Surgical Technologist Campus Coordinator
Brooklyn Park Campus
Phone: 763-496-4587
Fax: 866-717-6380
Email: krista.vylasek1@rasmussen.edu

Sallie Vance, CST
Surgical Technologist Campus Coordinator
Moorhead Campus
Phone: 218-304-6232
Fax: 218-304-6201
Email: sallie.vance@rasmussen.edu

Lori Groinus, CST, BS, MA
Surgical Technologist Campus Coordinator
St. Cloud Campus
Phone: 320-223-7590
Fax: 855-297-2941
Email: lori.groinus@rasmussen.edu

Chante Yearby, CST, MBA
Surgical Technologist Campus Coordinator
Romeoville Campus
Phone: 815-306-2625
Fax: 866-967-7045
Email: chante.yearby@rasmussen.edu

Kendall Little, CST
Surgical Technologist Campus Coordinator
Rockford Campus
Phone: 815-316-4800
Fax: 815-316-4801
Email: kendall.little@rasmussen.edu

Paul McKnight, CST
Surgical Technologist Campus Coordinator
New Port Richey Campus
Phone: 727-846-4909
Email: paul.mcknight@rasmussen.edu
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:

- Clinical Practicum Expectations
- Clinical Practicum Attendance/Tardy-Leaving Early/Inclement Weather/Holiday
- Clinical Practicum Paperwork Requirements
- Clinical Practicum Policies and Procedures
- Orientation for clinical sites
- Clinical Practicum Grading
- Social Networking and Social Media Policy-Review
- HIPPA/Confidentiality-Review

The Surgical Technologist Practicum 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 March 2018:

___________________________________________________  ________________________
Signature of Student                          Date

___________________________________________________
Printed Name

___________________________________________________  ________________________
Signature of Program Coordinator                          Date

___________________________________________________
Printed Name