

2008-09 SURGICAL TECHNOLOGY STUDENT HANDBOOK



Offered by
Piedmont Virginia Community College

In partnership with

Regional Health Care Partners
Virginia Western Community College
Lord Fairfax Community College

Dear Student:

Welcome to the Surgical Technology Program at Piedmont Virginia Community College. We are happy to have you with us and sincerely hope that we will be able to help you fulfill your desire of becoming a surgical technologist. The surgical technology faculty and other college faculty are here to assist you in meeting this goal.

You were selected for the surgical technology program because we felt that you possessed the necessary qualities for successful completion of the program. To be successful, however, you must be willing to share the responsibility for your learning.

In order for you to become familiar with our policies and procedures, we have prepared this Student Handbook for you. The college catalog and the Student Handbook are also available to you. Please read and become familiar with these resources so that you may remain in good standing with the program and college at all times.

It should be noted that this Handbook is a general guide. The program head and faculty reserve the right to exercise discretionary measures on an individual basis in cases where a situation arises which is not specifically addressed in this Handbook, or in cases where extenuating circumstances may have an influence on situations which are addressed in this guide.

If at any time you need clarification concerning items discussed on the following pages, please feel to seek assistance from us.

Sincerely,

The Surgical Technology Program Faculty

SURGICAL TECHNOLOGY FACULTY AND STAFF

Interim Dean Math, Science & Human Services	Ann Underwood Smith RN, MSN, CNOR
Program Director, PVCC faculty	Allen Duff, CST
PVCC lab instructor	Wes Jeffries, ST
Roanoke clinical coordinator	Karen Haralson
Winchester clinical liaison	Roxann Ricke, RN
Division Administrative Assistant	Charlotte Glover-White

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SURGICAL TECHNOLOGY PROGRAM PHILOSOPHY

The surgical technology program is organized around the belief that as members of the surgical team, surgical technologists assist in the promotion of optimal health for persons with acute or chronic illnesses throughout the life span.

Surgical technology education is a balance of the humanities, sciences, ethical principles and technical skill ability. The curriculum is designed to support the personal and career development of students. As students perform in the operating room they learn and develop their highest potential in a challenging environment. The surgical technology program values the diversity of our students' age, life experiences, and culture as this diversity reflects the society they will serve.

With today's rapidly changing, information expanding health care system, students must develop skills and appreciation for life-long learning. For the surgical technology certificate graduate this may include further acquisition of technical skills and knowledge within the work setting and/or pursuit of additional formal education.

SURGICAL TECHNOLOGY PROGRAM OBJECTIVES

The PVCC surgical technology program prepares graduates to function as an integral member of the surgical team in a structured operating room setting. Through didactic and clinical training, the graduate will:

1. Apply knowledge of normal and pathological anatomy and physiology and the actions of pharmacological agents in order to individualize patient care.
2. Apply principles of asepsis in the establishment and maintenance of the sterile field.
3. Anticipate and respond to the needs of the surgeon in a calm and timely manner to minimize the patient's exposure to surgical and anesthetic stress.
4. Demonstrate knowledge of specific surgical procedures and display dexterity in the use of required instrumentation and supplies.
5. Recognize the importance of teamwork, collaboration and cooperation among members of the surgical team.
6. Perform patient care in an efficient and professional manner.
7. Apply safety practices for patients, self and others.
8. Respect the patient's inherent right to privacy, dignity and confidentiality.
9. Exercise sound judgment and discretion in the technical performance of surgical techniques.
10. Demonstrate awareness of the responsibility for actions with respect to legal and policy limits.

ESSENTIAL FUNCTIONS AND STANDARDS FOR SUCCESSFUL PERFORMANCE

To successfully complete the classroom and clinical components of the program, the student in the surgical technology program must, either independently **or with reasonable accommodation**, be able to perform all of the following essential standards and functions of a surgical technologist.

1. **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural, and intellectual backgrounds.
2. **Hearing:** Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, and hear faint body sounds.
3. **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data, and provide for the safety of clients' condition by clearly viewing monitors and other equipment in order to correctly interpret data.
4. **Mobility:** Stand and/or walk eight hours daily in the clinical setting. Bend, squat, or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead. Lift 125 pounds independently and 250 pounds with assistance.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, life support systems, hand surgeon instruments without contaminating the instrument or sterile field).
6. **Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling, and fine manipulation. Tactile ability sufficient for physical assessment.
7. **Mentation:** Maintain reality orientation for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions, and readings.
8. **Smell:** Olfactory ability sufficient to monitor and assess health needs.
9. **Writing:** Ability to organize thoughts and present them clearly and logically in writing.
10. **Reading:** Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.

CLINICAL GUIDELINES FOR CARING FOR PATIENTS WITH COMMUNICABLE ILLNESSES

During the course of clinical experiences, students will be assigned to care for patients with communicable diseases, including AIDS, hepatitis, and tuberculosis. Students will be exposed to blood or other potentially infectious materials. It is an expectation of the program that students will provide service to these patients with respect for dignity and without consideration of social or economic status, personal attributes or nature of health problems.

Students will be taught current information about communicable diseases, their transmission, and standard protective precautions to be used while caring for patients or handling potentially infectious materials prior to their first clinical experience. Students are expected to assume responsibility for using the precautions while caring for patients to minimize the risk of disease transmission.

Because students may be at risk for acquiring hepatitis B viral infection, it is strongly recommended that students be vaccinated with hepatitis B vaccine prior to caring for patients. Students who do not wish to receive the hepatitis B vaccine upon entry into the program must sign a declination form to this effect.

Any student who has an exposure to potentially infectious materials during their clinical experience must agree to submit bodily fluids for testing.

COURSES

The surgical technology program curriculum is a sequential three-semester program of study. Students must demonstrate competency and achieve a grade of "C" or better in all surgical technology core courses and the required general education courses in order to successfully complete program requirements.

For a description of surgical technology program courses, see the college catalog.

For a description of content and expectations relating to specific surgical technology courses, see course syllabi.

ACADEMIC MENTORING

Each student will be assigned to a faculty member for academic mentoring. Student and mentor will develop an individualized plan of study. **IT IS THE RESPONSIBILITY OF THE STUDENT TO MEET WITH THE FACULTY ADVISOR FOR CURRICULUM PLANNING AND ADVISING THROUGHOUT THE PROGRAM.**

CLASSES

Each surgical technology course has a weekly lecture/discussion class during which theory content is reviewed, discussed and clarified. In order to derive optimum benefit from classes, students are expected to complete required readings prior to attending class.

Class attendance policies are specified in course syllabi.

STUDENTS WITH DISABILITIES

If you are a student with a disability who needs classroom accommodations under the Americans with Disabilities Act, you are required to meet with the Disability Support Services Counselor, Susan Hannifan at PVCC or the disability counselor at your home college to apply for the requested accommodations. Susan's office is located in Rm. 132, the Advisement and Counseling Center at PVCC. Phone: 961-5261, Email: shannifan@pvcc.edu.

To receive academic accommodations for this class, please obtain the proper forms and meet with the surgical technology program head and your clinical coordinator at the beginning of the semester.

CLASSROOM LABORATORY

The classroom laboratories for surgical technology students are located on-campus at PVCC and LFCC and in the operating rooms at Lewis-Gale Hospital. Primarily these labs are designed to enable the student to develop and practice the necessary skills to meet the objectives of the courses. Specific times will be designated for students to use the classroom lab.

The nature and value of the equipment in this room is such that care must be taken to see that it is properly handled, maintained and stored.

CLINICAL EXPERIENCES

Clinicals are arranged by instructors who select the facility best able to meet the learning needs of the students. **Arrangements for transportation and parking at the clinical facility must be planned by each student.**

The procedure for students to follow in the event of lateness or absence from any clinical experience is:

1. Call the instructor at home (or as otherwise directed by the clinical coordinator) and give reason for necessary lateness or absence.
2. Call the assigned clinical area and leave a message for the clinical educator.
3. Place these calls at least one hour prior to clinical start time so that appropriate changes can be made in assignments.

100% attendance is expected in the hospital clinical area. The student must make up all absences; failure to do so will result in an unsatisfactory clinical grade.

Students are strongly advised not to work the shift immediately preceding the clinical experience. If the clinical instructor feels that patient safety is endangered, the student will receive a grade of "unsatisfactory" for the clinical day and will not be permitted in the clinical area. The student must make up this clinical time.

No food, drinks, smoking, or chewing of gum will be permitted in the clinical areas.

For laboratory experiences, students will not be required to wear uniforms unless otherwise directed by the instructor(s) involved. For all other clinical experiences students will appear dressed in hospital-provided scrubs or as otherwise directed by the instructor(s) involved. **Lab coats must be worn to cover scrubs if the student leaves the restricted OR areas.**

CLINICAL ABSENCES AND MAKE-UP DAYS

It is expected that the students will make up each clinical day that is missed. Clinical absences can be made up by arranging a make up day with the instructor and/or clinical educator.

Exceptions to the attendance policy will be considered only in the event that a student suffers a catastrophic illness/accident (ex. Hospitalization, broken leg, etc.) that prevents the student from attending multiple clinical days in a row. These absences must be verified by a physician's letter to the program director.

In such cases, the faculty may administratively withdraw the student; withdraw the student under mitigating circumstances (if the last date to withdraw has passed) or award the student a grade of incomplete. Because surgical technology courses are offered only once a year, this may require (if the number of missed days is excessive) the student stop the program until the course is offered again.

If the college is closed due to inclement weather, clinical days will not need to be made up unless the number of days missed for this reason is excessive.

PERSONAL APPEARANCE AND BEHAVIOR

The appearance of all surgical technology students obviously must conform to the highest standards of cleanliness, neatness, good taste, and safety. Adherence to these standards is essential. In cases where personal hygiene, grooming and dress do not meet these standards, the instructor will counsel with the individual and, when necessary, will refer them to the program head. If this remains a problem, the student may be asked to withdraw from the program.

When disruptive or otherwise unacceptable behavior occurs in a classroom, clinical, or lab, the instructor may immediately require that the student who is causing the problem leave the instructional setting. It is the student's responsibility to contact the instructor as soon as possible, and at the latest before the next meeting of the class or lab to attempt to reconcile the problem. If not solved and in the most serious cases, such as when a student has previously been removed from the class or when the behavior is a serious violation of the rights of others, for example, incidents involving the use or threat of violence or other acts of hostility, the faculty member may prefer to deny the student's return to the course. In these cases, the faculty member must make a written charge to the Dean of Student Services that proposes the removal of the student from the course. Additionally, if deemed appropriate, the faculty may propose an institutional sanction, the most severe being permanent dismissal from the college. Once a charge is filed, the case will be settled by following the College's Procedures for Making and Hearing Charges Against Students.

DRESS CODE STANDARDS FOR CLINICAL EXPERIENCES

1. Surgical scrub outfits will be provided at each clinical site.
2. Hair must be kept out of the face; tied up if long.
3. Absolutely no fingernail polish or artificial nails allowed.
4. Clean white leather or vinyl shoes with white shoelaces (if applicable).
NO CLOTH OR NYLON WEBBING SHOES, HIGH TOPS OR SANDALS.
5. A hospital badge will be issued to the students for most of the clinical facilities. If no hospital badge has been issued for your clinical site, you must wear your school ID.
6. No costume rings or bracelets.
7. Earrings ONLY for pierced ears (must not extend beyond ear lobe).
8. No visible piercings (this includes tongue piercings).
9. No heavy cosmetics, perfume or gum chewing.
10. Street clothes worn in clinical area must be appropriate and in good taste.
No mini-skirts, jeans, shorts, shirts with low necklines or shirts that bare the midriff. Extremes must be avoided in order to maintain a professional appearance.
11. Lab coats are required to be worn over scrub clothes whenever outside of the OR, with photo name badge visible.

UNSUPERVISED MINORS ON COLLEGE PROPERTY

The community college cannot be responsible for the safety and welfare of unsupervised minors. Therefore, minors must not be left unattended while parents are working or attending classes or clinical. In addition, minors are prohibited from any college classroom in which instructional activities are taking place. Parents of unsupervised minors shall be held responsible for any destruction of property or any disruption of the orderly function of the college that their children may cause.

COMMUNICATIONS

1. Lines of Communication

Throughout the College, the avenues of communication for students to express their concerns, problems or questions begin with the faculty members who teach a course and the program director (Allen Duff). If satisfaction is not obtained, refer to the division dean (Ann Smith), Vice President of Instruction and Student Services (Kathy Hudson) or president **in that order**.

Any individual student or group of students in the surgical technology program who wish to express their concerns or questions are encouraged to do so at any time. Valid suggestions for change are always welcome, and will be shared with the entire surgical technology faculty.

2. Evaluation Forms

At intervals, the surgical technology program utilizes course/program evaluation questionnaires to elicit information from students to help make improvements in the program. Please use these questionnaires to improve your program through constructive evaluations of the program and its faculty.

3. Student Representation

One student representative will be appointed to the Surgical Technology Advisory Board to serve a minimum appointment of 3 semesters. Attendance is expected at one meeting per year as scheduled by the program head. These representatives shall provide input into discussion and decisions relating to matters of Surgical Technology program curriculum and instruction, and report to the members of their class.

4. Division Administrative Support Staff

Under no circumstances should any student in this program impose upon an administrative assistant (1) to provide extra copies of any materials that have been distributed in class; or (2) to duplicate materials related to class or clinical assignments; or (3) to use the phone unless it is for an EMERGENCY call. A photocopy machine is available in the library and computer lab for student use and there are public telephones located in the main lobby and in the snack area.

WRITTEN ASSIGNMENTS

Written assignments are to be submitted by the designated time or they will automatically be considered late. The penalty for late assignments will be specified in each course syllabus. If the student has a valid reason for a paper being late and approaches the instructor prior to the date the paper is due, consideration will be given to granting an extension. At that time, a due date for the assignment will be established.

The actual points assigned to written assignments will vary in relation to the specific course being taught and the nature of the assignment itself. Format for course papers are outlined in the syllabus of each course.

TESTING

All program testing is done online through Blackboard. Students will be given at least a 3-day period during which they may take the exam. All exams are to be taken in the Learning Centers of the colleges. These exams will be proctored, so a picture ID may be required to take the exam. Failure to take a test during the specified time period without PRIOR notification to the course instructor will result in a deduction from the grade for that test. Any make-up tests must be scheduled through the course coordinator.

GRADING

To demonstrate competency in the theory component of surgical technology courses, the student's final grade must be a 75 or above.

To demonstrate competency in the clinical component, the student must successfully validate all required skills and earn a clinical grade of "satisfactory" which is a minimally safe level of performance. Those students not maintaining "satisfactory" in the clinical area will not be retained as surgical technology students. Criteria for obtaining a satisfactory clinical grade are contained in each course syllabus and/or clinical guide.

GRADING SCALE

A = 92 - 100

B = 84 - 91

C = 75 - 83

D = 66 - 74

F = 65 and below

I = incomplete

Each course syllabus will contain more detailed information concerning the system of grading.

NOTE: Each student must achieve a satisfactory grade in clinical and a minimum score of 75 on the theoretical component of each course and a course grade of "C" in order to pass that course and proceed to the next course in the program sequence. **Students who fail a surgical technology course are automatically withdrawn from the program and must apply for readmission.**

INTELLECTUAL HONESTY

It is the policy of the surgical technology program and PVCC that intellectual dishonesty in any form (giving or receiving aid on tests or other written assignments, plagiarism on written assignments, professional dishonesty in the clinical setting) will not be tolerated. If the instructor determines that a student's work has been intellectually dishonest, the instructor may award the student an "F" for the course and/or for the specific task/assignment determined to have been dishonestly accomplished. For a full description of Intellectual Honesty policies and procedures, refer to the PVCC college catalog.

WITHDRAWAL FROM PROGRAM OR COURSE

Surgical technology students are expected to notify the program head in writing of their intention to withdraw from any surgical technology course or from the program. This allows plans to be made for the enrollment of other students. Students who withdraw must apply for re-admission.

CRITERIA FOR DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM

The faculty believe that the habits and work patterns that are established when an individual is a student will be carried over into the work setting. Every effort should be exerted to establish positive patterns of professional behavior, which include arriving on time for each clinical assignment, notifying the instructor if you will be late or absent, and when indicated, contacting the appropriate instructor concerning make-up of work missed during an absence.

The following criteria may be used for the dismissal of any surgical technology student from the program:

1. Unprofessional conduct that shall include but not be limited to:
 - a. Performing acts beyond the limits of legal practice
 - b. Assuming duties and responsibilities without adequate training or when competency has not been maintained
 - c. Diverting supplies, equipment or drugs for personal or other unauthorized use
 - d. Falsifying or otherwise altering patient or agency records
 - e. Abusing, neglecting, or abandoning patients/clients
 - f. Conduct unbecoming a surgical technology student or detrimental to the best interests of the public
 - g. Actual or threatened hostile acts, including verbal abuse, against patients, clinical agency staff members, or program faculty
2. Willful commission of any act that is a felony under state or federal laws or any act which is a misdemeanor under such laws and involves moral turpitude.
3. Student practice in a manner contrary to standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public.
4. Inability to practice with reasonable skill and safety to patients by reason of illness, excessive use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition.

The student will be counseled and advised of his/her unacceptable behavior. Evidence of the conference will be documented and signed by the instructor and the student. All incidents will be brought to the attention of the program head and division dean.

Procedures for dismissal and appeal may be found in the Special Academic Policies section of the PVCC college catalog and student handbook.

READMISSION TO THE PROGRAM

Students who fail to complete the program for **academic** or **personal** reasons may apply in writing to the program director 14 days prior to the first day of class in the semester in which student is seeking readmission. In the letter, students are encouraged to state why they believe that they will be successful upon readmission and describe any actions they have taken to remedy weaknesses. Students seeking readmission to SUR 140 must follow the same admission procedure as new applicants. Readmissions will be made on the basis of past performance in the theoretical and clinical components of surgical technology courses, curricular GPA, science GPA, and fulfillment of any contingencies outlined at the time of withdrawal. Students accepted for readmission will be ranked according to these criteria. Readmission is based on space availability in the program.

STUDENT EXPENSES

In addition to books and tuition, some of the additional expenses of the Surgical Technology program are described below.

1. Student Liability Insurance

As a surgical technology student, you have a definite personal responsibility for your own activities in your contact with patients, even though you are not yet licensed. As an individual, you are legally and financially responsible if another person is injured or suffers loss as a result of your negligence.

Piedmont Virginia Community College can assume no legal or financial responsibility for your actions as a surgical technology student when your activities occur off campus, i.e. in the various hospitals and other locations where your clinical laboratory experience takes place. Therefore, it is strongly recommended that students purchase individual liability insurance.

2. Hospitalization Insurance

Students are also responsible for hospitalization costs or other medical expenses should an illness occur while enrolled in the Surgical Technology program. **THE COLLEGE IS NOT RESPONSIBLE FOR INJURIES OR ILLNESS INCURRED IN THE CLINICAL SETTING.**

3. Uniforms and Equipment

Each student is responsible for purchasing the following items: textbooks, lab coat, PVCC shoulder patch and appropriate clinical shoes.

4. Certification Exam

The certification exam provided by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) will be administered to students during the third semester. Students are required to pay for this mandatory exam (\$190). The NBSTSA also provides a practice

certification exam for \$40. Use of the practice exam is optional for students.

5. Miscellaneous

Miscellaneous unforeseen program-related expenses may occur. Every attempt will be made to notify the student in advance so that necessary plans can be made.

TRANSPORTATION

Students are responsible for transportation and parking at all classroom and clinical sites.

GRADE APPEAL AND GRIEVANCE PROCESSES

When a grievance has occurred, the proper procedure for a student to follow is outlined in the PVCC college catalog and the Student Handbook Rights and Responsibilities.

FINANCIAL ASSISTANCE

It is the desire of Piedmont Virginia Community College that no qualified student be denied the opportunity of college attendance because of a financial need. The College has many sources of financial aid, including programs funded by the Federal Government and the Commonwealth of Virginia.

Students wishing to apply for financial assistance should secure a brochure giving detailed information about the various programs and an application for financial aid from the Financial Aid Officer at PVCC.

COUNSELING AND GUIDANCE SERVICES

The faculty will be available to help students plan their surgical technology program course work. In addition, the faculty will periodically review student progress by means of individual conferences. If a student has a problem related to class work or clinical laboratory performance, the faculty will welcome the opportunity to discuss this during scheduled office hours. Problems of a personal nature such as difficulties in courses other than surgical technology, family, home, social life, or finances, may be discussed with either a surgical technology faculty member or a professional counselor in the Counseling Office. Confidentiality procedures apply to any matter you choose to discuss with a college counselor or surgical technology faculty member.

PINNING CEREMONY

Upon completion of the surgical technology program, each student may purchase a PVCC surgical technology pin. The surgical technology pin will be presented in a ceremony held at the completion of the summer semester. The certificate will be mailed to the students approximately the middle of August. The ceremony is conducted by the surgical technology faculty. Families and friends of the graduates are invited as well as the entire college faculty and staff.

PREPARATION FOR GRADUATION

You will need to apply to the PVCC Admissions office for graduation. After receipt of the graduation application, the registrar will evaluate all classes and credits and inform the student of their status. **It is the responsibility of the student to be sure that all transcripts from other colleges have been sent to PVCC so that the necessary classes can be credited toward graduation. It is also the**

responsibility of the student to be sure they are taking all the courses needed to complete the program requirements.

SURGICAL TECHNOLOGY PROGRAM POLICY ON THE RELEASE AND CONFIDENTIALITY OF STUDENT RECORDS

The surgical technology program policy on release and confidentiality of student records is consistent with that of the college.

Every endeavor is made to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the faculty administration and clerical staff must respect confidential information about students that they acquire in the course of their work. At the same time, the program should be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits. This policy is intended to fully comply with The Family Educational Rights and Privacy Act of 1974, Pub. L.90-247, as amended.

A. Disclosure to the Student

1. With regard to a student's access to his or her own records, it is assumed that a major purpose of student's record is to aid in the personal and academic growth of that student. The following generally lists the types of records maintained in the Surgical Technology program files:
 - a. Surgical Technology Program Application
 - b. Medical Health Record
 - c. Documentation of Attendance at Universal Precautions Seminars
 - d. Clinical Evaluation Form(s)
 - e. Progress Reports
 - f. Anecdotal Notes
 - g. Correspondence
 - h. Documentation of Declination of Hepatitis B Vaccination (if appropriate)

Students wishing to review the contents of their surgical technology program file will be required to make an appointment with the program head and indicate at that time the purpose of their appointment. The review must take place within thirty (30) days from the date of request.

B. Disclosure to School Officials

1. Faculty and administrative officers of the institution who have a legitimate educational interest (as outlined in the appropriate job description) in the material and demonstrate a need to know, will be permitted to look over the academic records of any student. Whenever possible, the information needed by such persons should be provided by the officials responsible for the records, without providing direct access to the records themselves.
2. The contents of the Surgical Technology Program file of a student should not be sent outside the Math, Science and Human Services office except in circumstances specifically authorized by the program head or his/her designee. Normally a record should never leave the division office.

C. Disclosure to Parents, Educational Institutions and Agencies

1. Grade reports and other information maintained by the surgical technology program may not be released to parents or guardians without prior approval from the student, except for students who are income tax dependents of the parents.
2. Requests from a philanthropic organization supporting a student will be honored. Students receiving such support will be required to sign a release form at the time the financial support is accepted.
3. Information may be released to State and local officials or authorities to whom information is required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.
4. Information may be released to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, so long as such studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purposes for which the study was conducted. The Coordinator of Admissions and Records must approve such requests.

D. Disclosure to Government Agencies

1. Properly identified representatives from federal, state, or local government agencies may be given the following information if expressly requested:
 - a. Verification of a date and place of birth
 - b. School of division of enrollment and class
 - c. Dates of enrollment
 - d. Degree(s) earned, if any, date, major or field of concentration, and honors received
 - e. Home and local addresses and telephone numbers
 - f. Verification of signature
 - g. Name and address of parent or guardian
2. Concerning release of further information, it should be noted that government investigative agencies as such have no inherent legal right of access to student files and records. When additional information is requested, it normally should be released only on written authorization from the student. If such authorization is not given, the information should be released only on court order or subpoena. If a subpoena is served, the student whose record is being subpoenaed should be notified and that subpoena should be referred to the institution's legal advisor.

E. Disclosure to Other Individuals and Organizations

No information will be furnished to other individuals and organizations unless the request is accompanied by an information or transcript release signed by the student.

F. Limitation on Redisclosure

The institution may disclose personally identifiable information from a student's education records only on the condition that the party to whom the information is disclosed will not disclose the information without prior written consent of the student or eligible parent except that such information may be used by the officers, employees and agents of the organization to which the information was disclosed for the purposes for which disclosure was made. Except for the disclosure of "Directory Information", the institution shall inform the party to whom a disclosure is made of this limitation on redisclosures.

G. Disciplinary Files

All correspondence and other written information relating to matters involving student discipline cases will be maintained by the Coordinator of Admissions and Records, and shall not be made a part of the student's permanent records except as it affects the reason for students' termination from the College.

RECEIPT AND ACCEPTANCE OF RESPONSIBILITY

As stated in the introductory letter, we have prepared these policies and procedures to assist you in successful completion of the Surgical Technology Program. We expect you to become thoroughly familiar with this Handbook and to keep it available for ready reference.

If you have difficulty understanding anything in this Handbook, the Piedmont Virginia Community College Catalog, the Piedmont Virginia Community College Student Handbook or surgical technology course syllabi, please consult the program director or division dean.

By signing the student verification form, you are accepting responsibility for the policies and procedures contained in this Handbook.

INVASIVE PROCEDURES BY PVCC SURGICAL TECHNOLOGY STUDENTS

Students enrolled in PVCC's surgical technology program may NOT perform invasive procedures on themselves or each other in an attempt to improve their skills and comfort level with these procedures.

If you have any questions about whether or not a particular skill is invasive, please consult the program director or division dean.

By signing the student verification form, I acknowledge my understanding of this policy and accept my responsibility to observe it.

HEPATITIS B VACCINE DECLINATION

I understand that as a surgical technology student I may be exposed to blood or other potentially infectious materials and therefore may be at risk of acquiring hepatitis B (HBV) infection.

I understand that the PVCC surgical technology program strongly recommends that all students receive the hepatitis vaccine prior to beginning the clinical component of the program. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

I understand that I may decide to receive the hepatitis B vaccination at a later date and that if I do so; I will promptly provide the surgical technology program head or program secretary with documentation of my vaccination.

DATE

PRINTED NAME

STUDENT SIGNATURE _____

PIEDMONT VIRGINIA COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM
ADMISSION STUDENT VERIFICATION FORM

Name _____ Empl ID# _____

VCCS email address _____@email.vccs.edu

**REMINDER: ALL OFFICIAL SCHOOL EMAIL MESSAGES ARE SENT TO VCCS
EMAIL ACCOUNTS ONLY.**

I verify that I must have the following documentation on file at PVCC. If my file is not complete, I will not be able to begin clinical or lab.

- Physical form completed and signed by physician with documentation of appropriate immunizations and/or titers
- Annual PPD current through August 1, 2009- with negative result or record of negative chest x-ray
- Hepatitis B vaccine or titer verification of immunity or signed declination form
- Completion of hospital web-based competency modules assigned to me to be done by assigned date

Also, I verify that I have carefully read and am responsible for all of the following:

- I acknowledge that email and Blackboard are the official modes of communication for the program and I am responsible for correcting problems and reviewing messages throughout the semester beginning one week before classes start. I acknowledge that I am responsible for using my VCCS email account for all school-related communication and must check my email and course Blackboard site for announcements at least every 2 days throughout the semester.
- I acknowledge that it is my responsibility to regularly meet with my faculty mentor for academic planning.
- I acknowledge I am responsible for knowing and following the requirements and policies of the Surgical Technology Student Handbook, the Piedmont Virginia Community College Catalog, the Piedmont Virginia Community College Student Handbook and all surgical technology course syllabi. Distance students are also responsible for following the policies of their home colleges.
- I acknowledge that clinical agencies with which I work as a student may have policies including but not limited to drug testing, immunizations, criminal background checks and manner of dress or appearance and that I am responsible for knowing and following these policies.
- I understand that if I am arrested during my time in this program, I must report that arrest to the Dean of Math, Science and Human Services prior to returning to class.

My signature indicates that I am in compliance with all the conditions stated above.

Signature _____ **Date** _____