



***Surgical Technology Program  
Handbook***

***2025-2026***





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## Staff Directory

### Administration

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### Support Staff

Anouk Goreta Administrative Program Assistant	<a href="mailto:goretaa@westerntc.edu">goretaa@westerntc.edu</a>	Kumm Center Room 211	(608) 785-9195
Bree Rozmenowski Program Advisor	<a href="mailto:rozmenowskib@westerntc.edu">rozmenowskib@westerntc.edu</a>	Kumm Center Room 211A	(608) 785-9078

# Western Technical College Surgical Technology Program

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Credits: 62

Division: Health and Public Safety

Instructional Level: Applied associate degree.

## Purpose

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Welcome to the Surgical Technology Program. We hope you find the information in this handbook to be informative and helpful as you work towards successful completion of the Surgical Technology Program at Western Technical College. Information within this handbook is updated annually so information may change within a given year. We encourage you to reach out via email or phone call to set up an appointment with us to discuss and answer any questions you may have.

## Institution and Program Accreditation

Western Technical College is accredited by the Higher Learning Commission, 159 North Dearborn Chicago, IL 60601; 312-263-0456 [www.ncahlc.org](http://www.ncahlc.org)

Program Compliance with CAAHEP, ARC/STSA, AST

Western Technical College's Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

CAAHEP Contact Information:

9355 – 113th St. N. #7709

Seminole, FL 33775

727-210-2350

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

ARC/STSA Contact Information:

19751 E. Mainstreet, Suite 339

Parker, CO 80138

Phone: 303-694-9262

Fax: 303-741-3655

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

# Surgical Technology Program

## Program Goal

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At Western Technical College, we provide students with every opportunity to advance their knowledge and skills necessary to gain employment as an entry-level surgical technologist. Western's program goal is "To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession." (ARC/STSA, 2024). Students can achieve this goal by "meeting or exceeding the criteria set forth in the current CAAHEP Standards and Guidelines for Accreditation of Educational Programs in Surgical Technology" (ARC/STSA Standard II. C.) and by achieving Western's Program Outcomes.

## Surgical Technology Minimum Expectations Statement

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The minimum expectation of the Surgical Technology Program at Western Technical College is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students are required to pass the required program curriculum with a "C" or better and meet the required program outcomes outlined in the college's Technical Skills Attainment. Upon curriculum completion, all graduates must sit for the national certification exam administered by ***The National Board of Surgical Technology and Surgical Assisting (NBSTSA)***.

## Program Admission Criteria

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To program apply to gain admission into the Surgical Technology program:

- Apply for admission to the College. Refer to the Western Technical College Website for the college application process.
- Contact the Welcome Center to make an appointment with a Health & Public Safety College Advisor to complete your Intent to Enroll form.
- Read and sign the program's Functional Abilities (Essential Functions) listed below and posted on the program webpage.
- Complete national background check.
- Complete the program prerequisite of General Anatomy and Physiology 10806177 with a grade of "C" or better.

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## Additional Program Requirements

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### Health and Safety Training

All students must complete the required to complete clinic readiness/onboarding requirement before attending clinical sites. Students will be emailed the training in advance of clinic attendance. Students who do not meet the requirement will not be permitted at the clinical site.

### CPR

Students are required to be certified in CPR prior to clinical rotations. Only the following CPR certifications will be accepted:

- American Heart Association Basic Life Support (BLS) Healthcare Provider
- American Red Cross CPR/AED for the Professional Rescuer
- Red Cross Basic Life Support for Healthcare Providers

The CPR card must be uploaded into Viewpoint Screening. CPR certification must be maintained throughout the program.



## Immunizations

Students must upload their complete immunization records to Viewpoint Screening prior to clinical rotations. Students must be in the process of Hepatitis B immunization series (or have signed a declination form) to begin clinical. TB testing is required each year. It is the responsibility of the student to ensure that their TB is current. There are several health and safety requirements that must be up to date before the start of the fall core classes. Should any of these requirements become outdated, you will not be allowed to attend clinical rotations and will receive unexcused absence until they are accepted in Viewpoint. You will need to submit all health forms and information to Viewpoint Screening [www.viewpointscreening.com](http://www.viewpointscreening.com). It is strongly recommended that you save copies for yourself and keep them in a safe place. You will need them for your employer after graduation.

### Measles, Mumps & Rubella (MMR)

- 2 vaccinations or a positive titer for Measles, Mumps and Rubella is required.
- If you are unable to obtain your childhood vaccinations from your health provider or clinic, your high school may still have these records.

### Varicella (Chicken Pox)

- If you had Chicken Pox:
  - With Documentation. Documentation must include your birthdate and the date or age of the occurrence. Documentation may include any of the following:
    - Medical record from your healthcare provider
    - Letter from your healthcare provider
    - Western Technical College Health Immunization Form signed by your healthcare provider.
    - Print out from the Wisconsin Immunization Registry (WIR)
  - Without Documentation. You will need to have a positive antibody titer (lab report required) or documentation of two vaccinations to prove you have immunity.

### Hepatitis B

- If you choose to start the series, you must finish the 3-shot protocol within the specified timeframe.
- A declination waiver is a form stating that you refuse the vaccine. It is available under the Hepatitis B To-Do list in Viewpoint.

### TB Skin Test

- One of the following completed within the past 13 months is required:
  - 2-step TB skin test (administered 1-3 weeks apart)  
OR
  - 2 consecutive annual TB Skin tests  
OR
  - QuantiFERON Gold blood test (lab report required) or T-spot  
OR
  - a clear chest x-ray (lab report required).

If positive TB Skin test – provide a lab report or physician verification of a clear chest X-Ray

### Tetanus (DTaP)

- Expires every 10 years.

### Covid Series

- IF a Covid vaccine series (immunizations) is required by a clinic partner you may be participating with while in the program, you will be notified. Presently, the Covid Vaccine is not required to gain admission into the Surgical Technology Program.

### **Background Check**

A criminal background check is required for all individuals who work with vulnerable adults and/or children, which includes most people who work in hospitals. Viewpoint Screening (formerly Castle Branch) handles this process for Western Technical College. The cost is \$40 and is required every 4 years if currently in an HPS program (\$20 after the first).

Viewpoint Screening (formerly Castle Branch) will report all contacts you have had with law enforcement, including crimes, convictions, pending charges, acquittals and dismissed charges. If there is something in your background check, Western Technical College staff will review the report and determine the significance of it. Many items are considered insignificant by the clinical affiliates and will not prevent you from doing clinical or fieldwork assignments. In that event, you will receive email notification that you have been cleared for clinical or fieldwork.

If your background check reveals a significant item, two clinical sites will be contacted and asked if they would permit someone with that background to complete clinical experience or fieldwork experience in their facilities. **Clinical sites have the right to refuse clinical placement to any student based on the background check results.** Their response will influence the difficulty of gaining clinical or fieldwork sites. The Associate Dean who oversees the surgical technology program will contact you to inform you of the clinical sites' decisions and answer any questions you have. The responses of the two clinical sites is not a guarantee of what will happen once you are in the program. It is your decision whether to enter the program based on the uncertainty of being accepted at clinical sites.

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A student who is convicted of a felony may not be able to practice in the State of Wisconsin according to the Department of Safety and Professional Services (DSPS).

## **Functional Ability Categories & Representative Activities**

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### **Essential Functions and Attributes**

**Carefully read the physical and sensory abilities listed below to ensure you can perform as the surgical profession does require these activities.**

\*See important information under environmental statements if you suspect you have a latex allergy or sensitivity.

A change in your ability to perform any of the Essential Functions must be reported to Joan Miksis, the Associate Dean of the Surgical Technology program or to your instructor immediately.

#### **Gross Motor Skills:**

- Move within confined spaces.
- Maintain balance in multiple positions.
- Reach above shoulders (e.g., adjust overhead lights)
- Reach below waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

#### Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands firm and slight (ex. Surgical instruments, sutures)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser and surgical scrub)

#### Physical Endurance:

- Stand for long periods of time from 2-4 hours.
- Maintain same position for long periods of time.
- Sustained repetitive movements.
- Function in a fast-paced work environment for hours

#### Physical Strength:

- Push and pull 50 pounds (e.g., carry instrument pans, position client, move equipment)
- Support 50 pounds of weight (e.g., hold arm or leg)
- Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment / supplies (e.g., lift instrument pans)
- Use upper body strength (e.g., retraction, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguishers)

#### Mobility:

- Ability to
  - Stand
  - Walk
  - Twist, turn
  - Bend, stoop, squat
  - Sit
  - Climb stairs
  - Move quickly

#### Hearing:

- Ability to hear normal speaking level sounds (e.g., person to person conversation, request for instrument).
- Hear faint voices and body sounds (e.g., heartbeat)
- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips (e.g., masks are worn in the operating room)

Visual:

- See objects up to 20 inches away (e.g., information on monitor screen, identification of small needles)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)
- See in darkened room (e.g., during endoscopic procedures, eye surgery)

Tactile:

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., solutions)
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environment temperature

Environment:

- Tolerate exposure to allergens (e.g., latex gloves, chemical / substances)
  - NOTE: You may be unable to attend labs and clinical rotations if you are latex sensitive or have a latex allergy. We do not provide a latex free environment at school or in our clinical hospital sites at this time. You will be required to provide a doctor's written statement confirming it is safe to continue in the program if you are latex sensitive or have a latex allergy.
- Tolerate strong soaps
- Tolerate strong odors
- Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses, laser, radiation)
- Tolerate working indoors
- Tolerate working in extreme temperatures

Reading:

- Read and understand written documents
- Read digital displays

Math:

- Ability to count, add, subtract, multiply and divide whole numbers Compute fractions and decimals
- Document numbers in records
- Tell and measure time
- Read measurement marks (e.g., rulers, scale)
- 

Emotional Stability:

- Establish professional relationships
- Adapt to changing environment / stress
- Deal with the unexpected (e.g., client condition, crisis)
- Focus attention on task

- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others (e.g., grief, anger, stress)
- Accept constructive feedback
- Accept responsibility for own actions

#### Analytic Thinking:

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources (written or oral)
- Analyze and interpret abstract and concrete data
- Evaluate outcomes
- Problem solve
- Prioritize tasks (e.g., time management)
- Use long-term memory
- Use short-term memory

#### Critical Thinking:

- Identify cause-effect relationships
- Plan / control activities (organizational skills)
- Sequence information
- Make decisions independently
- Adapt decisions based on new information
- Comprehend and follow instructions
- Follow a process from start to finish (e.g., 2 or more step instruction)

#### Interpersonal Skills:

- Establish rapport with individuals (e.g., surgeons, staff members) and groups
- Respect / value diversity in others
- Negotiate interpersonal conflict
- Demonstrate tolerance in working with others Function as part of a team

#### Communication Skills:

- Speak English
- Write English
- Listen / comprehend spoken / written word
- Collaborate with others (e.g., health care workers, peers)
- Comprehend and exhibit non-verbal communication

*This Essential Functions document was developed as part of the transition to an Associate-level degree program and is shared across all schools in the Wisconsin Technical College System. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) approved these functional abilities as part of that process. Any changes to this document will require review and approval by ARC/STSA.*

## Program Curriculum

The following courses are required for completion of the Western Technical College Associate Degree Surgical Technology Program.

### Program Course Overview

**General Anatomy & Physiology 10806177 course is a pre-requisite for admission into the Surgical Technology program.**

#### ► SUMMER: SEMESTER 1

**Medical Terminology ..... 7 weeks/Session 1..... 3 credits**

This course focuses on the component of medical terms: Prefixes, suffixes, and root words. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

**English Composition 1 ..... 7 weeks/Session 2..... 3 credits**

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

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**General Anatomy & Physiology ..... 7 weeks/Session 1..... 4 credits**

Examines basic concepts of human A & P as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross & microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body A & P to informed decision-making & professional communication with colleagues & patients.

**Oral/Interpersonal ..... 7 weeks/Session 2..... 3 credits**

Focuses upon developing speaking, nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

**Strengths Seminar ..... 7 weeks/Session 1..... 1 credit**

This course supports learners as they make the transition to college, as appropriate to their area of interest. Students will investigate their strengths to adopt successful academic habits, explore career goals, build digital literacy, navigate campus resources, and foster community, belonging, and wellness.

#### ► FALL: SEMESTER 2

**Introduction to Surgical Technology ..... 8 weeks/Session 1..... 4 credits**

This course consists of 4 hours of classroom direction and 8 hours of lab instruction per week. Provides foundational knowledge of the occupational environment. Principles of sterilization and disinfection are learned. Surgical instruments are introduced. Preoperative patient care concepts are simulated.

**Surgical Technology Fundamentals 1 ..... 7 weeks/Session 2..... 4 credits**

This course consists of 4 hours of classroom direction and 4 hours of lab instruction per week. Focuses on preparing the patient and operating room for surgery. Principles of sterile technique are emphasized as the student moves into the scrub role. Scrub skills are introduced and emphasized. Four weeks of clinical rotation is included.

**Exploring Surgical Issues ..... 7 weeks/Session 1..... 2 credits**

This is an online course. Explores a variety of issues related to surgical technology. Emphasis is placed on becoming a professional member of the surgical team.

**Introduction to Psychology ..... 7 weeks/Session 2..... 3 credits**

An introductory course in psychology surveying the multiple aspects of human behavior. It addresses the theoretical foundations of human functioning in such areas as perception, learning, motivation, development, personality, health, and pathology, exploring physiological and environmental influences. It directs the student to an insightful understanding of the complexities of human relationships in personal and vocational settings.

**► SPRING: SEMESTER 3**

**Surgical Technology Fundamentals 2 ..... 15 weeks/Session1&2..... 4 credits**

This course consists of 2 hours of classroom direction and 4 hours of lab instruction per week. Focuses on enhancing surgical technology skills while functioning as a sterile team member. Lab is included.

**Surgical Pharmacology ..... 15 weeks/Session1&2..... 2 credits**

This course consists of 2 hours of classroom direction per week. Basic study of drug classifications, care, and handling of drugs and solutions, application of mathematical principles in dosage calculations, terminology related to pharmacology, anesthesia, and drugs used in surgery.

**Surgical Skills Application ..... 15 weeks/Session1&2..... 2 credits**

This course consists of 6 hours of clinical experience per week. Provides a transition from the academic to the clinical setting. Learners integrate surgical technologist skills as they apply to various surgical procedures.

**Microbiology ..... 15 weeks/Session1&2..... 4 credits**

This course examines microbial structure, metabolism, genetics, growth and the relationship between humans and microorganisms. Disease production, epidemiology, host defense mechanisms and the medical impact of microbes in the environment, industry, and biotechnology are also addressed.

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**► FALL: SEMESTER 4**

**Surgical Interventions 1 ..... 15 weeks/Session1&2..... 4 credits**

This course consists of 2 hours of classroom direction per week and 2 hours of lab instruction per week. Provides the foundation knowledge of surgical core and specialty procedures. Examines pathophysiology, diagnostic interventions, health sciences, and surgical techniques for a variety of procedures.

**Surgical Technology Clinical 1 ..... 8 weeks/Session 1..... 3 credits**

This course consists of 6 hours of clinical experience 3 times per week. Apply basic surgical theories, principles, and procedural techniques in the operation room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel.

**Surgical Technology Clinical 2 ..... 7 weeks/Session 2..... 3 credits**

This course consists of 6 hours of clinical experience 3 times per week. Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.

**Introduction to Diversity Studies ..... 7 weeks/Session 1..... 3 credits**

This is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and the value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

► **SPRING: SEMESTER 5**

**Surgical Intervention II ..... 15 weeks/Session1&2 ..... 4 credits**

This course consists of 4 hours of classroom direction per week. Expands knowledge of core and specialty surgical procedures by incorporating pathophysiology, diagnostic interventions, health sciences, and surgical techniques.

**Surgical Technology Clinical 3 ..... 8 weeks/Session 1 ..... 3 credits**

This course consists of 6 hours of clinical experience 3 times per week for the first 4 weeks. The second 4 weeks consists of 8 hours of clinical experience 3 times per week. Further experience in a clinical setting allows the students to continue to improve technical skills while accepting more responsibilities during surgical procedures.

**Surgical Technology Clinical 4 ..... 7 weeks/Session 2 ..... 3 credits**

This course consists of 8 hours of clinical experience 3 times per week. During the clinical course the student will function relatively independently. Serves as a transition from a student perspective to an employee by utilizing advanced skills for an entry level Surgical Technologist.

## Credit Hour Guidelines

All Western courses follow the Department of Education's Federal definition of credit hour. Typically, students enrolled in a 1-credit course should plan to spend approximately one hour per week (for a 15-week term) on instructor-led tasks/activities and an additional two hours per week for the student outside effort tasks (aka assignments or studying). This would be a total of 45 hours of time per credit over the length of the term on various types of learning activities. This calculation is scaled up as the number of credits increases.

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## Clinical Information

**Program Hospital/Clinical Partners where Clinic Rotations may occur.**

- Black River Memorial Hospital –Black River Falls, WI
- Gundersen Health Services (Emplify Health), Main OR –La Crosse, WI
- Gundersen Health Services (Emplify Health), Outpatient Services–La Crosse, WI
- Gundersen St. Joseph's Hospital (Emplify Health), Hillsboro, WI
- Gundersen Health Services (Emplify Health), Winona, MN
- Hess Memorial, Mile Bluff Medical Center –Mauston, WI
- Mayo Clinic Health System, La Crosse, WI
- Mayo Clinic Health System, Rochester, MN
- Reedsburg Area Medical Center –Reedsburg, WI
- Tomah Health –Tomah, WI
- Vernon Memorial Hospital -Viroqua WI
- Winona Health – Winona, MN
- Winneshiek Medical (WinnMed) – Decorah, IA

\*All first-year students complete clinic rotations in LaCrosse, WI.

\*The Surgical Tech faculty works with multiple members of a particular hospital months in advance to arrange for student clinic placement. The average rotation length at a regional site (outside of LaCrosse) lasts 7 weeks/3days per week.



## Introduction to Clinical

Clinical rotations are a large portion of the program and will measure individual skill performance daily at selected perioperative clinical sites. Students will be observed and assessed by onsite instructors and precepting staff as they work with surgical teams within the operating room. Daily evaluations will capture a student's progression with skills along with their ability to communicate, case plan, work with a surgical team, and overall awareness of patient safety.

## Position

The surgical technology student will be in the position of "student" during clinical rotations.

## Position Statement

The student will be enrolled in the correct clinical ST course and will participate in clinical practice in assigned clinical sites. This clinical practice will provide experience for job entry skills. The student will be classified as a learner and will not be used to replace clinical staff. The student will be under the supervision of a clinical instructor.

## Clinical Education Requirements

The student must have successfully completed all prerequisite/co-requisite courses with a 2.0 and must maintain a 2.0 GPA.

## Surgical Scrub Roles from the 7<sup>th</sup> Core Curriculum for Surgical Technology; AST

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

### A. General Surgical Cases

- Students must complete a minimum of 30 cases in General Surgery; 20 of 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 Surgical Cases

- Students must complete a minimum of 90 cases in various surgical specialties, excluding general surgery; 60 of 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 minimum of 60 surgical specialty cases must be performed in the first scrub role and distributed amongst a minimum of four surgical specialties.
    - 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)
    - The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
    - The remaining 30 surgical specialty cases may be performed in any specialty either in the first or second scrub role.
    -

### ► 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.
- Setup 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 by performing one or more of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

#### ► **OBSERVATION or ASSIGNMENT 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.

*\*Please know that each surgical procedure witnessed or participating within must be documented.*

## Program Outcomes

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- A. Apply healthcare and technological science principles to the perioperative environment.
  - Use proper medical terminology
  - Apply principles of anatomy, physiology, microbiology, pharmacology and pathophysiology
  - Demonstrate safe use of electrical equipment
  - Use of computer to access information and complete work assignments
  - Follow standard precautions
- B. Maintain principles of sterile technique in the surgical field.
  - Adhere to the principles of sterile technique
  - Demonstrate a surgical conscience
  - Recognize and correct contamination
- C. Provide a safe, efficient, and supportive environment for the patient.
  - Put the patient first
  - Adjust practices according to patient needs
  - Communicate in order to maintain safe and supportive environment
  - Recognize hazards and apply safety principles including emergency preparedness
- D. Prepare the patient, operating room, and surgical team for the preoperative phase.
  - Attire appropriately for procedure

- Perform basic handwashing and surgical scrub
  - Assist with circulating duties as appropriate
  - Gather supplies and equipment utilizing available resources
  - Open sterile supplies utilizing sterile technique
  - Gown and glove self and others
  - Count efficiently and accurately
  - Prepare equipment, instruments and supplies for assigned procedure
  - Demonstrate safe practice with medications and solutions
  - Ensure accessibility of the operative site with proper draping
  - Move furniture and equipment into position
- E. Perform intraoperative case management in the scrub role.
- Identify instruments, equipment, and supplies
  - Pass instruments ready and in position for use
  - Manage sharps before, during and after use
  - Respond to surgeon efficiently and effectively
  - Anticipate sequence and prioritize needs of the surgical process
  - Handle specimens and cultures according to facility policy and procedures
  - Maintain organization of the sterile field
  - Manage tasks related to the end of the surgical procedure
  - Perform counts
  - Prepare dressings and drains
- F. Perform postoperative case management.
- Handle instruments and supplies according to OSHA guidelines and hospital policy and procedure
  - Demonstrate safe and efficient decontamination and disinfection principles
  - Turn over the room in a timely manner
  - Utilize appropriate technique and various sterilization methods
- G. Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies.
- Follow program, college, and facility policies and procedures
  - Follow HIPAA guidelines
  - Follow AST Code of Ethics
  - Work cooperatively with other members of the healthcare team
  - Communicate effectively with other members of the healthcare team
  - Demonstrate initiative
  - Demonstrate efficiency

\*ALL graduates participate in a Student Learning Outcomes Survey upon program completion.

\*ALL graduates must participate in the national certification exam for surgical technologists at Western Technical College

For more information regarding the surgical technology national exam, please visit NBSTSA: <https://www.nbstsa.org/>

## Cognitive Domain

The student will:

- Apply healthcare and technological science principles to the perioperative environment
- Perform postoperative case management
- Apply fundamental concepts of Human Anatomy and Physiology to principles of safe patient care.
- Recognize potential hazards in the operating room environment.

## Psychomotor Domain

The student will:

- Maintain principles of sterile technique in the surgical environment
- Prepare the patient, operating room and surgical team for the preoperative phase
- Perform intraoperative case management in the scrub role
- Demonstrate effective use of verbal and written communication skills as a member of the surgical team.

## Affective Domain

The student will:

- Provide a safe, efficient, and supportive environment for the patient
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

# Program Outcomes Assessment

## TSA Scoring Guide for Performance Assessment

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Course instruction and assessment, as well as supportive lab and clinical experiences, contribute towards students' success in meeting the target program outcomes. The following scoring guide is a tool to identify and acknowledge those outcomes and the graduating student's competence in those areas. This scoring guide is administered to the student during program completion.

### WTCS Repository

#### 10-512-1 Surgical Technology

#### Performance Assessment Tasks

#### 10-512-1 Surgical Technology WTCS TSA Scoring Guide

**WISCONSIN**  
**TECHNICAL COLLEGE**  
**SYSTEM**



### Directions

This summative assessment scoring guide will be used to determine if you have met the program outcomes at the end of the program. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field. Your instructor will provide detailed instructions on how this rubric will be used. After your instructor completes this scoring guide, you will receive feedback on your performance.

### Target Program Outcomes

- 1 Apply healthcare and technological science principles to the perioperative environment
- 2 Maintain principles of sterile technique in the surgical environment
- 3 Provide a safe, efficient, and supportive environment for the patient

- 4 Prepare the patient, operating room and surgical team for the preoperative phase
- 5 Perform intraoperative case management in the scrub role
- 6 Perform postoperative case management
- 7 Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

### Rating Scale

Value	Description
MET	Performs skill relatively independently at entry level.
NOT MET	Does not perform skill relatively independently at entry level.

### Scoring Standard

You must achieve a rating of MET on all program outcomes to demonstrate competence (passing). A rating of NOT MET on any program outcome results in a NOT MET score for that program outcome and for the TSA Assessment.

### Scoring Guide

	Criteria	Ratings	
1	Apply healthcare and technological science principles to the perioperative environment	Met	Not Met
2	Use proper medical terminology		
3	Apply principles of anatomy, physiology, microbiology, pharmacology, and pathophysiology		
4	Demonstrate safe use of electrical equipment		
5	Use a computer to access information and complete work assignments		
6	Follow standard precautions		
7	Maintain principles of sterile technique in the surgical environment	Met	Not Met
8	Adhere to the principles of sterile technique		
9	Demonstrate a surgical conscience		
10	Recognize and correct contamination		
11	Provide a safe, efficient, and supportive environment for the patient	Met	Not Met
12	Put the patient first		
13	Adjust practices according to patient needs		
14	Communicate in order to maintain safe and supportive environment		
15	Recognize hazards and apply safety principles including emergency preparedness		
16	Provide safe patient care in a timely manner		
17	Prepare the patient, operating room and surgical team for the preoperative phase	Met	Not Met
18	Attire appropriately for procedure		
19	Perform basic handwashing and surgical scrub		
20	Assist with circulating duties as appropriate		
21	Gather supplies and equipment utilizing available resources		
22	Open sterile supplies utilizing sterile technique		
23	Gown and glove self and others		
24	Count efficiently and accurately		
25	Prepare equipment, instruments and supplies for assigned procedure		
26	Demonstrate safe practice with medications and solutions		
27	Ensure accessibility of the operative site with proper draping		

28	Move furniture and equipment into position	
<b>29</b>	<b>Perform intraoperative case management in the scrub role</b>	<b>Met      Not Met</b>
30	Identify instruments, equipment and supplies	
31	Pass instruments ready and in position for use	
32	Manage sharps before, during and after use	
33	Respond to surgeon efficiently and effectively	
34	Anticipate sequence and prioritize needs of the surgical process	
35	Handle specimens and cultures according to facility policy and procedures	
36	Maintain organization of the sterile field	
37	Manage tasks related to the end of the surgical procedure	
38	Perform counts	
39	Prepare dressings and drains	
<b>40</b>	<b>Perform postoperative case management</b>	<b>Met      Not Met</b>
41	Handle instruments and supplies according to OSHA guidelines and hospital policy and procedure	
42	Demonstrate safe and efficient decontamination and disinfection principles	
43	Turn over the room in a timely manner	
44	Utilize appropriate technique and various sterilization methods	
<b>45</b>	<b>Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies</b>	<b>Met      Not Met</b>
46	Follow program, college, and facility policies and procedures	
47	Follow HIPAA guidelines	
48	Follow AST Code of Ethics	
49	Work cooperatively with other members of the healthcare team	
50	Communicate effectively with other members of the healthcare team	
51	Demonstrate initiative	
52	Demonstrate efficiency	

## National Exam Information

Students who meet all program requirements will sit for the National Certification Exam that is proctored and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The exam is arranged by the program director and hosted at Western Technical College which usually takes place towards the last week of April or early May. Currently, national exam fees are approximately \$250.

## Western Technical College Success *Abilities*

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Western believes in every student's potential to positively influence our community. Through extensive research, wide stakeholder involvement, and the stated expectations of the community, the College has refined its focus on student growth and success. To accomplish this, Western has incorporated aspects of soft-skills, employability skills, and college and career readiness skills in the creation of our *SuccessAbilities*. These *SuccessAbilities*, are integrated throughout the curriculum with student assessment occurring as appropriate to the technical program.

**Western prepares students for success in a free-enterprise society through human experiences that integrate:**

### Living Responsibly

Challenges you to adapt to change, respect yourself and others, value the environment, accept ownership of your actions, and grow your community.

Students will find success as they learn to:

- **Develop Resilience:** anticipate, prepare for, respond to and recover from disruptive change.
- **Embrace Sustainability:** the act of building, through our daily practices and educational programming, a thriving, resilient, and just community now and in the future.
- **Foster Accountability:** a personal choice to rise above one's circumstances and demonstrate the ownership necessary for achieving desired results.

### Refining Professionalism

Challenges you to think and communicate as a professional, value collaboration and diversity, and behave ethically.

Students will find success as they learn to:

- **Improve Critical Thinking:** connect ideas and evaluate information logically.
- **Practice Effective Communication:** actively listen to others and share complex ideas through appropriate interactions.
- **Participate Collaboratively:** contribute as a team member while acknowledging and respecting the diversity of other perspectives.
- **Act Ethically:** behave in a way that reinforces the principles of honesty, equity, empathy and trust.

### Cultivating Passion

Challenges you to find your purpose and be curious, practice self-reflection, and genuinely connect with others.

Students will find success as they learn to:

- **Expand a Growth Mindset:** accept imperfections and seek opportunities for perpetual self-improvement.
- **Increase Self-Awareness:** understand personal strengths, weaknesses, traits, and behaviors to better understand yourself and other people.
- **Enhance Personal Connections:** relate to others through kindness and concern.

## Program Policies

### Lab Use Policy

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K401 is available Monday through Saturday 6:00 am-8 pm.

Your college ID grants you access to the locked door.

- Lab use is limited to program students only. No family, friends, or visitors.
- Lab materials, instruments, resources, or supplies may not be removed from K401 under any circumstances.
- Suspected theft or misuse of the lab in any way will result in revoked privileges immediately.
- Lab computer use is restricted to school activities only. Inappropriate use may result in termination from the program.
- Proper care and handling of all equipment is expected in the lab setting. Improper care or intentional damage to instruments or equipment will result in a warning or termination from the program.

Additional practice of lab skills and review of surgical instrumentation always benefits the student in Surgical Technology Program. Do your best to attend any open lab times where you and a partner(s) may plan additional skill practice or review current or previously learned instrumentation. If you ever have questions, reach out to faculty for support.



## Professional Behavior Policy

Surgical Technology Students will be consistently assessed on their professional behavior using the following tool. This documentation may be provided to future employers upon request with multiple assessments showing the level of growth in this area as well.

<b>WESTERN TECHNICAL COLLEGE</b> <b>Health and Public Safety Division</b> <b>Surgical Technology Professional Behavior and Development</b>			
Name: _____		Student ID: _____	
Date: _____			
<b>Ratings</b>			
<b>5-Adopt:</b> Demonstrates consistent application of the concepts independently without additional instructor support. <b>4-Adapt:</b> Demonstrates consistent application of the concepts with minimal instructor support or cues. <b>3-Apply:</b> Demonstrates consistent application of the concepts with instructor support or cues. <b>2-Acknowledge:</b> Demonstrates inconsistent application of the concepts even with instructor support or cues. <b>1-Aware:</b> Demonstrates little to no application of the concepts even with instructor support or cues. <b>NA -</b> Not observed			
<b>Occupational Competence</b>		<b>Refine Professionalism</b>	
Knowledge of Occupation	_____	Professional Appearance	_____
Exam average	_____	Accepts Feedback/Advice	_____
Attendance/Punctuality	_____	Critical Thinking/Problem Solving	_____
Application of Theory to Lab/Clinical	_____	Effective Communication	_____
Skill Growth	_____	Participates Collaboratively	_____
HIPAA Compliance	_____		
Efficiently Used Time at Lab/Clinical	_____		
Cleaned Lab and Practice Areas	_____		
<b>Cultivates Passion</b>		<b>Live Responsibly</b>	
Relates/Interacts well with peers and instructors	_____	Time Management	_____
Relates/Interacts well with patients	_____	Adaptability/Resilience	_____
		Reliability/Accountability	_____
Instructor: _____		Date: _____	
Student: _____		Date: _____	
I consent to Western Technical College releasing a copy of this statement upon receipt of a reference request.      Yes _____ No _____			

EXAMPLE

## Grading Policy

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Surgical Technologist Students will be graded on the following scale which includes all exams, quizzes, and special assignments. Please be aware that general studies courses may use a different grading scale than what is used in the Surgical Technology Program.

A = 90-100

B = 80-89

C = 78 - 79

D = 50-77

F = below 50

\* 78% or above is required to pass this course

Course assessments may include:

1. Case preps
2. Objectives
3. Clinical assignments
4. Clinical evaluations
5. Master skills list
6. Theory exams
7. Skills exams
8. Written assignments
9. Instrument exams.
10. Quizzes
11. Oral Presentations
12. Oral Assessment
13. Professional behavior and attitude

\* You must maintain a cumulative 2.0 GPA in all courses within the program to continue.

\* In borderline cases, participation and attitude will play a part in the final grade calculations.

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## Program Attendance, Missed Assignments, and Exam Revisions Policy

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Attendance and participation in learning is key to your success within the surgical technology program. Being on time for lectures, lab, and clinic rotations shows dedication and commitment to your future career. Missed instruction, lab skill practice, or clinic time is difficult to reschedule and often not possible. If lecture, lab, or clinic time is missed, it's imperative to communicate and develop a make-up plan with your instructor as soon as possible. Your future surgical team expects competence and skill performance in the operating room as you progress in the program. Hospital employers and instructors highly value student attendance and punctuality.

- Attendance will be taken at the start of each lecture, lab, and clinic rotation.
- Reasons for an absence or being late will be followed up and evaluated by the instructor.
- Arriving late to class, returning from breaks late, or leaving class early is considered disruptive and will be monitored and documented.
- **Please notify your instructor prior to class, lab, or clinic start if you'll be late or absent.** Emailing, texting (if the instructor gives out cell number to students) or calling your instructor's cell/office phone and leaving a voicemail message are all acceptable ways to inform your instructor.

- *Having a classmate or friend inform your instructor is not an acceptable way to communicate an absence or lateness.*
- Synchronous class meetings (meeting online at specific days and times), in a fully online or hybrid course, subject to the same Surgical Tech Program Attendance policies as a face-to-face course.
- Scheduled appointments that will conflict with school must be communicated with your instructors so a plan can be developed to cover missed material.
- **If a student does not notify the instructor prior to the scheduled course time, the student will receive a documented unexcused absence.** Having an unexcused absence means that the student may not make up any assignments, exams or competencies that have been missed on the day of the absence.

**Attendance is reflected in the final course grade as follows:**

- Absences for more than 20% of classroom, lab, or clinic hours will result in Success Plan development and possible dismissal from the course.
- Please refer to Western's "Non-Emergent and Excused Absence Policy" outlined in the Program and Student Handbook.

**MISSING OR LATE ASSIGNMENTS:**

Missing assignments are given a zero. Assignments turned in past deadline may be given a reduction in points at the discretion of the instructor. Completion of all assignments or course activities will be required to pass the course to demonstrate understanding and competence.

**EXAM REVISION POLICY**

**Exam Revisions are required if you score below 78% on an exam.**

Understanding course material is essential to safe patient care. If a student receives a "D" they will need to **submit a typed exam revision** to provide fundamental understanding and knowledge to missed or incorrect questions. Exam revision **emphasis will be on the rationale (see definition below)** provided for each incorrect answer to the exam. **Completing an exam revision will not change the original grade of the exam.** The exam revision is due one week from the original exam date. If a student fails to turn in the exam revision within one week, they will receive a "50%" of their original test score.

**Rationale** is a short description of what the correct answer is and why compared to what you originally listed. Do not simply put A, B, C, D as your revision. This does not prove that you revisited the information and now understand what was asked in the question. You must write out what the correct answer is and why, and then list the source you used to find that information.

Please know, exam revisions are required to demonstrate review of missed material and mastery of an objective. Faculty will review exam revisions for accuracy and completeness.

**The following criteria needs to be completed for exam revisions:**

- Typed (hardcopy given to instructor, hard copy placed in instructor mail slot in Kumm 401 or emailed to instructor).
- Rationale for correct answer (see rationale description above).
- Source where correct answer was found (Page number in program textbook, PowerPoint slide number, etc.)
- Completed within a week of original test date.

**Use of Electronic Devices Policy**

**Cell Phones, smart watches, portable electronic devices**

Cell phones must be turned off or on vibrate during class periods. Students are not allowed to use phones during class periods unless otherwise instructed to as part of a classroom activity. An absence may be given if noncompliant with this rule. If you are expecting an urgent call or message, please notify your instructor prior to class. Prior to testing, all phones, smart watches, and

any other devices that may negatively affect academic integrity will be collected. Cell phones and smart watches may be brought to clinic rotations but must be secured in lockers or break lounges. This is done at your own risk as you are responsible for the security of your own devices. They cannot be carried into perioperative areas at any time. An absence may be given if noncompliant with this rule.

#### **Laptops or Tablets**

Students may use laptops or tablets during class to review course material, lecture material, or take notes. If student laptops or tablets become distracting or disruptive within the classroom, they will no longer be allowed. Laptops or tablets are not allowed in clinical rotations.

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## **Clinical Participation Policy**

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Students are required to act as professionals in all clinical rotations by demonstrating positive attitudes and displaying an eagerness and motivation to learn. Active participation with procedure planning, preparation, set-up, and turnover of rooms is expected. Students will be expected to lookup assignments and prepare for upcoming cases listed. If students fail to show acceptable preparation or display a consistent lack of motivation, they will be sent home and given an absence for the day. All case preparation work must be completed before the start of clinical rotations (pre-conference).

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## **Clinical Work Policy**

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All student activities associated with the program curriculum, including participation in clinical rotations, will be educational in nature. Students may not receive any monetary remuneration/payment for their clinical work, nor will they be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist. This statement applies to all clinical, preceptorship, or internship rotations related to program requirements.

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## **Master Skills Policy**

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The Surgical Technology Master Skills Checklist (located in clinical booklet) is used to track mastered skills within clinical courses. When a student proves competence/mastery of a skill, the instructor will initial and date the skill. Specific course skills are expected to be completed by the last clinical day to pass successfully into the next clinical course. Skills left incomplete will result in failure of that course, unless previously discussed with instructor. Planning and daily communication with your instructor is vital in completing the Master Skills Checklist. Students must be proficient and confident with master skills before asking to be checked off in clinical rotations. Practice of skills ahead of time is highly recommended. It is the student's responsibility to stay proficient with each skill mastered as they progress through the program.

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## **Retention Policy**

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Students will be retained within the program as long as their clinical skills are consistently safe, and progress is sufficient to allow them to achieve skill levels for that clinical course. Skill levels are evaluated as follows:

- Fundamentals 1: Lab Skills Exams and Clinical Participation in Circulator Role only
- Fundamentals 2: Lab Skills Exams
- Surgical Skills Application: Continuous Guidance
- Clinical 1: Continuous Guidance
- Clinical 2: With Assistance
- Clinical 3: With Supervision
- Clinical 4: Relatively Independently.

### Clinical Retention:

Students are required to act as professionals in all clinical rotations while displaying positive attitudes, motivation and a desire to learn. Students are expected to attend clinical rotations prepared which may involve case preparation and listed objectives. If students do not show acceptable preparation or motivation, they will be sent home and given an absence for the day. Students who have failed to make satisfactory progress or are unsafe with skills will not be retained in the clinical setting. Days missed will be counted as absences. If the student does not maintain proficiency in a skill, it will be revisited in the hospital or lab setting to achieve proficiency. This may involve retesting. All skills completed must remain current and safe throughout the course and program. While at clinical, instructors and/or staff will consistently evaluate student's skill level.

**\*Critical skills** must remain consistently safe, or they may result in failure of the clinical course. Critical skills include aseptic technique, medication handling, sharps handling, specimen care, etc. Critical skills may not be retested.

## Western Technical College Policies

### COVID-19 Statement

Western Technical College follows direction from the Center for Disease Control (CDC) as well as state and local health department regarding masking and distancing guidelines while on campus or participating in Western events. Please forward any question or concerns to this link: [COVID19@westerntc.edu](mailto:COVID19@westerntc.edu). Please visit this website <https://www.westerntc.edu/coronavirus> to gain the latest information regarding masking guidelines, class formats, and other useful information that may impact your participation in Western classes.

If you experience COVID-19 symptoms, please contact your instructor, stay home, and complete the Self-Reporting Form found on [www.westerntc.edu/coronavirus](http://www.westerntc.edu/coronavirus). Should you run into issues completing any assignments due to COVID-19, reach out to your instructor to work out a plan for your success. In the event of an interruption to classes, instructors will develop a plan for courses to be completed safely. Should this happen, the instructor will communicate any changes to you directly.

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### Learning Environment Expectations

Western Technical College is committed to fostering an environment built on a foundation of integrity, teamwork, and respect for all students. To provide the best opportunity for student success for all, students are expected to conduct themselves (whether in-person or virtually) in a manner that complies with all civil and criminal laws, does not interfere with the educational environment, and does not endanger the safety, rights, civil rights, or health of any person. The college recognizes and upholds the First Amendment right to free speech and expression, as well as the right to be free from harassment, discrimination, or retaliation. Reference: Student Code of Conduct Policy, Student Code of Conduct Procedure, and Harassment and Nondiscrimination Policy.

## Disability Accommodations or Academic Assistance

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### Americans with Disabilities Act and Students with Disabilities

Western views disability as an integral aspect of diversity and inclusion and is committed to providing equitable access to all students. If you have, or think you have a disability, in any area such as, attention, learning, mental health, chronic health, visual, hearing, or mobility, as well as temporary injuries or medical conditions, please contact Access Services at [AccessServices@westerntc.edu](mailto:AccessServices@westerntc.edu) or 608-785-9524 to arrange a confidential meeting to discuss reasonable accommodations.

## Title IX and Pregnancy/Parenting

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Western provides accommodations to students who are pregnant, have recently experienced childbirth, and/or have medical needs related to childbirth in alignment with Title IX of the Education Amendments Act. Pregnant and parenting students experiencing related medical conditions may request accommodations through the Title IX Coordinator, Ge Vang at [vangg@westerntc.edu](mailto:vangg@westerntc.edu) or 608-785-9444 who will assist in referring the student to Access Services at [AccessServices@westerntc.edu](mailto:AccessServices@westerntc.edu) or assessment of needs.

## Non-Emergent and Excused Absence Policy

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Western Technical College considers certain class absences to be officially excused without jeopardizing student academic standing. Students shall be excused from classes for mandatory religious observations, military service and/or VA appointments, jury duty, and participation in College sponsored events. Students shall not be penalized for excused absences and shall be allowed to make up missed assessments. A few exceptions apply.

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## Program/Course Withdrawal Policy

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Students are encouraged to contact their College Advisor when withdrawing from a program. Students who stop attending a class must officially drop the class online or in-person at the Welcome Center at the La Crosse Campus or at one of Western's regional locations or request a withdrawal from the course in writing by emailing [registration@westerntc.edu](mailto:registration@westerntc.edu). A student is not permitted to drop or withdraw from any course(s) in which s/he has a pending Student Code of Conduct allegation.

## Academic Integrity

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➤ Details can be found in the [Student Handbook](#) on page 152.

Academic integrity violations include, but are not limited to, cheating, plagiarism, falsification, and other forms of dishonest or unethical behavior, and are considered a violation of the Student Code of Conduct.

### Academic Dishonesty Definitions:

- Cheating – using or attempting to use materials, information or communications without permission of the instructor.
- Plagiarism – intentionally or unintentionally representing another person's work as one's own.
- Unauthorized Collaboration – sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor
- Fabrication – using invented, altered, forged or falsified information in academic work or documentation whether in hard copy or electronic format
- Multiple submission – the submission of the same work or substantially the same work to more than one class, and/or

- submission of prior academic work submitted for credit at a different institution.
- Academic Misconduct – other forms of dishonesty or inappropriate conduct.

#### **Academic Integrity Procedure:**

- Details can be found in the Student Handbook on page 153.

To ensure a fair and timely resolution to any academic integrity allegations, the following process shall be implemented:

1. Course level process - Faculty notifies the student of the suspicion of academic dishonesty and offers to discuss the matter in person, by phone or via email.  
< OR >
2. College level process - Repeat academic integrity violations and/or allegations that include possible violation of other Student Code of Conduct standards will be referred to the Dean of Students to be addressed through the Student Code of Conduct procedure.

## **Health & Public Safety Division Policies**

### **Body Art/Piercing Policy**

In the Health & Public Safety Division, a student may display no body art or piercing that might be considered offensive. Most employment settings have policies that are generally broad; however, they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty. Education programs (Early Childhood Ed, Foundation of Teacher Education), or Human Services Associate programs may allow additional wearing of jewelry as outlined within the program's practicum or fieldwork handbook or guidelines. If a Western student has significant visible body art and/or piercings, we are unable to guarantee that the student will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressing or remove the piercings in order to complete your rotation. If your program has a more restrictive policy on body art or piercings, it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.

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### **Background Check Policy and Procedure**

Students applying to Health and Public Safety Division programs are required to complete a Background Check process. Students with an arrest (with charge pending) and/or a conviction as noted in the Background Check record may be barred from engaging in the required clinical placements. Failure to disclose an arrest (with charge pending) and/or a conviction that subsequently appears on the Department of Justice record may also bar the student from clinical placements. It is the clinical sites' prerogative to accept or deny clinical rotations to students with an arrest (with charge pending) and/or a conviction.

It is the policy of the Health and Public Safety Division to notify a student with an arrest (with charge pending) and/or a conviction that s/he may not be able to complete the required clinical experiences to earn a degree. The student shall be required to read and sign the *Disclosure of Possible Bar from Clinical Experiences* waiver.

If the student chooses to begin/continue his/her education, the student with a conviction is not guaranteed a clinical site or ability to find employment.

Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.

**Arrests or Charges after Background Check Completed.** If a student is arrested or has new charges following the completion of the Background Check, the student must report them to the Associate Dean of the program within five (5) working days. Failure to do so may result in dismissal from the program.

**PROCEDURE:**

1. If a student has a positive Background Check, the authorized school representative will contact two clinical sites used by the program (or potential clinical sites if rotations occur later in the program).
2. The Associate Dean (for the program the student has applied for admission) or designee will meet with the student to discuss the results of the clinical site(s) decision. The student will be advised as to his/her options.
3. It will be the student's decision whether or not he/she will begin/continue in the program.
4. If the student chooses to continue, or if the program cannot contact at least two clinical sites at the time of program admission, the student and Associate Dean will sign the Disclosure of Possible Bar from Clinical Experiences Waiver.
5. For each clinical rotation, the program will contact up to two clinical sites that meet the program competencies. If the site(s) deny the student for clinical education based upon the results of the background check, the student cannot continue with the clinical education portion of the program or subsequent courses in which clinical education is a prerequisite.

\*For clarification purposes, the term "clinical" can be used interchangeably with the terms "internship", "practicum" or "fieldwork".

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## Drug Screening Policy

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Western Technical College does not currently require its students to undergo drug screening as a condition for participating in clinical\* experiences. Students may, however, be assigned to a clinical site that requires drug screening as part of its contractual agreement with Western. This may include all students participating in clinical at the site or it may be a program- or area-specific requirement. If a student does not comply in a timely manner with a clinical site's request for drug screening or if their screening is positive, they may be denied placement by that facility. Being denied a clinical rotation will result in the inability to complete the program or failure of the course. \*For the purpose of this policy, the term "clinical" is interchangeable with the terms fieldwork, internship, and practicum.

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## Confidentiality Policy

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The clinical/practicum/internship or fieldwork experience requires students to read and use health or educational records of clients, patients or children. All Western Technical College students should hold information concerning the identity, diagnosis, prognosis, condition, family situations, care or treatment of their clients, patients or children in confidence. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

This obligation of professional confidentiality must be carefully fulfilled not only regarding the information in the person's charts and records, but also with regard to your activities and behavior outside of your Western course. Do not discuss such information with others unless it is required directly for the treatment or care of the client, patient or child. Discuss the above information within the following parameters:

1. Only in appropriate places (i.e., out of earshot of other clients or staff not caring for the client). Places that are inappropriate are public areas such as the cafeteria, parking ramp, elevators, stairwells, break room, community and your home.



2. Only discuss names, diagnosis, etc., with people directly caring for the client, patient, or child. Examples of inappropriate people would include client family members, facility staff not directly caring for the client, neighbors, your family members, friends, classmates and news reporters.
3. Information transmission must be kept within the facility. Client information may not be copied by you or staff and taken out of any facility. Information should not be transmitted to or from, or stored within, any form of personal technology (e.g., personal computers, laptops, cell phones, cameras, tablets, iPods, Smartwatch, etc.). Use of any social media (e.g., Facebook, YouTube, Twitter, Snapchat, Instagram, etc.) which mentions, depicts or photographs clients or clinical sites by name or care/treatment given to any persons will not be tolerated.

Any intentional or accidental violation of these confidentiality provisions, by you or others, must be reported to the faculty member instructing the class or to Health and Public Safety Division administration, Kumm 211, La Crosse campus. Any violation of this confidentiality policy may result in clinical/practicum or fieldwork disciplinary probation, dismissal from the course and/or program or college discipline related to a Student Code of Conduct violation. It may also bring about legal consequences for the student by parties involved.

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## Immune Status Impact on Clinical\* Experiences Policy

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The Health and Public Safety Division has clinical agreements with outside agencies which require students to demonstrate evidence of immunity or vaccination to specific diseases (e.g., Influenza, varicella, tuberculosis, etc.). If a student does not comply with this requirement, they may be denied clinical placements. It is the prerogative of a clinical site to deny students who are unable to demonstrate their immunity or vaccination status. Being denied a clinical rotation will result in the inability to complete the program or failure of the course.

Some sites may allow a student to participate in a clinical experience without an influenza vaccination. At these sites, the student may be required to wear a mask at all times when at the agency. Should an Influenza outbreak occur, students without verification of Influenza vaccination may be immediately denied access by the placement site, which will result in the inability to complete the program or failure of the course.

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### PROCEDURE:

1. Students will demonstrate their immunity and vaccination status by uploading verification documents to their online medical document manager.
2. If a student cannot submit evidence of immunity or vaccination (due to medical circumstances), the clinical coordinator or the authorized school representative will contact sites used by the program (up to two per rotation) inquiring as to the student's eligibility for clinical placement. *Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.*
3. If after two sites are contacted and are not able to accept the student for placement, the student will be unable to complete the clinical portion of the class/program and will fail the course or not be able to complete the program. The student cannot enroll in subsequent courses in which clinical education is a pre/co-requisite.

\*For clarification purposes, the term "clinical" can be used interchangeably with the terms "internship", "practicum" or "fieldwork".

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## Pregnancy Statement

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It is strongly recommended that students voluntarily inform their instructor if they are pregnant. Our primary concern is the safety of you and your baby. Depending on the program, there may be potential risks you should be aware of, and which you may want to discuss with your healthcare provider in order to determine if you should continue in your program at this time. After discussion with

your instructor, some adjustments (if any) might be made in class activities to promote your comfort and safety. The choice of continuing is yours; however, we want to ensure that your choice is fully informed, and that you know we are here to support you during your pregnancy.

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## Program Course Repeat Policy

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Each course drop, withdrawal or failure will count as a course enrollment. A student seeking to enroll in a program course for a second time must initiate a student success plan with program faculty prior to enrollment. Enrollment in a course for a second time is on a space-available basis. Students will not be allowed to enroll in a course more than twice without appealing to the Dean of Health and Public Safety for course re-entry (See Program Re-entry Appeal Process).

### General Procedure:

1. The student is required to complete a student re-entry success plan with the course instructor and/or program chair.
2. The faculty member provides the associate dean a copy of the student success plan.
3. If the student is enrolled in a program course for the second time, but has not developed a success plan, the associate dean will direct admissions to drop student from the course.
4. A program may require a student to demonstrate competency skills with a passing grade of a "C" or better prior to re-enrollment in a course.

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## Program Dismissal Policy

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Students may be dismissed from a program for:

- Violation for the Western Student Code of Conduct
- Actions that significantly endanger patient safety (including, but not limited to, alcohol/drug use or sexual misconduct) will result in immediate dismissal from the course, clinical/internship site and/or program
- Breaching patient confidentiality-
- Jeopardizing clinical/fieldwork or internship relationships
- Violation of program- or facility-specific policies
- Receiving a total of three or more non-passing grades ("D", "F", or "W") in program core and/or science courses

Students may appeal their dismissal to the Dean of Health and Public Safety for program re-entry. Please refer to the Program Re-Entry Appeal Process listed in the Western Student Planner and Handbook. The planner can be purchased at Western's Campus Shop or found on Western's website at [www.westerntc.edu](http://www.westerntc.edu).

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## Program Re-Entry Policy and Process

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Students failing or dismissed from a Health and Public Safety Division program may appeal to the Dean of Health and Public Safety for re-entry. Students will follow the re-entry process and recognize that the Dean reserves the right to deny the student program re-entry.

### Process:

Students requesting program re-entry are required to initiate the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
  - The student's professional goals.

- An examination of the student's choices and behaviors that prevented successful completion of courses/program.
  - The student's plan for change and improvement for program success.
  - Contact information, including name, program, student ID number, address, phone and email.
2. Mail letter of intent to: Dean of Health and Public Safety, Room K211, Western Technical College, 400 North Seventh Street, PO Box C-0908, La Crosse, WI, 54602-0908.
  3. The Division will contact student to schedule an appeal meeting with the Dean of Health and Public Safety.
  4. The student will be notified of the Dean's decision by letter (email or USPS).

Program re-entry is always on a space-available basis. In situations where re-entry is granted, the Dean will often refer the student to meet with program faculty to develop a program success plan. The success plan may include, but is not limited to, the following:

1. Additional courses for remediation
2. Competency demonstration
3. Required meetings with Western faculty or staff

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## Social Media Policy and Procedure

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Social media creates opportunities for students to communicate in a public forum. Just as there are guidelines for respectful face-to-face communication, there are also standards of conduct for the use of internet tools such as Facebook, Instagram, Snapchat, Twitter, and YouTube. All engagement in social media is bound by Western Technical College's Computer Use Policy, Student Code of Conduct and other generally established policies governing student behavior (e.g., program handbooks, course syllabi, clinical training site guidelines, employer policies, etc.), as well as the Terms of Use of the specific social media site being used. Disregard of these standards will be considered a violation of the Student Code of Conduct.

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Because the technology that drives web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in its management and implementation or for any other reason that supports the College's priorities.

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## Guidelines for Individual Use of Social Media

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These include, but are not limited to, the following:

- Students must adhere to the principles of patient/client privacy and confidentiality in safeguarding identifiable patient/client information as it relates to social media.
- Students should represent their own views and be professional and accurate in their communications.
- Students should not misrepresent when they are speaking for themselves or Western, other organizations, educational institutions, clinical sites, or employers.

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## Latex Exposure Policy

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Western Technical College cannot provide a latex-free environment within the classrooms, labs, or clinical settings. Since students may be exposed to various amounts of latex products, students who have a latex sensitivity or latex allergy will be required to provide the instructor with a doctor's written statement stating they are safe to continue in the program with varying exposure to latex products. As a result, latex sensitivity or latex allergy may prevent a student from continuing in a Health and Public Safety division program.