



First Coast
Technical College
Your Future Comes First



Surgical Technology Program Training Contract Agreement

2026 - 2027

Surgical Technology Program

PURPOSE OF CONTRACT

The purpose of this contract is to highlight specific program policies and procedures concerning the admission of students, student health and welfare, attendance, and student progress in alignment with and beyond those in the FCTC Student Handbook. This handbook has been prepared to help you in your orientation to FCTC and the healthcare industry.

PROGRAM OVERVIEW

- Prepare operating rooms and surgical equipment for surgery
- Maintain a sterile environment to prevent patient infection
- Directly assist surgeons by passing instruments and supplies during operations
- Maintain proper sterile field during surgical procedures
- Provide technical assistance to surgeons, surgical nurses, or anesthesiologists
- Prepare patient for surgery
- Monitor and assess operating room conditions, including patient and surgical team needs
- Observe patients vital signs to assess physical conditions
- Maintain files and records of surgical procedures
- Arrange medical equipment and assist doctors during surgical procedures
- Sterilize equipment and make sure that there are adequate supplies for surgery
- Ready patients for surgery, such as washing and disinfecting incision sites
- Help surgeons during surgery by passing them instruments and other sterile supplies
- Count supplies, such as surgical instruments, to ensure that no foreign objects are retained in patients

All Dual Enrolled and Early Career students must be 18 years of age to attend clinicals in the Surgical Technology program.

PURPOSE OF THE PROGRAM

This program is designed to prepare students for employment as Surgical Technologists (SOC 29-2055). Surgical Technology Program graduates are eligible to take the to apply to take the Tech in Surgery (TS-C) administered by the National Center for Competency Testing (NCCT).

The content includes, but is not limited to: theoretical and hands-on clinical experiences in

- aseptic techniques
- preparation of operating room instruments and supplies
- medical terminology
- anatomy and physiology
- microbiology
- surgical instrumentation
- patient care procedures

- surgical technology procedures
- patient safety protocols and CPR
- The curriculum also includes hands-on clinical experience which entails standing for an extended period of time and working in a high-pressure environment.

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of 2 Occupational Completion Points (OCP).

This program is comprised of courses that have been assigned course numbers in the Statewide Course Numbering System (SCNS) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	STS0016	Sterile Processing Technician	410 hours (139 Didactic; 80 Clinical; 191 SIM)	29-2055
B	STS0010	Surgical Technologist 1	343 hours (230 Didactic; 113 SIM)	29-2055
	STS0011	Surgical Technologist 2	343 hours (245 Didactic; 60 Clinical; 38 SIM)	29-2055
	STS0012	Surgical Technologist 3	344 hours (53 Didactic; 283 Clinical; 8 SIM)	29-2055

STANDARDS

After successfully completing this program, the student will have demonstrated mastery of the following student learning outcomes:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 03.0 Recognize and respond to emergency situations.
- 04.0 Demonstrate sterile processing skills.
- 05.0 Use communication and interpersonal skills related to surgical technology.
- 06.0 Demonstrate an understanding of legal and ethical responsibilities specific to surgical technology.
- 07.0 Demonstrate an understanding of the basic sciences related to surgical technology.
- 08.0 Demonstrate knowledge of pharmacology and math calculation principles related to the surgical environment.
- 09.0 Describe and practice safety measures in the surgical environment.
- 10.0 Assist the RN circulator with patient care procedures related to the surgical environment and describe methods for meeting patients' needs.

- 11.0 Demonstrate knowledge of the skills necessary to function safely and effectively.
- 12.0 Demonstrate knowledge of and assist with surgical procedures.
- 13.0 Demonstrate employability skills.

COURSE EXPECTATIONS

It is the expectation that students arrive to the classroom and clinical locations prior to start time, prepared, and willing to learn. This means:

- Students are responsible for their own transportation to class and clinical sites
- Students will arrive to class prior to start of class (must factor in travel time and traffic conditions)
- Students will be assigned to their clinical sites
- Students must arrive at least 10 minutes prior to the start of their assigned clinical rotation (students must factor in travel time and traffic conditions)
- All course assignments must be completed prior to the class to facilitate better comprehension of content and the ability to engage in a deep level of understanding
- Students may need to dedicate additional time outside the classroom to study, access supplemental resources and/or practiceskills
- Students will be participating in laboratory activities that require the use of human subjects as part of the training procedures and students may be asked to perform specific skills or be asked to be the subject of specific skill practice by other students
- Students at clinical health facilities must not leave their assigned facility during the clinical day and must notify their FCTC instructor and resource staff if it becomes necessary to leave the assigned unit
- Students have the option of bringing their lunch to their clinical site or buying their lunch at their clinical site, if applicable
- If there are any restrictions, constraints or unique situations that should be considered when determining your clinical placements, please notify your program dean or coordinator in writing.
- Failure to disclose any restrictions that would prevent your placement at a clinical site will lead to your dismissal from the surgical technology program at FCTC.
- No personal items are to be left in FCTC classrooms or labs.
- **Cell phones are prohibited from the classroom and may only be used with instructor approval. All personal calls will be made on student personal time.**
- **No cell phones, earbuds or smart watches will be allowed in the laboratory or clinical setting.**

STUDENT CODE OF CONDUCT FOR CLASSROOM AND CLINICAL SETTINGS

FCTC students are expected to conduct themselves in a professional adult manner. When a student's conduct seriously affects the college's operation or property in a negative way, the student will be disciplined according to FCTC regulations up to and including dismissal from the college and/or payment for damaged property.

The primary goal of FCTC is to provide an educational opportunity for all students. For this to be accomplished, it is necessary that the school environment be free from conduct that interferes with a student's right to learn and the instructor's responsibility to teach. To maintain order in the school,

rules are established for the good of all. Students must always display dignity and respect towards classmates, faculty and staff.

FCTC expects all students to uphold the six pillars of character as outlined in Character Counts! of St. Johns County (<https://ccstjohns.com/>) and maintain conduct that is aligned with FCTC's and the St. Johns County School District's Student Code of Conduct.

PROFESSIONALISM

Students are expected to:

- Be trustworthy and honest in their communications.
- Treat others with courtesy and respect at all times, including listening to differences of opinions. Communication should never involve loud or offensive language, gestures or profanity. Civility must always be maintained.
- Take responsibility for their own actions. This includes refraining from displays of temper and not disrupting classroom or clinical activities.
- Be fair in dealings with others. Everyone should be treated fairly without regard for their status or position.
- Be kind and considerate of others. Students should treat others as they would like to be treated.
- Be good citizens and foster an attitude of cooperation. This includes obeying school and district rules, sharing information for the common good and providing a timely response when asked for assistance.

Demonstrate professional attitude and conduct by

- Establishing and maintaining therapeutic communication and interpersonal relationships with patients/clients, family members, staff, classmates, and faculty.
- Discussing patients/clients only in the classroom or clinical area with appropriate staff.
- Identifying patients/clients known personally to the instructor for review and possible reassignment.
- Avoid socializing, discussing your personal life and problems with patients/clients or hospital personnel in the clinical setting.
- Adhering to the AST Code of Ethics for Surgical Technology Students.
- Attending and participating in pre-and-post conferences.
- Following rules and regulations of the participating health facility.
- Never accept gratuities from a patient/client or a patient/client's family member.

Students are expected to comply with the legal and ethical standards of the college. Academic dishonesty and/or non-academic misconduct will result in disciplinary action.

The institution reserves the right to withdraw a student at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

DRESS CODE

The State Department of Labor sets a standard of dress for safety and health. Any style of dress that creates a safety or health hazard to themselves or others is not permitted.

Students must dress and groom themselves to meet fair standards of safety and health to not cause substantial disruption of the educational process. Students shall dress appropriately for school and shall avoid extremes in make-up, hairstyles, clothes, etc.

The overall appearance of a student in the surgical technology program should convey a professional image and attitude. FCTC's dress code is in accordance with accepted standards in the surgical technology profession, including health and safety requirements. School uniforms shall not be worn during off campus activities in a manner that will negatively reflect upon the program, college or profession. This would include, but is not limited to, wearing school uniforms to bars or nightclubs.

FCTC student identification MUST be worn at all times.

- **This is NON-NEGOTIABLE! If you forget your badge on campus, you MUST check in at the main campus lobby (in Building A) or in the health program office and receive a visitor pass for the day, and an FCTC staff member will then escort you to class.**
- **If you are unable to locate your badge, you will be required to purchase another one.**
- Uniforms must be intact, clean, and wrinkle free.
- Uniforms must not be tight.
- Pants must be plain royal blue.
- No cropped, hip-huggers or low-rise pants
- Must completely cover the skin, but not drag on the floor
- The top must be the approved FCTC top with logo.
- A plain solid white or black long sleeve shirt can be worn under uniform for warmth.
- Only the approved FCTC lab coat may be worn over the student's uniform.
- FCTC student identification badge MUST be worn at all times and must be affixed to the neckline of the uniform. This is NON-NEGOTIABLE! If you forget your badge on campus, you MUST check in at the main campus lobby (in Building A) or in the health program office and receive a visitor pass for the day, and an FCTC staff member will escort you to class. Facility issued badge, if applicable takes precedent over FCTC badge.
- If you are unable to locate your badge, you will be required to purchase a new one.
- Students will not be allowed to participate in clinicals without student ID.
- Clean, well-kept solid black leather or vinyl type shoes with no mesh or holes with closed toes and full backs, may be worn with socks.
- Personal hygiene and grooming should ensure safety and comfort of all clients.
- Hair must be pulled back neatly, secured up off the collar, and not fall into face or forward. Hair must be a natural color.
- Facial hair must be clean shaven or short, neat beards only.
- No false eyelashes are permitted.

- Nails must be clean and short (does not extend beyond end of fingertip). No polish, artificial nails or nail products are permitted.
- Perfumes, colognes, or scented lotions are not permitted.
- Tattoos or body art that is vulgar or inappropriate should not be visible or must be covered.
- No Jewelry is permitted either temporary or permanent, other than medical alert jewelry, this includes smart watches, facial or mouth piercings. Students are not permitted to cover facial jewelry with a Band-Aid. A watch with a second hand is not considered a type of jewelry.
- Face mask worn must be issued by the facility.
- A headband or a scrub hat may be worn, it must be white, black, or royal blue.
- Students should arrive in clinical areas with all the required equipment necessary for client care.
- No cell phones, earbuds or smart watches will be allowed in the clinical setting.

FCTC students **must** meet the dress code requirements to participate and earn hours. **Students who do not meet these dress requirements and are unable to make the appropriate corrections immediately to be in compliance will be sent home and the student will lose those hours.**

ATTENDANCE POLICY

It is encouraged and expected that all students enrolled in the practical surgical technology program attend regularly to derive maximum benefit from the instructional program and develop habits of punctuality, self-discipline and responsibility. Our faculty and staff diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy.

- **FCTC students are expected to attend all class, sim and clinical sessions.**
- **Students MUST sign in and out for each scheduled class, sim and clinical day to receive credit for any hours present.**
- **Students may not sign another student in or out. This is considered fraud, and the student may face disciplinary action, including but not limited to, dismissal from the program.**
- **Time is tracked in real time minute increments.**
- **Reminder, students CANNOT miss more than 19.5 clinical/sim hours and must achieve a 75% in their Clinical Evaluation. If a student misses more than 19.5 clinical/sim hours in a rotation, the instructor does not have enough observation time to properly evaluate your skills for that course and you will be dismissed from the program.**

Students MUST attend 90% of the program scheduled hours to successfully complete the program.

The Surgical Technology Program REQUIRES students to complete 90% of each COURSE WITHIN THE PROGRAM. A student who has missed more than 10% of the program is responsible for and must pay for additional program hours if allowed to continue in the program.

Step 1) Students that miss 3% of the program hours: the instructor will write a referral and meet with the student to review the attendance policy to offer support for student driven problem-solving options.

Step 2) Students that miss 6% of the program hours: the instructor will write a referral, and the student will meet with the Health Science Coordinator or Dean. The Health Science Coordinator or Dean will place the student on an attendance contract. The contract will outline possible removal from the program for 10% or more hours missed.

Step 3) Students that miss 10% of the program instructional hours: the instructor will write a referral, and the student will meet with the Dean a second time. At the Dean's discretion, the student can remain in the program; however, the student will be informed by formal notice of the removal from class after missing 15% of instructional hours. The student may be permitted to re-enter at the Dean's discretion, pending program space availability.

Step 4) Students that miss six (6) consecutive days will be immediately removed from the program. Re-entry will only be permitted at the next enrollment at the Dean's discretion, pending program space availability.

When it is necessary to be absent students MUST notify the instructor on or before the date of the absence. Failure to notify your instructor before the scheduled time (no call/no show) is cause for disciplinary action, including but not limited to loss of points, conference with program coordinator, and/or suspension or dismissal from the program.

If a student is 30 minutes late for the assigned clinical rotation, the student will be dismissed for the day and no clinical hours will be earned. There are no exceptions.

Students are responsible for managing their absences. Missed hours may impact grades and financial aid awards and/or attendance status.

Students with absences could be subject to penalties such as loss of financial aid, lower grades, withdrawal from the program and prohibited re-enrollment in future cohorts (group of students starting the program together at the same time).

COURSE GRADES

Course material, assessments and assignments missed due to absences are the responsibility of the student. Make-up work is due and assessments must be taken the next class day unless the instructor has agreed to an alternate schedule.

Student grades are not negotiable. Students may always ask for clarification or additional feedback to explain the rationale for a grade.

Classification	Weight
Assessments	50%
Clinical/Laboratory	40%
Assignments and Employability Skills	10%

Grades are posted in FOCUS (the FCTC student information system) in a timely fashion throughout the course. It is the student's responsibility to check FOCUS consistently.

To advance to the next course in the program progression the Surgical Technology Program requires students to have:

- a minimum overall average score of 75% in each course **AND**
- a minimum average score of 75% in Assessments in each course **AND**
- a minimum average score of 75% in Employability Skills/Assignments in each course **AND**
- Students **CANNOT** miss more than 19.5 clinical/sim hours and must achieve a minimum of 75% in their Clinical/Laboratory (SIM) Evaluation. If a student misses more than 19.5 clinical/sim hours in a rotation, the instructor does not have enough observation time to properly evaluate the student's skills for that course.

These academic requirements ensure proficiency and application of content preparing students for success on the TS-C exam and transitioning to the workplace.

Students who lack an average score of 75% in any course grade classification will not progress to the next course.

Students who fail to meet these academic standards and/or complete the required skills, remediation and/or coursework will not progress in the program and be withdrawn. Students may apply to retake program courses; however, all associated tuition and fees will be the responsibility of the student. but should understand that re-entry will entail additional student expenses.

PROGRAM ACADEMIC SUPPORT

FCTC instructors are committed to student learning and success. Instructors may work with students individually on remediation of skills and/or content to achieve mastery. **Remediation does not add hours to a student's class/clinical attendance.** Remediation is intended to be completed outside of official class/clinical times.

The student must meet with their instructor, and/or Program Coordinator, to develop a remediation plan. The remediation activities are at the discretion of the instructor. Students can retake assessments for a maximum score of 75%. The allowable retakes are outlined below. An exam can only be taken as a retake one time.

<i>Number of Course Assessments</i>	<i>Maximum Number of Retakes allowed</i>
<i>0 – 5</i>	<i>1</i>
<i>5 – 10</i>	<i>2</i>
<i>10 plus</i>	<i>3</i>

The responsibility for learning and mastering the program material(s) resides with the student. If the instructor and the Program Coordinator determine that the student has failed the coursework to such an extent remedial activities would be inadequate to attain an acceptable level of academic achievement in the course material, it will be recommended that the student repeat the course and the student will be withdrawn.

ACADEMIC POLICIES

Students are expected to adhere to the highest standards of integrity, professionalism, and scholarship. Cheating in any form undermines the integrity of FCTC's academic community and constitutes a serious breach of the college's core values of honesty, responsibility and respect. Any student suspected of academic dishonesty, including cheating on an exam or research, will be subject to a thorough review in accordance with the college's standards, policies and procedures and may be referred for formal administrative action/review.

Test Conditions

- Electronics, of any kind (including but not limited to cell phones, ear buds, smart watches, tablets, cameras, glasses, recording devices, etc.), are not allowed during examinations or reviews. When testing all electronic devices will be turned off and placed in the available holder in the testing room until the student completes their assessment.
- Once a test has started, late students may not enter or be allowed to sit for the exam. Late students must sign in with the Health Office staff.

- If absent for a scheduled exam, an alternate form of the exam must be given. **The make-up exam will be administered at 7:00 am to avoid conflict with class time and must be scheduled with the Health Science Coordinator and taken within one week of the originally scheduled exam. There is no exception to this policy.** If a student is a “no show” for the make-up exam for any reason or is not able to reschedule within one week of the original exam, the student will receive a zero for that exam and not be allowed to reschedule at another time. The student may, however, elect this exam as one of the retakes allowed within the course to be scheduled with the instructor.
- If a student is absent for more than one exam, the student will meet with the instructor and the Health Science Coordinator and be placed on a contract to avoid any additional exam dates within the course.
- No coverings allowed during testing (lab coats, sweatshirts, blankets, etc.)

Cheating, plagiarism, violation of test conditions, complicity in dishonest behavior, or other falsification of academic work is a serious breach of FCTC expectations and is subject to immediate disciplinary action including, but not limited to, dismissal from the program.

ACADEMIC COURSE MATERIALS

Please see required textbooks and supplies for program: <https://fctc.ecampus.com/>

LABORATORY ACTIVITIES

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of the career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies are provided to enhance hands-on experiences for students

HEALTH AND SAFETY

There are several potential health and safety hazards associated with the service skills within Surgical Technology pr. To this end, it is vital to follow all safety rules, regulations, policies, and procedures as outlined and explained by the instructor. Students will not operate any equipment and/or work with tools until properly instructed to do so without permission from the instructor.

Examples of Unsafe Practices

1. Unorganized work.
2. Not being familiar with patient history and record prior to care.
3. Guessing at answers.
4. Refusing to ask for help.

5. Discussing patients with outsiders.
6. Refusing to accept constructive criticism.
7. Not following the accepted procedure.
8. Concealing errors and/or making excuses for errors.
9. Not using proper disposal facilities for contaminated items.
10. Using poor judgment in measures concerning patient safety.
11. Not notifying proper personnel of changes in patient status.
12. Failure to assist any patients not assigned when they need/call for help.
13. Not completing assignments and not notifying the proper person.
14. Leaving a patient who requires a student's presence.
15. Taking shortcuts to the detriment of patients.
16. Attempting a procedure without understanding the what, how and why of the procedure.
17. Failure to report off to primary resource professional.

DRUG SCREENING and BACKGROUND CHECKS

Before any student can participate in clinical training, he/she must have a level 2 background check (information is in the program application). The information received regarding any offense will be handled on an individual basis and an offense of a serious nature could result in the following inabilities:

- attend the required clinical training for the program,
- take the National Examination, which is necessary for employment after completion of the program.

In addition, a urine drug screen will be required by Student Check (information will be given the first day of class). The student will be contacted by the Medical Review Officer should the test results indicate a positive reading for illegal substances or prescription drugs. If the substance is illegal, or the student does not have a valid prescription for the drug detected, the student will be immediately dismissed from the Surgical Technology Program.

HEALTH REQUIREMENTS

Each student must provide evidence of immunity *prior* to their participation in clinical rotations.

FCTC has contracted with online tracking platforms to store and maintain student health forms information will be given to you during the program regarding which you will need.

Students who do not meet compliance prior to clinical rotations will lose clinical hours which may put students in jeopardy of meeting the minimum number of clinical hours for program completion.

- Physical exam – to remain current throughout the PN program
- Immunizations – student must have proof of immunity or proof of immunization for
 - Measles – documentation of two immunizations
 - Mumps – documentation of two immunizations
 - Rubella – documentation of two immunizations

- Varicella – documentation of two immunizations, titer or documentation of disease from physician - 28day requirement between doses
- Hep B – documentation of three immunizations, or completion of declination form
- Tdap – within 10 years
- TB/PPD – within 1 year must remain current while in the program or CXR within 3 years
- Influenza – current flu season or a signed declination
- COVID-19 vaccination – while this is not required by FCTC, many clinical partners require documentation of vaccination to participate in clinical rotations at their facility (clinical partners may also require rapid COVID-19 tests in the morning prior to rotation; these tests are paid for and administered by the clinical facility); **this requirement by health care providers may impact clinical hours required in the program**
- BLS certification is included and obtained in Central Sterile Tech and must be maintained throughout the ST program.

OCCUPATIONAL EXPOSURE RISKS

Surgical Technologists must balance occupational risks of exposure to infectious diseases, toxic substances, and radiation while providing quality care to all clients/patients.

The First Coast Technical College Surgical Technology Program strictly adheres to the CDC recommended precautions to prevent the spread of infections in healthcare settings: [Standard Precautions](#) and [Transmission-Based Precautions](#). Standard Precautions are based on a risk assessment and make use of common-sense practices and personal protective equipment use that protect healthcare providers from infection and prevent the spread of infection from patient to patient. Transmission-Based Precautions are used in addition to Standard Precautions for patients who may be infected or colonized with certain infectious agents for which additional precautions are needed to prevent infection transmission.

FCTC students in clinical rotations in health care facilities are at risk for injuries, clinical incidents and potential exposure to infectious diseases such as:

Hepatitis B (HBV)	Hepatitis A	Delta hepatitis
Hepatitis C	Tuberculosis	MRSA
Measles	Mumps	Rubella
Influenza	HIV (AIDS)	COVID-19

If a student suffers an injury or incident, the student should immediately report it to the FCTC instructor, complete an agency “incident report” and an FCTC student accident report. The instructor will submit all forms to the FCTC Health Science coordinator for appropriate submission and follow-

up. The student may be responsible for costs of screening and follow-up care.

FCTC does not carry personal health insurance on students. Students are personally responsible for their own accident/health insurance. All students enrolled in the surgical technology program purchase medical liability and accident insurance, which is included in the program fees, but this insurance **only** protects students while they are participating in official school activities.

SURGICAL TECHNOLOGY STUDENT RESPONSIBILITIES

1. The student's primary responsibility is to learn to be a safe, effective, and dependable surgical technologist. The following guidelines are given to assist the student in achieving this goal:
 - a. Carry out duties, directions and procedures as instructed.
 - b. Procedures will be supervised by clinical preceptor. **No student can perform any invasive procedure without the supervision of clinical preceptor.**
 - c. Students will be supervised by their clinical preceptor when dispensing medications.
 - d. **Students who are employed at a clinical facility may not use their employee login or password during their clinical rotations**
 - e. Inform clinical preceptor of any assignments not completed in clinicals.
 - f. Report all incidents and errors immediately to the clinical preceptor.
 - g. Be alert at all times to needs and safety of the clients and report unusual conditions to the clinical preceptor.
 - h. An informal report should be given to the clinical preceptor when leaving the assigned clinical area for any reason.
 - i. Use initiative and self-direction to seek out learning opportunities.
 - j. Students will be responsible for researching, and preparing for clinical assignments, and meeting the clinical rotation objectives.
 - k. Student assignments will be determined by the clinical preceptor.
 - l. Students will be knowledgeable and prepared for clinical.

Surgical Technology is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. It is expected that all students are able to perform the following core performance standards independently:

ESSENTIAL FUNCTIONS

Physical Requirements

- **Manual Dexterity:** Hand-eye coordination and fine motor skills are necessary to quickly and safely pass instruments, handle specimens, and assist during surgery.

- **Gross and fine motor coordination:** to safely and efficiently pass instruments during surgery, performing CPR, measuring vital signs, collecting data such as peripheral pulses, patient skin differences, and palpation. Able to utilize computer technology.
- **Anticipation Skills:** Highly successful technologists understand the surgical procedure so well that they can anticipate the surgeon's needs and have the correct instruments ready before being asked.
- **Technical and Medical Knowledge:** Comprehensive knowledge of surgical instruments and equipment, medical terminology, and human anatomy is fundamental.
- **Teamwork and Communication:** Surgical technologists must collaborate flawlessly with surgeons, nurses, and anesthesiologists by actively listening to spoken directions and clearly conveying information.
- **Critical thinking:** plan and implement care in the decision-making process and exhibit adequate emotional stability to react appropriately in an emergency and situations of high stress. Able to make decisions under pressure, handle multiple priorities, be flexible, and interact with others in a professional.
- **Adaptability & Problem-Solving:** Techs must be ready for changing situations, quickly adapting to unexpected surgical complications or troubleshooting medical equipment.
- **Mobility/Strength & Endurance:** physical abilities to ambulate from room to room and department to department independently, maneuver in small spaces, navigate stairwells, re-position/lift patients in bed, and perform CPR. Reach above the head and push/pull/lift without restrictions, with the flexibility to squat and bend at the knees. Ability to lift, push and pull up to 50 pounds independently. Capability to stand, walk and work on your feet for at least 8 to 12 hours at a time with no breaks.

If any of these Essential Functions are impossible for the program applicant to perform, it will be necessary to consider enrolling in another program. In the event that the use of special equipment compensates for non-compliance with the Essential Functions, it is the responsibility of the program applicant to purchase this equipment (e.g. electronically enhanced stethoscopes, hearing aids, or other adaptive devices) in order to meet the Essential Functions criteria.

Students with acute physical limitations may be approved for up to 3 weeks alternative duty assignments in clinicals with a physician's note. This must be approved through the Program Administration.

ACCOMMODATIONS - See FCTC Student Handbook at www.fctc.edu

WEAPONS PROHIBITED

Students found to have committed one of the following offenses on FCTC property or during a school sponsored activity shall be expelled and be referred to the criminal justice or juvenile justice system:

- a. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, any school

function, or possessing a firearm at school.

Pursuant to FS 790.06, section 12(a), a license to carry a concealed weapon does not permit a firearm on campus.

- b. Making a threat or false report as defined in Sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property or a school-sponsored activity.

TOBACCO FREE POLICY

All FCTC campuses are smoking and tobacco free facilities. Tobacco products include the use of any product, whether intended to be lit or not including smoking cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches and any other form of loose-leaf or smokeless tobacco. The use of electronic cigarettes and vapes are prohibited.

ALCOHOL AND ILLEGAL SUBSTANCES POLICY

The FCTC campuses have a zero-tolerance policy for consumption and/or sale of alcohol beverages and illegal substances. If a student, instructor, or FCTC staff member suspects a student of being under the influence of any drug, he/she will be reported to FCTC Administration and campus police immediately for further action. Please see the FCTC Student Handbook for further clarification.

DECLARATION OF INTENT

First Coast Technical College's mission is to provide career, technical, and adult education to meet the changing needs of students, businesses, and the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

CONFIDENTIALITY POLICY

In accordance with HIPAA (Health Insurance Portability and Accountability Act) guidelines - the faculty of the FCTC School of Surgical Technology have adopted the following policy:

1. Except within the structured, teaching-learning situation, all aspects of the client's medically related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in the FCTC Student Dress Code is required before accessing patient records.
3. Under no circumstances is the student to photocopy or record in any way any part of the patient/client's records.
4. Under no circumstances is the student to remove from the Affiliate premises any reports/records/notes or records pertaining to any patient/client.

5. Students may become privileged to Affiliate information which is considered private. Students who divulge Affiliate or patient/client information acquired during courses may be immediately dismissed from the program.
6. Failure to honor this basic ethical right of the patient/client or Affiliate may result in the immediate dismissal of the student from the Surgical Technology Program.

Student recognizes that the disclosure of confidential information may give rise to irreparable injury to the patient/client or owner of such information, and that accordingly, the patient/client or owner of such information may seek such LEGAL remedies against the student.

NOTE: Any violation of the Confidentiality Policy – Student Agreement may result in disciplinary action including, but not limited to, the possibility of dismissal.

READMISSION TO PROGRAM

If a student has left or been dismissed from the program, to re-enter, the student must request to re-enter by contacting the Admissions department.

If re-entry request is approved, program administration will determine student entry date. Upon 3 unsuccessful re-admissions in the program, a student must wait a minimum of 1 year to reapply. Students will have no more than 2 years to re-enter and complete the program requirements.

Students who are unable to re-enter and complete the graduation requirements within a 5-year period must reapply as a new admission to the program.

Students must meet all admission, program and graduation requirements in effect at the time of their readmission. In addition, a student's readiness level may be assessed to determine their capacity to complete the didactic and clinical sequence of courses.

ADMINISTRATIVE REVIEW AND DISCIPLINE

Student conduct and discipline is based on School Board rules, which adhere to Florida Law, Chapter 1006.07(2) F.S., Code of Student Conduct. Students are required to read and understand the rules and responsibilities as stated in the FCTC Student Handbook and the Surgical Technology Program Training Contract Agreement.

Any breach of the FCTC Student Handbook and/or the Surgical Technician Program Training Contract Agreement is subject to administrative review and discipline. Depending on the student infraction, the student may face disciplinary action including, but not limited to, dismissal from the program.

Students who feel their rights have been denied are entitled to due process. Please refer to the Due Process and Grievance Procedure in the Student Handbook.

FCTC SURGICAL TECHNOLOGY PROGRAM

LEVELS OF DISCIPLINE

FCTC staff should intervene in an effort to prevent or curtail student misconduct.

The Levels of Discipline will provide guidance to instructors and students and serve as the foundation of discipline for students. If a student incurs an infraction listed, they will receive the defined discipline. If a student incurs a Contract and/or Student Code of Conduct infraction not listed, that student will meet with the Career Program Dean and Program Coordinator to review the infraction and receive discipline as assigned.

If, after receiving an initial discipline, a student incurs any additional Contract and/or Student Code of Conduct infraction, the student will immediately be referred to the Administrative Review Committee for additional disciplinary action. The Administrative Review Committee, after hearing the student's explanation, consulting with staff and committee members and doing any other investigation necessary, will decide on further disciplinary action.

If, a student remains in the program after the Administrative Review Committee meets regarding the second infraction to the Contract and/or Student Code of Conduct, and incurs a third infraction, the student will immediately be referred to the Administrative Review Committee for dismissal from the program.

In sum:

First Offense – discipline as listed in the Levels of Discipline; exception - a Level III offense will result in a recommendation from the Surgical Technology Program for dismissal from FCTC Surgical Technician Program

Second Offense – suspension from the program and referral to the Administrative Review Committee

Third Offense – suspension from the program and referral to the Administrative Review Committee with recommendation for dismissal from FCTC Surgical Technician Program

Please note, at any time an instructor feels threatened by **aggressive or disrespected** behavior, he or she has the authority to request that the student leave his/her class and not return until student has met with the Program Coordinator or Career Program Dean. In this case, the student will lose hours due to the dismissal from class.

Students who feel their rights have been denied are entitled to due process. Please refer to the Due Process and Grievance Procedure in the Student Handbook.

1. Level I:

Level I offenses are acts of misconduct that interfere with the orderly operation of the classroom or the clinical setting. A student who commits a Level I offense may also be subject to criminal proceedings.

Infractions

- a. **Disorderly Conduct in the Classroom/Clinical Setting** - saying or doing something that upsets the normal routine and disrupts learning in the classroom and/or clinical setting.
- b. **Disrespect** - conduct or behavior that demeans, degrades, antagonizes, humiliates or embarrasses a person or group of persons, including instructors and/or clinical facility staff.
- c. **Dress Code** - wearing anything that does not follow the dress code as specified in the program student contract.
- d. **False and/or Misleading Information** - failure or refusal to tell the truth to members of the college staff and/or clinical facility.
- e. **Insubordination** - failure or refusal to follow the directions of instructors, college rules, classroom/clinical rules, or behavior contracts.
- f. **Profane, Obscene, or Abusive Language/Materials** - using words, gestures, pictures, or objects including racial slurs that are not acceptable and/or upset the normal college/clinical routine or activity.
- g. **Unauthorized Use of Technology, INCLUDING Cell Phones and Wireless Communications Devices** - any student found in violation of the District's Acceptable Use Policy regarding the use of technology, including but not limited to, hardware and software; using a cell phone or wireless communications device during a prohibitive time without permission in the classroom or in the clinical setting, or in violation of the Student Code of Conduct or FCTC Handbook
- h. **Verbal Confrontation** - being argumentative, using profanity and verbally rude to an instructor, another student, or clinical staff.

Responses and Sanctions

If a student commits a Level I offense, the instructor shall discuss the infraction with the student and request via the Program Coordinator or College Dean that the student be removed from the classroom and/or clinical setting to address the misconduct with program/college administrators, resulting in loss of hours for that day (6.5 hours). Subsequently, a Pro Social Action Plan (PSAP) will be devised and presented to the student in a timely manner.

- The instructor will initiate a student referral in FOCUS and upload the completed PSAP.
- The instructor will complete a PSAP regarding the offense and counsel the student in a teacher-student meeting, providing feedback to prevent a repeat offense.
- The student will be responsible for writing a plan that will change student behavior. The plan must be measurable and achievable. The intent of the plan is to prevent a repeat offense. The PSAP will be signed by the instructor and the student.
- The student may be placed on a contract if deemed appropriate by the program administration.

2. Level II:

Level II offenses are acts of misconduct that are more serious or disruptive than offenses in Level I, and acts directed against people or property. A student who commits a Level II offense may also be subject to criminal proceedings.

Infractions

- a. **Altercation and/or Fighting** – aggressive verbal confrontation and/or minor physical contact (pushing, shoving) between two or more students, which is harmful or disruptive; two or

more students mutually participate in the use of force or physical violence that may require physical restraint or result in bodily injury.

- b. **Bullying** -unwanted and repeated written, verbal, or physical behavior, or use of digital technologies that include any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; causes discomfort or humiliation; creates an existence of an imbalance of power; or unreasonably interferes with the individual's academic performance or participation.
- c. **Cheating/Plagiarism** -cheating is the unauthorized use of notes or other forms of assistance, including electronic devices; and plagiarism is the unauthorized use of another person's work and calling it one's own. Cheating offense penalties are also applicable to the student who provided notes, forms of assistance, answers to complete an assignment, etc. A Level II offense within this category applies only to ASSIGNMENTS. A Level III offense for this category applies to ASSESSMENTS.
- d. **Forgery** - falsifying or altering a signature and/or time on an FCTC sign-in/sign-out sheet that is misleading to a college staff member. A Level II offense within this category applies only to SIGN-IN/SIGN-OUT SHEETS. A Level III offense for this category applies to ALL OTHER DOCUMENTS with the INTENT to mislead a college or clinical staff member.
- e. **Harassment** - any threatening, insulting or dehumanizing gesture, use of data or computer software or written, verbal, or physical conduct directed against a student or school/clinical employee which places the student or the school/clinical employee in reasonable fear of harm to his or her person or damage to his or her property and/or substantially interferes with the student's academic performance, opportunities or benefits and/or the orderly operation of the college.
- f. **Intimidation/Extortion/Threats** - making a threat or coercing another person; making threats to hurt others, their reputation, or their property, in order to obtain money, information, or help from them.
- g. **Invasion of Privacy or HIPPA Violation** – video or audio recording or photographing an individual without their knowledge or consent when in a location where they should have a reasonable expectation of privacy (i.e., restroom, clinical facility, etc.) while during program hours; failure to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
- h. **Leaving Campus/Clinical Site Unauthorized/No Call No Show** - leaving campus or clinical site without permission from instructor or college official.
- i. **Smoking, Vaping and Other Use of Tobacco Products** - having, using, selling or giving to other students, tobacco or vaping products on campus grounds or at a clinical facility.
- j. **Stealing** - taking the property of another without their permission.

Responses and Disciplinary Action

If a student commits a Level II offense, the instructor shall discuss the infraction with the student and program coordinator and college dean. The student will be removed from the classroom and/or clinical setting and be sent home for two days, resulting in two-day suspension and loss of hours for two days (13 hours). The PSAP will be presented to the student the following program day.

- The instructor will initiate a student referral in FOCUS and upload the completed PSAP.
- The instructor will complete a PSAP regarding the offense and counsel the student in a teacher-student meeting with either the Program Coordinator and/or Career Program Dean, providing feedback to prevent a repeat offense.
- The student will be responsible for writing a plan that will change student behavior. The plan must be measurable and achievable. The intent of the plan is to prevent a repeat offense. The PSAP will be signed by the instructor and the student.
- The student will be placed on a contract if deemed appropriate by the program administration.

3. Level III:

Level III infractions are major acts of misconduct which the FCTC has determined constitute a serious breach of conduct and/or a serious disruption of order and threats to the health, safety and property of others. A student who commits a Level III offense may also be subject to criminal proceedings.

Infractions

- Aggravated Misuse of Non-Prescription Medication** - the use, sale or delivery of non-prescription medication with the intended or actual effect of modifying mood or behavior, or inducing physical, emotional or behavioral changes, rather than for its intended purpose.
- Alcohol and Drugs** - possessing, using, delivering, buying, selling, intending to sell, receiving, or being under the influence of any drug or counterfeit drug, or planning, intending or committing any act in furtherance of the possession, use, distribution, purchase or sale of drugs, counterfeit drugs, or drug paraphernalia. This offense also includes possession, use, buying, delivery or sale of drug paraphernalia.
- Arson** - (immediate referral to an appropriate agency); setting a fire or trying to set fire to school/clinical property or the property of others.
- Bomb Threats/Explosives** - threatening an explosion on college/clinical property or at a college/clinical function; having, preparing, or setting off explosives (including fireworks) on school/clinical property, or at a school/clinical function. This also includes items that appear to be explosive devices including novelty items, toys, and/or replicas.
- Breaking and Entering** - unlawfully and forcefully entering or trying to enter school/clinical site, school/clinical personnel property or student property.
- Cheating/Plagiarism** - cheating is the unauthorized use of notes or other forms of assistance, including electronic devices; and plagiarism is the unauthorized use of another person's work and calling it one's own. Cheating offense penalties are also applicable to the student who provided notes, forms of assistance, answers to complete an assignment, etc. A Level III offense for this category applies to ASSESSMENTS.
- Firearms and Other Weapons** - the possession, use, or control of any firearm (operable or inoperable, loaded or unloaded) including, but not limited to, zip, pistol, revolver, rifle, or shot gun; the possession, use or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person, or to intimidate any person; included in this category are objects such as BB guns or pellet guns, knives of any kind, chains, pipes, razor blades, ice picks, other pointed instruments (including pencils or pens), nunchakus, brass knuckles, explosives, Chinese stars, billy-clubs, tear gas guns, paintball

guns, or electrical/chemical weapons or devices. Also included is anything represented to be a firearm or other weapon if used in an intimidating manner toward another person. This is not a comprehensive list of items considered weapons.

- h. **Forgery** - falsifying or altering a signature and/or time on document with INTENT to mislead a college/clinical staff member. A Level III offense for this category applies to ALL OTHER DOCUMENTS (including all Preceptorship documents), with the exception of FCTC sign-in/sign-out sheets, with the INTENT to mislead a college or clinical staff member.
 - i. **Larceny/Theft** - the act or attempted act of taking, carrying, leading, or riding away with property, from the possession, or constructive possession, of another person and/or clinical facility.
 - j. **Robbery/Extortion** - the taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of larceny.
 - k. **Assault and/or Battery** - any threat, direct or indirect, by word or act, to do violence or harm to a college employee, clinical employee, or student which creates a fear that violence is imminent; actual or intentional touching or striking of a school employee, clinical employee, or student against his or her will or intentionally causing bodily harm to an individual.
 - l. **Sexual Offenses** - any willful and/or deliberate act, behavior or conduct intended to result in sexual gratification or furthering acts lewd or lascivious in nature; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure on campus and/or clinical site.
4. **Threat** – writing or composing and also sending or procuring the sending of any letter, inscribed communication, or electronic communication, whether such letter or communication be signed or anonymous, to any person, containing a threat to kill or to do bodily injury to the person to whom such letter or communication is sent, or a threat to kill or do bodily injury to any member of the family of the person to whom such letter or communication is sent, or making a post or transmitting a threat in writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat.
5. **Vandalism**: the intentional destruction, damage, or defacement of public or private/personal property without the consent of the owner or the person having custody or control of it; damage would be \$1000 or more.

Responses and Disciplinary Action

If a student commits a Level III offense, the instructor shall refer the student to the Program Coordinator and designated College Dean. Student will be sent home, and an Administrative Review Committee will be scheduled. The Administrative Review Committee will include the instructor, Program Coordinator, Career Program Dean, other college administrators, and student advocates/advisors. A Level III offense will result in a recommendation from the Surgical Technology Program for dismissal. The Administrative Review Committee will communicate the recommendation from FCTC.

- The instructor will initiate a student referral in FOCUS and upload the completed PSAP and any

other supporting documentation.

- The instructor will complete a PSAP regarding the offense and work with the Career Program Coordinator to schedule an Administrative Review Committee immediately.
- The student will be responsible for attending and participating in the Administrative Review Committee meeting.



First Coast Technical College Surgical Technology Program

INFORMED CONSENT AND WAIVER OF LIABILITY

I, _____, understand that as a surgical technology program student in clinical rotations in health care facilities, I am at risk for injuries, clinical incidents and potential exposure to infectious diseases as stated in the Surgical Technology Program Training Contract Agreement.

Neither First Coast Technical College (FCTC) nor any of the clinical facilities used for clinical practice, assumes liability if a student is injured on the campus or in the clinical facility/practicum during training unless the injury is a direct result of negligence by the college or clinical facility.

I willingly consent to participate in all laboratory treatments and practice sessions including invasive procedures as a human subject (i.e., patient) for educational purposes at FCTC. These treatments may be rendered by faculty or fellow students. It is my responsibility to disclose any information or medical issues that will limit or bar me from the above participation to the Career Program Coordinator and/or Instructor in a timely manner.

I willingly consent to participate in simulated patient interviews in both lab and lecture demonstrations.

I willingly consent to give the Career Program Coordinator or FCTC designee permission to give my student ID and other personal information to the FCTC clinical affiliations and licensure/registration authorities for appropriate reasons.

I willingly consent to give the Health Sciences Department permission to release drug testing results, or Criminal Background Information to clinical sites that may require such information as terms of their contract with FCTC for clinical affiliations.

Signed: _____

Date: _____



First Coast Technical College Surgical Technology Program
CONFIDENTIALITY STATEMENT

A Patient's Bill of Rights (1975)

The patient has a right to every consideration of privacy concerning his/her own medical care program, case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his/her care must have the permission of the patient/client to be present. The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential.

I am aware that as a student of First Coast Technical College Surgical Technology Program, I have access to patient information that will remain confidential. I agree to respect and protect the confidentiality of all patient information. I understand that if I violate any HIPAA regulations, I will be dismissed from the program.

I authorize the FCTC Surgical Technology Program Coordinator to release information regarding my performance while enrolled in the program.

Printed Name of Student

Signature of Student

Date



I AM AWARE THAT THE FCTC STUDENT HANDBOOK AND SURGICAL TECHNOLOGY PROGRAM TRAINING CONTRACT AGREEMENT ARE AVAILABLE ON THE FCTC WEBSITE

I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION CONTAINED THEREIN.

I, (student name)_____ understand I am held fully responsible for:

- following the rules, regulations, and policies as written in the FCTC Student Handbook
- following the rules, regulations, and policies as written in the FCTC Surgical Technology Program Training Contract Agreement including the Levels of Discipline;
- following the rules, regulations, and policies at clinical health facilities because it is a privilege to work under the license of my clinical instructor;
- Notify my program coordinator and/or program dean in writing of any restrictions, constraints, or unique situations that would prevent me from attending a clinical site
- following the CDC recommended precautions to prevent the spread of infections in healthcare settings: [Standard Precautions](#) and [Transmission-Based Precautions](#)

Any breach of the FCTC Student Handbook and/or the Surgical Technology Program Training Contract Agreement is subject to administrative review and discipline. Depending on the student infraction, the student may face disciplinary action including, but not limited to, dismissal from the program.

Health Program Coordinator Signature

Date

Student Signature

Date

PARENT/GUARDIAN RESPONSIBILITY (Required if student is under 18 years of age).

Parent/Guardian's Signature

Date

This signature page will be kept in each student's official file.