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PURPOSE OF THE PROGRAM HANDBOOK

The Bossier Parish Community College (BPCC) Program Handbook serves to inform students about the curriculum, rules, regulations, and policies of the clinical programs at BPCC. It also serves to disseminate clear information and guidelines for use in decision-making. The information in this handbook is intended to provide each student with the knowledge of the intent and expectations of the Program for which he/she is enrolled. This Handbook is not intended to replace the BPCC Catalog or the BPCC Student Handbook.

The student must abide by policies established by each program, rules and policies of clinical affiliates and the standards established by the respective professions.

For the purpose of the handbook “clinical” shall refer to all components of the curriculum in which the student is assigned to locations outside of the BPCC classroom and laboratory. These include, but are not limited to, hospitals, clinics, physicians’ offices, fire departments, emergency transport units, pharmacies, medical records facilities and surgical centers. Students will also be responsible for following the clinical site’s policies and procedures while in their facility.

PROGRAM LEARNING OUTCOMES

Recipients of the Technical Diploma in Surgical Technology will be able to demonstrate:

a. effective verbal communications with the surgeon and other members of the health care team in the preparation and performance of essential tasks;

b. utilization of critical thinking and learned skills to anticipate, recognize, assess, and rectify possible surgical complications as appropriate to the role of a surgical technologists;

c. application of concepts of anatomy, pathophysiology, microbiology, and pharmacology to the role of the surgical technologists;

d. application of mathematical skills to perform medication calculations and prepare for surgical procedures;

e. utilization of current technology in the operating room environment; and

f. competence in the performance of skills appropriate to the role of the surgical technologist.
FACULTY / STAFF CONTACT INFORMATION

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Fax: 318-678-6199

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318-218-1427

Dean:
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Division of Science, Nursing, and Allied Health
Building B, Room 149
Office: 318-678-6082

Program Coordinator:
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Division of Science, Nursing, and Allied Health
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eobanion@bpcc.edu
Office: 318-678-6052
Fax: 318-678-6366

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cyadams@bpcc.edu
Office: 318-678-6080

Tonia Sharp
Division of Science, Nursing, and Allied Health
Building B, Room 148
tsharp@bpcc.edu
Office: 318-678-6110
ACCRREDITATION INFORMATION

COLLEGE ACCREDITATION

Bossier Parish Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degrees, diplomas and certificates. Contact the Commission on College at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College.

PROGRAM ACCREDITATION

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP):

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U S Highway 19 North
Suite 158
Clearwater, FL 33753
Phone: 727-210-2350
Fax: 727-210-2354
mail@caahep.org

COMMITTEE INFORMATION

ADVISORY COMMITTEE

Each program has an advisory committee with the charge of providing broad-based input to institutional programs. Advisory committees consist of faculty, administrators, professionals, community representatives, and student representatives. Meetings are held at least annually to allow for discussions and decisions relative to programmatic curriculum modifications or revisions, student academic and clinical performance, graduate examination results, employer feedback on graduate entry-level performance, and hiring trends.

Decisions made by advisory committees requiring administrative action will be presented to the Vice Chancellor for Academic Affairs, the Curriculum Committee, the governing board or other board or committee as deemed appropriate. Minutes of these meetings are maintained in the Division Office and distributed to the advisory committee membership and BPCC administration.

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CLINICAL PROGRAM ADMISSION REQUIREMENTS
ACADEMIC STANDARDS

All courses in the Surgical Technology program build on each other. Therefore, failure to maintain the minimum “C” average in any STEC course, or disciplinary action for non-academic reasons, will result in dismissal from the program (subject to the Program Directors discretion), requiring the student(s) to wait until the next year to re-start the STEC courses (from STEC 102 in the summer).

ADMISSIONS REQUIREMENTS

Upon selection to the Surgical Technology program, the student will be required to read and sign the following forms/releases (located in section titled “Student Resources”):

- Consent for Information Release in Preparation of Clinical Assignment Form
- Consent for Background check
- Drug/Alcohol Testing Consent form
- Memorandum of Understanding
- Student Information Release form
- Image Release form
- Acknowledgment of BPCC Clinical Handbook form
- BPCC’s Under No Obligation Form
- Computer Usage Policy
- Patient Confidentiality Agreement
- Student Acknowledgment of Student Work Policy
- Student Acknowledgment of Program Length
- Acknowledgement of Social Media Policy

Upon selection to the program, the student will be required to attend mandatory meetings in addition to traditional classroom, laboratory, and clinical assignments.

RELEASE OF INFORMATION IN PREPARATION FOR CLINICAL ASSIGNMENT

Students are required to sign a Consent for Information Release in Preparation of Clinical Assignment form. This will allow BPCC and its representatives to release information to clinical
affiliate(s) for approval to schedule a student clinical experience and maintain a student’s clinical rotation. The information that will be released includes the following:

- Name
- Contact and identification information
- Background check results
- Drug/Alcohol Testing results
- Health information
- OSHA certification
- HIPAA certification
- BLS certification
- Health Insurance Information
- Academic and clinical performance and status
- Emergency contact information
- Vehicle registration information
- Any information required by a clinical site for student clinical placement

The ability to place a student in a clinical rotation is not possible without the sharing of this information; therefore, failure to authorize this release of information will result in the Office of Student Services to be notified with the recommendation for dismissal from the program. Clinical facilities will also be providing information to BPCC regarding all aspects of the student’s performance while in clinicals.

FACILITIES CLINICAL REQUIREMENTS

Program students MUST provide the requested documentation* by the assigned deadline in order to be placed in a clinical site:

*Required documentation subject to change. Requirements are based on mandates from healthcare facilities.

Surgical Technology Program students are responsible for obtaining the following immunizations and laboratory work:

- Hepatitis B vaccination series
- Hepatitis B titer**
- Varicella titer**
- Rubella and Rubeola titer**
- Negative TB skin test or negative chest x-ray report (current for the year)
- 2 MMR (2 MMR if born after 1957, only 1 MMR if born before 1957)
- Tetanus (within 10 years)
- Influenza vaccine (flu shot) required at many facilities
**A negative titer may require additional vaccinations and titers to be performed.**

Surgical Technology Program students are also responsible for providing the following documentation:

- General physical examination (Health Status Statement Form) – program specific form to be completed to comply with requirement
- Health insurance verification** (must be maintained during enrollment in clinical program)
- HIPAA certification (current for the year)
- OSHA certification (current for the year)
- American Heart Association Healthcare Provider Basic Life Support certification (current while in the program)
- Copy of Driver’s License or State Issued Identification Card
- TB Mask Fit Test performed at a Willis Knighton Health System Workcare (N95 mask made by Kimberly Clark) if performing a clinical rotation in that system. May also be required by other clinical facilities and each facility may specify where the TB Mask Fit test must be performed.

Additional documentation or procedures may be required at any time. Changes to documentation requirements would be in response to mandates administered by accrediting agencies, clinical affiliates, or administration. Contact Erin Liesveld, Program Coordinator, (eobanion@bpcc.edu) room B105, for further information.

---------------------------------------------------------------------------------------------------------

**BACKGROUND CHECKS**

Background checks are a required prerequisite for BPCC’s clinical affiliates. Students enrolled in a program requiring clinical placement, shall consent to have a background check(s) performed and for the results to be shared with school administration, clinical faculty, and clinical affiliates. It is the student’s responsibility to fully disclose all incidents that result in an arrest, warrant, or violation of the law\(^1\) before, during, or after the background check. Any above referenced activities shall result in immediate disclosure of said information to current or potential clinical affiliates and an additional background check being performed with all results disclosed to the clinical sites. Omission of and/or failure to disclose information will be regarded as an intentional falsehood and shall be reported to the clinical sites.

Any and all findings will be released to the above named parties and to any accrediting agency and/or regulatory agency as required by law. Although positive findings do not immediately interfere with the student’s standing in the clinical program, the findings will be released to the

\(^{1}\) Excluding moving and nonmoving traffics, except DWI and DUI

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clinical affiliate. It is the clinical affiliate’s decision to permit a student to perform a clinical rotation in their facility.

A non-refundable background check fee is assessed on the student’s BPCC account.

Should a student be unable to complete all required rotations or assignments due to refusal or delay of a clinical affiliate to accept the student, the student may be unable to complete the clinical course and may ultimately be unable to complete the clinical program.

Common causes for a delay of results are positive findings, multiple names or alias, multiple locations of residence, locations of residence outside of the continental United States, residence in a parish or county with limited or fixed schedules for performing background checks, unusual or frequent social security number usage, or student submission of incorrect information.

If a student should have positive background check findings, the student may provide court documents, receipts, personal statement of events, and/or certificates of completion of court ordered interventions to the program coordinator. These documents will be submitted to clinical affiliates for review. Some clinical affiliates may require this documentation to determine if permission to rotate through the facility will be granted. The facility has the right to refuse permission regardless of the charge, level of the charge, circumstances surrounding the charge, or outcome of the charge. The decision of the facility is final.

Clinical affiliates have the right to perform additional background checks and the associated cost may be the responsibility of the student. Students will be notified prior to submitting for background checks that may result in additional cost. Failure to submit to these additional background checks will prohibit the student from being placed in the facility and may ultimately result in immediate dismissal from the program. Contact Mrs. Liesveld, Program Coordinator, eobanion@bpcc.edu room B105, for further information.

Drug/Alcohol Testing is another required prerequisite for BPCC’s clinical affiliates. Students consent to a drug/alcohol test and for the results to be shared with administration, clinical faculty, clinical affiliates, and all other agencies as directed by law and/or program accreditation. A drug/alcohol screen will be performed prior to placement into clinical rotation and may also be performed randomly, during incidences of suspicious behavior, or upon clinical affiliate request or requirement. Any and all findings will be released to the above named parties. If a Clinical Affiliate requires a separate or additional drug/alcohol testing the student may be responsible for these charges.
A positive drug/alcohol test will result in the student immediately being prohibited to continue in Surgical Technology clinicals with a recommendation for dismissal from the clinical program being sent to the Office of Student Services. Once the program coordinator has received the results of a positive drug/alcohol screen, a letter will be sent to the student reiterating the Drug/Alcohol Testing policy and recommending that the student contact the Admissions Department to withdraw from the program courses. Any and all findings will be released to the Program Director, Program Faculty, Administration, Clinical Affiliates and to any accrediting agency and/or regulatory agency as required by law.

The dismissal from the clinical program for a positive drug/alcohol test will remain on the student’s intra-campus record. This will prohibit the student from applying to any BPCC clinical program for the period of one full calendar year. After the period of one full calendar year, the student may apply to any BPCC clinical program assuming completion of program prerequisites and meeting of program eligibility requirements. Contact Mrs. Liesveld, Program Coordinator, (eobanion@bpcc.edu) room B105, for further information.

ESSENTIAL REQUIREMENTS

Surgical Technology Program admissions are based on academic achievement and additional program specific non-academic criteria that can be referenced in the catalog. Essential Requirements have been established by each program identifying the occupational specific technical standards required of students in the program. Decisions to apply for admission to a clinical program should be made after considering the program Essential Requirements.

It is the responsibility of this program to be concerned with the rights of patients and clinical sites and to only place students in clinical education that are capable of providing safe, high quality laboratory assistance. The list of Essential Requirements for this program can be located in the section titled “Student Resources”. The Essential Requirements represent reasonable expectations for a student enrolled in a specific clinical program at BPCC.

It is the responsibility of the program applicants to carefully review the Essential Requirements and ask questions if not familiar with the standards and skills listed. Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with clinical training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. All applicants to the program must have the ability to meet the standards and skills listed in the Essential Requirements if accepted to the program in order to complete the educational requirements for the certificate or degree sought.
If a student cannot demonstrate the standards and skills contained within a program’s Essential Requirements without accommodation, it is the responsibility of the student to request an appropriate accommodation with the Disability Services Provider, (Disability Services, Building F, 318-678-6315) by the program’s application deadline. The College is committed to the principle of equal opportunity as defined in the catalog and will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not compromise patient safety, or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.
A copy of essential requirements specific to the clinical program are included below:
Surgical Technology Program

Allied health program admissions are based on academic achievement and additional program specific non-academic criteria that can be referenced in the catalog. Essential Requirements have been established by each program identifying the occupational specific technical standards required of students in the program. Decisions to apply for admission to the Surgical Technology Program should be made after considering the program Essential Requirements.

It is the responsibility of this program to be concerned with the rights of patients and clinical sites and to only place students in clinical education that are capable of providing safe, high quality health care. The following list represents reasonable expectations for the student enrolled in the Surgical Technology Program at Bossier Parish Community College.

It is the responsibility of the program applicants to carefully review the Essential Requirements and ask questions if not familiar with the standards and skills listed. Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with Surgical Technology training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. All applicants to the program must have the ability to meet the following standards and skills if accepted to the program in order to complete the educational requirements for the Surgical Technology Program.

If a student cannot demonstrate the following standards and skills without accommodation, it is the responsibility of the student to request an appropriate accommodation with the Disability Services Provider, (Career Services Center, Building F, 318-678-6072) by the program’s application deadline. The College is committed to the principle of equal opportunity as defined in the catalog and will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not compromise patient safety, or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.
### Essential Requirements for Surgical Technology Program

Where applicable, use the following keys:
- Listed indicators are required for proficient job performance or academic completion of the program
- Frequency of indicators:
  - O = Occasionally 1-33%
  - F = Frequently 34-66%
  - C = Constantly 67-100%

<table>
<thead>
<tr>
<th>Mandatory Prerequisite Requirements</th>
<th>Freq</th>
</tr>
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<tbody>
<tr>
<td>- Current AHA BLS Healthcare Provider certification</td>
<td></td>
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<tr>
<td>- Satisfactory Physical Exam</td>
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<tr>
<td>- Current OSHA &amp; HIPAA education verification</td>
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<tr>
<td>- Completed Application Packet submitted by due date</td>
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<tr>
<td>- Health Insurance Maintained throughout Program Clinicals</td>
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<tr>
<td>- GPA 2.5 or better</td>
<td></td>
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<tr>
<td>- C or higher on prerequisite courses</td>
<td></td>
</tr>
<tr>
<td>- Absence of criminal history or record</td>
<td></td>
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<tr>
<td>- Negative drug/alcohol screen (may also be performed randomly or ordered if student is under suspicion)</td>
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</tr>
</tbody>
</table>

### Immunizations

- Hepatitis B series & titer
- Tetanus (within 5 years)
- 2 MMR (Only 1, if born before 1957)
- TB Test (current for the year)
- Chicken Pox (Varicella Zoster) Titer
- Rubella titer

### Perceptual Requirements

### Touch
- Ability to type or keyboard 25 wpm accurately
- Fine motor abilities sufficient to suture, assist with suturing, and operate scopes
- Tactile sensory ability needed in tasks such as clamping appropriate structures
- Repetative hand and wrist movement
- Fine motor abilities to manipulate small items, such as needles and thread
- Dexterity and grip strength to open and manipulate bottles and packaging
- Determine if puncture wound was sustained
- Manipulate controls on equipment

### Smell
- Discriminate between odors

### Hearing
- Auditory ability sufficient to hear co-workers, patients, or their representatives
- Auditory ability to hear mechanical alarms and tones

### Intellectual Requirements
- Process & communicate information in a timely manner
- Read and understand typed, handwritten, verbal, and computer information
- Able to problem solve, assess, analyze data and implement solutions
- Able to think critically and distinguish relevant from irrelevant data
- Able to memorize and categorize large quantities of information
- Operate computers
### Essential Requirements of Surgical Technology Program cont.

<table>
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<th>Written Communication Skills</th>
<th>Oral Communication</th>
<th>Freq</th>
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<tbody>
<tr>
<td>- Typing or word processing and data entry</td>
<td>- Demonstrates respect for others with language</td>
<td>C</td>
</tr>
<tr>
<td>- Uses correct spelling, grammar, and punctuation</td>
<td>- Instruction of others</td>
<td>C</td>
</tr>
<tr>
<td>- Writes legibly</td>
<td>- Offers own thoughts and ideas with appropriate non-verbal expression</td>
<td>C</td>
</tr>
<tr>
<td>- Express thoughts of idea in written form</td>
<td>- Uses correct grammar and expression</td>
<td>C</td>
</tr>
<tr>
<td>- Concise and accurate documentation</td>
<td>- Communicate with people of different cultures and beliefs</td>
<td>C</td>
</tr>
<tr>
<td><strong>Clerical</strong></td>
<td>- Communicates with others in a respectful, confident and appropriate manner</td>
<td>C</td>
</tr>
<tr>
<td>- Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation</td>
<td>- Adjust for differences in age or education level</td>
<td>C</td>
</tr>
<tr>
<td>- Capable of responsive empathetic listening</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Perception</strong></td>
<td>- Capable of distinguishing between appropriate and inappropriate bedside conversation</td>
<td>C</td>
</tr>
<tr>
<td>Spatial--ability to comprehend forms in space and understand relationships of plane and solid objects, frequently described as the ability to &quot;visualize&quot; objects of two or three dimensions, or to think visually of geometric forms</td>
<td><strong>Environmental Factors</strong></td>
<td></td>
</tr>
<tr>
<td>Form--ability to perceive pertinent details in objects or in pictorial or graphic material; to make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of line</td>
<td>- Indoor</td>
<td>C</td>
</tr>
<tr>
<td><strong>Reasoning</strong></td>
<td>- Bright lighting</td>
<td>C</td>
</tr>
<tr>
<td>- Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions</td>
<td>- Chemicals</td>
<td>O</td>
</tr>
<tr>
<td>- Machinery with moving parts</td>
<td>- Machinery with moving parts</td>
<td>O</td>
</tr>
<tr>
<td>- Exposure to blood and body fluids</td>
<td>- Long or irregular hours</td>
<td>F</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>- Exposure to sharp objects</td>
<td>C</td>
</tr>
<tr>
<td>Simple Skills--add, subtract, multiply and divide whole numbers, fractions, ratios, decimals, and percentages, calculate time and simple measurements</td>
<td>- Exposure to graphic images or situations</td>
<td>C</td>
</tr>
<tr>
<td>Complex Skills--Conversion between different weights, volume systems, application of formulas</td>
<td>- Exposure to unpleasant biological odors</td>
<td>F</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>- Exposure to dust, fumes, smoke, gases, odors, mists, or irritating particles (such as aerosol spray)</td>
<td>O</td>
</tr>
<tr>
<td>Simple skills--Comprehend simple instructions and notations</td>
<td>- Exposure to toxic, caustic chemicals, or medications</td>
<td>O</td>
</tr>
<tr>
<td>Complex skills--Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules, reference and procedures and drawings</td>
<td>- Exposure to solvents</td>
<td>O</td>
</tr>
<tr>
<td>Working in confined spaces alone and with others</td>
<td></td>
<td>C</td>
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### Essential Requirements of Surgical Technology Program cont.

<table>
<thead>
<tr>
<th>Physical Requirements:</th>
<th>Freq</th>
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<tbody>
<tr>
<td>Good physical condition with ability to:</td>
<td></td>
</tr>
<tr>
<td>- Walk (at varying speeds)</td>
<td>T</td>
</tr>
<tr>
<td>- Sit</td>
<td>O</td>
</tr>
<tr>
<td>- Stand: prolonged position of standing</td>
<td>C</td>
</tr>
<tr>
<td>- Twisting of body</td>
<td>C</td>
</tr>
<tr>
<td>- Kneel</td>
<td>O</td>
</tr>
<tr>
<td>- Bend forward</td>
<td>C</td>
</tr>
<tr>
<td>- Pull: up to 50 lbs</td>
<td>C</td>
</tr>
<tr>
<td>- Push: up to 50 lbs</td>
<td>C</td>
</tr>
<tr>
<td>- Climb stairs</td>
<td>C</td>
</tr>
<tr>
<td>- Reach above shoulder level, below and in front of body</td>
<td>C</td>
</tr>
<tr>
<td>- Bilateral repetitive wrist motion as performed in chest physiotherapy</td>
<td>O</td>
</tr>
<tr>
<td><strong>LIT</strong></td>
<td></td>
</tr>
<tr>
<td>- Light: less than 15 lbs</td>
<td>C</td>
</tr>
<tr>
<td>- Moderate: 15 to 20 lbs</td>
<td>C</td>
</tr>
<tr>
<td>- Heavy: greater than 20 lbs</td>
<td>C</td>
</tr>
<tr>
<td><strong>CARRY</strong></td>
<td></td>
</tr>
<tr>
<td>- Light: less than 15 lbs</td>
<td>C</td>
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<tr>
<td>- Moderate: 15 to 20 lbs</td>
<td>C</td>
</tr>
<tr>
<td>- Heavy: greater than 20 lbs</td>
<td>C</td>
</tr>
<tr>
<td>- Maintain good balance with movement while performing tasks</td>
<td>C</td>
</tr>
<tr>
<td>- Maneuver equipment safely</td>
<td>C</td>
</tr>
<tr>
<td><strong>Behavioral/Ethical Requirements:</strong></td>
<td></td>
</tr>
<tr>
<td>- Ability to exercise sound judgement</td>
<td></td>
</tr>
<tr>
<td>- Prompt completion of all tasks</td>
<td></td>
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<tr>
<td>- Prioritize and manage multiple tasks</td>
<td></td>
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<tr>
<td>- Able to manage stress effectively</td>
<td></td>
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<tr>
<td>- Can function independently and unsupervised</td>
<td></td>
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<tr>
<td>- Demonstrate time management</td>
<td></td>
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<tr>
<td>- Follow directions</td>
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<tr>
<td>- Demonstrate flexibility</td>
<td></td>
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<tr>
<td>- Organizational skills</td>
<td></td>
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<tr>
<td>- Able to perform self-assessment</td>
<td></td>
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<tr>
<td>- Able to recognize patient needs</td>
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<tr>
<td>- Ability to receive and apply constructive criticism</td>
<td></td>
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<tr>
<td>- Assumes responsibility and accountability for actions and outcomes</td>
<td></td>
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<tr>
<td>- Effective use of resources</td>
<td></td>
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<tr>
<td>- Maintains professional demeanor</td>
<td></td>
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<tr>
<td>- Respects personal space of others</td>
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<tr>
<td>- Recognizes limitations and seeks assistance</td>
<td></td>
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<tr>
<td>- Maintains confidentiality</td>
<td></td>
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<tr>
<td>- Establishes rapport and trust with patients and co-workers</td>
<td></td>
</tr>
<tr>
<td>- Maintains composure during unpleasant or stressful situations</td>
<td></td>
</tr>
</tbody>
</table>

### Acknowledgement of Essential Requirements for the Surgical Technology Program

I, ____________________________, have been informed of the Essential Requirements of the Bossier Parish Community College Surgical Technology program. I have carefully reviewed the Essential Requirements and have asked questions if I was unfamiliar with the standards and skills listed. If I believe I require accommodation, I will request an appropriate accommodation with the Disability Services Provider, (Career Services Center, Building F, 518-678-0072) by the program's application deadline. I am aware that certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with Surgical Technology training or clinical practice. I have also considered any conditions that I may have that may lead to a high likelihood of absenteeism. I have been informed that deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. I have the ability to meet the standards and skills listed in the Essential Requirements and agree to complete the educational requirements for the Surgical Technology, if accepted to the program.

Signature

Date

Name Printed
SURGICAL TECHNOLOGY PROGRAM
NON-ACADEMIC POLICIES AND PROCEDURES
PROGRAMMATIC COUNSELING RECORD

BPCC is dedicated to the development of professionals. Programmatic Counseling is a means for an instructor to further educate a student about behavior or actions that are unbecoming for a professional. The programmatic counseling documentation is maintained in the student’s file, but will be released to the Office of Student Services should the behavior require disciplinary action or intervention.

DISCIPLINARY REFERRAL

At any time unsatisfactory behavior in the clinical, laboratory, or classroom setting is identified as requiring disciplinary action, the following procedure will apply:

1. The BPCC instructor will immediately fax (318-678-6474) a completed Disciplinary Referral Form to the Office of Student Services. The instructor should also fax any supportive documentation.
2. The instructor does NOT contact the student regarding this referral. The student will be contacted by the Office of Student Services.
3. After review of the documentation and meeting with the student, the Vice Chancellor for Student Services will determine the course of disciplinary action.
4. The instructor will be notified by the Vice Chancellor for Student Services of the disciplinary action taken.

CLINICAL RECORDS

Student clinical records are maintained in the office of the program coordinator until the student is no longer in clinicals.

If a student is no longer active as a result of withdraw or suspension, the contents of the student’s clinical records will be forwarded to the program director. The student will then have fifteen days to retrieve the information from the program director, after which time the information will be destroyed.

If a student will be inactivated because of successful completion of the program (graduation), the clinical record will be sent to the program director upon request, so that it may be distributed to student on the last day of class for the spring semester.

INCLEMENT WEATHER POLICY
Refer to the BPCC Catalog for information regarding school closure due to inclement weather. NOTE: If the College is open, the Surgical Technology Program is open including clinical assignments. Each student is expected to use their own judgment determining unsafe travel conditions.

FIRSTCALL-EMERGENCY NOTIFICATION SYSTEM

Students are encouraged to enroll in BPCC’s Emergency Notification System. FirstCall Network, Inc. is an emergency mass notification company that provides BPCC with instant notification capabilities during an emergency on campus or a school closure.

BPCC students are registered with FirstCall through their BPCC-issued email accounts. To best utilize this alert system, students must ensure FirstCall has their appropriate contact information.

To update contact information, students can access FirstCall by using their initial log-in information that was sent to you directly from FirstCall. This information was sent to their university-issued email account (example@student.bpcc.edu). Students are encouraged update their information accordingly and are able to update their contact information at the BPCC FirstCall website after receiving their log-in information and instructions.

DRESS CODE AND HYGIENE POLICY

BPCC students are expected to dress in an appropriate manner while on campus, while in the classroom, and while representing the College within the community.

You must wear your own pewter gray surgical jacket with the BPCC patch on the left sleeve and identification badge to the hospital as this identifies you as a Surgical Tech Student and gives you a more professional appearance. Remember you are representing the College when you are at the hospital. Support hose or socks for both men and women are recommended due to the long periods of standing involved in surgery. You should have a comfortable pair of jogging or tennis shoes that you keep just for wear in the hospital.

As a clinical student you are guest in a clinical site. Students are expected to follow the facility’s policies such as policies on professional appearance. If the hospital or clinical instructor feels the student is dressed inappropriately or does not have acceptable hygiene, the student will be counseled.

STUDENT WORK POLICY

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

**PROFESSIONAL BEHAVIOR POLICY**

Students enrolled in the Surgical Technology Program are required to abide by the BPCC Code of Conduct (available on the BPCC website).

In addition to requirements related to technical skill development during clinical practice experiences, the Program additionally expects students to demonstrate affective behaviors consistent with a “professional”. Students are expected to conduct themselves in a professional manner at all times during clinical experiences. The policies and procedures of the Program and of the Clinical Facility must be adhered to. Specifically, the Program has defined the expected affective behaviors/skills as:

- Commitment to Learning
- Interpersonal Skills
- Communication Skills
- Effective Use of Time & Resources
- Use of Constructive Feedback
- Problem Solving
- Critical Thinking
- Professionalism
- Responsibility
- Stress Management
- Integrity
- Honesty
- Empathy
- Notifying Instructor Prior to Leaving Assigned Area

Preceding the first clinical experience, students will receive more detailed descriptions, expectations and examples related to each of the affective skills.

Preceptor and instructor feedback is solicited during each clinical experience on the student’s professional skills and course requirements related to which skills must be satisfactory during the rotation(s).
BPCC encourages and embraces technology and the opportunities for learning it provides. However, students must behave in a manner that is ethical and legal when utilizing the computers, internet, and wireless internet connection at School and in a clinical setting. Students are only permitted to perform activities that are academic in nature when using these resources. The computer and internet usage is monitored to ensure these resources are not abused. Failure to act in a manner that is ethical and/or legal will result in disciplinary action.

SOCIAL MEDIA

Online communication through social media and networking is a recognized form of daily communication. BPCC’s Allied Health Programs have expectations for responsible, professional and ethical behavior with this form of interaction/expression. These guidelines are intended to more clearly define Program expectations for appropriate student behavior related to social media and to protect the privacy and confidentiality of patients, fellow students, faculty/staff, clinical educators and BPCC affiliated facilities.

For the purposes of this policy, “social media” include but are not limited to:

- Social networking sites such as Facebook or MySpace
- Video and photo sharing websites such as YouTube, Snapfish, Flickr
- Microblogging sites such as Twitter
- Weblogs and online forums or discussion boards
- Any other websites or online software applications that allow individual users to post or publish content on the internet

BPCC Program students are expected to understand and abide by the following guidelines for use of social media:

- Students should be aware that there is really no such thing as a private social networking site. Comments can be forwarded or copied and search engines can retrieve posts years after the original publication date, even if the post has been deleted.
- Employers are increasingly conducting web searches on job candidates before extending offers. Content posted that is unprofessional or irresponsible may cost students job opportunities.
- Understand that as part of entering a profession, students will interact with individuals who reflect a diverse set of customs, values and points of view. As a professional,
caution should be used to not only avoid obviously offensive comments (ethnic slurs, defamatory comments, personal insults, obscenity, etc.) but also to demonstrate proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics and religion.

- Students are prohibited from initiating “friend-requests” (or the like) with clinical instructors or other staff of facilities to which they have been assigned. Students are also prohibited from initiating or accepting friend requests from patients/clients of those clinical facilities.

- A violation of the privacy of a patient, instructor, clinical affiliate, college faculty/staff member or classmate is extremely serious. This includes violations to HIPAA and FERPA policies and additionally may include disclosure of confidential information related to business practices of clinical affiliates. Such behavior may result in failure of a clinical practice course, a recommendation to the Office of Student Services for dismissal from the program and may also put the student at risk of legal liability. Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment.

- Posting/publication/distribution of pictures, audio or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the Program/college.

- Students should use discretion when selecting the appropriate time and place for utilizing social media so as not to interfere with classroom instruction/learning or clinical experience performance. For example, posting “status updates” during class or during the clinical day from a smart phone is prohibited.

Violations of the social media policy are considered professional behavior violations and will result in Programmatic Counseling and if appropriate a disciplinary referral to the Office of Student Services.

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STUDENT SAFETY

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BPCC strives to maintain a safe and secure atmosphere for members of the student body, faculty, staff, and the general public. The College makes every effort to provide such an environment but stresses that campus safety is the responsibility of the entire campus community. The BPCC Surgical Technology program subscribes to all general safety and crime prevention policies and procedures as outlined in the BPCC Catalog as well as the BPCC Student Handbook.

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BPCC’S UNDER NO OBLIGATION

Rev 5/2017
BPCC strives to provide the best education for all of its students. The School’s attention and compliance with regulatory and accreditation agencies is continuous. However, a student’s graduation or completion of a course or program does not ensure a student’s ability to successfully pass a national credentialing or certification examination or approval for licensure that may be required to practice. It is the student’s responsibility to maintain his/her adequate academic and clinical skill and to further improve them to a mastery level if passing a national credentialing or certification examination is one’s goal. It is the student’s responsibility to meet the criteria set forth by the licensure board or organization if obtaining a license is one’s goal. Graduation or successful completion of a BPCC course or program only indicates a student has met the minimum requirements set forth by BPCC and/or its regulatory and accreditation agencies and is not contingent upon the student passing a national certification or licensure exam.

------------------------------- STUDENT COMPLAINTS FROM EXTERNAL SOURCE -----------------------------

A complaint from an outside source about a student enrolled in a BPCC allied health program, that at the time of the complaint is acting in a capacity to represent the College or Program, will be dealt with according to the Program/College’s discipline policies and procedures.

A complaint received by a representative of the BPCC Surgical Technology Program which falls outside of existing policies for discipline or due process will be documented and forwarded to the Dean of Science, Nursing, & Allied Health. Actions taken related to these complaints will vary depending upon the nature of the complaint. Documentation of the complaint and action(s) taken will be kept within the Division.

If a student is asked to leave or not return to a clinical site, the program director must be notified immediately. The circumstances surrounding the student’s removal will influence the student’s program progression and processing.

Students who have been removed or instructed to not return to a clinical site must not return to or contact the site. Students who do not follow these instructions will be managed as an unwanted guest as directed by the facility’s security protocol.
For the purposes of this handbook section “clinical” shall refer to all components of the curriculum in which the student is assigned to locations outside of the BPCC classroom and laboratory. These include, but are not limited to hospitals, clinics, physicians’ offices, and surgical centers. Students will also be responsible for following the clinical site’s policies and procedures while in their facility.
CLINICAL ATTENDANCE POLICY

Students are expected to attend all scheduled clinical experience/practice days for specified hours to attain a level of proficiency in knowledge and skills. Clinical affiliates have strict tardy and attendance policies for their employees and expect similar professional behavior from the students they have agreed to train.

A clinical facility has the right to refuse any student from performing clinical rotations in their facility for any reason. If a clinical facility does not approve a student to continue performing clinical rotations in their facility due to absenteeism (excused or unexcused) or tardiness, it may result in the student being unable to complete program/course requirements.

Excused Absences

The Program understands that students will be sick and that family problems do arise. Such instances will be looked at individually. Students must remember that he or she has to be in clinical a certain number of hours to become proficient and to meet minimum requirements for course completion. It is the clinical instructor who determines if an absence is considered an excused or an unexcused absence.

A student’s inability to fulfill these requirements, no matter what the reason, will prohibit successful completion of the program/course. Three (3) excused absences from scheduled clinical days will be allowed each semester for clinical classes. An excused absence is one in which the student has notified the program office/program faculty member and clinical affiliate site (if applicable) prior to the scheduled clinical time of the missed day that he/she:

- Is ill
- Has an immediate family member who is ill and needs care
- Has had a death in the family
- Has jury duty or military service obligations, or
- Has a circumstance for which prior approval has been granted by a faculty member

Documentation for the above listed excused absences may be required. An excused absence may NOT eliminate the student’s responsibility to make-up the missed clinical time. See the section on Clinical Make-up Time for further explanation. A large number of absences (for any reason) may impact a student’s ability to successfully complete the program. If a student is in a situation that may interfere with their attendance, the student should contact the Program Director immediately to discuss the student’s options.
A student who has two (2) excused absences will receive a documented verbal counseling, three (3) excused absences will receive written counseling, and more than three (3) excused absences may prohibit the student from completing the course/program.

**Unexcused Absence**

An unexcused absence is one that does not meet the above criteria or one in which the program office/program faculty member and clinical instructor/preceptor were not contacted prior to the scheduled clinical time as specified by the program. One (1) unexcused absence will result in written counseling and two (2) unexcused absences will result in notification of the Office of Student Services with the recommendation to dismiss the student from the program.

**Car Pools**

If you ride in a car pool and the student scheduled to drive is going to be absent this is not an excuse for the whole car pool group to be absent. The driver should notify the other members so that they can get to clinical on their own. Have a plan so that if the driver is late you can get to the hospital on your own.

**Car Trouble**

Students have seriously abused this as an excuse for missing clinical. Therefore, this is no longer acceptable as a reason for missing clinical. Hospitals also do not allow employees to use this as an excuse. If you were going to work you would find a way to get there. If you are having car problems make arrangements with a fellow student if possible or take a taxi.

**Doctors & Dentists Appointments**

*Do not* schedule doctors or dentists appointments during clinical hours. You can schedule them around your clinical schedule. Hospitals do not allow you to schedule appointments during work hours. This is not an acceptable excuse for an absence.

**Reporting Absences**

Reporting absence from a clinical practice day must be reported to both the clinical instructor/preceptor (Ellie at 318-401-2177, Ginger at 318-218-1427) and the program director (318-464-5123) no later than 06:15 of the day of absence.

All of the clinical instructors carry cell phones. Saying you could not reach them is not an excuse as they can always be reached. **Failure to notify the instructor will result in an unsatisfactory for the clinical day and may be recorded as an unexcused absence.** This notification is essential as you are part of the surgical team and as such are assigned to a room or unit for the day. The team depends on you to be there to carry out your assigned duties. **Having a student inform the instructor of your absence is unacceptable and will be treated as an unexcused absence.**
Clinical make-up days
A student must attend clinical training a specified amount of time to attain a desired level of proficiency in their designated program area, meet a required number of experiences, and achieve a required number of clinical hours to successfully complete a course. As a result of lack of proficiency, inadequate number of experiences, or failure to meet the required number of clinical hours, clinical make-up days may be assigned. Clinical make-up days are scheduled by the clinical faculty must be approved by the Program Director before they may be performed. Clinical make-up days are scheduled at the convenience of the School, clinical instructor, and clinical facility, NOT the student. All School and Program policies are in effect during clinical make-up days. There is a $30.00/hour charge for clinical make-up.

Excused absences from clinical practice may be required to be made up at the discretion by the program director. Clinical make-up time does not eliminate unexcused absences or tardies.

Tardiness
The hospitals have strict policies regarding policies for their employees and expect professional behavior from the students just as they do from their staff. They view a student who is tardy as a poor risk for employment as they depend on you to take your place on the surgical team and to carry out your assigned duties on time. The program also maintains high standards of punctuality and attendance to prepare students for the rigor of employment expectations.

As it is stated in the BPCC Catalog, “Tardiness is considered as an unexcused absence unless an excuse is accepted by an instructor.” A tardy is assigned for any student who is late to clinical practice. A student who is late (tardy) for clinical practice will receive a documented verbal counseling. two (2) days will receive written counseling and more than two (2) tardies will be processed as unexcused absences. For example, if a student is tardy for 3 days, the situation would be processed as though the student had accumulated 3 unexcused absences.

If a student is excessively late to clinical they earn an unsatisfactory performance rating for that day and may be sent home for the remainder of the day. If the student is sent home, an unexcused absence will be recorded.

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CLINICAL BADGE
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While in clinical rotations students must display facility appropriate identification as specified by the clinical site such as a hospital issued ID badge or BPCC issued clinical student ID badge. Students must return this security badge/card to the program director by a specified date. Failure to submit the badge/card will result in the immediate release of the student’s name to Bossier Parish Community College’s Office of Student Services. A “Hold” will be placed on the student’s file preventing the release of the student’s records. This will interfere with graduation,
registration, or obtaining a copy of official transcripts (transferring to another school). If a “Hold” is placed for this reason, it will be removed once the security badge/card has been returned to the Program Coordinator, Mrs. Liesveld (B105).

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**CLINICAL FEES AND EXPENSES**

A clinical fee is charged, in addition to regular college tuition, for each clinical program. This fee is required each semester that a student is scheduled to practice in a clinical facility. The regular college tuition and fees are listed in the BPCC *Academic Bulletin*. Students may incur expenses in addition to tuition and fees for items including physical exam, laboratory testing, immunizations, health insurance, required uniform, books and other program specific requirements.

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**PROGRAM SPECIFIC INFORMATION**

While working in the hospital, remember that the operating room staff is not only evaluating you as a student but is also looking at you as a perspective employee when you graduate. It is important that you conduct yourself in a professional manner at all times when dealing with patients, staff members, and fellow students. Cell phones are not allowed in surgery unless authorized by the clinical instructor.

If a student at any time is found to be unsafe and/or unprofessional*, which will be considered unsatisfactory clinical performance, in dealing with patients, fellow students, or staff members in the operating room or other assigned departments in the hospital by the hospital staff or by their clinical instructor they will be subject to immediate suspension from the program. The Operating Room Education Coordinator, the clinical instructor, and the Program director will review such incidents. A counseling session with the student will follow. At this time the student will be informed as to whether he or she will be allowed to continue in the Surgical Technology Program. If it is determined that a student is deemed to be unsafe and is dismissed from the Surgical Technology Program by the review board this decision is irreversible regardless of the student’s academic standing. We are dealing with human lives and unsafe practices cannot be tolerated at any time.

* The definition of unsafe practice is considered to be any action in the opinion of the hospital staff or faculty which could endanger the life of patients or staff members, i.e., breaches in sterile technique, improper transport of patients, improper drug calculations, or substance abuse.

* Unprofessional behavior is considered to be any disregard for policies and procedures of the Surgical Technology Program or the hospital in which clinical practice is performed, i.e., attendance, tardiness, policies, improper dress, disrespect for hospital professionals.

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All formal-counseling sessions for unsatisfactory performance will be put in writing and signed by the student and clinical instructor. If in the opinion of the hospital staff and clinical instructors an individual incident is serious enough for immediate dismissal from the premises of the hospital, this case will be discussed with the President of Bossier Parish Community College and immediate dismissal from the Surgical Technology Program may result. If an individual student has incurred three unsatisfactory clinical performances they will be subject to permanent dismissal from the program regardless of their academic standing.

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**CLINICAL CASE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Surgical Specialty</th>
<th>Total # of Cases Required</th>
<th>Minimum # of First Scrub Cases Required</th>
<th>Maximum # of Second Scrub Cases That Can Be Applied Toward 120 Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Surgery</td>
<td>30^2</td>
<td>20^2</td>
<td>10</td>
</tr>
<tr>
<td>Surgical Specialties:</td>
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<tr>
<td>• Cardiothoracic</td>
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<td>• ENT</td>
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<td>• Neuro</td>
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<td>• Ob-Gyn</td>
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<td>• Oral/Maxillofacial</td>
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<td>• Orthopedics</td>
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<td>• Peripheral vascular</td>
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<td>• Plastics</td>
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<td>• Procurement/Transplant</td>
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<td>Diagnostic Endoscopy:</td>
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<tr>
<td>• Bronchoscopy</td>
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<td>• Colonoscopy</td>
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<td>• Cystoscopy</td>
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<td>• EGD</td>
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<td>• ERCP</td>
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<td>• Esophagoscopy</td>
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<td>• Laryngoscopy</td>
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<td>• Panendoscopy</td>
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<td>• Sinoscopy</td>
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<tr>
<td>• Ureteroscopy</td>
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<td></td>
<td>10 diagnostic endoscopy cases may be applied toward the second scrub cases.^5</td>
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<tr>
<td>Labor &amp; Delivery</td>
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<td>5 vaginal delivery cases may be applied toward the second scrub cases.</td>
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<tr>
<td></td>
<td>Totals</td>
<td>120</td>
<td>80</td>
</tr>
</tbody>
</table>

1. The total number of cases the student must complete is 120.
2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.

3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.

4. The Surgical Technology Program is required to verify through the surgical rotation documentation the students’ progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.

5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.

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

**Counting Cases**

Cases will be counted according to surgical specialty. Examples:

- Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.

- Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure—one case.

**First Scrub Role**

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provide to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
• Maintain sterile technique as measured by recognized breaks in the technique and demonstrate knowledge of how to correct with appropriate technique.

**Second Scrub Role**
The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

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

**Observation Role**
The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.

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**SUMMARY OF ROLE/RESPONSIBILITIES OF THE STUDENT DURING CLINICAL EXPERIENCES**

While individual clinical practice course syllabi describe requirements for each clinical experience specifically, students participating in clinical education courses have the following global responsibilities:

a. Secure and wear appropriate uniform/dress designated by each site
b. Assume travel and accommodation expenses related to each assigned clinical site
c. Read and abide by the policies, procedures and standards of the College, the Program, the clinical facility and the profession.
d. Fulfill and maintain all prerequisite requirements for clinical education identified by the Program and the clinical site
e. Actively participate in the clinical learning process
f. Complete all assignments requested by the Program or the clinical site
g. Complete Student Assessment of the Clinical Education Site/Clinical Experience and submit to the program director
h. Complete Student Assessment of the Clinical Instructor and submit to the program director

Certain behaviors, including but not limited to the following, may result in immediate removal from the clinical site:

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• Violation of patient’s rights
• Violation of patient’s confidentiality
• Falsifying data or records
• Illegal behavior or act
• Possession or use of intoxicants or narcotics
• Failure to follow the instructions of employees of the facility
• Any conduct that results in dismissal from a clinical site or programmatic course
• Failure to submit to a drug test or a positive drug test result
• Failure to submit to a criminal background check
• Jeopardizing patient safety
• Failure to maintain personal health insurance
• Failure to consent to a background check, drug/alcohol screen, or Release of Information for Preparation of Clinical Rotation
• Failure to inform instructor prior to leaving assigned area

PROHIBITION AGAINST PERFORMING SERVICES

Students do no perform services in lieu of a clinical site’s staff or employees.

CARE OF PATIENTS WITH KNOWN ACTIVE TUBERCULOSIS (TB)

If the facility the student is performing clinical rotations in fit-tests the student, the student may care for patients with known active TB. Please contact Erin Liesveld (eobanion@bpcc.edu) with questions or concerns.

Students assigned to a Willis Knighton Health System for a clinical rotation are required to have a TB mask fit test performed at a Willis Knighton Work Care facility. The student will be responsible for scheduling, obtaining test documentation, and paying for this test. A copy of the results must be submitted to Erin Liesveld (B105).

PATIENT/CLIENT CONFIDENTIALITY

HIPAA

Students are expected to respect patient rights at all times during the education process and after completion of course / programmatic enrollment. Any and all information students have exposure to during laboratory, classroom, field trips, and clinical rotation is to remain confidential. Failure to maintain this confidentiality is unethical and illegal. Breaches of confidentiality will not be tolerated. The Office of Student Services will be contacted in such an instance.
Specifically per HIPAA guidelines, the following behaviors are prohibited:

- Releasing confidential patient/client information by any means (i.e., verbally, electronically, or in print) to any individual/agency who does not have the legitimate, legal or clinical right to the information
- Unauthorized use, copying, or reading of patient medical records
- Unauthorized use, copying or reading of employee/hospital records
- Taking patient records outside the clinical facility
- Any tampering of patient information

This policy/agreement applies not only to patients/clients with whom the student has direct contact, but for any personal/confidential information the student may have access to while in the clinical setting.

The student must use discretion when discussing patient/client information with other appropriate individuals to assure that the nature of the discussion remains professional and pertains only to information clinically relevant. The student must make every effort to assure that such conversations cannot be overheard by those not involved in the patient’s care.

Violations of this policy/agreement may result in sanctions and may be grounds for dismissal from the clinical program.

Some clinical facilities will have additional policies related to protecting patient/client information that the student will be expected to follow.

**Business Practices**

Students are expected to respect the confidentiality of business practices at all times during the education process and after completion of course / programmatic enrollment. Any and all information students have exposure to during laboratory, classroom, field trips, and clinical rotation is to remain confidential. Failure to maintain this confidentiality is unethical and in some cases illegal. Breaches of confidentiality including but limited to the release of information regarding equipment used, computer software capabilities, documentation protocols, or medication formulations will not be tolerated. The Office of Student Services will be contacted in such an instance.

Specifically the following behaviors are prohibited:

- Releasing confidential business practices by any means (i.e., verbally, electronically, or in print) to any individual/agency who does not have the legitimate, legal or clinical right to the information
- Unauthorized use, copying, or reading of confidential business practices
- Unauthorized use, copying or reading of employee/hospital records
- Taking documentation of business practices outside the clinical facility
Any tampering of business practice documentation

This policy/agreement applies not only to business practices with whom the student has direct contact, but for any confidential information the student may have access to while in the clinical setting.

The student must use discretion when discussing business practice information with other appropriate individuals to assure that the nature of the discussion remains professional and pertains only to information clinically relevant. The student must make every effort to assure that such conversations cannot be overheard by those not involved in the clinical setting’s business practices.

Violations of this policy/agreement may result in sanctions and may be grounds for dismissal from the clinical program.

Some clinical facilities will have additional policies related to protecting business practice information that the student will be expected to follow.

Protected Health Information (PHI) and the Educational Experience

If students need to bring protected health information (PHI) back to the institution for teaching purposes, the student must remove all patient-identifying elements and receive approval from the instructor and/or preceptor prior to removal from the institution. NO copies are to be made of patient sensitive chart information. Students may not take any patient imaging studies from the institution.

Publication

A student shall not submit for publication any material relating to the clinical rotation without prior written approval by the clinical site and BPCC.

MALPRACTICE/MEDICAL INSURANCE POLICY

Students are provided malpractice insurance while enrolled in the Surgical Technology program by the Louisiana Office of Risk Management in the amount of $5,000,000 per occurrence. Coverage terminates when a student graduates or is no longer enrolled. This policy covers students only during assigned clinical rotations.

Accidents or Illness expenses that occur at a clinical facility are not the responsibility of the clinical affiliate or BPCC. Each student must assume responsibility for the cost of treatment.

Health Insurance for students enrolled in clinical programs is not provided by BPCC. Students are required to maintain personal health insurance during the duration of their clinical practice.

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student unable to maintain health insurance will not be permitted to participate in clinical rotations. Students will accrue unexcused absences for the time missed.

SAFETY, ACCIDENT/INJURY AND INSURANCE INFORMATION

Students are to perform all tasks with safety for patients, staff, faculty, and themselves as priority. However, even in the most cautious environments accidents occur.

BPCC does not have insurance covering injury of a student in a classroom setting. If a student is injured in a classroom, all efforts to obtain care for the student will be made, however, the student will be responsible for any and all costs related to care.

BPCC has insurance coverage for students injured in a laboratory. In the event a student is injured while in a laboratory setting, the student must contact the instructor immediately to initiate the appropriate protocol and documentation of the event. Initially, the student’s health insurance will be processed and then BPCC’s laboratory insurance will be applied.

Students are required to have their own personal health insurance to assist with any costs related to injury or illness that occurs during clinicals. If a student is injured during a clinical rotation, the student should immediately contact the hospital preceptor. The preceptor will obtain care for the student according to the facility’s protocol; however, the student will be responsible for any and all costs related to care.

In the event a student is exposed to a bloodborne pathogen, the following protocol is to be followed (excerpt from Exposure Control Plan-Bloodborne Pathogens, Office of Risk Management, BPCC):

**Exposure**

In the event of possible exposure to bloodborne pathogens the following protocol will be followed:

For contact with needles or other sharps:

1. Decontaminate the needlestick or other sharps injury (i.e., shards of glass) with soap and water for 30 seconds, OR
2. Use an appropriate antiseptic (e.g., iodine, Betadine) for 30 seconds

For exposure other than by needle or other sharps:

1. Contact lenses must be removed immediately and disinfected before reuse or discard
2. Flush the exposed mucous membrane site (e.g., eyes, nose, or mouth) with water (eyewash station is available) or sterile saline for 10—15 minutes
EQUAL OPPORTUNITY STATEMENT

The Bossier Parish Community College equal opportunity statement is located in the general catalog. It may be accessed via the internet at: http://www.bpcc.edu/catalog/current/equalopportunitystatement.html.

STUDENT SERVICES DIVISION

The mission of the **Student Services Division** is to maximize student success in achieving a well-rounded education. The Student Services Division coordinates its services with all the other divisions within the College to enhance the educational experiences of the students and to support the mission of Bossier Parish Community College. For a complete listing of the services provided by the Student Services Division refer to the website (http://www.bpcc.edu/studentservices/index.html).

CODE OF STUDENT CONDUCT

The code of student conduct which includes acts that constitute sanctionable misconduct, academic misconduct, disciplinary policies and procedures, disciplinary hearing procedures and the appeals process is located at http://www.bpcc.edu/studenthandbook/index.html. Disciplinary actions are based on treatment of the student as an individual. The nature and gravity of a situation will determine the form of disciplinary action taken. Disciplinary action will be administered by the Office of Student Services with input from the Surgical Technology Program.

ACADEMIC INTEGRITY POLICY

Students should be aware of the Student Academic Integrity policy described in the *Student Handbook* and that if the policy is violated, they will be subjected to disciplinary sanctions listed in the *Student Handbook*.

ACADEMIC APPEAL POLICY (DUE PROCESS)

Students have the right to appeal any grade or disciplinary action. The process of appeal is described in BPCC Student Handbook, available on-line at http://www.bpcc.edu/studenthandbook.
STUDENT LOGIN INFORMATION GUIDE

LOLA:

1. Go to www.bpcc.edu and select the LOLA icon on the home page.
2. Select "Don't know your username?"
3. Enter SSN and date of birth, click "Find My Username", click "Continue"
4. Type the temporary password:
   - First initial of first name (lowercase) +
   - First initial of last name (lowercase) +
   - Birthdate (mm/dd/yy) +
   - Password
   - Temporary Password
   EXAMPLE: John  (J)
   EXAMPLE: Smith  (S)
   EXAMPLE: May 10, 1975  (05/10/75)
   EXAMPLE: P@ss
   EXAMPLE: j051075P@ss

   5. Once you have logged into LOLA for the first time, you will be asked to create a new password:
      - Passwords cannot contain the user’s first or last name
      - Length must be between 12 and 20
      - Must contain at least one uppercase letter and one number
      - Must contain one of these characters: @ # $ % ^ +
      Password EXAMPLES: CallMe5555555, MyBday=010199, student@BPCC2014

BPCC STUDENT EMAIL: Questions? Email studentmail@bpcc.edu or call Computer Services at 318-678-6148.

Students are assigned a BPCC student email after registering for classes and will be available approximately one week prior to the start of the semester.

1. Go to student.bpcc.edu/webmail OR to www.bpcc.edu, click on Current Students, scroll down & click on Student Email.
2. Username: BPCC username
3. Password: 6-digit birthdate

   Example: John Smith was born May 10, 1975 = Password: 051075

BPCC COMPUTER: Questions? Call Computer Services at 318-678-6148.

Students will be granted access to BPCC computers approximately one week prior to the start of the semester.

1. Username: BPCC username
2. Password: 6-digit birthdate

   Example: John Smith was born May 10, 1975 = Password: 051075

BPCC WI-FI: Questions? Call Computer Services at 318-678-6148.

Students will be granted access to BPCC Wi-Fi at the same time that the student's email is assigned.

Select and connect to the wireless network BPCClink2 on laptops, smartphones, tablets, or other Wi-Fi devices.

If not a log-on page does not show immediately, open any web browser to access.

1. Username: BPCC username
2. Password: 6-digit birthdate

   Example: John Smith was born May 10, 1975 = Password: 051075
HEALTH STATUS STATEMENT FOR THE SURGICAL TECHNOLOGY PROGRAM

Name: _______________________ Date of Exam: _______________________
Date of Birth: ______________________ Social Security Number: ______________________
Height: ______________________ Weight: ______________________
Allergies: ______________________ Medications (list over-the-counter and prescribed):

Does the student have any medical condition that prevents them from meeting the following Essential Requirements for the Surgical Technology program?

- Walk at varying speeds: Yes No
- Sit for prolonged periods of time: Yes No
- Work in a prolonged period of standing: Yes No
- Frequent twisting of body: Yes No
- Knee frequently: Yes No
- Bend forward frequently: Yes No
- Pull up to 50 lbs: Yes No
- Push up to 50 lbs: Yes No
- Climb stairs: Yes No
- Maintain good balance with movement: Yes No
- Constantly lift items less than 15 lbs: Yes No
- Constantly lift items 15 to 20 lbs: Yes No
- Constantly carry items less than 15 lbs: Yes No
- Constantly carry items 15 to 20 lbs: Yes No
- Reach above shoulder level: Yes No
- Occasional periods of repetitive wrist motion: Yes No

Classify Examinee: Explain Under Remarks, if Classified as II

- Class I: Physically fit to perform in the Surgical Technology Program.
- Class II: Unfit for performance in the Surgical Technology Program.

Remarks: ______________________

Examiner’s Signature

Examiner’s Printed Name

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STUDENT INFORMATION SHEET

Date: ____________________  Program: ____________________

Name: ____________________________________________________________

Alias (Maiden Name, Any other names due to marriage/divorce/adoption)

Mailing Address: ___________________________________________________

Cell Phone Number: ________________________________________________

Home Phone Number: ______________________________________________

BPCC Student Email Address: _________________________________________

Email Address (other than BPCC email): ________________________________

Student ID number: _______________  Date of Birth: _______________

Last 4 of Social Security Number: ______________

Name of Emergency Contact: _________________________________________
Emergency Contact Number(s):______________________________

STUDENT PROGRAM HANDBOOK ACKNOWLEDGEMENT

I, _______________________________________________________, acknowledge receipt of a Student Program Handbook for the Surgical Technology Program. I accept the responsibility of abiding by the rules and procedures contained in the Student Program Handbook. My signature below also indicates my understanding that the policies are contained in the Student Clinical Handbook do not replace the policies and procedures found in the Bossier Parish Community College Student Handbook or Catalog. In addition, I understand that I will also be responsible for abiding by the policy and procedure of a specific clinical affiliate while in their facility.

_________________________________________________________  ______________________
Student’s Signature                      Date

_________________________________________________________
Student’s Printed Name

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BACKGROUND CHECKS

Background checks are a required prerequisite for BPCC’s clinical affiliates. Students enrolled in a program requiring clinical placement, shall consent to have a background check(s) performed and for the results to be shared with school administration, clinical faculty, and clinical affiliates. It is the student’s responsibility to fully disclose all incidents that result in an arrest, warrant, or violation of the law before, during, or after the background check. Any above referenced activities shall result in immediate disclosure of said information to current or potential clinical affiliates and an additional background check being performed with all results disclosed to the clinical sites. Omission of and/or failure to disclose information will be regarded as an intentional falsehood and shall be reported to the clinical sites.

Any and all findings will be released to the above named parties and to any accrediting agency and/or regulatory agency as required by law. Although positive findings do not immediately interfere with the student’s standing in the clinical program, the findings will be released to the clinical affiliate. It is the clinical affiliate’s decision to permit a student to perform a clinical rotation in their facility.

Should a student be unable to complete all required rotations or assignments due to refusal of a clinical affiliate to accept the student, the student may be unable to complete the clinical course and may ultimately be unable to complete the clinical program. Contact Erin Liesveld, Program Coordinator, (eobanion@bpcc.edu) room B105 for further information.

By signing and dating the bottom of this policy, the signor acknowledges that they have read, agree to comply with, and understand the policy above.

_________________________________________  _______________________
Signature  Date

_________________________________________
Printed Name

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2 Excluding moving and nonmoving traffics, except DWI and DUI

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AUTHORITY TO RELEASE DRUG AND / OR ALCOHOL TESTING RECORDS

As part of the drug policy for clinical students at Bossier Parish Community College, I, __________________________, do hereby voluntarily consent to drug/alcohol testing. I also authorize and give full written permission to the testing agency to release the results to Bossier Parish Community College. Information may be released for the purpose of confirming eligibility to continue in the program, as required by regulating agencies, and for participation in clinical classes, as required by clinical affiliates. Except as permitted by the testing program, the College will exercise its best effort to assure that all test results remain confidential. Bossier Parish Community College may also advise others, within the normal reporting lines, of a positive result for illegal drugs or for banned legal drugs, where such disclosure is appropriate.

I understand that as a student, if I test positive for drugs or alcohol, I will be immediately dismissed from the program.

__________________________
Student Name (print)

__________________________
Student Signature

Date

Information may be released to the following:
Bossier Parish Community College: Erin Liesveld, Program Coordinator
Carolyn Burroughs, Dean
Office of Student Services
Program Director
Clinical Faculty
Clinical Affiliates
CONSENT FOR INFORMATION RELEASE IN PREPARATION FOR CLINICAL ASSIGNMENT

I, _______________________________________________________, authorize Bossier Parish Community College (BPCC) and its agents to release my name, contact information, social security number, date of birth, background check results, drug/alcohol screen results, health information, OSHA certification, HIPAA certification, American Heart Association Health Care Provider Basic Life Support Certification, health insurance information, and information regarding my performance as necessary to a third party for the sole purpose of obtaining and maintaining approval for clinical assignment while enrolled in the Surgical Technology Program. I know it is my responsibility to inform BPCC of any changes or updates in the above named information.

________________________________________________________  __________________________
Student’s Signature                                          Date

________________________________________________________
Student’s Printed Name
I, _______________________________________________________, understand that my graduation from or completion of the Surgical Technology Program does not ensure my ability to successfully pass a national credentialing or certification examination or obtain approval for licensure that may be required to practice. I know it is my responsibility to maintain adequate academic and clinical skill and to further improve them to a mastery level if passing a national credentialing or certification examination is my goal. I accept the responsibility for initiating and completing the credentialing or certification process.

I know it is my responsibility to meet the criteria set forth by the licensure board or organization if obtaining a license to practice is my goal. I accept the responsibility for initiating and completing the licensure process.

I understand that graduation or successful completion of a BPCC course or program only indicates that I have met the minimum requirements set forth by BPCC and/or its regulatory and accreditation agencies and that graduation is not contingent upon passing a national certification or licensure exam.

__________________________________________    ____________
Student’s Signature                        Date

__________________________________________
Student’s Printed Name
MEMORANDUM OF UNDERSTANDING

I understand that a portion of my education in the Surgical Technology Program at Bossier Parish Community College (BPCC) will include clinical placements in health care facilities. One purpose of clinical education is to acquaint students with the reality of clinical practice of a health care profession. I understand that during clinical placement, I will be subject to the known and unknown risks those members of my profession experience in the provision of health care. These may include exposure to people with infectious and communicable diseases, chronic and degenerative diseases, mental illness, and risks attendant to the work environment. I realize however that as a student, I am not eligible for coverage under the College’s or facility’s workmen’s compensation insurance, and there is no mechanism for compensation in the event I am injured during my clinical placement. Every attempt has been made by the Bossier Parish Community College’s Surgical Technology Program to protect my interests. I have been provided basic instruction in prevention procedures and in the application of reasonable and prudent clinical practices, which can serve to limit unnecessary exposure and constitute a measure of safety for me and the patients I treat. I understand that it is my responsibility to apply these procedures and to take appropriate steps to protect my patients and myself. As a condition of placement in a clinical affiliation, I will be required by the facility and the College to show proof of health insurance. I also understand that another condition of placement in a clinical affiliation is completion and submission of immunizations and laboratory testing. Further, I will be expected to abide by whatever policy (ies) the facility has regarding risk exposure management for its employees, even though I am not considered by the College or the facility to be an employee of the facility. The program director, for the program in which I am enrolled, has offered to answer any questions that I may have about these risks and the precautions I can take to avoid them. If I have any questions before, during, or after the clinical affiliations, I will contact my program director. Also, I understand that I may stop any participation in the clinical affiliation at any time I think my personal safety, or that of the patients I treat is in jeopardy and agree to contact my program director immediately should this occur. I have a right to privacy, and all information obtained in connection with this affiliation that can be identified with me will remain confidential as far as possible within state and federal laws. I voluntarily agree to participate in clinical affiliations arranged by the Bossier Parish Community College Surgical Technology Program. In addition, I acknowledge that I have read, understand and will abide by clinical policies as established by the BPCC Allied Health Division as presented to me in the Program Handbook.

____________________________________
Signature of Student

____________________________________
Date

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PATIENT/CLIENT CONFIDENTIALITY STATEMENT

I acknowledge that I have received training in protecting patient/client confidentiality and HIPAA guidelines. In the course of my clinical training I will have access to confidential information related to patients/clients of the facilities that I enter. I have been informed that it is my **responsibility** as a student enrolled in a clinical program at Bossier Parish Community College to maintain confidential any information related to patients and/or clients. I specifically understand that per HIPAA guidelines, the following behaviors are prohibited:

- Releasing confidential patient/client information by any means (i.e., verbally, electronically, or in print) to any individual/agency who does not have the legitimate, legal or clinical right to the information
- Unauthorized use, copying, or reading of patient medical records
- Unauthorized use, copying or reading of employee/hospital records
- Taking patient records outside the clinical facility
- Any tampering of patient information

I understand that this policy/agreement applies not only to patients/clients with whom I have direct contact, but for *any* personal/confidential information I may have access to while in the clinical setting.

I further understand that I must use discretion when discussing patient/client information with other *appropriate* individuals to assure that the nature of the discussion remains professional and pertains only to information clinically relevant. I will make every effort to assure that such conversations cannot be overheard by those not involved in the patient’s care.

I am aware that violations of this policy/agreement may result in sanctions and may be grounds for dismissal from the clinical program.

I understand that some clinical facilities will have additional policies related to protecting patient/client information that I will be expected to follow.

______________________________                                   ________________
Student Signature                                                                   Date
I, ________________________________, understand that when I
utilize the computers, internet, and wireless internet connection I must behave in
a manner that is ethical and legal. I agree to perform only activities that are
academic in nature when using these resources. I am aware that my computer
and internet usage are monitored and failure to act in the manner described will
result in disciplinary action.

_________________________________________  ________________
Student Signature                      Date
STUDENT INFORMATION RELEASE FORM

I, ____________________________________

Student Name _____________________________

Hereby give my permission to discuss or disclose information from my personal records regarding the following:

__________ grades/transcripts              __________ attendance

__________ financial aid                  __________ discipline records

__________ other:

These records may be disclosed by the following means:

__________ in person                       __________ by fax

__________ by phone                        __________ by email

The purpose for this disclosure is the following:

________________________________________

Release information to:

________________________________________

Person/relationship on __________, __________

Month       Day       Year

________________________________________

Student signature  Date

________________________________________

Witness  Date

________________________________________

Witness  Date

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AUTHORIZATION FOR IMAGING RELEASE

I do hereby irrevocably authorize Bossier Parish Community College, and employees thereof to copyright, publish, and use in all forms and media and all manners for advertising, trade, promotion, education, exhibition, or any other lawful purpose whatsoever, still, single, multiple of moving photographic portraits, pictures, or videos in which I may be included in whole or in part, or composite or distorted in character, or form, in conjunction with or without my own name, or reproductions thereof in color or otherwise or other derivative works made through any medium.

I do hereby waive any right that I may have to inspect or approve the finished product or the advertising or other copy that maybe used in connection therewith or the use to which it may be applied.

I do hereby warrant that I am of full age and have every right to grant release in my own name in the above regard. Further, I have read the above authorization and release, prior to its execution, and I am fully familiar with the contents thereof.

Signature: ______________________   Date: _______________________
BOSSIER PARISH COMMUNITY COLLEGE WAIVER

I, ________________________________, hereby, for myself, my heirs, executors, administrators and assigns, waive and release any and all rights and claims for damages I may have against Bossier Parish Community College, the Louisiana Community and Technical College System, the State of Louisiana and any and all agents, employees, representatives, successors and assigns of said parties for any and all injuries which may be suffered by me in connection with my participation in attending, completing or participating in any field trip associated with Bossier Parish Community College.

__________________________  ________________________________
Date                      Student’s Signature

__________________________
Student’s Printed Name
ACKNOWLEDGEMENT OF SOCIAL MEDIA POLICY

My signature below indicates that I have read and will follow the Social Media Policy. My signature also indicates that I am aware that violations of the social media policy are considered professional behavior violations and will result in Programmatic Counseling and if appropriate a disciplinary referral to the Office of Student Services.

__________________________________  _____________________________
Date                                      Student’s Signature

__________________________________
Student’s Printed Name
ACKNOWLEDGEMENT OF STUDENT WORK POLICY

My signature below indicates my understanding that all student activities associated with the curriculum, especially while completing my clinical rotations, will be educational in nature. I will not be receiving any monetary remuneration during this educational experience, nor will I be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

_________________________  ______________________________
Date                       Student’s Signature

_________________________
Student’s Printed Name
ACKNOWLEDGEMENT OF PROGRAM LENGTH

My signature below indicates my understanding that program length is 18 months.

_________________________________  ______________________________
Date                                    Student’s Signature

_________________________________
Student’s Printed Name