



ASSOCIATE of APPLIED SCIENCE in SURGICAL TECHNOLOGY

STUDENT HANDBOOK

Revised 05/27/2025



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WELCOME

Dear Student,

Welcome to the Dorsey College Surgical Technology program! My name is Nabil Hamam, and as the Program Director, I'm excited to work with you as you begin this journey. Here, you'll learn the skills you need to truly make a difference in people's lives—helping patients feel more comfortable, assisting the surgical team, and ensuring patient safety throughout surgical procedures.

I know this path can be challenging. You'll be balancing a lot: mastering new techniques, managing your time, and handling responsibilities with care. But remember, you're not alone. Your instructors, classmates, and the entire Dorsey community are here to guide you every step of the way. Together, we'll create an environment where you can grow, gain confidence, and feel proud of the important work you'll be doing.

This handbook is your roadmap. Use it to understand what's expected of you and to keep track of important details as you move forward. Think of it as a trusted companion that will help you stay on course.

I'm looking forward to seeing you develop into a skilled, compassionate surgical technologist, ready to make a positive impact in the world of healthcare. Let's get started!

Warmly,

Nabil Hamam

Program Director

Dorsey College Surgical Technology Program

MISSION STATEMENT

Dorsey College is committed to providing quality career education and positive reinforcement to enable the development of self-esteem, self-reliance, professionalism, and confidence in all students coupled with an obligation to support the diverse communities in which they live and work.

CAMPUS INFORMATION

The campus that offers the Surgical Technology program is located in at 31450 Gratiot Avenue, Roseville, Michigan, 48066.

SURGICAL TECHNOLOGY PROGRAM STAFF

Program Director.....	Nabil Hamam, MA, BS, CST Email: nhamam@dorsey.edu
Clinical Coordinator	Saniquia Logan, CST Email: slogan@dorsey.edu
Campus Managing Director.....	Todd Breadon Email: tbreadon@dorsey.edu

FACULTY

Current faculty members can be located in the Faculty Supplement in the Dorsey Catalog located on the institution’s website at www.dorsey.edu, under the Admissions tab.

ACCREDITATION

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey College, meets or exceeds an acceptable level of quality.

INSTITUTIONAL ACCREDITATION

Dorsey College is accredited by the Commission of the Council on Occupational Education (COE). COE granted initial accreditation to Dorsey College effective February 19, 2018. Dorsey College was granted the maximum award of six years for reaffirmation in 2023. The award of accreditation status is based on an evaluation to demonstrate that the Institution meets not only the standards of quality of the Commission, but also the needs of students, the community, and employers. The formal action of the Commission included the main campus, located in Madison Heights, as well as its branch campus locations in Roseville, Woodhaven, Wayne, Dearborn, Saginaw and Grand Rapids. Contact information for the Council on Occupational Education is as follows:

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790 www.council.org

PROGRAMMATIC ACCREDITATION – SITE VISIT SCHEDULED

The Associate of Applied Science in Surgical Technology program at Dorsey College has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.



PROGRAM OVERVIEW

The hybrid associate of applied science in surgical technology program is designed to prepare individuals to become a surgical technologist, an integral member of the patient care team in the operating room who supports and assists surgeons and nurses, while also providing patient care contributing to the patient's physical and psychological well-being.

The curriculum in the associate of applied science in surgical technology program is comprised of both general education courses for a solid educational foundation, and specialized courses in surgical technology and surgical procedures with concentrated study in the basic sciences and mathematics. Emphasis is placed on effective communication, safety, and contributing to quality patient care. At Dorsey College, surgical technologist students will have the opportunity to learn in a hands-on environment, while being exposed to the knowledge needed to pursue your surgical technology degree.

The Dorsey College surgical technologist associate degree program has been designed to be completed in under two years. Upon successful completion of the program, provided all requirements for graduation are met, the graduate will receive an Associate of Applied Science in Surgical Technology, and may be eligible to sit for a certification examination to pursue becoming a certified surgical technologist. Surgical technologists may find positions in hospitals, surgical centers, and other healthcare facilities that may perform surgical related procedures.

MINIMUM EXPECTATIONS STATEMENT

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

PROGRAM GOALS

The goal of the Associate of Applied Science in Surgical Technology program is to graduate entry-level surgical technologists who excel across all domains of professional practice. Specifically, students will develop a comprehensive understanding of surgical principles, procedures, instrumentation, and patient safety guidelines (cognitive), refine their technical abilities to consistently maintain a sterile field, handle and pass instruments accurately, and effectively support the surgical team during procedures (psychomotor), and exemplify professional behavior through respectful communication, ethical decision-making, cultural sensitivity, and compassionate patient-centered care (affective). Through a curriculum that integrates classroom instruction, hands-on lab practice, and supervised clinical experiences, the program prepares surgical technology students to meet program minimum expectations and the expectations of Dorsey College's communities of interest.

Cognitive Domain Program Goals

Upon successful completion of the Surgical Technology Program, the student will be prepared to:

1. Demonstrate comprehensive knowledge of surgical anatomy, physiology, pharmacology, and microbiology as they pertain to operative patient care.
2. Identify, select, and integrate appropriate surgical instruments, supplies, and equipment based on the requirements of various surgical procedures.
3. Understand and apply the principles of aseptic technique, sterilization methods, and infection control measures to maintain a safe operative environment.
4. Analyze patient condition and procedural steps to anticipate the needs of the surgical team and contribute to efficient patient care.
5. Evaluate the ethical and legal dimensions of surgical practice, applying critical thinking and professional judgment to ensure patient safety and uphold industry standards.

Psychomotor Domain Program Goals

Upon successful completion of the Surgical Technology program, the student will be prepared to:

1. Prepare, assemble, and maintain a sterile field with consistent accuracy and adherence to aseptic technique.
2. Efficiently handle, pass, and manipulate surgical instruments and supplies, ensuring patient and team safety.
3. Demonstrate proper patient positioning, skin preparation, and draping techniques to facilitate surgical access and prevent injury.
4. Operate surgical equipment and devices competently, following manufacturer guidelines and institutional protocols.
5. Demonstrate the ability to effectively manage sutures and related materials, including loading needles, passing them to the surgeon, and safely disposing of used sutures, sharps, and biohazard materials in accordance with established safety protocols.

Affective Domain Program Goals

Upon successful completion of the Surgical Technology program, the student will be prepared to:

1. Demonstrate professional behavior, including punctuality, dependability, and accountability, in all settings.
2. Exhibit respect and empathy in interactions with patients, families, and members of the healthcare team, recognizing cultural and individual diversity.
3. Maintain strict adherence to ethical and legal standards, safeguarding patient rights, confidentiality, and dignity.

4. Communicate effectively, clearly, and courteously with fellow team members, adapting communication style as appropriate to the situation.
5. Foster a spirit of teamwork, supporting colleagues and contributing to a collaborative, patient-centered environment.

TECHNICAL STANDARDS

Students must possess the following abilities to meet CAAHEP accreditation requirements:

- **Physical Skills:** Ability to stand for long periods, move freely, and handle instruments with dexterity and precision. Normal or corrected vision, hearing, and tactile sensation are required.
- **Cognitive Abilities:** Strong critical thinking, attention to detail, and the capacity to integrate and apply classroom knowledge in high-pressure surgical settings.
- **Communication:** Effective verbal and nonverbal interaction with the surgical team, patients, and other healthcare professionals.
- **Behavioral and Emotional Stability:** Ability to maintain composure under stress, adapt to changing environments, and uphold professional ethics.
- **Environmental Tolerance:** Work safely and effectively in an environment involving exposure to bodily fluids, strong odors, and sterile conditions, while adhering to strict safety and infection control measures.

OCCUPATIONAL RISKS

Surgical technologists wear scrubs and sterile gowns, gloves, caps, and masks while they are in the operating room. Occupational risks for surgical technologists include physically demanding work and requirements to be on their feet for long periods of time. Surgical technologists also may need to help move patients or lift heavy trays of surgical instruments/supplies. At times, they may be exposed to radiation, communicable diseases and unpleasant sights, odors, and materials. Injuries may occur due to incidents such as sharp injuries, slips, falls, and overexertion. Workers reduce the risk of injury by following safety procedures and practices, such as using proper lifting technique and wearing shoes with slip-resistant soles. More information is included on the Occupational Outlook Handbook website at <https://www.bls.gov/ooh/Healthcare/Surgical-technologists.htm>.

Curriculum

Course Number	Course Name	Quarter Credits
<u>Quarter One</u>		
BIO203	Anatomy and Physiology with Advanced Medical Terminology*	4.0
ENG201	English Composition*	4.0
MTH201	Mathematical Concepts*	4.0
Quarter One Totals		12.0
<u>Quarter Two</u>		
SRG202	The Surgical Patient*	4.0
SRG200	Introduction to Surgical Technology*	4.5
SOC201	Introduction to Ethical Principles*	3.5
Quarter Two Totals		12.0
<u>Quarter Three</u>		
BIO205	Medical Microbiology*	4.0
SRG205	Surgical Technology I*	5.0
SRG204	Surgical Instrumentation*	4.0
Quarter Three Totals		13.0
<u>Quarter Four</u>		
SRG220	Surgical Procedures I*	9.0
PSY201	Introduction to Psychology*	3.5
SRG215	Pharmacology for the Surgical Technologist*	3.5
Quarter Four Totals		16.0
<u>Quarter Five</u>		
SRG225	Surgical Procedures II*	9.0
SRG212	Surgical Practicum I	3.0
Quarter Five Totals		12.0
<u>Quarter Six</u>		
BIO204	Pathology for the Health Professions	4.0
SRG214	Surgical Practicum II	9.0
Quarter Six Totals		13.0
<u>Quarter Seven</u>		
SRG230	Surgical Technology Capstone*	4.0
SRG216	Surgical Practicum III	9.0
Quarter Seven Totals		13.0
Total Quarter Credits Required for Graduation		91

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The surgical technology program length is 84 weeks of contact time, which is scheduled over approximately 21 months.

HYBRID PROGRAM DELIVERY

Students enrolled in programs utilizing hybrid delivery are responsible to ensure that reliable internet access is consistently available during designated distance education courses.

CLINICAL TRAINING

The clinical training (practicum) introduces students to the surgical environment while providing real-life situations where there are opportunities to observe and apply classroom theory to practice. Each surgical practicum course allows the student to progress through surgical specialties developing and enhancing skills needed to function as a practicing surgical technologist. All activities required in the program, including clinical training, must be educational and students must not be substituted for staff.

PREPARATION FOR CLINICAL TRAINING

The Surgical Technology program is a combination of academic classes and clinical education. The student spends part of the week in the classroom receiving the academic (cognitive, knowledge) information necessary and the remaining portion of the week in laboratories developing the psychomotor skills required to function competently in this field. A merger of the academic and clinical portions of the program results in a student receiving the benefits of a total education package. To assure meaningful clinical participation, the student should have first mastered certain cognitive competencies deemed necessary as included in Appendix A. Without mastering these cognitive competencies first, the student will find it very difficult to participate on a meaningful basis in the clinical environment. Dorsey College's program is structured to offer the introductory academic classes early in the program to prepare the student so a clear understanding of the clinical environment can be obtained.

CLINICAL OBJECTIVES

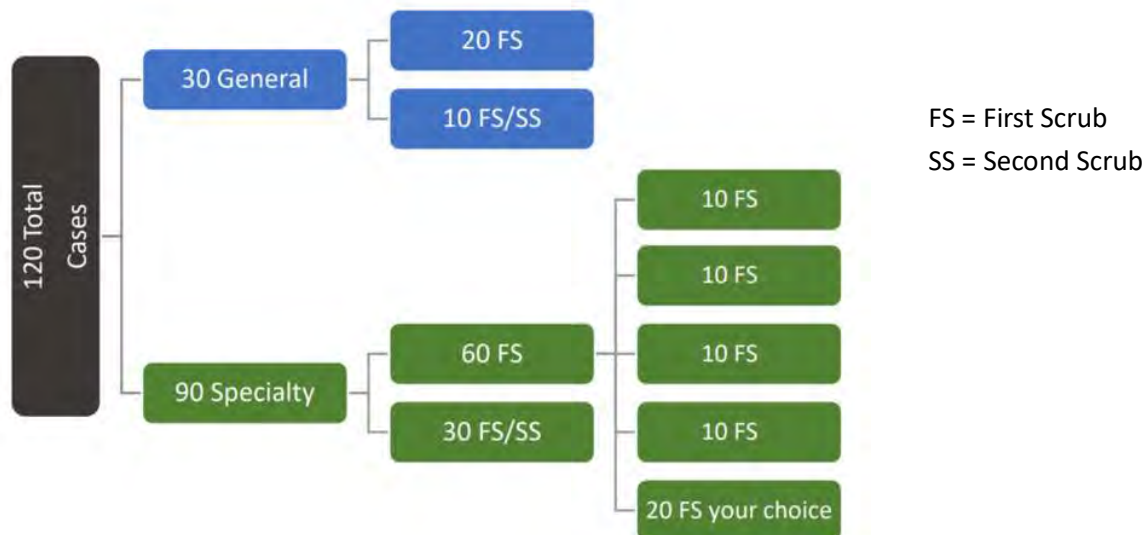
- Students will be assigned at the discretion of the Clinical Coordinator/Program Director to a set number of clinical sites during the program.
- All students must have reliable transportation to and from the assigned clinical location.
- Clinical assignments are to be treated as a class day and necessary attendance is required to meet program curriculum and outcomes. Clinical days will be based on a set schedule. All clinical time is mandatory. (6:45 am to 3:30 pm).
- Students will be expected to follow the hospital/ center policies and protocols of their clinical site. The hospital's Clinical Instructor/Preceptor will be the immediate supervisor for the clinical courses.
- Surgical Technology students are expected and required to always conduct themselves in a professional manner. Students are expected to follow the ethical standards accepted by the OR professionals. This includes clinical site policies and procedures, professional attitude, personal conduct, appropriate dress, and HIPAA practices.
- Students are required to pass clinical competencies as they rotate through several areas. These examinations are conducted by the clinical instructor.
- Each student will be required to pass a specific number of competency procedures. Successful completion of the competency procedures is one criterion used for determining how well a student performed in the clinical environment.

- While learning in the clinical environment, the students are observed and instructed by the staff STs. Throughout the rotation, the STs will complete student performance evaluation forms daily. These evaluations are important to the student's progress as the preceptors work with the student daily, and much can be learned from their evaluation of the student. These evaluations are the second part of the clinical practicum grade. Forms need to be submitted after each clinical day.
- A no call-no show incident occurs when a student does not show up for assigned clinical hours or inform their manager they will not be at the clinical site. Students who are absent for assigned clinical hours without notifying their instructor and site supervisor (no call-no show) will automatically fail the clinical course. An illness or emergency may necessitate last-minute time off, but the student must call and notify the instructor and site supervisor before their shift starts.
- **All students must pass all laboratory and clinical competencies before being placed in clinical sites.** Students must demonstrate competence in all basic surgical technology skills prior to beginning their clinical rotation.

CLINICAL PRACTICUM CATEGORIES

- Cardiothoracic
- Genitourinary
- Neurologic
- Obstetric and gynecologic
- Orthopedic
- Otorhinolaryngologic
- Ophthalmologic
- Oral Maxillofacial
- Peripheral vascular
- Plastics and reconstructive
- Procurement and transplant

SURGICAL ROTATION CASE REQUIREMENTS AND ROLES



CLINICAL PRACTICUM SCHEDULE OUTLINE

The surgical technology program rotates on 12-week terms with a total of 7 terms for associate degree completion. Surgical Technologist students begin clinical rotations during term 5 with 630 hours of clinical practicum experience required. The layout of the clinical rotation is listed below.

- Term 5 - 90 hours @ 1 day a week rotation
- Term 6 - 270 hours @ 3 days a week rotation
- Term 7 - 270 hours @ 3 days a week rotation

If classes are cancelled at a Dorsey College campus, students in clinical courses should still report, if the site is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

CLINICAL POLICIES, PROCEDURES AND GENERAL INFORMATION

STUDENT HEALTH REQUIREMENTS

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all the following:

- physical (health) screening,
- a COVID-19 vaccine,
- a negative TB test indicated by a negative skin test, or a physician confirmed negative chest x-ray,
- proof of immunity against communicable diseases,
- hepatitis B vaccinations,
- forms documenting compliance with universal precautions,
- drug testing and/or personal background investigation, and
- compliance with policy and procedures, and confidentiality.

At any time upon entry or during clinical assignment, students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Acts 27, 28, and 29 of 2006 and does not use any illegal drugs or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or program director immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College surgical technology program. Students are placed in a variety of clinical settings throughout their academic program, which provide students with a range of experiences with diverse populations, organizations, and agencies. Clinical rotations begin early in the program and continue throughout on a rotational basis. The clinical locations and meeting times vary according to the site and school scheduling demands. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

CLINICAL PLACEMENT

Clinical placement will be determined by availability of site and number of students allowed. It will not be guaranteed that your site will be close to your residence. Faculty will do the best they can to keep transportation in mind. However, there will be a rotation of sites throughout the length of the program. At

any time, clinical site locations may change if circumstances change such as, preceptor availability, procedure regularity and/or student conduct. However, the clinical coordinator or program director will inform the student in advance. It is essential that students receive the best rotations for competencies and experience.

CLINICAL ORIENTATION

Students will be placed in different sites that may require them to visit the site prior to the start date. This is necessary to orientate themselves with the system. This can include and may not be limited to badge retrieval, parking passes and online courses. It is mandatory that the student completes any tasks necessary to complete their training. Students will have to make time outside of the course to visit the sites and the program director and/or clinical coordinator will work with the student to schedule the time slot.

CLINICAL DRESS CODE

Students are to follow the dress code of the OR at the clinical site. Additionally, students need to arrive and leave the site in their Dorsey College Surgical Technology program dress code.

TRANSPORTATION

Dorsey College does not provide transportation to and from clinical sites. Students are responsible for providing their own transportation to and from their assigned clinical location. There will be sites all over Metro Detroit and surrounding areas, so it is necessary to be able to have the appropriate transportation to these sites.

CLINICAL ATTENDANCE

Students are required to complete **ALL clinical practical hours as scheduled**. Missed clinical hours are only made up for approved mitigating circumstances. Make-up hours must be completed under the supervision of a surgical technologist and are scheduled based on the availability of the clinical site and supervisor. These may be scheduled by the hospital educator/ OR manager. There is never a guarantee that make-up hours will be available. If all **clinical hours are not met**, then failure of the course will result.

Clinical Attendance-Record Keeping:

- Attendance at all clinical education assignments is the RESPONSIBILITY OF EACH STUDENT.
- Students are scheduled 8.5 hours at every site with a 30 minute lunch allotment. Students may be asked to follow their clinical sites lunch/break policy. Students cannot change their lunch time allotment and expect to be granted time not taken towards clinical time. If the student so chooses to take a shorter lunch due to interest of an upcoming procedure it is considered their own choice. However, students will still be given 30 minutes lunch time per every scheduled day.
- Students must assure that all clinical hours are completed as assigned.
- Program faculty has the discretion to **mark the student tardy if location cannot be verified clinical site personnel**.
- **Students may not clock-in or out for other students.**
- **Falsifying attendance records will be cause for removal from the program.**
- Every day of attendance must be documented upon arrival and departure. If there is a late arrival or early departure during assigned clinical education, or any other departure from routine hours, a time exception must be validated by the clinical coordinator/program director. Exceptions to this must be

a pre-arranged adjustment of hours to fit clinical site requirements/needs set by the clinical coordinator/program director.

- If a registered technologist is no longer available, students must notify the clinical coordinator/program director immediately, so the appropriate action can be implemented. If time is missed in this occurrence, **the student will have to make up that time before the end of the quarter during which the missed time occurred.**
- Students are not allowed to acquire additional time beyond their scheduled hours, unless prearranged with program faculty and the site clinical instructor/supervisor for missed time purposes. Students **CANNOT** make these decisions on their own. These times must be approved by the program faculty and with site personnel.
- Only the clinical hours a student was scheduled will be applied towards their total clinical hours. It is understood students staying late to complete a procedure are doing so as a professional courtesy and to show dedication and good work skills.
- Failure to comply with any attendance policy will result in repeating clinical time and/or grade reduction.

CLINICAL ATTENDANCE-TARDINESS

- Tardiness or late arrival is defined as not clocking in at your scheduled time or **punching in after 5 mins of scheduled time.** Additionally, the student must be in an assigned area and ready to begin clinical practicum or they can be marked tardy.

CLINICAL ATTENDANCE ABSENCE

Due to the nature of the importance of clinical competencies for graduation, the necessary skills in patient care and critical thinking, the variety of procedures and the availability of sites **ALL CLINICAL TIME IS MANDATORY.**

Missed clinical days are only allowed for mitigating circumstances approved by the Program Director.

Missed clinical time will need to be made up by the end of the quarter in which the time missed occurred. It is not to be assumed or guaranteed that this can be arranged by the site the student attends. In the event time is allowed to be made up, the student must get approval from the program director and the clinical site. The students **CANNOT** just choose this time on their own. It also is to be understood that makeup time may be after normal clinical hours, on weekends, and/or on scheduled breaks to fit the site availability.

In the event that an unforeseen emergency happens, and the student cannot attend clinical the following must happen:

- Student is to call the program director,
- Student is to call the site and inform them of their absence,
- Student will have to schedule a meeting with the program director before returning to clinical and a written warning will be issued,
- The student will also lose 10% from their clinical grade, and
- Student must then make up the time in the term the absence occurred.

In the event a second unscheduled emergency event happens the student must:

- Student is to call the program director,
- Student is to call the site and inform them of their absence, and
- Student will have to schedule a meeting with the program director before returning to clinical and is subject to failure of the practicum courses.

STUDENT EMPLOYMENT POLICY

If a student becomes employed as a part-time/student Surgical Tech by the affiliated site, then this employment must take place outside of the designed weekly program clinical hours. The hours accrued during a student's part-time work cannot be counted toward their clinical time. Nor can students acquire clinical competencies during scheduled work hours. All designated program clinical hours are unpaid, and all clinical competencies must be obtained during scheduled clinical hours.

INJURIES AT CLINICAL SITES

Any student who incurs an injury or accident during their program at a clinical site must notify the clinical coordinator and program director as soon as possible. The student will be instructed to follow the clinical site's process when such an injury occurs within their facility. Additional information is available in Dorsey College's Health and Safety Plan which is located on the website at www.dorsey.edu Under Policies and Plans.

PERSONAL ILLNESS OR INJURY

Any student who is unable to perform routine duties of a surgical technologist because of personal illness or injury must notify the clinical coordinator and program director as soon as possible. The student must notify the program director and clinical coordinator in writing as soon as possible of the anticipated length of the illness or disability.

RADIATION SAFETY

The following radiation safety practices/rules have been established for the protection of the patient and personnel from ionizing radiation during Surgical Technology clinical education. These rules are a combination of State and Federal regulations and/or laws and additional guidelines in the use of ionizing radiation. These rules are mandatory, and any exception must be reported to program officials immediately.

All students shall practice appropriate radiation safety procedures in protecting themselves from unnecessary exposure. It is the responsibility of every student to:

- Understand and apply the cardinal principles of radiation control (time, distance and shielding). Do not allow unfamiliarity to result in poor radiation procedures. Never stand in the primary beam.
- Wear protective apparel to include a lead apron and thyroid collar when involved in procedures that require fluoroscopy.



- Pregnant students should be aware that radiation is dangerous for their baby.

Students must sign the acknowledgement form indicating that they have been made aware of the radiation safety measures.

Dorsey College's Surgical Technology program pursues the laws adopted from [the Michigan Department of Licensing and Regulatory Affairs Radiation Safety Section, Ionizing Radiation Rules Governing the Use of Radiation Machines](#).

DECLARATION OF PREGNANCY

Consistent with students in all programs, students who become pregnant while in the Dorsey College Associate of Applied Science in Surgical Technology program have the option to voluntarily "declare" their pregnancy at any time. It is recommended that declaration of pregnancy be completed as soon as possible, as the embryo or fetus is most sensitive to radiation during the first three months of pregnancy. In the absence of a voluntary declaration of pregnancy, a student will not be considered pregnant. Once a pregnancy is declared, the student will have two options:

1. CONTINUE IN PROGRAM. Students need to successfully complete all didactic and clinical components of the program, being careful not to exceed the 0.5 rem exposure for the entire gestation period. Once a student has voluntarily declared a pregnancy, the student will:
 - A. Be considered in the category of a "declared pregnant worker" and will be provided the US Nuclear Regulatory Guide 8.13 entitled "Instructions concerning Prenatal Radiation Exposure." Consultation with program officials would also include methods to reduce radiation exposure during procedures (time, distance & shielding) and an opportunity for the student to ask questions.
 - B. Be issued a fetal monitoring device which would be worn at the level of the abdomen and worn throughout the entire gestation period while in clinical. The radiation to the fetus must not exceed 0.5 rems of radiation for the entire gestational period. The student is responsible for returning the monitoring devices promptly. A record of badge readings for the gestation will be kept.
 - C. Certain aspects of the Dorsey College surgical technology curriculum may be potentially hazardous to the embryo or fetus. It is the student's responsibility to understand the possible harmful effects.
 - D. Students are advised to consider the physical requirements of the program if a change in health status would limit their ability to meet program requirements.
 - E. No clinical rotation changes are necessary for pregnancy, as it is possible to limit all occupational exposure to under 0.5 rem exposure through strict implementation of safety precautions and personal monitoring. While in clinical, as always, the student, should observe and follow the basic rules of radiation safety; reducing the time spent in a radiation area, increasing the distance from the source of radiation, and shielding.
2. WITHDRAW AND RE-ENTER. Students may, at their sole discretion, request to withdraw from the program. Requests for withdraw must be made in writing to the Program Director. Specific questions should be

brought to the program faculty. Students who wish to reenter are subject to the “Re-Admission of Withdrawn Students” as stated in the Dorsey College catalog and the “Reentry Into the Surgical Technology Program” as stated in this handbook.

3. ADDITIONAL MATTERS.

- A. Dorsey’s Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student’s equal access to Dorsey’s education programs or activities. Contact information for Dorsey’s Title IX Coordinator is as follows:

Ann Victoria Thomas, Title IX Coordinator
31799 John R Road, Madison Heights, MI 48071
Phone: 248.585.9200, ext. 11228,
Email: athomas@Dorsey.edu

- B. A student that has declared a pregnancy has the right to withdraw the declaration of pregnancy at any time by submitting the request to withdraw the pregnancy declaration, in writing, to the Program Director. If the declaration of pregnancy is withdrawn, the pregnancy will no longer be recognized.
- C. To facilitate a smooth transition back to school, students are encouraged to contact their Program Director well in advance of their return to Dorsey College.

STUDENT PERFORMANCE EVALUATION

To determine that a student successfully completed clinical objectives, evaluations are performed throughout the Clinical Practicum courses of the Surgical Technology Program. These evaluation criteria are clearly explained in the instructor’s individual syllabus each term. These evaluations are part of the clinical grade. Students will receive an evaluation biweekly and is to be filled out by the clinical instructor. Preceptor forms need to be submitted daily. Late submissions are deducted 10% each week they are late. After two weeks evaluations will be given a zero (0).

GENERAL CLINICAL SITE POLICIES

CLINICAL CELL PHONE POLICY

Dorsey College recommends that each student obtain and retain a cellular phone (for communication with instructor before and after clinicals). **NOTE: Use of wireless communication (i.e., cell phones, MP3, Bluetooth, etc.) is not permitted; therefore, such devices must be turned OFF or placed in silence mode during clinical time. Procedures needed to be logged must be only logged on break time or after clinical. Clinical time is not to be used for logging procedures.** If you must use your cell phone for an emergency, please communicate with your clinical preceptor or assigned technologist of the day. Students must adhere to individual site policies for electronics, as well.

GRADING SCALE

The following represents the surgical technology grading system and equivalency for SRG200-level courses:

<u>VALUE</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
A	93.00 – 100%	4.00
B	83.00 – 92.99%	3.00
C	75.00 – 82.99%	2.00
F	Below 75.00%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

Students in the Surgical technology program are required to pass classes with a grade of C or better and maintain a programmatic cumulative grade point average of 2.5 or greater.

CLINICAL GRADING SCALE

Students must receive a 75% in each clinical evaluation/practicum to pass the course. To receive the clinical grade students are graded on the processes stated below:

- Students must pass each competency successfully with a 75% or greater and the overall competency average must be 75% or greater each quarter.
- Students must achieve the required number of competencies and rechecks stated for each practicum.
- Students must achieve 75 % or greater on their overall average of student performance evaluation each term. These are done weekly or biweekly.

GRADUATION REQUIREMENTS

Students verified as meeting all graduation requirements and meeting financial aid obligations will be issued an associate degree approximately 8-10 weeks after graduation. Students are eligible for graduation when they have fulfilled the following requirements:

1. Completion of all clinical and didactic curriculum requirements to include core surgical and general education courses.
2. Completion of all didactic courses with a grade of not less than 75%
3. Completion of clinical courses with a grade of not less than 75%.
4. Demonstration of Program Outcomes
5. Fulfillment of all financial obligations to the institution
6. Dorsey College Associate of Applied Science in Surgical Technology degree is awarded to a student who successfully completes all required courses and achieves a GPA of 2.5 or higher.

PROFESSIONAL CERTIFICATION

Professional certifications and registry recognition enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, to encourage graduates to sit for applicable certification examinations, Dorsey College offers to pay for examination fees one-time for graduates meeting examination preparation requirements. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any

professional registry. Each certification agency may have additional requirements (for example, work experience) in addition to passing the certification examination. Therefore, it is each student's/graduate's responsibility to ensure they meet the necessary requirements set forth by the certification agency.

GENERAL PROGRAM POLICIES

The Dorsey College catalog contains information including, but not limited to student policies. All students enrolled in the Dorsey College Surgical Technology program are expected to abide by all policies as outlined in the catalog, which is posted on the Dorsey College website at www.dorsey.edu or by clicking the links below.

[Dorsey College Catalog](#)

[Dorsey College Policies and Plans](#)

- Alcohol and Substance Abuse
- Smoking
- Health and Safety Plan
- Standards of Professional Appearance
- Copyright Infringement
- Student Resources
- Tutoring and Clinical Workshops
- Food and Drinks
- Weapons
- Non-Discrimination and Non-Harassment
- FERPA
- Academic Records

CONFIDENTIALITY

Surgical Technology students must acknowledge the importance of the protection of confidential information concerning patients and their families. Students must follow all the rules listed under [HIPAA](#) (Health Insurance Portability and Accountability Act). Any and all information (official and unofficial) regarding a patient or their family is considered to be confidential and privilege information. Any Surgical Technology student violating a patients' right to confidentiality will be dismissed permanently from the Surgical Technology program upon proof of such violation. By signing the handbook acknowledgement form, students agree to abide by this confidentiality agreement.

CELL PHONES

Appropriate conduct for the use of personal electronic communication devices (including but not limited to cell phones, tablets, Bluetooth headsets, etc.) in an educational and professional environment are expected as follows:

1. All personal electronic communication devices are to be either turned off or set to vibrate when entering the classroom unless directed otherwise by the course instructor for course-related assignments.

2. Text messaging should be used for emergencies only.
3. Bluetooth or other headsets are not to be connected to your ear or around your neck in the classroom.
4. Pictures, videos, or any other sort of recording are not to be taken of classroom activities, laboratory activities and/or your classmates unless authorized.
5. Social media should not be accessed during class time.
6. Cell phones are NOT allowed in the lab.
7. Cell phones are NOT allowed in clinical.
8. You are not allowed to record lectures or take pictures of class material, unless allowed by your instructor.

If you receive an emergency call that needs to be answered, you may ask for permission to leave the room. Please leave quietly and it is your responsibility to find out what you missed while you were out of the classroom. In the instance of an emergency phone call during a test/quiz, the student must bring any tests to the instructor while they are away if on paper and if electronic the student must bring their computer to the instructor. If you must leave the school, quietly inform your instructor and the administrative assistant at the front desk. It is recommended that you provide your campus phone number to anyone who may need to reach you in case of an emergency. If you are experiencing a family emergency and must keep a cell phone on, please obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students. Cell phones are NOT allowed at clinical sites (see clinical section of this handbook for more details).

SOCIAL MEDIA POLICY

Use of social media sites must be approached with caution. At no time should a student make comments regarding the Surgical Technology Program, administrators, faculty, clinical preceptors, staff or patients on social media. Comments made on social media can be used in disciplinary actions by Dorsey College and possibly court proceedings. Even with names removed, it is possible that identities can be determined by context clues. These statements could also be seen by program faculty or college administration.

COMMUNICABLE DISEASE POLICY

To protect healthcare personnel from transmission by considering all patients as potentially infected with HIV and/or other bloodborne pathogens, and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, bodily fluids, and moist body substances of all patients, the following procedures must be followed at all times.

1. All healthcare workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other bodily fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or nonintact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should also be worn during venipuncture or other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or their body fluids. Standard precautions should always be used with every patient.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed. Hand sanitizer is sufficient if hands are not visibly soiled.
3. All healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments, during disposal of used needles and when handling sharp instruments after procedures. Refer to the policy and procedure manual of each clinical site for the specific methods for disposing of the objects mentioned above.
4. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
5. Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a healthcare worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from pre-natal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
6. Body substances such as feces, airway secretions, wound drainage and urine always may contain potentially infectious organisms. The universal precaution system not only protects healthcare workers from transmission of bloodborne pathogens, but also from other infectious agents found in moist body substances. Patients are protected from organisms present on the hands of personnel, and the staff's hands are protected from acquiring new organisms.
7. It is necessary to follow the precaution procedures for each clinical site including but not limited to: Droplet Transmission Precautions, Contact Precautions, Airborne and Airborne Plus Precautions, and Neutropenic Precautions.

REENTRY INTO THE SURGICAL TECHNOLOGY PROGRAM

After withdrawal, a student may apply for re-admittance by contacting the campus. Students applying for re-admittance to Dorsey College will be subject to a review of the circumstances surrounding the original withdrawal and an evaluation of the student's satisfactory academic progress (SAP) status as outlined in the Dorsey College catalog's SAP Policy. Students permitted to readmit are required to complete their program in accordance with the **MAXIMUM TIME FRAME SAP REQUIREMENT** as detailed in the catalog.

All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the start of the module in which they wish to return.

Students who are re-admitted to a Dorsey College credit hour program may receive credit for previously passed courses when required to complete the student's program of study. Re-admitted students may be required to retake a course that was previously taken with a passing grade to assist in the student's success at Dorsey College and in their future careers, as determined by the managing director and/or program director. All failed courses, and all courses with earned grades of WF or WP, must be repeated.

Students may re-admit into Associate of Applied Science programs only twice. Additional readmission attempts may be granted on a case-by-case basis through an appeal to the Vice President, Education and Career Services and the Program Director.

The student seeking to return to a Surgical Technology program must complete an Application for Readmittance requesting reconsideration to the Program Director. The request for reentry should include:

- The student's perception of the problem leading to dismissal and explanation of contributing circumstances,
- Demonstration of an understanding and awareness of the problem,
- What the student has done to rectify the problem, and
- The student's detailed academic and personal plan for success in the surgical technology program, if readmitted.

The Program Director and associated committee will evaluate the reentry of the student based on:

- The cause resolution for the student's withdrawal and resolution presented in the Application for Readmittance
- Evaluation of the student's satisfactory academic progress
- The availability of placement into the program
- The availability of courses needed to complete the program

If the program director and committee elect to allow the student for reentry, the student must:

- Meet the most current admission requirements
- Repeat any prerequisite courses necessary
- Meet with the program director to review and develop a detailed plan of reentry
- Update vaccinations and BLS, if necessary, depending on time lapsed

ACADEMIC CALENDAR

The link to the most current academic calendar is listed in the Dorsey College catalog on our website at www.dorsey.edu or by clicking the link below.

[Dorsey College Catalog](#)



ATTENDANCE POLICIES

Dorsey College is dedicated to preparing individuals for promising career opportunities, and as stated in our mission, Dorsey College is committed to “the development of self-esteem, self-reliance, professionalism, and confidence in all students.” Because of the fast-paced environment and hands-on design of our courses, Dorsey College has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance.

Students are expected to attend 100% of all classes. Students with a pattern of absenteeism will have difficulty completing course requirements, particularly in courses that require the observation and verification of skills to earn a passing grade. Class time assigned to verification of skill proficiency is defined by the instructor and is limited to time available; absent students should not expect to detract from other students’ learning experience to make up topics/skills addressed during their period of absence. It is the student’s responsibility to identify work missed during an absence and to take the necessary steps, as outlined by the instructor, to make up the work. This identification will occur before or after scheduled class time.

TARDY POLICY

Tardiness is defined as arriving late for any instructional component, i.e., class start, returning from break and/or lunch. Late-arriving students will be required to wait until the next class break to join their class.

MAXIMUM CONSECUTIVE DAYS ABSENT

Students absent from all classes for 14 consecutive calendar days* including weekends and excluding breaks between modules or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks of

less than 5 consecutive days must be counted in consecutive days absent. In extremely rare cases, this may be mitigated if approved by the Senior Vice President of Operations and Vice President of Education & Career Services.

*Due to the elongated break between the Fall B and Winter A terms, students absent from all classes for 12 consecutive calendar days including weekends and excluding breaks, will be dismissed from college.

COLLEGE CLOSURE

In the event of a class cancellation or school closure due to an emergency such as a power outage or snow day, Dorsey College has established the following set of resources to keep students informed:

1. Students can check for college closure information with the major local television stations in their area.
2. Dorsey College will update its "Emergency Alert Hotline." Students may call (855) 630-1012 to receive updates on school closures.
3. A text will be sent to affected students through Dorsey College's Blackboard Connect system.
4. School closures will also be posted on the Dorsey College website at <https://www.dorsey.edu/weather-closing-info/> and on the Dorsey College Facebook page.
5. Visit www.dorsey.edu and check "WEATHER CLOSING INFO" under the tab "About Us".

Please consult the above resources prior to calling one of our campus locations or reaching out via social media. When a campus is closed, Dorsey students on externship or clinical should report to their site, if it is open. Students may wish to call their site in advance to verify if they are open. All surgical technology students on clinical rotations should report to their clinical site and will be contacted by their clinical instructor if schedules change. The decision to cancel classes or close a campus is one that is given tremendous thought and consideration throughout our organization, and we take several factors into account when making such decisions. Please also be advised that in the event of a class cancellation or campus closure due to an emergency such as a power outage or snow day, mandatory make-up dates will be scheduled either on a day between terms or on a Friday or Saturday.

CONTINGENCY PLAN

In the event a pandemic or catastrophic event occurs, students will be notified through our text messaging system and our Canvas system of any emergency changes and plans to follow through with instruction. The program director will make the decision to move as many courses as possible online and keep the program running. All instructors will be trained in online instruction in the event this happens, and all will be prepared to switch over. Students will be given ample notice to prepare for the change in instruction.

Clinical classes may be temporarily halted until procedures can be safely planned and Safety Precautions are in place to send students back to clinical sites with the proper PPE.

The complete Contingency Plan can be accessed on the Dorsey College website at <https://www.dorsey.edu/policies-and-plans/>.

ACADEMIC ATTENDANCE POLICY / ASSESSMENT POLICY

Students are expected to attend all scheduled course contact hours. For each SRG lecture/lab course, students are allowed to miss one scheduled class day without penalty. Students are required to follow all make-up

work and test policies should this absence result in missed work or a missed exam. Any further absences are subject to a percentage deduction in the student's final course grade.

EXAMS/TESTS/QUIZZES

Students will be asked to spread out and to remove everything from the desk and surrounding area. There will be no breaks taken during an exam or quiz; please use the facilities prior. If you must leave during an exam, you will turn in your test/quiz as completed to the instructor and receive further direction. Cell phones are to be turned off and placed with student belongings. If your cell phone rings or vibrates during an examination or quiz, your test or quiz will be removed, and you may obtain a grade of 0 for that exam or quiz. Calculators are to be used instead of cell phones for questions requiring calculations. There is absolutely no talking during a quiz or exam. If you have completed your exam/quiz, please refrain from talking and remain in the assigned classroom. If you are found talking while another classmate is still taking their exam/quiz, it is possible you will lose points on your exam/test/quiz. This will be at the instructor's discretion.

MAKE-UP WORK

Late assignments may be subject to a 20% grade penalty per day assignment is late. Make-up for missed exams will only be approved by the Program Director for mitigating circumstances. It is the student's responsibility to schedule a meeting with the instructor within 48 hours of the original exam to request approval to make-up a missed exam. Make-up exams/tests/quizzes may not be in the same form as the original exam/test/quiz. These cannot be made up during class times and may be subject to the late assignment policy of a 20% grade deduction. If a student arrives after the test/quiz has been handed out, the student will not be permitted to enter the classroom until all students have completed their test/quiz. This is to minimize disruptions in the classroom that prevent students from performing to their highest potential during a test/quiz. The student who is late or absent must contact the Program Director to see if a make-up test/quiz will be permitted. The make-up test/quiz, if permitted, may not be in the same format as the original test/quiz. This make-up examination, if permitted, may be subject to the late assignment policy of a grade penalty of 20% (for example, if you obtain a score of 100% on the examination, you will only receive a grade of 80%). Students are responsible for contacting the instructor about missed exams or quizzes within 1 hour before class begins on the day of the exam/quiz.

If the instructor is not contacted, there will be NO possibility of makeup, and the student will receive a "zero". A student must notify the instructor before a scheduled exam/quiz if they will be absent.

LAB COMPETENCIES

Missed lab competencies need to be made up outside of scheduled lab courses. You must work with your instructor to find the best time to schedule this make-up. Since these competencies are the prerequisite for achieving competency in the clinical practicum, it is beneficial to make them up as soon as possible. If it is known that the student will miss a competency in advance, it is also beneficial to preschedule a makeup competency day. The instructor will not come to the student to schedule this; it is the student's responsibility to inform the instructor of their need.

One failed lab competency is allowed without any grade loss. It is necessary that the student remediate with the instructor before they reattempt the competency again. After two failed lab competencies the student will lose 10 percent on their competency grade and must remediate with the instructor before the competency reattempt. At the third failed lab competency, the student will receive a verbal warning, a 15

percent grade loss on their competency and must remediate with the instructor before the competency reattempt. Any failure beyond this may result in failure of the course.

EXTRA CREDIT

There will be no extra credit of any kind allowed in any course in the program.

DISABILITIES ACCOMMODATION

Dorsey College is readily accessible to disabled students and complies with the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC). Auxiliary aids and services are available upon request for individuals with disabilities. The Michigan relay number for the Deaf and Deafened is 800-649-3777 V/TTY.

ACADEMIC STANDARDS

ACADEMIC RESPONSIBILITY AND INTEGRITY

Academic & Clinical Integrity, as well as professional accountability and integrity are a part of a commitment to self-responsibility. In adherence to a professional code of ethics and professional standards, surgery demands professional integrity and accountability. Accordingly, the Surgical Technology program will not tolerate instances of academic or clinical dishonesty. Students are expected to adhere to the College's student code of conduct which is stated below. Academic dishonesty represents active and /or passive participation in giving information, taking information, allowing information to be given, and allowing information to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required. Academic dishonesty includes but is not limited to falsification of student or patient records during clinicals, obtaining competency exams during non-clinical hours, lack of truthfulness in repeating of exams and failure to abide by the ARRT code of conduct. Violation of this policy will result in disciplinary action up to and including termination from the program.

All students are expected to monitor their individual academic progress. If a student feels as if they are struggling in a course (including clinical courses) and needs additional assistance, the course instructor should be contacted immediately. The administration and faculty of the Surgical Technology Program are committed to helping students enhance their academic and career potential.

STUDENT CODE OF CONDUCT

Dorsey College graduates are recognized for their professional skills, confidence, conduct and appearance. Therefore, we ask your cooperation in ensuring the development of these qualities in all students.

PROFESSIONAL CONDUCT DEFINED

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the managing director for a list of community agencies providing counseling and assistance. Behavior that is strictly prohibited includes but is not limited to: reporting to school or clinical sites under the influence of drugs or

alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, theft, and/or misuse of school or another's property. Cheating and plagiarism are strictly prohibited. Students assume full responsibility for the content and integrity of all academic work submitted; a student's submitted work, quizzes, examinations, reports, and projects must be the student's own original work.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey College reserves the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

CHEATING AND PLAGIARISM

Dorsey College believes that cheating, in any form, is a serious violation of our Student Code of Conduct, and it will not be tolerated. Consequences for cheating of any form include failure of the course enrolled and possible termination from the program. Cheating can take many forms, including but not limited to plagiarism, obtaining, or giving away either questions or answers from an exam and copying the work of another or allowing another to copy one's written work, obtaining answers to quizzes/test from any unauthorized website. Cheating includes:

- a) Submission of work that is not the student's own for papers, assignments, or exams,
- b) Submission or use of falsified data, records, or signature forgery (including clinical sheets and clinical attendance),
- c) The use of unauthorized material including textbooks, notes, cell phones/technical devices or computers during an examination,
- d) Supplying or communicating, in any manner, unauthorized information to another student for the preparation of an assignment or during a quiz or examination,
- e) Collaboration in the preparation of an assignment, (Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the school as cheating.)
- f) Obtaining or retaining partial or whole copies of examinations, tests, or quizzes before these are distributed for student use,
- g) Misusing the computer-based testing system to a point of banishment,
- h) Securing, giving, or exchanging information during examinations, tests, or quizzes, and/or
- i) Cooperating with another student to do any of the above.

To "plagiarize" means to take and present as one's own a material portion of the ideas or words of another, or to present as one's own an idea or work derived from an existing source without full and proper credit to the original source of the ideas, words, or works. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes, where appropriate, if any of the following are reproduced in the work submitted by a student:

- a) A phrase, written or musical,
- b) A graphic element,

- c) A proof,
- d) Specific language, and/or
- e) An idea derived from the work, published or unpublished, of another person or persons.

ETIQUETTE RULES FOR THE DISTANCE EDUCATION CLASSROOM

- Sit up, as you would in a physical classroom, no lying-in bed, on the couch, etc.
- Make sure you are using your legal name as your screen name.
- A camera should be on unless you've received permission from your instructor to turn it off.
- Clothing is NOT optional. Remember that, even though you may be alone at home, your professor and classmates can see you; make sure that you are presenting yourself in the best possible light, at least from the waist up.
- Be aware of your surroundings. Your instructor and classmates can also see behind you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your bedroom, it may be the only place you can find peace and quiet away from roommates or family members. If that is the case, you can work to hide what you don't want to see.
- Mute is your friend. Once you log in to the virtual classroom, be sure to mute your microphone; this will help to eliminate background noise that could distract others.
- Raise your hand and wait to be called upon. If you wish to speak, either physically raise your hand or use the "Raise Hand" button (usually located at the center of the bottom of your screen, depending on which platform is being used). Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, do not forget to mute your microphone again.
- Most videoconferencing platforms have a chat feature where you can make comments and ask questions without interrupting the speaker. Note, your comments may be public and would be included in the recording of the session.
- Finally, be patient, be courteous, and anticipate unexpected outcomes such as physical or technical interruptions.

DRESS CODE

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey College asks all students to maintain a healthy, clean, and well-groomed appearance. The following student dress code is required and must be always maintained, in the classroom, lab, and clinical setting unless otherwise stated below.

- Students are required to be in a scrub uniform. Scrubs must be appropriate and presentable (correct fit, no wrinkles, tears, lint, etc.).
- Campus setting: (lecture and lab classes): solid, grey or misty scrubs are to be worn. A solid white lab coat may be worn over the scrub top. It is also permitted to wear a grey scrub jacket over your scrubs. No hoodies are allowed to be worn in lecture or lab settings. Scrubs may be worn over black, white, or grey long-sleeve tops.
- The scrub uniform must be the outermost layer. Hair that is shoulder length or longer must be tied back while in the lab setting.

- Clinical setting: blue/ green scrubs, provided by the hospital, must be worn at all times during clinicals.
- OR setting: students must follow clinical site policies for wearing operating room scrubs. During the OR rotation, students must come in for the day dressed in their scrubs and leave in their scrubs. Students are not allowed to wear street clothes at any time.
- Shoes appropriate for a medical professional must be worn. Shoes must be clean and cover the entire foot. Open toed, backless, mule style, and shoes with holes are not permitted. Shoes must be made of a material that will not allow liquids to seep through or needles to penetrate.
- A Dorsey name badge is to be always worn on the uniform.
- Hats and headdresses (including headbands) of any type are not allowed except for those which is required for religious or health reasons and as approved by Dorsey College.
- Hair must be a professional natural color at the discretion of the campus. Hair that is shoulder length or longer must be tied back. A clean-shaven face is preferred. If a beard is worn, the length must be kept close to the face.
- Nails must be clean, trimmed, and must not be visible beyond the fingertip. In order to promote infection control, nail polish, artificial nails, acrylics, gels, tips, wraps, etc. are not permissible.
- Jewelry such as earrings, necklaces, bracelets, and rings are to be kept minimal so as not to cause injury to the client, student, or others. Ornate jewelry, including hoop earrings, bars, chains, etc., are not to be worn.
- All facial piercings such as nose, tongue, eyebrow, cheek, tragus, and lip must be removed. Earrings are limited to one earring per ear.
- All visible tattoos must be covered.

As stated above, the dress code must be followed in all settings. No exceptions will be made. Students found to be in violation of the dress code may be sent home from class or clinical as determined by the instructor. Absence/tardy policy will apply.

DISCIPLINARY PROCESS

The disciplinary process is as follows:

1. Warning (Note to File)
2. Written Violation of Policy
3. Second Written Violation of Policy is a possible removal from the program.

However, due to the nature of some offenses weight in succession of the program, each group below has a differing initial response.

The following offenses cover the entire Surgical Technology program, is cumulative across the program and include actions in the classroom, the laboratory and the clinical setting.

ANY OFFENSE IN THIS GROUP RESULTS IN A FAILING GRADE AND PERMANENT DISCHARGE FROM THE PROGRAM.

OFFENSES

1. Breach of confidential information about any patient, student, hospital employee, or the clinical education center without proper authorization.
2. Immoral, indecent, illegal, or unethical conduct on the clinical education center property or the property of Dorsey College.
3. Assault on any patient, visitor, student, hospital employee or Dorsey College employee.
4. Removal or falsification of patient, student, official clinical education center records or official Dorsey College records. (This includes clock in/out times). This also includes plagiarism on homework and coursework.
5. Disclosing confidential information about any patient, hospital employee, or the hospital without proper authorization, and/or knowingly violating HIPAA policy. NOTE: HIPAA violations can occur in the form of verbal, nonverbal, written, and electronic actions. HIPAA rules and regulations apply to all electronic and social networking services such as Facebook®, Twitter®, etc. Students should be always aware of privacy identifiers, including but not limited to:
 - Patient name, ID #, or birthdate
 - Gender
 - Exam performed/specifcics of an incident
 - Dates/times
 - Facility in which exam or event occurred
 - Names of facility personnel
 - Events
 - Student names using ANY of the above identifiers in a public environment or forum constitutes violation of HIPPA regulations.

Any violation of the following will result in an immediate ***Written Violation of Policy***.

1. Engaging in disorderly conduct that could ultimately threaten the physical wellbeing of any patient, visitor, student, clinical education center employee, or Dorsey College employee.
2. Accepting authority or responsibility beyond the level of demonstrated competencies in the Program.
3. Insubordination and refusal to obey orders. Refusing to do an exam. Consistent lack of initiative in the clinical setting.
4. Inconsiderate treatment of patients, visitors, students, educational center employees or Dorsey College employees.
5. Violation of safety rules and regulations or failure to use safety equipment provided.
6. Threatening, intimidating, or coercing other students, patients, visitors, clinical education center employees or Dorsey College employees.
7. Soliciting, vending, or distributing written or printed matter without proper authorization.

GRIEVANCE POLICY

The student grievance policy provides a process to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

1. For course-specific academic concerns, a student should first attempt to resolve the difference with the course instructor. For non-academic concerns, a student should communicate with their program director, academic dean, or campus managing director.
2. If a satisfactory solution cannot be achieved, or for a student with concerns of a non-academic nature, the student may choose to submit a formal grievance.
3. Formal grievances must be submitted to the campus academic dean, program director or managing director, as appropriate to the concern. Grievance submission must be in the form of a written letter and must contain a statement of the alleged violation(s), a statement of the student's desired resolution, and the student's name, address, and phone number. Although documentation of the alleged incident is not required as part of the grievance, reliable documentation and/or statements can assist Dorsey College in a fair and accurate review of the grievance. In order to resolve the situation in a timely manner, the student is required to provide information promptly. If the student fails to provide requested information in a reasonable period of time (typically 10 working days), the grievance may be cancelled, and no further consideration will be given.
4. The written formal grievance will be investigated, and the determination will be provided in a timely manner to the student.
5. Any resolution that is unsatisfactory to the student may be appealed in writing to the vice president, education and career services, or for nursing students, to the executive director of nursing at Grievance@dorsey.edu, whose decisions in all matters will be final.

Dorsey College operates in accordance with standards established by the following agencies:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: (707) 396-3898 www.council.org

Michigan Department of Labor and Economic Opportunity - Workforce Development
201 N. Washington Square, Lansing, MI 48913 Telephone: (517) 335-5858
Students can file a complaint with the State of Michigan online at www.michigan.gov/pss

Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158
Clearwater, FL 33763 727-210-2350 www.caahep.org

STATEMENT OF NON-DISCRIMINATION AND NON-HARASSMENT

It is the policy of Dorsey College to provide a working and learning environment free from discrimination or harassment. In accordance with state and federal law, discrimination, harassment, sexual harassment or sexual violence by members of the School community against members of the School community is unlawful and strictly not allowed based on the following: race, color, creed, sex, sexual orientation, gender identity or expression,

religion, national or ethnic origin, disability, age, height, weight, familial status, marital status, partisan considerations, veteran status, or citizenship status.

All members of Dorsey College, regardless of their sexual orientation, gender, gender expression, or gender identity, have the right to engage in their college education, work, and other activities free from all forms of sex or gender-based discrimination or harassment, including sexual misconduct. Discrimination, harassment, sexual harassment or sexual violence by others against members of the school community should be reported immediately for suitable action.

This policy broadly encompasses the operation of the College's educational programs and activities occurring on campus, at the campus support center, and during events and situations over which the school exercises substantial control such as externship sites, graduation/pinning ceremonies, during culinary or other school-related events, and on public property immediately adjacent to Dorsey College including parking lots, sidewalks, and streets. This also encompasses the work environment of all Dorsey College personnel. Dorsey College is committed to ensuring that this zero-tolerance policy is effectively observed in all of the College's endeavors, and that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and school officials serve impartially without bias for or against any party.

Title IX of the 1972 Higher Education Act (20 U.S.C. 1092) applies to schools, colleges and universities that receive any amount of federal funding. Title IX allows the U.S. Department of Education to investigate complaints, order remedies, and withhold funding from educational institutions in violation of sexual harassment under the Act. Enforcement of Title IX is administered by the Department of Education's Office of Civil Rights. Dorsey College's Title IX Coordinator is Ann Victoria Thomas, who can be contacted at 31799 John R Road, Madison Heights, MI 48071, Ph: 248.585.9200, ext. 11228, athomas@Dorsey.edu. Dorsey College will provide persons who have experienced sexual harassment ongoing remedies as reasonably necessary to restore or preserve access to the College's education programs or activities. Dorsey College will treat information that it receives in a manner that respects both the Complainant and the Respondent. Individual and community safety considerations will be balanced with the privacy interests of all involved, as well as the applicable legal requirements, when making decisions regarding such investigations and disclosures.

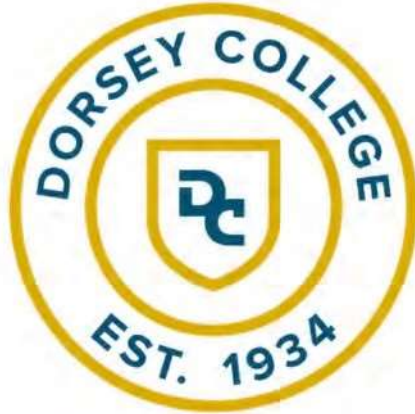
Dorsey College also prohibits differential treatment or discrimination against students and employees based on the student or employee's current, potential, or past parental, family, marital status, or pregnancy or related condition. Consistent with Title IX, Dorsey College also provides certain supports and modifications for persons who are experiencing pregnancy or pregnancy related conditions.

The Violence Against Women Reauthorization Act of 2013 amended the Clery Act (34 CFR §688.46) to further hold schools responsible for providing awareness and prevention campaigns and reporting crimes related to sexual assault, domestic violence, dating violence, and stalking. Enforcement of the Clery Act is administered by the Department of Justice through local and state law enforcement agencies.

Any student experiencing discrimination or harassment should follow the Student Grievance Policy outlined above. Additionally, any student who feels that they are being discriminated against for ANY reason, may call the Dorsey Hotline and remain anonymous by contacting 866-526-1053.

Students are also advised that recourse can be sought through the Equal Employment Opportunity Commission (EEOC), the Office for Civil Rights (OCR), the Michigan Department of Civil Rights (MDCR), or the Courts or other remedies allowable by law.

FORMS AND IMPORTANT DOCUMENTS



PREGNANCY DECLARATION FORM FOR SURGICAL TECHNOLOGY STUDENTS

Student Name: _____

Date: _____

I am voluntarily declaring my pregnancy to the Surgical Technology Program in accordance with CAAHEP guidelines. I understand the program's policies on pregnancy and will collaborate with the program director to ensure appropriate accommodations and a safe learning environment.

Expected Due Date: _____

I acknowledge that I have received and reviewed information regarding potential risks and the option to continue or modify my clinical assignments during pregnancy.

Student Signature: _____

Program Director Signature: _____

Please submit this form to the program director at your earliest convenience.

HANDBOOK AGREEMENT FORM

ACKNOWLEDGEMENT OF RECEIPT OF DORSEY COLLEGE SURGICAL TECHNOLOGY STUDENT HANDBOOK

Please read this handbook carefully, then sign below and return this page to the Program Director on the first day of class. Keep this handbook in a place where you will be able to use it as a reference throughout the program. If you have any questions, please contact the Program Director. I have read the student handbook and agree to comply with all rules, regulations, policies, restrictions, and requirements contained therein and in any future amendments or modifications to this handbook provided to me in writing. I understand this handbook applies to all course work in this Surgical Technology program.

I, _____ certify that I have read,
(Print Name)

understand and will abide by the content of this Dorsey College Student Surgical Technology Handbook.

Signature: _____ Date: _____

APPENDIX A: Surgical Technology Skills and Competencies



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Professionalism/Participation Points (PPP)

- Punctuality and Attendance: Student is punctual and attends the entire class and lab sessions, including timely returns from breaks. **5 points**
- Appropriate Attire and PPE: Student arrives dressed in appropriate lab attire and uses PPE as required, without needing reminders. **2.5 points**
- Engagement: Student actively engages in discussions, demonstrations, and assignments in the lab. Remains alert and attentive throughout the session. **2.5 points**
- Respectfulness: Student shows respect to the instructor and peers, maintaining courteous interactions, especially during class discussions. **2.5 points**
- Collaboration and Cleanup: Student collaborates well with peers, participates fully in procedures, and assists with proper cleanup afterward. **2.5 points**

Grading Criteria: The total possible points are 180 (**15 points per class x 12 classes**). Any student who receives less than 150 points on PPP will be placed on hold for clinicals. Note: Students not dressed in the correct lab attire or failing to wear the required PPE will be asked to leave the lab and will not receive credit for that session. **Students who do not achieve the required total points for PPP will not be eligible for clinical placement.**

Total Points _____ /15

Instructor Signature: _____ Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Technology Program Clinical Attendance Policy

Objective:

To establish clear guidelines for attendance and punctuality for Surgical Technology students, ensuring professional behavior and accountability in clinical settings.

Attendance and Punctuality Requirements:

Tardiness:

- Students are expected to arrive on time for all clinical sessions.
- Two instances of tardiness will be considered as one absence.
- **Each instance of tardiness** will result in a **5% deduction** from the student's overall clinical grade.

Absences:

- Students are allowed a **maximum of two absences** during the clinical rotation.
- More than two absences will result in automatic failure of the clinical course.
- **Each day of absence will result in a 10% deduction** from the student's overall clinical grade.
- Students who fail the clinical course due to excessive absences will be required to retake the entire course.

Documentation:

- A written document is required for each absence, detailing the reason for the absence.
- This document must be submitted to the college administration within 24 hours of the absence.
- All documentation will be verified by the college administration to ensure legitimacy.

Implementation and Enforcement:

- The attendance policy will be enforced from the first day of the clinical rotation.
- Students will be informed of the policy during orientation and will be required to acknowledge understanding and acceptance of the policy in writing.
- The program director, in collaboration with the clinical instructors, will monitor and document all instances of tardiness and absences.
- Students failing to adhere to this policy will face the outlined consequences without exceptions.

Acknowledgment:

By signing below, I acknowledge that I have read, understood, and agree to abide by the Surgical Technology Program Attendance Policy.

Student Signature: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Technology Competencies: Laboratory and Clinical Skills

Lab Practical Competencies Guidelines

Overview: This packet includes the lab components from SRG 200 and SRG 205 courses. Students must demonstrate proficiency in these skills throughout the semester. Inability to exhibit competence in any area will result in not passing the lab practical, which will lead to failing SRG 200 or SRG 205. Note that retakes for the lab practical final are not permitted.

Grading Criteria:

- **Meets Standard:**
 - Competency performed accurately without any errors.
- **Minimally Meets Standard:**
 - Competency completed but required one redo with self-correction.
 - Redo with Self-Correction: The student identified and corrected the mistake independently.
 - Only one redo with self-correction is allowed per competency. More than one will result in failure.
 - If the student exceeds the time limit, they will be marked as “minimally meets standard.” A 1-minute grace period is allowed; going over this results in failure.
 - In cases of contamination, the student must identify what happened and propose a solution.
- **Unable to Perform Task:**
 - The student could not demonstrate competency correctly.
 - Mistakes were made without recognition or correction.
 - Contamination occurred without explanation or resolution.
 - More than one redo with self-correction.
 - Exceeded the time limit plus grace period.

Additional Requirements: Students will need to demonstrate their understanding of a randomly selected minor procedure. This includes knowing the required equipment and supplies, as well as properly setting up the back table and Mayo stand for the procedure.

Student Information:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

OR Preparation Time Allowed: 3 minutes.

Competency Checklist:

1. Hand washing
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Proper arrangement of OR furniture
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Damp dusting OR furniture with gloves
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Rewashing hands
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Completes task within the time limit
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Open Gloving Time Allowed: 1 minute.

Competency Checklist:

1. Remove glove wrapper from outer package
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Place glove wrapper on an appropriate surface
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Open wrapper to create a sterile field
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Lift first glove by pinching cuff edge
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Orient glove fingertips downward
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Apply glove to opposite hand without touching exterior
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Unfold glove cuff without touching exterior
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Lift second glove with gloved hand under cuff edge
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
9. Keep gloved thumb away from the cuff
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Open Gloving page 2 continued

10. Apply second glove, making minor adjustments as needed

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

11. Complete task within the allotted time

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Opening a Back-Table Pack/Cover Time Allowed: 1 minute.

Competency Checklist:

1. Verifies the package integrity
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Properly places the pack on the back table
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Positions correctly to open the first flap away
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Opens the second flap towards themselves
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Repositions to open the third flap
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Inserts hands under cuff, grasps, and extends drape
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Moves to opposite side and opens the fourth flap similarly
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Maintains sterile field boundary, positions table correctly
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
9. Completes task within the time limit
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Opening a Back-Table Pack/Cover page 2 Continued

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Opening a Single Basin Time Allowed: 1 minute.

Competency Checklist:

1. Verifies the integrity of the package
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Places the basin set on the appropriately sized ring stand
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Positions basin correctly for opening
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Breaks or removes the seal
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Opens the first flap away from self
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Opens second and third flaps laterally, avoiding sterile field
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Opens the fourth flap towards self
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Positions the ring stand near the back table
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
9. Completes task within the time limit
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Opening a Single Basin page 2 Continued

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Opening a Wrapped Instrument Set Time Allowed: 1 minute.

Competency Checklist:

1. Inspects Kimguard for holes or contamination, checks sterilization tape for proper cycle completion
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Places the wrapped instrument set on a stable surface
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Breaks the seal of the instrument set
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Opens the first flap away by holding the tab
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Opens side flaps laterally without crossing sterile boundaries
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Opens the last flap towards oneself by holding the tab
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Checks for the presence of a biological indicator
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Ensures sterile field boundaries are maintained
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Opening a Wrapped Instrument Set page 2 Continued

9. Completes task within the given time

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Opening a Genesis Pan Time Allowed: 1 minute.

Competency Checklist:

1. Positions the Genesis pan on a firm surface
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Verifies filters and checks color change of the external chemical indicator
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Breaks or removes seals, ensuring no fragments become airborne, and releases the securing mechanism
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Lifts the lid vertically 12 to 18 inches above the container and steps back
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Inverts the lid, inspects it, and ensures the inner surface is dry and filter intact
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Places the lid on a non-sterile surface, such as the case cart
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Maintains sterile field boundaries
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Completes the task within the allotted time
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Opening a Genesis Pan page 2 Continued

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Gather and Open Supplies for Procedure Time Allowed: 3 minutes.

Competency Checklist:

1. Collects all necessary instruments, packs, basins, and supplies for the procedure
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Inspects the integrity of all wrapped or packaged items before opening
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Opens small, wrapped packages onto the sterile field by orienting the package and opening the first flap away
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Secures the first flap with the hand holding the sterile package
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Opens the second and third flaps laterally without reaching over the sterile item
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Opens the fourth flap towards oneself and secures it with the other flaps
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Transfers the item onto the sterile field by gently tossing it and retracting the hand immediately
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Opens peel packages by grasping one edge of the package in each hand
<input type="radio"/> <i>Meets Standard</i> <input type="checkbox"/> <i>Minimally Meets Standard</i> <input type="checkbox"/> <i>Unable to Perform Task</i> <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Gather and Open Supplies for Procedure page 2 continued

9. Separates the sides of the peel package slowly, balancing the item to prevent contamination

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

10. Transfers the item onto the sterile field by gently tossing it and retracting the hand immediately

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

11. Maintains a safe distance while opening peel packages

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

12. Completes the task within the allotted time

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Open Gown and Gloves Time Allowed: 1 minute.

Competency Checklist:

1. Inspects package integrity
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Positions gown package on the Mayo stand
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Opens the first flap away from self
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Opens side flaps laterally without crossing sterile boundaries
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Opens the last flap towards self without contamination
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Ensures gown remains in position
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Opens gloves onto the sterile area using peel pack technique
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Completes task within the allotted time
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Open Gown and Gloves page 2 Continued

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Scrub Time Allowed: 5 minutes.

Competency Checklist:

1. Inspects nails, cuticles, and skin
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Opens brush and places it in appropriate location
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Wets hands and arms up to 2 inches above elbows, performs basic hand wash
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Uses nail cleaner to clean under nails, discards cleaner
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Rinses hands and arms from fingertips to elbows without touching sink
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Obtains scrub brush, wets, and lathers
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Scrubs nails and cuticles using 30 strokes method
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Scrubs each finger using 20 strokes per plane method
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
9. Scrubs web space between thumb and index finger using 20 strokes method
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Scrub page 2 Continued

10. Scrubs hand using circular motions, 20 strokes per plane

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

11. Scrubs arm in three sections using 20 strokes per plane up to 2 inches above elbow

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

12. Transfers brush to scrubbed hand, repeats process on opposite extremity

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

13. Discards brush

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

14. Rinses one extremity from fingertips to elbow without touching sink

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

15. Repeats rinse process on opposite extremity

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

16. Turns off water

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

17. Allows excess water to drip into sink

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

18. Completes task within 5 minutes

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Scrub page 3 Continued

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Drying Hands and Arms Time Allowed: 1 minute.

Competency Checklist:

1. Approaches the sterile field cautiously with elbows bent
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Pinches and lifts the towel from the sterile field without dripping or touching gown, gloves, or wrapper
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Steps away from the sterile field with arms extended
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Unfolds the towel without letting edges fall below the waist
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Bends slightly at the waist to prevent the towel from touching scrubs
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Holds towel in one hand while drying the opposite hand and arm in a circular motion
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Properly transfers towel to the opposite hand without crossing hands or passing over the scrubbed hand
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Dries the opposite hand and arm
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Drying Hands and Arms page 2 Continued

9. Discards the towel without transferring it to the opposite hand

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

10. Completes task within the allotted time

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Self-Gowning and Gloving Time Allowed: 1 minute.

Competency Checklist:

1. Approaches the sterile field with caution
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Grasps gown at the center without touching gloves or outer gown wrapper
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Lifts gown from the wrapper and steps back with gown still folded
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Holds the inside of the gown near the shoulders and allows it to unfold
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Begins donning the gown by slipping hands and arms into sleeves
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Slides gown over arms using a “swimming” motion
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Keeps hands within the cuffs of the gown
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Holds gown in place by flexing elbows without contamination
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
9. Secures first glove keeping fingers within gown cuff
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Self-Gowning and Gloving page 2 Continued

10. Aligns glove on palm with thumb facing palm and fingertips toward elbow

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

11. Pulls glove cuff over gown cuff

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

12. Unfolds glove cuff to cover gown cuff completely

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

13. Works fingers into glove as it is pulled into position

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

14. Secures second glove using the same technique

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

15. Secures gown tag in right hand and gown tie in left hand, then separates

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

16. Hands tag to circulator with enough space to grab, then passes to the right

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

17. Transfers gown tie from left to right hand, receives gown tie from circulator at left side

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

18. Properly receives tie from circulator and secures gown ties

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Self-Gowning and Gloving page 3 Continued

19. Completes task within the allotted time

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Draping the Mayo Stand Time Allowed: 1 minute.

Competency Checklist:

1. Partially opens and orients the Mayo stand cover on the back table
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Inserts hands into the cuff of the Mayo stand cover, keeping hands covered
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Grasps all layers within the cuff with both hands to prevent slipping
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Opens the pocket of the cover and presents it to the bare Mayo stand
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Approaches the stand, ensuring sterile items do not touch the bare stand
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Secures Mayo stand by placing one foot on the base
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Slides the cover onto the stand with cuffed hands, keeping within sterile parameters
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Standing in front of the Mayo stand: a. Begins sliding the cover onto the stand without letting the folded portion slip below the level
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Draping the Mayo Stand page 2 Continued

9. Continues sliding until fully unfolded without reaching below the surface level

Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

10. Standing to the side of the Mayo stand: Begins sliding the cover onto the stand without letting the folded portion slip below the level.

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

11. Keeps one hand within the cuffed portion and pushes the cover toward the back

Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

12. Extends the cover one fold at a time with the opposite hand

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

13. Continues sliding until fully unfolded without reaching below the stand

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

14. Makes any final adjustments.

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

15. Tucks excess material

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

16. Places blue towel on the Mayo stand and tucks excess corners

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

17. Completes task within the allotted time

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Draping the Mayo Stand page 3 Continued

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Back Table Setup Time Allowed: 5 minutes.

Competency Checklist:

1. Arranges all items from the basin set and opened items on the back table, placing them in their final location and handling each item only once
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Places all sharps in a common location
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Positions the sterile bag on the side of the Mayo stand opposite the operative site
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Places small basins and medicine cups near the table edge
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Organizes all drapes and accessory items related to draping, placing them on top of an empty basin in the correct order of usage
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Positions towels on back table properly without repositioning
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Brings over the instrument set
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Secures an appropriate rolled towel for ringed instruments
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Back Table Setup page 2 Continued

9. Organizes instrumentation and supplies

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

10. Announces to circulator readiness for initial count

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

11. Minimizes movement during setup

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

12. Completes task within the allotted time

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Counting Time Allowed: 2 minutes.

Competency Checklist:

1. Informs Circulator/Instructor when ready to begin counting
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Correctly counts all sponges, stating their names (e.g., 18 x 18's, raytecs), separating them and ensuring visibility to the circulator
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Correctly counts all sharps (e.g., needles, blades, hypodermic needles, bovie tip) ensuring visibility to the circulator
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Correctly counts all miscellaneous items (e.g., scratch pad, Dr. Clear, Penrose drain) ensuring visibility to the circulator
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Correctly counts instrumentation, using proper names and ensuring the circulator can see the tips of the instruments
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Completes task within the allotted time
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>

Competency Result: Passed Competency ☐

Failed Competency ☐



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Counting page 2 Continued

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Mayo Stand Setup Time Allowed: 2 minutes.

Competency Checklist:

1. Places an appropriately sized towel roll on the Mayo stand for instruments
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Arranges necessary supplies on the Mayo stand (e.g., suction tubing, bovie, light covers)
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Organizes instruments from each category for the chosen procedure in proper order
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Ensures all materials are neatly organized
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Completes task within the allotted time
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Drying, Gowning, and Gloving a Surgeon Time Allowed: 1 minute.

Competency Checklist:

1. Lifts the towel from the sterile field and steps away without turning back to the field
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Unfolds the towel without letting the ends fall below the waistline
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Protects gloved hand by rolling the towel over the gloved fingers
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Presents the towel to the surgeon by holding it taut and placing the edge on their palm without contact
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Lifts the folded gown from the sterile field while the surgeon is drying hands and arms
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Steps away from the sterile field without turning back and unfolds the gown with the outside facing you
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
7. Cuffs hands at the shoulders and slides gown on, not exceeding the upper arm
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
8. Presents the gown to the surgeon by extending arms
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Drying, Gowning, and Gloving a Surgeon page 2 continued

9. Remains still as the surgeon places arms into the gown sleeves

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

10. Asks if the surgeon wants their fingertips exposed, and adjusts if needed

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

11. Secures the right glove from the wrapper

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

12. Prepares the glove by unfolding and orienting it with the thumb facing the surgeon

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

13. Stretches glove open with fingertips under the cuff and thumbs in “hitchhiking” position

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

14. Repeats the process on the opposite hand

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

15. Completes task within the allotted time

- ☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Competency Result: Passed Competency ☐

Failed Competency ☐



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Drying, Gowning, and Gloving a Surgeon page 3 continued

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Draping for a Minor Procedure Time Allowed: 4 minutes.

Competency Checklist:

1. Gathers four towels and properly folds them to hand to the surgeon (3 up and 1 down)
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Hands the first folded towel properly, standing on the same side as the surgeon/assistant
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Hands the other three towels to the surgeon/assistant without touching non-sterile areas
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Provides Backhaus Penetrating Towel Clips to the surgeon
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
5. Stands on the opposite side of the OR table, removes adhesive backing of the drape, orients fenestration over the surgical site, and places on the patient
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
6. Hands one end of the drape to the surgeon and unfolds the sheet towards the patient's feet
Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
<input type="radio"/> Ensures gloved hands are protected by cuffing the sheet
Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
<input type="radio"/> Avoids reaching below the surface of the OR table
Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Draping for a Minor Procedure page 2 Continued

7. Extends the head end of the sheet

Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

○ **Ensures arm boards are adequately covered**

Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

○ **Protects gloved hand by cuffing the sheet**

Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

○ **Avoids reaching below the surface of the OR table**

Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

○ **Holds the sheet until a non-sterile team member secures it to the IV poles**

Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

8. Proceeds with other perioperative tasks such as placing bovie cords, suction tubing, and light handle covers

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

9. Completes task within the allotted time

○ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Removing Gown and Gloves Time Allowed: 1 minute.

Competency Checklist:

1. Breaks side and back ties
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
2. Positions arms in crisscross motion and pulls gown off by rolling it away
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
3. Removes gown and discards it, then removes gloves using glove-to-glove and skin-to-skin technique
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
4. Completes task within the allotted time
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Circulator Skills Competency Evaluation

No.	Circulator Skill	Max Points Scored	
1	Use of Personal Protective Equipment	10	[]
2	Preoperative preparation and room setup	10	[]
3	Patient positioning	10	[]
4	Prepping the patient	10	[]
5	Performing initial and subsequent counts	10	[]
6	Proper administration of medication	10	[]
7	Assisting with gowning sterile team members	10	[]
8	Initiating and participating in time out	10	[]
9	Being prepared for all phases of the intraoperative process	10	[]
10	Demonstrating critical thinking throughout the procedure	10	[]

Scoring Summary

- Total Max Points: 100
- Total Scored: _____

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Techniques: Comprehensive Skill Assessment

Procedure: Comprehensive Preparation and Monitoring for Surgery

Objective:

To evaluate the competency of surgical technicians in managing patient preparation, monitoring, specimen handling, and post-operative care, ensuring accuracy, safety, and adherence to protocol.

Detailed Performance Evaluation

1. Patient Vital Signs - Blood Pressure Monitoring

- **Objective:** To assess the ability to correctly place and use a blood pressure cuff and stethoscope for accurate blood pressure measurement.
- **Setup Time:** 10 minutes
- **Accuracy Requirements:** No more than one error allowed, with the opportunity for correction.
- **Tasks:**
 - Assemble all necessary equipment including a blood pressure cuff and stethoscope.
 - Perform hand hygiene before patient interaction.
 - Properly identify the patient using two identifiers, explain the procedure clearly.
 - Check the earpieces and diaphragm of the stethoscope for cleanliness; clean with alcohol swabs if necessary.
 - Select the correct cuff size based on the patient's arm circumference.
 - Position the patient's arm correctly, ensuring it is supported at heart level with palm facing up.
 - Apply the cuff snugly around the arm, positioning the lower edge about 1 inch above the antecubital area.
 - Inflate the cuff to an appropriate pressure level and then deflate slowly, listening for Korotkoff's sounds to record systolic and diastolic pressures.
 - Completely deflate the cuff, remove it gently, and organize the equipment post-procedure.
 - Sanitize hands and document the blood pressure readings accurately.

Evaluation: Redo [] Acceptable []

2. Patient Vital Signs - Taking Radial Pulse

- **Objective:** To demonstrate proper techniques for locating and counting the radial pulse, emphasizing patient comfort and accurate pulse recording.
- **Setup Time:** 5 minutes
- **Tasks:**
 - Wash hands thoroughly prior to patient contact.
 - Greet the patient, confirm their identity, and explain the procedure to ensure patient understanding.
 - Place the patient's wrist in a relaxed position, palm down.



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Techniques page 2 Continued

- Locate the radial artery using the first two fingertips and apply slight pressure until the pulse is palpable.
- Count the pulse for a full minute to ensure accuracy, using a clock or watch with a second hand.
- Record the pulse rate, perform hand hygiene again, and report the findings.

Evaluation: Redo [] Acceptable []

3. Patient Transport and Transfer to OR Table

- **Objective:** To safely and efficiently transport and transfer a patient to the OR table, ensuring proper ergonomic handling and patient comfort.
- **Setup Time:** 5 minutes
- **Tasks:**
 - Prepare the OR table and stretcher with all necessary equipment and safety devices.
 - Confirm patient identity, review the chart, explain the transport process, and ensure the patient's understanding and comfort.
 - Secure all medical lines (IV, oxygen, etc.) and ensure the patient is properly covered and protected during transport.
 - Utilize correct lifting techniques and adequate manpower for transferring the patient to prevent any injury or discomfort.
 - Position the patient correctly on the OR table, ensuring all physiological monitors are attached and functioning.

Evaluation: Redo [] Acceptable []

4. Application of Patient Monitoring Equipment in OR

- **Objective:** To accurately place various monitoring devices considering the surgical procedure, patient comfort, and device functionality.
- **Setup Time:** 10 minutes
- **Tasks:**
 - Discuss and demonstrate the placement of each monitoring device relative to the patient's IV and surgical site.
 - Ensure correct placement of EKG monitors, blood pressure cuff, pulse oximeter, and temperature monitoring devices.
 - Verify all devices are properly functioning and recording data as expected.
 - Record all vital signs accurately and ensure they are visible to the surgical team.

Evaluation: Redo [] Acceptable []



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Techniques page 3 Continued

5. Surgical Specimen Care

- **Objective:** To handle surgical specimens correctly, ensuring they are properly identified, preserved, and documented.
- **Setup Time:** 10 minutes
- **Tasks:**
 - Receive the specimen directly from the surgeon, confirming the specimen's name and origin.
 - Label the specimen accurately, including all relevant details (name, origin, time of collection).
 - Place the specimen in the appropriate container with the correct preservative as directed.
 - Ensure the specimen is securely transported to the laboratory with all necessary documentation.

Evaluation: Redo [] Acceptable []

6. Patient and Case Clean-Up

- **Objective:** To ensure a thorough cleanup of the patient and surgical area, adhering to infection control standards.
- **Setup Time:** 10 minutes
- **Tasks:**
 - Clean the patient's incision site using appropriate antiseptic techniques, apply dressings as required.
 - Properly dispose of all used surgical materials and instruments following safety protocols.
 - Prepare the surgical area for the next case, ensuring all surfaces are disinfected and equipment is restocked.
 - Document all cleanup procedures accurately, ensuring compliance with hospital policies.

Evaluation: Redo [] Acceptable []

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Urinary Catheterization Competency Assessment

Procedure: Catheterization for Male or Female Patients

Overview

This competency test assesses the ability to perform urinary catheterization using an anatomically correct mannequin, focusing on sterile technique and correct procedure execution.

Objectives

- **Primary Objective:** To effectively perform the insertion of a urinary catheter.
- **Learning Tools:** Foley catheter insertion set in a laboratory setting.

Performance Standards

- **Duration:** 10 minutes
- **Accuracy:** One allowable correction per competency

Competency Evaluation Checklist

Step	Task Description	Redo	Acceptable
1	Explain the definition, purpose, and indications for urinary catheterization.	[]	[]
2	Assemble all necessary equipment for the procedure.	[]	[]
3	Confirm patient identity, inquire about allergies, and coordinate with the anesthesia team before proceeding.	[]	[]
4	Open and organize a sterile catheterization kit using proper technique.	[]	[]
5	Position the patient appropriately, ensuring privacy and proper exposure for the procedure.	[]	[]
6	Adjust lighting to optimize visibility of the work area.	[]	[]
7	Don sterile gloves and arrange the sterile field, including preparation of lubricant and antiseptic solutions.	[]	[]
8	Apply sterile drapes to maintain the sterility of the procedure area.	[]	[]
9	Cleanse the urethral meatus with an antiseptic solution using appropriate technique.	[]	[]
10	Discuss and demonstrate the differences in positioning, draping, and prepping for male and female patients.	[]	[]
11	Gently insert the catheter, noting the specific techniques and considerations for male and female anatomy.	[]	[]
12	Confirm catheter placement, troubleshoot lack of urine return or resistance during insertion.	[]	[]



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Step	Task Description	Redo	Acceptable
13	Inflate the catheter balloon to secure the catheter in place.	[]	[]
14	Organize and clean up supplies, ensuring proper care of patient post-procedure.	[]	[]
15	Perform hand hygiene after removing gloves.	[]	[]

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Competency: Drawing, Labeling, and Passing Medication Properly to the Sterile Field

Objective:

Surgical Technology students will demonstrate the ability to correctly draw, label, and pass medications to the sterile field, adhering to safety protocols and maintaining aseptic technique throughout the process.

Competency Checklist:

13. Preparation and Verification: Verify medication orders with the circulating nurse and confirm the correct medication, dosage, and expiration date.
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
Ensure all medication is clearly labeled with the drug name, strength.
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
14. Drawing Medication: Properly don gloves and maintain a sterile field.
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
Draw medication from a vial or ampule using a sterile syringe and needle.
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
Use proper technique to avoid contamination of the syringe, needle, and vial.
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
15. Labeling: Use pre-printed or handwritten labels to clearly identify the medication.
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
Label the syringe and any containers used on the sterile field (e.g., basins) immediately after drawing the medication.
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>
Ensure the label includes the medication name, strength, and expiration time if applicable.
<input type="radio"/> Meets Standard <input type="checkbox"/> Minimally Meets Standard <input type="checkbox"/> Unable to Perform Task <input type="checkbox"/>



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Drawing, Labeling, and Passing Medication Properly to the Sterile Field page 2 Continued

16. Passing Medication to the Sterile Field:

Communicate clearly with the sterile team before passing the medication to avoid miscommunication.

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Hold the syringe with the needle capped or in a sterile transfer device when passing to the sterile field.

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Ensure the sterile person acknowledges the type and amount of medication being passed.

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

17. Safety Measures:

Aseptic Technique: Maintain sterility of all instruments and materials involved in the medication transfer process.

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Double Verification: Both the circulating nurse and scrubbed personnel must verify the medication name, dosage, and strength before preparing.

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Labeling Checks: Ensure all medications on the sterile field are correctly labeled and that there are no unlabeled substances.

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐

Preventing Medication Errors: Practice the "six rights" of medication administration:

1. Right medication
2. Right dose
3. Right route
4. Right time
5. Right patient (for future reference)
6. Right documentation

☐ Meets Standard ☐ Minimally Meets Standard ☐ Unable to Perform Task ☐



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Drawing, Labeling, and Passing Medication Properly to the Sterile Field page 3 Continued

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Positioning, Preparation, and Draping Assessment Rubric

Positioning and Procedure Execution: (100 points)

Patient Positioning and Safety:

1- Understanding and Execution of Positioning (worth 5 each, total of 25 points)

a. Student accurately verbalizes and demonstrates the correct patient position.	
b. Articulates and utilizes necessary positioning aids.	
c. Demonstrates proper application of the safety strap.	
d. Confirms airway security and protection of all body systems.	
e. Collaborates with anesthesia for positioning approval and assists with monitor application.	

Preparation for Surgery:

2- Preparation (worth 5 each, total of 25 points)

a. Initiates preparation by handwashing and gathering necessary supplies.	
b. Effectively communicates with team members or the patient during the prepping process.	
c. Identifies dirty areas, inspects skin for breaks, checks for patient allergies, and discusses potential complications with corrective measures.	
d. Opens, organizes, and drapes supplies correctly.	
e. Executes proper prepping techniques for the surgical site, considering all variables.	

Knowledge and Application of Draping:

3- Drape Selection and Usage (worth 5 each, total of 25 points)

a. Identifies the appropriate drape pack and necessary individual drapes.	
b. Recognizes any required modifications or special adjustments.	
c. Demonstrates the correct order of drape placement.	
d. Verbalizes the reasoning for specific drape placement order.	
e. Adjusts drape folding and application based on specific surgical needs, ensuring correct placement and maintaining distance from unsterile areas using sterile technique.	

Maintaining Sterility and Addressing Contamination:

4- Contamination Control and Sterility Maintenance (worth 5 each, total of 25 points)

a. Recognizes instances of contamination.	
b. Verbalizes methods to correct contamination.	
c. Demonstrates the correction of contamination.	



Student Name: _____

Module: _____

Instructor Name: _____

Class: _____

Surgical Positioning, Preparation, and Draping Assessment Rubric Positioning and Procedure Execution page 2 Continued

d. Differentiates between sterile and non-sterile items via identification, and demonstration.

e. Works effectively as a team, utilizing communication, professionalism, and accepting direction from peers and superiors for positive outcomes.

Competency Result: Passed Competency ☐

Failed Competency ☐

Evaluator's Comments:

Student Signature: _____

Date: _____

Evaluator: _____

Date: _____