

Holmes Community College

Health Science Programs Student Handbook



HOLMES COMMUNITY COLLEGE

HEALTH SCIENCE

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Purpose of Student Handbook

The Health Science Programs Student Handbook is designed to identify basic information regarding policies and procedures of the Health Science Programs at Holmes Community College (HCC). The student should be familiar with the basic policies and procedures in the HCC District Bulletin and HCC Health Science Student Handbook. It is the student's responsibility to follow all guidelines set forth by Holmes Community College and Health Science Program. Holmes Community College reserves the right to make changes in the regulations and policies announced in this handbook. Students will be given notice of any changes. Students will verify by signature that the required changes were received and understood.

College Accreditation

Holmes Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Holmes Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Holmes Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 300334097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Holmes Community College Mission Statement

Holmes Community College, a comprehensive public institution located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. The college seeks to prepare its students for university transfer, productive employment and lifelong learning by offering an Associate of Arts degree, Associate of Applied Science degree, technical certificates and career certificates as well as workforce training. Holmes, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

Holmes Community College Strategic Initiatives

- I. Maintain an environment for continuous accessibility and improvement of the quality of education.
- II. Continue to acquire and support appropriate emerging technologies for curricular, instructional and administrative processes.
- III. Improve college personnel/student interactions to achieve a higher rate of student success.
- IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.
- V. Improve the college's image by enhancing public relations through communication.

VI. Expand and improve educational partnerships with business/industry and appropriate agencies.

Holmes Community College Non-Discrimination Statement

Holmes Community College does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in its educational programs and activities, employment, or admissions. The following individual has been designated to handle inquiries and grievances regarding non-discrimination, compliance policies and procedures for the College: Compliance officer, (662) 472-9429. Written inquiries may be emailed to: compliance@holmescc.edu or sent to: Compliance Office, 412 W. Ridgeland Avenue, Ridgeland, MS 39157.

Attendance

Regular class attendance is a requisite if students are to succeed in their classes. All students are expected to attend class meetings regularly and promptly. Since there are times when a student must be absent due to extenuating circumstances, they should contact instructors prior to the absence if at all possible. Students are responsible for all work missed regardless of the cause of the absence (including absences due to late registration).

Academic Responsibilities

Academic responsibilities of students include, but are not limited to, the following examples of conduct:

- Come adequately prepared for class.
- Attend all classes, laboratories, and clinical or field experiences, as scheduled, unless arrangements are made with the appropriate departmental official.
- Request instructor-student conferences as needed.
- Request and take make-up examinations based on the policies of the course instructor.
- Maintain academic integrity by refraining from acts contrary to academic and/or professional ethics.
- Adhere to the professional and academic responsibilities required by the department.
- Adhere to HIPAA guidelines, regard as strictly confidential all information concerning patients, and refrain from discussing this information with any unauthorized individual.

Academic Dishonesty

A student may be dismissed from class or expelled from the college if it is determined that he/she has plagiarized from any source (Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own.) This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet.

Cheating in any manner on tests, papers, reports, or any other assignments will not be tolerated and could result in dismissal from the program and/or college.

If a student is accused of improperly using technology or deliberately conveying false or misleading information. The student will be notified in writing of the disciplinary action. The student can dispute the action following the Student Grievance Procedure as outlined in the College Bulletin.

It is expected that students will not practice academic dishonesty. All acts of dishonesty will be promptly reported to the appropriate school and administrative officials.

Holmes Community College and the Department of Health Science Programs believe that both students and faculty have significant roles within the educational process. Academic misconduct can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student's total educational program. It is expected that students will be academically honest in all classroom assignments, testing, laboratory activities, clinical activities, recordkeeping, and patient care activities.

Criminal History Background Check

Mississippi Law requires all health care workers, including students, to complete criminal history background checks. Students are required to undergo a national-level fingerprint background check, as defined in Section 37-29-232 of the Mississippi Code of 1972, at the student's expense.

Applicants with felony convictions listed in the statute will not be admitted to the respective program. Other convictions, including lesser or questionable offenses, will be reviewed by the Background Check Coordinator and the Program Director. These officials will determine whether such a conviction may hinder the student's ability to participate in clinical experiences and whether admission should be granted.

All students should keep their letter of clearance in a personal file for later use. Departments will provide students with further information if the additional background check is required

Any student who, during the course of the program, is found to have submitted false, misleading, or incomplete background information will be immediately dismissed from the program.

Criminal or Felonious Records

If a student has been convicted of a felony prior to the licensure examination, it is the student's sole responsibility to notify the licensure board. Failure to do so may result in denial of registry. A felonious record may disqualify a student from completing the program. During the course of the program, a student found presenting felonious records will be immediately dismissed from the program.

Campus Bookstores (Goodman, Grenada, and Ridgeland)

Holmes Community College has bookstores at Goodman, Grenada, and Ridgeland. The Bookstores are managed by Follett and are housed in the Lorange Student Center on the Goodman Campus, the Jack L. Holmes Library at the Grenada Campus, and the Joe A. Adams Student Union on the Ridgeland Campus. All three campus bookstores welcome online students and will assist with textbook orders. For your convenience, you can use your financial aid to purchase your textbooks from the Holmes Bookstores. Book vouchers are available to those whose financial aid is greater than their charges (Aid - Charges = Voucher).

Goodman Campus Bookstore Lorange Student Center, Goodman Campus Monday – Thursday 8:00 a.m. – 3:30 pm. Friday Closed Extended hours the first 2 weeks in the semester. Email: goodmanbookstore@holmescc.edu Phone: (662) 472-9045 Fax: (662) 472-2359

Grenada Campus Bookstore Jack L. Holmes Library, Grenada Campus Monday – Thursday 8:00 a.m. – 3:30 p.m. Friday Closed Extended hours the first 2 weeks in the semester. Email: grenadabookstore@holmescc.edu Phone: (662) 226-0609 Fax: (662) 226-5575

Ridgeland Campus Bookstore Joe A. Adams Student Center, Ridgeland Campus Monday – Thursday 8:00 a.m. – 4:00 p.m. Friday Closed Extended hours the first 2 weeks in the semester. Email: ridgelandbookstore@holmescc.edu Phone: (601) 6053362 Fax: (601) 605-6307

Clinical Site Travel

The student is responsible for all cost associated with clinicals (i.e., transportation, overnight stays, meals, etc.). Holmes Community College will not provide transportation or cover any expenses acquired during clinicals.

Communication

The official mode of communication is Holmes email and Canvas Messenger. Students are expected to check their official email through the MyHolmes portal and Canvas daily at a minimum during the school semesters and periodically during school breaks. **Cell Phone and Electronic Device Use**

Cell phone and electronic device use is in accordance with the HCC Policy (HCC Bulletin or website) for cell phones and electronic devices. Electronic devices including laptops in the classroom, lab, or clinical setting are to be used only for educational purposes. Cell phones are to be turned off while in the classroom, lab, or clinical setting. Failure to do so may result in the student being asked to leave the class or clinical and receive a failure for the day.

If there is a potential emergency, then the student may discuss with the faculty to request permission to keep the phone on vibrate during the class or clinical.

Disability Support Services

Holmes Community College through the Office of Disability Support Services (DSS) provides reasonable accommodations for students with disabilities. DSS verifies eligibility for accommodations and works with eligible students to develop and coordinate plans to provide those accommodations. DSS is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations and auxiliary aids which support the College standards and academic integrity. The Office of Disability Support Services is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. DSS is a non-fee generating program designed to meet the unique needs of HCC students with disabilities. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). DSS staff may be contacted at (662) 472-9088 or via email at lbigbee@holmescc.edu.

Dress Code

The dress code of students is based upon professional and safety considerations and is designed to be consistent with the code of the affiliated clinical settings. Faculty members have the right to prohibit an individual from entering the classroom on the basis of any style or article of dress that may be deemed unsafe or unprofessional. Dress code requirements for all health science students consist of program specific scrubs with the program insignia over the left breast pocket. The cost associated with this requirement is the responsibility of the student. Refer to the Appendix for additional dress code regulations.

Acceptable

- Name badge (Holmes student ID) must be worn at all times while on campus and at clinical with the name and photo clearly visible on the front of the upper torso. (Note: Name badge attached to neck lanyard is acceptable)
- HCC/Program-specific sweatshirt with solid color scrub pants or other acceptable attire as required by program. See Appendix for program specific requirements.
- Closed--toe and non-cloth shoes must be worn in the clinical environment and hospital for infection control reasons. See Appendix for program specific requirements.
- Clothing styles that cover undergarments.
- Clothes that are clean, neat, and in good condition without tears, obvious stains, and wrinkles.
- Physically clean, well-groomed, and taking steps to prevent or address offensive body odor.

Unacceptable

- Headgear (i.e., hats, visors, caps, etc.),
- Facial jewelry/piercings
- Perfumes and lotions
- Hairstyle, jewelry, and other accessories that interfere with assigned duties. (Note: hair color and cosmetics should project a professional image)

Failure to Adhere to Dress Code

Not meeting professional expectations - including violations of the professional dress code that require faculty or administrative reprimands - will result in disciplinary action. Lack of compliance with these guidelines will require you to change into appropriate attire before being able to attend class, lab, school or campus activities, or work; multiple infractions may result in dismissal from the program.

Drug and Tobacco Policy

It is the goal of Holmes Community College to maintain an environment that is free from the effects of intoxicants, or other behavior-affecting substances. It is our belief that a drug-free environment is to the benefit of both students and employees of Holmes Community College, as well as, the surrounding community.

No tobacco products are allowed on campus or within 10 feet of and inside the buildings. No tobacco usage allowed inside clinical agencies or on clinical site properties.

Preadmission drug screening will be required as a part of the physical exam for all students admitted to the Nursing/Allied Health Programs. If the student refuses to comply with the preadmission drug screening, his/her admission to the program will be denied. Testing will be continuous throughout the year on a program wide, unannounced basis.

A student needs to notify the program director when using prescription drugs which affect behavior.

At the expense of the student, any person in the role of a student at Holmes Community College who exhibits sensory symptoms or behavior indicative that he/she is under the influence of mind-altering substances will be required to have a drug and/or alcohol screening performed immediately. If the test is positive, the student will be withdrawn from the program, and encouraged to seek rehabilitation. The student will be considered for readmission following counseling and appropriate treatment. If the student refuses to be tested, the student will be withdrawn from school. The test will monitor for evidence of the following controlled substances and their derivatives:

*Amphetamines, Barbiturates, Cocaine Metabolite (as Bensoly-Ecgonine), Opiates,
Phencyclidine, Propoxyphene, THC Metabolite or Cannabinoids*

(Marijuana), and Alcohol

Lab results must be submitted directly from the testing agency to the Program Director. The results of the test will be made known to the college President, the Vice-President of Career and Technical Education, and the Director of Health Sciences as necessary.

Any student taking anything to alter the accuracy of the test will be tested again at his/her own expense. If the test comes back the second time showing interference, the student will be dismissed from school.

Health, Safety, and Communicable Disease Policy

Health Science Program courses will include objectives on safety that all students are required to master. This will include but is not limited to infection control, proper body mechanics, and use of equipment and supplies. After instruction and evaluation of each student in safety precautions is complete, a student assumes the responsibility for personal safety in the clinical setting.

Due to the nature of a health science profession, a student may be exposed to potentially infectious body fluids or blood. Therefore, each student will be instructed in the correct procedures and techniques of handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in disease or infection for the student, their family, or co-workers. A current Tuberculosis (TB) skin test must be completed before entry into the clinical phase of the program. All students are required to obtain a physical examination prior to entering the program. Students are strongly encouraged to complete the Hepatitis B Vaccination Series prior to clinical assignments; if the student does not wish to complete the series a statement of declination must be provided to the program. Each student is strongly encouraged to maintain current medical/hospitalization insurance at all times while enrolled in a health science program; health care expenses are the sole responsibility of the student.

Injury and Post Exposure Procedure

Due to the nature of a health science profession, a student may be exposed to potentially hazardous situations and infectious body fluids or blood. Therefore, each student will be instructed in the correct procedures and techniques of maintaining safe work practices and handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in injury, disease, or infection for the student, their family, or coworkers. Each student is strongly encouraged to maintain current medical/hospitalization insurance at all times while enrolled in a health science program; health care expenses are the sole responsibility of the student.

In the event a student is injured or has an exposure during a clinical or field rotation, they should immediately take actions to prevent further injury. If there is potential for further contamination the student should wash or flush the area of exposure if possible. After appropriate decontamination, the student will immediately contact appropriate supervisor and follow established injury or infection control policy.

As soon as practical, the student should contact their instructor and advise of the type injury or exposure, actions taken and prescribed course of treatment. Students are responsible for follow up and any further treatment, which may be necessary. Holmes Community College does not employ any full-time health personnel. In an emergency situation, students may be taken to a hospital by ambulance. Expenses for all medical treatment are the responsibility of the student

Inclement Weather

Students must use their own discretion during inclement weather because of the size geographical area served. If a student is unable to attend class or clinical due to inclement weather, the instructor should be notified prior to the beginning of class or clinical. If administration does not close the campus, failure to attend class or clinical will count as an absence. Students should sign up for RAVE for official college closure updates

Sexual Harassment Policy

Holmes Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity.

The College's Sexual Harassment Policy is designed to ensure a safe and nondiscriminatory educational and work environment and to meet legal requirements, including Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Mississippi laws that prohibit discrimination on the basis of sex. It does not preclude application or enforcement of other College policies.

It is the policy of the College to provide educational, preventative, and training programs regarding sexual harassment; to encourage reporting of incidents; to prevent incidents of sexual harassment from denying or limiting an individual's ability to participate in or benefit from the College's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the College.

Mailing Address for Submitting Written Inquiries

Dr. Teresa Mackey
 Title IX Coordinator/Compliance
 Officer Holmes Community College
 412 West Ridgeland Ave. Ridgeland,
 MS 39157

Email Address for Submitting Written Inquiries compliance@holmescc.edu

Reporting and Confidential Assistance

- If you are in immediate danger, **call 911**. • If you are not in immediate danger

and would like to submit a complaint to the College, contact the Title IX

Coordinator at (662)472-9429 or by email at compliance@holmescc.edu.

Student Grievance Policy

Any student who has a grievance or complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college should take the following steps:

Step 1. Discuss the problem immediately with the faculty member, staff member, or administrator involved since direct communication between the two parties involved will usually resolve the problem.

Step 2. If the student is not satisfied with the resolution after following Step #1, he/she may then contact the supervisor or administrator directly responsible for the personnel in #1 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.

Step 3. If the student wishes to appeal the decision of the supervisor or administrator, he/she may then contact the supervisor or administrator directly responsible for the personnel in #2 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days. Once the student has met with the appropriate administrator, his/her remaining recourse to resolve the issue is to initiate the Appeals Procedure below.

Appeals Procedure:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.

2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors). A written response will be given within seven (7) school days.

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3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal in writing to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

4. No adverse action will be taken against a student for filing a grievance complaint and/or appeal.

Please note the following:

- Any student who fails to follow the above steps may forfeit any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- The President's decision will be final.

Safety and Campus Policy

Public safety personnel provide protection to faculty, staff, students and other authorized individuals. They also protect college property and grounds. Public safety personnel on each campus are managed by a Chief of Police who reports to the appropriate administrator. In case of emergency, you may call 601-940-0089 (Goodman), 662-809- 6845 (Grenada), or 601-605-3333 (Ridgeland). Police authority is authorized by Miss. Code 1972 Ann. § 37-29-275.

Student ID Card

An ID card should be obtained by each student. This card serves the student in many ways and should be in his/her possession at all times. The ID card: serves as identification while on College property; admits the student to all regularly scheduled athletic events held on a Holmes campus; admits the student to campus facilities (i.e. Library, Student Union, Fitness Centers).

Vehicles on Campus

To operate a vehicle on campus, students must register their vehicles to receive a decal and display. Faculty and staff are also required to obtain and display decals. Students must park in designated areas. Failure to do so will result in fines. Continuous abuse of the regulations may result in withdrawal of student's privilege to operate a vehicle on campus.

Parking and Traffic Regulations for Students

1. Vehicles must be registered and equipped with a current year parking decal.
2. The parking decal is to be displayed on the back left window.
3. Vehicles are not to exceed 15 miles per hour anywhere on campus.
4. The volume of all vehicle radios must be kept low at all times.
5. The student will have sole responsibility for any vehicle registered in his/her name regardless of who may be driving it.

6. Reckless driving may result in removal of the vehicle from campus.
7. Dorm students must park in areas designated as student parking areas at their particular dorm and walk to class.
8. Students may not park in any area designated for faculty, staff, or visitors. Cars are to be parked only in a designated parking space properly marked by painted lines.
9. Student vehicles parked in the prohibited areas on campus will receive a ticket.
10. A handicapped person must be an occupant for the vehicle to park in a HC zone.
11. Students who consistently violate parking and traffic regulations will give up their right to have a vehicle on campus.

APPENDIX

HOLMES COMMUNITY COLLEGE



Surgical Technology APPENDIX

Grenada Campus Ridgeland Campus

Purpose of the Student Handbook

The Student Handbook was developed to provide basic information about Holmes Community College and the Surgical Technology Program. Due to the unique and specific nature of the Surgical Technology Program, certain policies and procedures are exclusive to the Program. These policies and procedures for the Surgical Technology Program are provided in addition to, not as replacement for the Holmes Community College Bulletin.

Accreditation

Holmes Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Holmes Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Holmes Community College's Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. For more information, you may contact CAAHEP, at 9355, 113th Street, North, #7709, Seminole, FL 33775, (727) 210-2350 upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Surgical Technology Mission Statement

The Surgical Technology program provides surgical technologists to meet the needs of hospitals and other health facilities in the nine-county region of Holmes Community College as well as surrounding counties. The program provides education in the applied roles of all aspects of surgical technology, including the role of second assistant and circulator, to both traditional and nontraditional students to serve as a member of the surgical team to assist in delivering patient care and to assume appropriate responsibilities before, during and after surgery.

Philosophy

The Holmes Community College Surgical Technology Program philosophy is to provide innovative education and cultural opportunities to its students. The Surgical Technology faculty is dedicated to educating students in entry-level skills to benefit the society and community in which they live by promoting the health and well-being of all individuals.

Fundamental to the philosophy are the faculty's beliefs about humankind, health, Surgical Technology, teaching, and learning.

Surgical Technology is an art and an applied science based on a caring relationship within the framework of the Surgical Technologist process. Surgical Technology is an occupation that concentrates on delivering quality patient care before, during and after surgery. Surgical Technology maintains a safe and therapeutic environment for the patient through specific techniques and practices. Dear Surgical Technology Student,

Program Goals, Learning Domains, and Minimum Expectations

Program Goals:

The goal of the Holmes Community College Surgical Technology Program is to prepare competent entry-level surgical technologists who are able to meet the needs of hospitals and healthcare facilities in the nine-county service area and surrounding regions. The program provides students—both traditional and nontraditional—with the knowledge, technical skills, and professional behaviors required to function as integral members of the surgical team.

Graduates will be able to: • Deliver safe and effective patient care

before, during, and after surgery.

- Demonstrate proficiency in the applied roles of surgical technology, including first scrub, second assistant, and circulator.
- Apply emerging technologies and evidence-based practices to support continuous improvement in surgical patient outcomes.
- Engage in professional, ethical, and culturally competent practice that reflects the values of the surgical technology profession.

Program Learning Domains

The goal of the Surgical Technology program is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

- Cognitive (Knowledge): Graduates will demonstrate the ability to comprehend, apply, and evaluate the knowledge required of an entry-level surgical technologist.
- Psychomotor (Skills): Graduates will demonstrate technical proficiency in all skills necessary to fulfill the role of an entry-level surgical technologist.
- Affective (Behaviors): Graduates will demonstrate personal and professional behaviors consistent with the expectations of the surgical technology profession.

Minimum Expectations of Surgical Technology Students

In alignment with ARC/STSA and CAAHEP Standards, all students enrolled in the Surgical Technology Program are expected to meet the following minimum expectations:

Academic Performance

- Maintain a minimum passing grade of **C or higher (75%)** in all Surgical Technology courses.
- Successfully complete all didactic, laboratory, and clinical requirements as outlined in the curriculum.
- Demonstrate progressive achievement of cognitive (knowledge), psychomotor (skills), and affective (professional behavior) learning domains.

Laboratory & Clinical Performance

- Achieve **100% competency** in essential skills prior to participation in clinical rotations (e.g., hand scrubbing, gowning, gloving, sterile field setup).
- Complete all required case logs and competencies as mandated by ARC/STSA, including **120 surgical cases across specified specialties**.
- Follow aseptic technique and patient safety standards consistently in simulated and clinical environments.
- Adhere to all clinical site rules, policies, and professional codes of conduct.

Professionalism & Behavior

- Demonstrate professionalism, integrity, and respect for patients, peers, faculty, and healthcare team members.
- Maintain confidentiality in compliance with HIPAA and institutional policies.
- Display appropriate communication, teamwork, and problem-solving skills in both classroom and clinical settings.
- Arrive on time and prepared for all classes, labs, and clinical assignments.

Attendance & Participation

- Attend all scheduled classes, labs, and clinical assignments; excessive absences may result in program dismissal.
- Participate actively in skill development and case discussions.
- Fulfill all program obligations within designated timeframes, including examinations, assignments, and clinical paperwork.

Certification Preparation

- Successfully complete the program meeting all ARC/STSA/CAAHEP minimum expectations to be eligible to sit for the **National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.**
- Demonstrate readiness through program assessments, practice testing, and remediation activities as directed by faculty.

Program Learning Outcomes Graduates of the program will:

1. Apply principles of anatomy, physiology, pathophysiology, and microbiology in surgical patient care.
2. Demonstrate safe and effective practice in preparing and maintaining the sterile field.
3. Anticipate the needs of the surgical team and pass instruments, supplies, and medications safely.
4. Integrate aseptic technique into all aspects of perioperative care.
5. Exhibit professional ethics, teamwork, and cultural competence.
6. Correlate knowledge of surgical procedures with instrumentation, equipment, and technology.
7. Demonstrate readiness for entry-level employment and certification as a surgical technologist.

Dear Surgical Technology Student,

Welcome to Holmes Community College and the Surgical Technology Program. The faculty, staff, and administration are committed to helping you succeed in reaching your goal of becoming a Surgical Technologist. To assist you as a full-time student, this Surgical Technology Student Handbook has been prepared. Read this Handbook carefully and keep it as a reference throughout the next year.

Upon acceptance as a Surgical Technology student, you became part of a very select group of people. You met high standards for entrance and demonstrated a desire to accept the challenges ahead. The faculty recognizes the effort required to enter and continue in this Program. It is our desire to assist you in your endeavor to reach your goal and complete the Surgical Technology program. Upon completion of the Program, you will be prepared to join the team of professionals in the world of health care.

At Holmes Community College, many services and activities are provided for students. Each is designed to enrich your experience as a student and prepare you to be a successful graduate. We anticipate this next year for you will be marked by personal growth and achievement. Congratulations on your selection and good luck in your studies. Thank you for choosing Holmes Community College as your opportunity for success in Surgical Technology.

Sincerely,

Shea Coleman, CST, B.S. FAST
Christin Boyette, CST, CSFA

Leah Mitchell, CST

Shea Coleman, CST, B.S. FAST
 Program Director

Leah Mitchell, CST
 Instructor/Clinical Coordinator

Christin Boyette, CST, CSFA
 Instructor/Clinical Coordinator

Program Description

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery.

Introduction

Holmes Community College's Surgical Technology Program is a comprehensive program of learning. Instructors use a variety of resources to develop the program of learning to provide instruction in classroom lectures, laboratory demonstration, and skill application in clinical settings.

The Program of Learning is designed to be instructed in a two-year course of study. Learning is progressive and builds from the simple to the complex in each subject area. Successful completion of all courses in a semester provides the opportunity for the student to progress to the next semester. A final seventy-five (75) average in each course is required to progress to the next semester in the Surgical Technology Program.

Students have the option of pursuing an Associate of Applied Science (A.A.S.) Degree. Course sequence may vary based on clinical availability. The Surgical Technology Course of Study is as follows:

Surgical Technology Program Curriculum Plan

First Year

First Semester

SUT 1113 – Fundamentals of Surgical Technology

SUT 1217 – Principles of Surgical Techniques

SUT 1413 – Surgical Microbiology

BOT 1613 or BIO 1813 – Medical Terminology I / Medical Terminology for Health Professions

Total: 19–20 credit hours

Second Semester

SUT 1518 – Basic & Related Surgical Procedures

SUT 1528 – Specialized Surgical Procedures

SSP 1002 – Smart Start Pathway

Total: 21 credit hours

Summer Term – Third Semester

Third Semester

SUT 1539 – Advanced Surgical Procedures (9 credit hours)

Third Semester

WBL 1912 – Work-Based Learning (2 credit hours)

Total: 11 credit hours

Approved Electives

- BIO 1134 – General Biology I
- BIO 1144 – General Biology II
- BIO 1613 – Nutrition
- BIO 2924 – Microbiology
- BOT 1613 – Medical Terminology I
- BOT 1623 – Medical Terminology II
- CHE 1213 with CHE 1211 – General Chemistry with Lab
- EPY 2513 – Human Growth & Development
- EPY 2523 – Child Psychology
- EPY 2533 / PSY 2533 – Human Growth, Development, & Learning
- HPR 1213 – Personal & Community Health
- HPR 1223 – First Aid & CPR
- HPR 2213 – Introduction to Health Professions
- PSY 1513 – General Psychology
- SOC 2113 – Introduction to Sociology

- SOC 2143 – Marriage & Family
- SUT 1703 – Clinical Internship
- SUT 1223 – Surgical Procedures Elective
- Work-Based Learning (WBL)

Surgical Technology Program – Academic Schedule

Fall Semester

- Classes Begin
- Labor Day Holiday
- Fall Break
- Last Day to Drop or Audit a Class
- Thanksgiving Holidays
- Final Examinations
- Christmas Holidays

Spring Semester

- Spring Semester Begins
- Martin Luther King Holiday
- Spring Holidays
- Good Friday Holiday
- Final Examinations
- Districtwide Graduation
- Memorial Day Holiday

Summer Term

- AST National Conference
- Summer Semester Ends

Books for Holmes Community College Surgical Technology 2025–2026**Required Textbooks****SUT 1113 – Fundamentals of Surgical Technology**

1. AST. (2024). Surgical Technology for the Surgical Technologist (6th ed.). St. Louis, MO: Cengage Learning. ISBN: 9780357625736

SUT 1217 – Principles of Surgical Technology

2. Allmers, N. M., & Verderame, J. A. (2020). Appleton and Lange Review for the Surgical Technology Examination (7th ed.). New York, NY: McGraw Hill. ISBN: 9781260470246

3. Phillips. (2019). Surgical Instrumentation: An Interactive Approach (3rd ed.). Elsevier. ISBN: 9780323523707

SUT 1413 – Microbiology

4. Rodriguez. (2023). Microbiology for Surgical Technologists (3rd ed.). Cengage. ISBN: 9780357626153

SUT 1518- Basic and Related Surgical Procedures

5. AST. (2024). Surgical Technology for the Surgical Technologist (6th ed.). St. Louis, MO: Cengage Learning. ISBN: 9780357625736

SUT 1528- Specialized Surgical Procedures

6. AST. (2024). Surgical Technology for the Surgical Technologist (6th ed.). St. Louis, MO: Cengage Learning. ISBN: 9780357625736

SUT 1539- Advanced Surgical Procedures

7. AST. (2024). Surgical Technology for the Surgical Technologist (6th ed.). St. Louis, MO: Cengage Learning. ISBN: 9780357625736

Optional Textbooks

- Hinton, D. Surgical Mayo Set-Ups (2nd ed.). ISBN: 9781111138189
- Goldman. (2007). Pocket Guide to the Operating Room (3rd ed.). F.A. Davis Company. ISBN: 9780803612266

Minimum Technical Standards for Admission, Progression, and Graduation in the Holmes Community College Surgical Technology Program

Consistent with its mission and philosophy, the Surgical Technology Program at Holmes Community College is committed to providing educational opportunities to students. The Surgical Technology Program prepares students to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery.

In addition, certain functional abilities are essential for the delivery of safe, effective care. Therefore, the faculty has determined that the following technical standards and skills are requisite for admission, progression, and graduation from the surgical technology program:

Communication Skills

- Sufficient skills to communicate effectively and sensitively with patients, family members and other members of the health care team.
- Sufficient skills to convey or exchange information at a level allowing development of a health history, identifying problems, and reinforcing teaching.
- Sufficient skills to communicate in ways that are safe and not unduly alarming to patients, family members and other members of the health care team.

Cognitive, Conceptual and Quantitative Skills

- Sufficient skills to read and understand written documents in English.
- Sufficient skills in problem solving including measurements, calculation, reasoning, analysis and synthesis.
- Sufficient skills to comprehend three-dimensional and spatial relationships.
- Sufficient skills to comprehend and apply safety principles and practices throughout the duration of the program.

Motor Skills

- Sufficient skills to execute movements required to provide general care and treatment to patients in all surgical care settings.
- Sufficient skills include gross and fine motor skills, physical endurance, physical strength and mobility to carry out procedures, perform basic

departmental skills and provide routine and emergency care and treatment to patients.

- Sufficient skills to initiate application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Behavioral Skills:

- Sufficient skills to relate to patients, family members, other members of the health care team and colleagues with honesty, integrity and nondiscrimination.
- Sufficient skills to relate to patients, family members, other members of the health care team and colleagues with honesty, integrity and nondiscrimination.

Behavioral Skills: (cont.)

- Sufficient skills for the development of a mature, sensitive and effective therapeutic relationship with clients.
- Sufficient skills to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.
- Sufficient skills reflecting an ethical behavior, including adherence to the National Board of Surgical Technology and Surgical Assisting (NBSTSA), as well as HIPPA and other applicable federal and state laws.

Sensory/ Observation Skills

- Sufficient skills to observe and learn from demonstrations in the clinical skill laboratory course, from demonstrations in the patient care areas and observations of the patient and the patient's environment.
- Sufficient skills to perform health data collection and interventions; observe diagnostic specimens; and obtain information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition.

Individuals who feel they are unable to meet these technical standards will be offered career counseling upon request.

Policy and Procedural Withdrawal Policy

Students enrolled in the Surgical Technology Program are expected to complete all didactic, laboratory, and clinical requirements to remain in good standing. However, Holmes Community College recognizes that circumstances may arise in which a student chooses to withdraw from the program. Voluntary Withdrawal

1. Notification:

- Any student wishing to withdraw from the program must provide written notification to the Program Director. ○ Notification must include the effective date of withdrawal and the reason(s) for leaving the program.

2. College Requirements:

- Students must also follow the official Holmes Community College withdrawal procedure as outlined in the College Catalog/Student Handbook.
- Failure to complete the official college withdrawal process may result in failing grades being recorded on the student's transcript.

3. Financial Obligations:

- Students remain responsible for any outstanding tuition, fees, or financial obligations owed to the college at the time of withdrawal.

4. Return of Property:

- All program-issued materials, equipment, and identification badges must be returned to the Program Director upon withdrawal.

Administrative withdrawal

Administrative withdrawal of a student from the Surgical Technology Program will follow college guidelines as outlined in the college Bulletin and the college student handbook.

Please note that the following are some specific examples that could result in administrative withdrawal from the Surgical Technology Program:

- Program policy or health/safety violations
- Failure to pass the Criminal Background Check.
- Failure to maintain a final 75 average in each course.
- **Inability to function competently in clinical, as deemed appropriate by the instructor.**
- Poor health, either mental or physical, as documented by a healthcare provider.
- Attendance policy violations.
- Insubordination (not following instructions of instructor or preceptors).
- Plagiarism or cheating.
- Falsification of records or written assignments.

- Unethical or illegal conduct.
- Positive drug/alcohol screen.

Grading Policy

Assignments must be handed in to the individual instructor. Late penalties may be imposed at the discretion of the instructor. The instructor may refuse to accept an assignment that appears unacceptable because of style, readability, or is received past the deadline. A final seventy-five (75) average in **each** course is required to progress to the next semester in the Surgical Technology Program.

A	100-90	Excellent
B	89-80	Good
C	79-75	Fair
D	74-60	Unsatisfactory
F	< 59	Failure

Testing Policy

Students are expected to:

- Take tests at scheduled times.
- Make arrangements with the instructor to make-up a test.

Surgical Technology Student Work Policy

The Surgical Technology Program is designed to provide student participation in the classroom, in the laboratory and in clinical settings. All student activities associated with the curriculum, especially while students are completing clinical rotations in area hospitals and clinics, will be educational in nature. As stated in the program's affiliation agreement and in the program's student handbook, students will not receive any monetary remuneration from clinical sites during their clinical rotations and will not be substituted for paid personnel to work in the capacity of a surgical technologist during their clinical rotations. The clinical affiliation agreement for the Surgical Technology Program also identifies the specific responsibilities of the college, the clinical affiliate, and the surgical technology student.

Program Evaluation & Continuous Improvement Purpose: To ensure ongoing program effectiveness and continuous quality improvement in compliance with CAAHEP/ARC-STSA accreditation standards.

Policy:

- The Surgical Technology Program engages in a continuous cycle of assessment, evaluation, and improvement.
- Faculty review outcomes annually, including:
 - NBSTSA CST exam pass rates
 - Retention and graduation rates
 - Job placement rates
 - Graduate and employer survey results
 - Clinical case completion data
 - Student learning outcomes and course evaluations
- Results of these reviews are documented and presented to the Program Advisory Committee and college administration.
- Action plans are developed to address areas requiring improvement, and progress is tracked in subsequent annual evaluations.
- This process ensures the program maintains compliance with ARC/STSA standards and supports ongoing student success.

Clinical Policy

Students are expected to participate in all assigned clinical activities. The clinical dress code and rules are designed to ensure that standards for professional conduct are demonstrated. Students are expected to comply with clinical dress code and rules when representing the college. Clinical Dress Code

Uniform: Scrubs must be complete, pressed, neat, and clean.

If a scrub dress is worn, the length should be no shorter than the middle of the knee. **A clean white lab coat must be worn over the uniform to and from clinical.**

Hosiery: Hosiery should be clean and free of runs. Students will wear white socks.

Shoes: Shoes will be black or white leather nurse's shoes or black or white leather walking shoes.

Identification: While in clinical, students will wear name badges or pins on the upper chest.

Supplies: Students must have a ballpoint pen, and a notepad in clinical.

Jewelry: One pair of small stud earrings may be worn. **Visible body piercing jewelry is not allowed.**

Make-up: Moderate, neatly applied make-up may be worn. False eyelashes are not approved.

Hair: Hair should be contained so as not to interfere with the student's performance. Exaggerated hairstyles are not allowed. Beards and mustaches must be kept short and neatly trimmed.

Fingernails: Fingernail polish is not allowed. Length of nails should be at the fingertip. **Acrylic nails or nail tips are not allowed.**

Cologne: Not allowed.

Tattoos: Visible tattoos are not permitted. Students are expected to present a professional image at all times when representing the school.

Other rules regarding clinical dress may apply according to clinical affiliation requirements.

Clinical Rules

- Each student is assigned a work area. Permission must be obtained from the instructor to leave the assigned work area.
- Thirty Minutes is provided for lunch during the clinical day. Lunch may be purchased or brought to the clinical site. Students are not allowed to leave the clinical facility for lunch.
- Students are not allowed to request personal medical assistance or advice from physicians, nurses, or clinical employees.
- As part of the health care team, students will be expected to work as team members.
- The instructor or supervisory personnel must be present for a student to perform a procedure.
- Students are not allowed to take verbal or telephone orders from a physician.

- Since patient confidentiality is required, students may share confidential information only in post conference.
- Students are not allowed to sign as a witness.
- No student is allowed in clinical without a background check.
- No student is allowed in clinical without an up-to-date immunization record.
- If a student fails to come to clinical for the week, then a “0” will be given as a clinical evaluation grade for that week except in extenuating circumstances as deemed by the instructor.
- No family or friends are allowed at the clinical site.
- No personal phone calls may be made or received at clinical. Emergency phone calls will be handled by the clinical instructor.
- All assignments must be turned in as directed by the clinical instructor. The clinical instructor has the option of accepting late assignments.
- Visible body piercing (except ears), tongue piercings and visible tattoos are prohibited.
- Students may be sent home and counted as absent and receive a “0” as a clinical grade for that day for the following behaviors:
 - Failure to submit appropriate paperwork as directed by the clinical instructor.
 - Failure to show before 6:15 a.m. will be considered an absence.
 - Exhibiting inappropriate behavior toward clients, families, students, instructor(s), or other health-care providers. Depending on the severity of the behavior, the student may not be allowed to return to clinical.
 - Inability to function competently in clinical, as deemed appropriate by the instructor. Unsafe practice as determined by the clinical instructor. Depending on the severity, the student may not be allowed to return to clinical.
 - Insubordination (not following instructions of instructor, hospital authorities or preceptors)
 - Lack of proper uniform and identification as described in the Clinical Dress Code.
 - Violation of rules and regulations of the clinical facility that apply to students and instructors.
 - Use of a smart device in the clinical setting without prior authorization of the clinical instructor. Any student who violates the Health Insurance Portability and Accountability Act (HIPPA) and/or the Rules and Regulations of the Mississippi Board of Nursing by taking photographs or videos of any patient, visitor, staff, etc. in the clinical setting will be subject to disciplinary action including administrative withdrawal from the Surgical Technology Program.
- Students should always use appropriate language. Inappropriate language is not allowed.
- Students should report errors immediately to the instructor.
- Students are not allowed to chew gum.
- Students are not allowed to have cellular telephone or communication devices on their person during the clinical work period.

- Clinical runs concurrently. Absences will be recorded as such.
- Additional guidelines may apply to individual clinical sites as dictated by their administration such as additional drug screening and criminal background screenings.

Prior Credit

Prior learning credit is granted only for Holmes Community College Surgical Technology Program courses for a student who re-enters the program within a 12-month period of leaving the program. The student re-entering the program during the 12-month period must repeat all courses for the semester of re-entry.

Based on the requirements of clinical affiliation, HCC program and College policies, and the Minimum Technical Standards for Admission, Academic Progression, and Graduation in the Surgical Technology Program, Holmes Community College may deny admission, progression, and/or completion of the ST program based on, but not limited to, the following:

- Criminal Background Check***
- Drug/alcohol screens.
- Incomplete immunization records
- Documented physical and/or emotional impairments that prohibit a student's ability to function safely.

The Criminal Background Check must be performed by a licensed healthcare provider and results submitted to the respective site by the prescribed date. Criminal

Background Check "clearance", as determined by clinical affiliates, Holmes Community College, and the Mississippi Board of Nursing, must be met by any student entering the program.

Readmission Standards

Any previous Holmes Community College Surgical Technology student who did not complete the program successfully may reapply to the program, following the college's readmission policies and the readmission policies of the program. Any student who has been out of the program 12 months or more will be required to repeat the entire program. **Special consideration may be given to those students who left the program for reasons other than documented disciplinary issues.** To be considered for readmission, the student must comply with the following by the prescribed dates.

Any student who does not complete any part of the Readmission process by the prescribed dates will not be considered eligible for readmission.

Fall Semester Readmission

- A student who did not successfully complete the fall semester and wants to reenter the program in the subsequent program year must meet the prescribed deadlines and regular admission process.
- A student re-entering the program must take/retake all courses.

Spring Semester Readmission

- A student requesting readmission into the program in the spring must have successfully completed all fall courses.
- A letter requesting readmission into the program must be submitted by the student to the respective campus career technical director by 12 noon on the first Friday of November.
- A student requesting readmission into the program must submit a HCC application and be accepted by the college to be considered for readmission.
- If a student left the program for health-related issues, he/she must provide medical clearance from their healthcare provider.
- The applicant must take and pass a comprehensive exam consisting of patient care concepts, fundamentals of surgical technology, healthcare sciences, technological science, and principles related to surgical technology as part of the readmission process. Passing is defined as a 75 or higher.
- The student requesting readmission will interview with a readmission committee. This committee may consist of instructors, a counselor, and a director. The applicant will be notified in writing of the interview date. Failure to attend the interview as scheduled will result in the student not being considered for readmission.
- The applicant will be notified in writing of the readmission committee's decision.
- A student re-entering the spring semester must take/retake all spring semester courses.

Summer Semester Readmission- no readmission in the summer

In the event more students apply for readmission than there are slots, the following criteria will be used to evaluate the readmission requests:

- ACT composite score and math and reading sub scores
- Readmission exam scores
- Entrance exam scores

Emergency Preparedness Plan

In the event of an emergency shutdown that prevents students and/or faculty from entering campus for any reason, the Surgical Technology Program will implement the following preparedness plan:

1. **Daily Online Check-In**

All students must log in to Canvas daily to receive updates, assignments, and communications from instructors.

2. **Virtual Class Meetings**

Students are required to attend all scheduled web meetings as assigned by their course instructor.

3. **Completion of Course Objectives**

Students must complete all assigned online and in-person objectives and skills within the specified deadlines.

4. **Skills Testing and Practice**

Upon reopening the campus, skills testing and check-offs will resume. In the meantime, videos of skills will be uploaded to Blackboard, and students are required to practice assigned skills weekly to maintain competency.

Clinical Experience Policy – Surgical Technology

All Surgical Technology students are required to participate in clinical rotations as part of their educational training. These rotations provide hands-on experience in operating room procedures, sterile techniques, and surgical team collaboration.

- **Attendance** is mandatory; absences must be reported promptly and may require makeup time.
- **Professional behavior** is expected at all times, including proper attire, punctuality, and adherence to facility protocols.
- **HIPAA compliance** and patient confidentiality must be strictly maintained.
- **Performance** will be evaluated by clinical instructors and preceptors based on competency checklists and professional conduct.
- Failure to meet clinical requirements may result in disciplinary action or dismissal from the program.

Surgical Rotation Case Requirements

Students must complete a minimum of 120 surgical cases as required by the CAAHEP Core Curriculum (7th edition): General Surgery: 30 cases total (20 in the first scrub role, 10 in the first or second scrub role). Specialty Surgery: 90 cases total (60 in the first scrub role, distributed across at least five specialties, with a minimum of 10 cases per specialty). The Holmes Community College Surgical Technology Program may require students to complete 125–130 cases to ensure adequate exposure and competence beyond the minimum standard.

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases that can be applied towards the 120
General Surgery	30	20	10
Surgical Specialties: <ul style="list-style-type: none"> • OB-GYN • Orthopedics • ENT • GU • Eye • Cardiothoracic • Neuro • Oral/maxillofacial • Peripheral vascular • Plastics • Procurement/Transplant 	90	60	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EDG • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Sinoscopy • Ureteroscopy 			10 diagnostic endoscopy cases may be applied toward the second scrub cases
Total	120	80	40

Minimum Technical Standards for Admission, Progression, and Graduation in the Surgical Technology Program Disclosure

All students admitted to the Surgical Technology Program are required to acknowledge that they have read and understand the Minimum Technical Standards for Admission, Progression, and Graduation of this college and the requirements for certification through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Your file will not be complete until this statement is received. Due to the confidential nature of this information, this form will not be a part of your record in Admissions and Records but will be a part of your file within the department for a minimum of one year.

The previous listing of standards is not intended as a complete listing of behaviors required, but is a sampling of types of abilities needed to meet program objectives and requirements. Holmes Community College reserves the right to amend this listing based on the identification of additional standards or criteria deemed essential to the program.

Please initial **one** of the appropriate certification choices below:

_____ I certify that I have read, understand, and meet the Holmes Community College Surgical Technology Program's Technical Standards for Admission, Progression, and Graduation. By certifying that I am able to participate in the program, I also acknowledge that it is my responsibility to notify the instructor, counselor, and/or Disability Support Services Office in a timely manner if my status should change during the course of the program.

_____ I certify that I have read, understand, and could possibly meet the Holmes Community College Surgical Technology Program's Technical Standards for Admission, Progression, and Graduation with accommodations. I further understand that it is my responsibility to contact the Disability Support Services Office to determine whether reasonable accommodations can be made.

_____ I certify that I have read, understand, and cannot meet the Holmes Community College Surgical Technology Program's Technical Standards for Admission, Progression, and Graduation with or without accommodations. I further understand that it is my responsibility to withdraw my application to the program or withdraw from the program, whichever is applicable.

By signing below, I hereby certify that I have truthfully selected the appropriate response above and understand that should my status change, it is my responsibility to notify the instructors in a timely manner.

Name (print)

Name (signature)

Date

If you believe you will require reasonable accommodation, it is important that you contact the Office of Disability Support Services immediately.

Prior Credit and Readmission Policy Disclosure

All students admitted to the Surgical Technology Program are required to acknowledge that they have read and understand the Holmes Community College Surgical Technology Program's Prior Credit and Readmission Policy.

Your file will not be complete until this statement is received. Due to the confidential nature of this information, this form will not be a part of your record in Admissions and Records but will be a part of your file within the department for a minimum of one year.

Please initial and sign below:

_____ I certify that I have read, understand, and meet the Holmes
Community College Surgical Technology Program's Prior Credit and
Readmission Policy

Name (print)

Name (signature)

Date

Instructor's signature

Date

Hepatitis B/Heptavax

I, the undersigned, have been informed of the risks and possibilities of being exposed to the Hepatitis B virus during clinical rotation through various health care settings. **The clinical facility requires vaccination with the Heptavax vaccine.** I have been informed of the availability of the vaccine. Given these facts, I now make the following decisions:

_____ I will take the Heptavax vaccine from a health agency and will show proof of the vaccination to be kept on file at Holmes Community College. I am responsible for the costs of these vaccinations.

_____ I have been vaccinated with Heptavax previously and will provide the College with written proof of this vaccination.

Student's signature

Date

Instructor's signature

Date

Influenza

I, the undersigned, have been informed of the risks and possibilities of being exposed to **Influenza** during clinical rotation through various health care settings. **The clinical facility requires vaccination with the Influenza vaccine.** I have been informed of the availability of the vaccine. Given these facts, I now make the following decision:

_____ I will take the **Influenza** vaccine from a health agency and will show proof of the vaccination to be kept on file at Holmes Community College. I am responsible for the costs of these vaccinations.

Student's signature

Date

Instructor's signature

Date

NON-DISCLOSURE STATEMENT / HIPAA AGREEMENT

As a Surgical Technology student of Holmes Community College, I will come into contact with confidential information, both clinical and employee-related, through written records, documents, ledgers, internal verbal correspondence and communications, or computer applications.

I agree **NOT** to divulge or disclose to anyone, other than those persons of the facility who have the “*need to know*”, directly or indirectly, any confidential information acquired during the course of my training. This includes violation of HIPAA rules that apply.

I understand and acknowledge that, in the event I breach any provision of this agreement, the facility has the right to suspend and/or terminate my clinical affiliation.

Student Name (Print): _____

Signature: _____

Witnessed By: _____

Date: _____

Surgical Technology Student Work Policy

The Surgical Technology Program is designed to provide student participation in the classroom, in the laboratory and in clinical settings. All student activities associated with the curriculum, especially while students are completing clinical rotations in area hospitals and clinics, will be educational in nature. As stated in the program's affiliation agreement and in the program's student handbook, students will not receive any monetary remuneration from clinical sites during their clinical rotations and will not be substituted for paid personnel to work in the capacity of a surgical technologist during their clinical rotations. The clinical affiliation agreement for the Surgical Technology Program also identifies the specific responsibilities of the college, the clinical affiliate and the surgical technology student.

I have read and understand the above stated policy of Holmes Community College regarding the student work policy for Holmes Community College surgical technology students. I understand and acknowledge that, in the event I breach any provision of the student work agreement, the facility has the right to suspend and/or terminate my clinical affiliation.

Student's signature

Date

Instructor's signature

Date

Attendance Policy

The Surgical Technology Program utilizes Mississippi's statewide curriculum for Surgical Technology, which requires a specified number of hours for each course of study for course completion. The attendance policy was designed to ensure that the required number of hours is met for each course.

In the event of absence, the student is responsible for notifying the instructor. The instructor determines any adjustment to assignments or tests during the absence. With serious illness, the student may be required to provide a clear health note from a physician. In the case of absence due to severe weather, total hours are adjusted to reflect program requirements.

The attendance policy is as follows:

Three absences are allowed in each fall and spring theory course; **two absences** are allowed in the spring clinical component and **two absences** are allowed in each summer course. A student who is cut out of a class may complete the other classes for that semester although he/she will not be allowed to progress to the next semester and will be required to retake all classes for that semester if he/she is readmitted to the program the following year.

(To clarify only 3 absences are allowed in each fall theory course. To clarify, only 3 absences are allowed in each spring classroom theory course regardless of number of absences in clinical. There are only 2 absences allowed in clinical regardless of the number of absences in theory courses. **Clinical runs concurrently so 2 absences in one includes the other clinical course.** There are only 2 total absences allowed in the summer course.)

Should a student's absences exceed the maximum hours allowed, the student will be permanently withdrawn from the class. Please refer to the Holmes Community College Bulletin for the absentee policy, which will apply except for number of days absent.

I have read and understand the above stated policy of Holmes Community College regarding the attendance policy for Holmes Community College surgical technology students.

Student's signature

Date

Instructor's signature

Healthcare Criminal Background Check

Each student selected for the Surgical Technology Program is required to have a clear Healthcare Criminal Background Check before entering the program. Arrangements for the background check will be made by the Surgical Technology instructors on a designated date that will be provided to you.

- **Cost:**
 - Background check fee: **\$50** (due at the time of the background check)
 - Fingerprinting fee: **\$25** (due at the time of fingerprinting)
- **Identification Required:** A current, valid driver's license is required. A valid passport or state-issued ID is also acceptable. No one will be permitted to undergo the background check without proper identification.
- **Students Under 18:** If you are under the age of 18 at the time of the background check, your parent/legal guardian must be present to give permission.

Results:

- The results will be sent directly to the student, typically within 7–10 days after fingerprinting.
- The **student is responsible** for submitting the full report in its entirety to the Surgical Technology Department by **12:00 p.m. (noon) in July of the current program year**, either by hand delivery or by mail.
- If criminal activity is revealed, the student must also provide a copy of the full criminal report, including an abstract of the court record.

Important Notes:

- Criminal activity may exclude a student from clinical sites. Students who cannot attend clinical because of their background check will forfeit their slot in the program.
- Keep the original background report for your personal records and for future employment purposes.
- Failure to submit the **complete report** by the designated deadline will result in forfeiture of your slot in the program.
- Attendance on the **assigned date and time** for the background check is mandatory. Students will not be rescheduled except in extenuating circumstances.

Failure to submit the background check by the prescribed date will result in forfeiture of the slot in the ST program.

I have read and I understand the above information regarding the Healthcare Criminal Background Check.

Student's signature

Date

Instructor's signature

Date

Health Examination

All students are required to provide results of a healthcare examination utilizing the college's official report form. Only the school's examination form will be accepted. The form must be signed by the healthcare provider performing the exam (no stamps or nurse signatures in place of the NP or MD will be accepted) and mailed from the healthcare provider to the address listed on the form in an official clinic envelope.

The completed form must be received in the Surgical Technology Office by **12:00 p.m. (noon)**. The healthcare provider must indicate the student's physical and mental ability to participate in the Surgical Technology Program. All health conditions and medications must be listed on the form.

Immunizations:

Students are required to provide proof of two (2) MMR (measles, mumps, and rubella) immunizations or a positive titer for all three components. In addition, a TB skin test (2-step) is required. Proof of the first vaccination is due in July of the current program year, and proof of the second vaccination is due by November of the current program year.

Students must also provide proof of two (2) Varicella (chickenpox) immunizations or a positive titer showing immunity. A minimum of 12 weeks must separate the two vaccines. Proof of the first vaccination is due in July of the current program year, and proof of the second vaccination is due by November of the current program year, no later than 12:00 p.m. (noon). Statements from any individual, including a healthcare provider, indicating that the student has previously had chickenpox will not be accepted.

Students must provide proof of immunity to Hepatitis B through a titer or evidence of completing the three-dose Hepatitis B vaccination series. Those who are unable to receive the Hepatitis B immunization must submit medical documentation and sign a waiver absolving Holmes Community College and its clinical affiliates of any responsibility. This documentation must be submitted by July of the current program year.

A Tdap vaccine (tetanus, diphtheria, and pertussis) is required within the past ten (10) years. Proof of vaccination is due by July of the current program year.

An influenza vaccine is required in the fall prior to starting clinicals. Proof of vaccination must be submitted by January of the current program year.

All immunization records must be received in the Surgical Technology Department by 12:00 p.m. (noon) in July of the current program year.

CPR

American Heart Association (AHA) BLS Healthcare Provider CPR certification is mandatory for entering the Surgical Technology Program. This certification must remain current through June and throughout the remainder of the program. If your certification will expire before program completion, you must retake and pass an American Heart Association BLS Healthcare Provider CPR course.

Only AHA BLS Healthcare Provider CPR certification will be accepted. Verifiable proof of certification must be submitted to the Surgical Technology Office by 12:00 p.m. (noon) in July of the current program year.

Students who do not have current certification will be required to attend the CPR class arranged by the instructor—no exceptions. This class is provided through Holmes for students without valid certification or for those whose certification will expire before program completion. Upon completion, the CPR instructor will provide an email certification that may be forwarded to the Surgical Technology Office or printed and submitted. The cost of the class is the responsibility of the student.

Failure to provide current certification or complete the arranged class will result in forfeiture of your slot in the Surgical Technology Program.

I have read and I understand the above information regarding CPR certification.

Name_____ (please print)

Signature_____ Date_____

Grading Policy statement

Assignments must be handed in to the individual instructor. Late penalties may be imposed at the discretion of the instructor. The instructor may refuse to accept an assignment that appears unacceptable because of style, readability, or is received past the deadline. A final seventy-five (75) average in **each** course is required to progress to the next semester in the Surgical Technology Program.

A	100-90	Excellent
B	89-80	Good
C	79-75	Fair
D	74-60	Unsatisfactory
F	< 59	Failure

Testing Policy

Students are expected to:

- Take tests at scheduled times
- Make arrangements with the instructor to make-up a test.

I have read and understand the above stated policy of Holmes Community College regarding the grading and testing policy for Holmes Community College surgical technology students.

Student's signature

Date

Instructor's signature

Date

Date

Holmes Community College
Surgical Technology Program Statement of Compliance

Surgical Technology Student:

I have read the *Surgical Technology Program Student Handbook*. I understand the policies and procedures contained within the handbook and agree to abide by them.

I have also read the policies of Holmes Community College as published in the *Holmes Community College Bulletin* and the *Holmes Community College Surgical Technology Student Handbook*. I understand that my participation in the Surgical Technology Program is subject to compliance with all Holmes Community College policies as outlined in these publications.

Additionally, I understand and agree to comply with any addenda that may be added to these publications. I acknowledge that the handbook is subject to change without notice

signature Date _____ Student's

signature Date _____ Instructor's

HEALTH EXAMINATION REPORT Holmes Community College Surgical Technology Program

Directions to the Health Care Provider: I am an applicant for the Surgical Technology Program conducted by Holmes Community College on the Grenada Campus. A drug screen is **NOT** to be part of this exam.

This form must be completed and signed by the examining practitioner (MD or NP) and mailed directly from the healthcare facility to the following address:

**Shea Coleman or Christin Boyette
Surgical Technology Program
Holmes Community College
412 West Ridgeland Avenue
Ridgeland, MS 39157**

Student/Patient's Name: _____

DOB: _____

SYSTEM REVIEW	WNL	FINDINGS/COMMENTS (Please explain any item not marked WNL)
Neurological		
Sensory: Y N Impaired Vision Corrected - Glasses _____ Contact Lens _____ Y N Impaired Hearing Corrected- Hearing Aid _____		

Cardiovascular: Y N Hypertension		
Respiratory: Y N Asthma		
Gastrointestinal		
Genitourinary		
Musculoskeletal: Y N Arthritis		
Endocrine: Y N Diabetes		
Hematologic		
Psychosocial		

MEDICATIONS LIST

ALLERGIES
NO YES (If yes, please list below)

Please list any pertinent information, not addressed above, regarding the patient/student's health as it applies to their ability to Surgical Technology.

Is applicant's health satisfactory to perform duties in the Surgical Technology field?

Yes_____ No_____

Healthcare Provider's Signature* _____ Date:

(*Please note that stamped signatures or in place of signatures will not be accepted.)



Surgical Technology Program – Student File Forms Checklist Student Information

Health & Immunization Documentation

- ☐ Health Examination Report (sent directly by healthcare provider to the school)
 - ☐ Immunization Record (MS Form 121)
 - ☐ Proof of Hepatitis B immunity or vaccine
 - ☐ Proof of Varicella (chickenpox) immunity or titer
 - ☐ QuantiFERON-TB Gold Test (scheduled Fall)
 - ☐ Drug Screening (scheduled Fall; results sent directly to program)
-

Compliance Records

- ☐ Criminal Background Check
 - ☐ CPR – AHA Healthcare Provider (valid through end of Program)
-

Signed Forms from Surgical Technology Handbook

- ☐ Minimum Technical Standards Disclosure
- ☐ Hepatitis B/Heptavax Consent/Declination
- ☐ Influenza Compliance Form
- ☐ Non-Disclosure Statement
- ☐ Drug & Alcohol Policy Statement
- ☐ Student Work Policy Compliance Form
- ☐ Attendance Policy Acknowledgment
- ☐ Criminal Background Check Information Acknowledgment
- ☐ Health, Immunizations, QuantiFERON-TB, & CPR Information Forms
- ☐ Statement of Compliance / HIPAA Agreement