



Associate in Science in Surgical Services

Student Handbook 2026-2027

Department of Allied Health
5555 Highway 98 West
Pensacola Florida 32507

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Rights Compliance Officer at (850) 484-1759, Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504.

Revised 06/22/2026

INTRODUCTION

The Associate in Science degree in Surgical Services (hereafter referred to as the Program) is housed within the Department of Allied Health on the Warrington campus. The Program operates within the policies of Pensacola State College (PSC). All policies and services common to students enrolled in the College are in effect for you, the surgical services student as well. College policies are published in the PSC Student Handbook to which you have access at: [Student Handbook - Pensacola State College](#)

The purpose of the Surgical Services Student Handbook (hereafter referred to as Handbook) is to provide additional information regarding specific policies and procedures unique to your performance and responsibilities. The Handbook is developed by the program faculty and administration at PSC to clarify policies and define regulations for you and all other students in the program. It is reviewed and/or updated annually. This helps to ensure that you will receive consistent and equitable consideration throughout the program. This Handbook is specific to the Associate in Science degree in Surgical Services program and supplemental to the general college policies for students. You are responsible for knowing and abiding by the information that is presented in the Handbook as well as the PSC Student Handbook. Any changes in policy will be disseminated.

The Program reserves the right to revise the handbook concerning, but not limited to, rules, policies, fees, curricula, and courses. Such changes shall be effective as determined by the faculty, administration, or governing bodies; they may govern both current and past cohorts. Official notification of changes will be announced via Pirate Mail or by addendum to course syllabi.

MISSION STATEMENTS

College Mission Statement

Pensacola State College is committed to providing quality, affordable, and accessible educational opportunities. The College, a member of the Florida College System, offers baccalaureate and associate degrees, workforce certificates, business and industry training, non-credit continuing education, and community outreach.

Allied Health Mission Statement

The mission of the Allied Health Department is to provide quality educational opportunities for students seeking to enter or advance in the healthcare profession. The Department is committed to creating a learning environment that fosters academic, personal, and professional growth by supporting the standards of care to meet the community's healthcare needs.

Surgical Services Mission Statement

The Associate in Science degree in Surgical Services provides the student with a broad foundation in theoretical concepts and clinical competencies of current surgical practice and prepares the student to seek employment in surgical technology services.

ACCREDITATION

The Pensacola State College Associate in Science in Surgical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) (arcstsa.org.)

CAAHEP

9355-113th St. N, #7709

Seminole, FL 33775

Phone: 727.210.2350, Fax: 727.210.2354, mail@caahep.org

The Program adheres to the curriculum frameworks developed by the Florida Department of Education.

Florida Department
of Education
Turlington Building,
Suite 1514 325
West Gaines
Street
Tallahassee,
Florida 32399
(850)245-0505, commissioner@fldoe.org

PROGRAM OUTCOMES/GOALS

The goal of the Associate in Science degree in Surgical Services 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.

The Program also has developed four explicit program student learning outcomes (PSLOs), identifying knowledge and skills that graduates should have upon completion of the program. Each PSLO has been developed after consideration of the role-specific graduate competencies. Student achievement on these outcomes is assessed on an annual basis, and the data generated will be used to inform changes designed to improve program quality.

The Program Student Learning Outcomes are:

1. demonstrate knowledge and skills of basic health care;
2. demonstrate central processing skills;
3. demonstrate knowledge of the skills necessary to function safely and effectively; and
4. demonstrate the ability to identify and select appropriate instrumentation or equipment that meets the needs of the surgical specialty.

DEGREE REQUIREMENTS

Program Outline

Term 1 (14 cc)

BSC 2085	Human Anatomy and Physiology I	3 cc
BSC 2085L	Human Anatomy and Physiology I Laboratory	1 cc
STS 1302	Fundamentals of Surgical Technology	3 cc
STS 1307C	Surgical Equipment and Instrumentation	4 cc
STS 2361	The Art of Teamwork in Surgery	3 cc

Term 2 (16 cc)

BSC 2086	Human Anatomy and Physiology II	3 cc
BSC 2086L	Human Anatomy and Physiology II Laboratory	1 cc
HSC 1434C	Central Processing Technology	8 cc
STS 1304C	Operating Room Techniques	4 cc

Term 3 (10 cc)

ENC 1101	English Composition I	3 cc
STS 2323C	Surgical Technique and Procedures	3 cc
STS 2944L	Surgical Clinic I	4 cc

Term 4 (13 cc)

See Choices	Humanities (General Education Core Course)	3 cc
MAC 1105	College Algebra	3 cc
STS 1340C	Surgical Science and Pharmacology	3 cc

Program Outline		
STS 2945L	Surgical Technology Clinical II	4 cc
Term 5 (11 cc)		
See Choices	Social Sciences (General Education Core Course)	3 cc
STS 2938	Surgical Procedure Capstone	2 cc
STS 2947L	Surgical Internship	6 cc

Note: Total weekly contact hours for clinical may vary, depending on clinical institution availability and College holiday schedule.

PROGRAM POLICIES AND PROCEDURES

Advanced Placement/Experiential Learning

Prior Learning Assessment (PLA), advanced placement, or experiential learning experiences follow the guidelines established by Pensacola State College regarding earned credit for knowledge and skills gained outside the traditional classroom. Initial inquiries should be directed to the Program Director or Allied Health Department Head for consultation. Each request is applied on a case-by-case basis and follows the guidelines set forth by Pensacola State College and the Surgical Services program. Additional information can be found in the College Catalog accessible online at [Student Services - Pensacola State College](#)

Attendance

You are expected to attend all theory, laboratory, clinical, and simulation learning experiences as scheduled for each course in the program. The learning experiences are designed to allow you the opportunity to apply and practice the skills and principles presented in theory. Specific attendance policies will be provided in individual course syllabi.

Uniform Guidelines

You must appear neat and professional at all times when on campus, attending class or class related activities, visiting clinical sites, attending practicum-related meetings, and completing practicum hours. Students must adhere to the following:

Professional Appearance:

1. **Uniforms:** Uniforms must be clean, neatly pressed, and worn so that the elastic of the pants is at the student's waist, and leg length does not drag on the ground at the heel. The top must cover the student's hips. The uniform should be loose enough that it allows the student full movement.
2. **Identification:** PSC student uniforms must include a PSC photo ID badge.
3. **Shoes/Hosiery:** White socks must be worn with uniforms. Shoes must be all white, clean, and must enclose/protect the toe and heel. Athletic type of shoes may be worn, but they must be all white, no colored logos/designs or extra adornments. Shoelaces must be white and clean.
4. **Lab jackets:** Lab jackets may be worn with uniform. White or forest green lab jackets may be worn with elastic cuffs. You may not wear any other types of jackets (e.g., coats, warm-up jackets, etc.) in the patient care area when in clinical facilities and in simulation.
5. **Hair:** Hair is expected to be up off the shoulder and/or appropriately styled for the work setting. Long hair which may flow over patients or that could interfere with duties or present a potential hazard must be tied back without excessive ornamentation or be contained. Mustaches, sideburns, and/or beards must be neatly trimmed.
6. **Nails:** Nails must be clean and trimmed to a length that will not place the client at risk for injury. No nail polish should be worn. Acrylic nails are prohibited as they harbor microorganisms that place the client at risk.
7. **Jewelry:** No dangling or hoop-style earrings are allowed. Only one small stud/post earring per ear is allowed on the lower earlobe. Other piercings, necklaces, bracelets (unless medical alert), pendants, pins, or buttons may not be worn if deemed a safety hazard.

8. **Body art/Tattoos:** Many clinical affiliates such as hospitals and similar medical treatment facilities that host students enrolled in PSC's allied health and nursing programs have policies regarding the visible display of tattoos. While PSC does not have a policy regarding tattoos on campus, students need to be aware that while working at clinical sites, they are considered volunteer members of the site's workforce, and therefore must comply with all policies applicable to the site's employees, including covering certain tattoos.

If a student fails to comply with a clinical site's policies, that site has the right to deny the student's participation in clinical experiences on its premises. PSC has no control over such decisions. In that event, PSC will attempt to place the student at an alternative clinical site, but such alternative placement cannot be guaranteed. Clinical education is a required part of PSC's allied health and nursing programs, so if a student is unwilling or unable to comply with the tattoo policies of a clinical site and no other site can be arranged, then the student may be delayed or prevented from completing their program and graduating.

9. **Misc.:** Make-up must be kept to a minimum. No perfume/aftershave/cologne or noticeable scented lotions or other products should be used. Clean and free of offensive odors, including cigarette odor. No gum chewing.

Campus/Clinic Etiquette

In all Program-related activities, on-campus and off-campus/clinical experiences, you are expected to:

- Comply with the student code of conduct, including but not limited to, use of language and behaviors towards others, acceptable classroom behavior, honesty, and conflict resolution.
- Present a positive reflection on the College in the community, which includes any behavior in the community that identifies you as a Surgical Services student.
- Comply with professional policies and procedures as expressed via the contractual agreement between the College and each of its clinical affiliates.
- Act in accordance with the established conditions of the clinical contract with program clinical affiliates, regardless of the permissiveness you may be given by an individual physician, nurse, preceptor, patient, or facility.

Remember, you are a guest in an affiliating agency and should conduct yourself accordingly.

Further, you must:

- Identify yourself and title when caring for patients and interacting with clinical personnel.
- Be courteous, respectful, and considerate of the patient and his/her privacy and confidentiality at all times.
- Maintain all patient records and other personal patient information as confidential.
- Adhere to the uniform dress code.
- Maintain personal hygiene so as not to offend others.
- Maintain effective interpersonal skills with classmates, instructors, campus administrators and personnel, other health team members, and patients.
- Accept constructive comments from instructors and/or agency supervisors as intended to facilitate learning, promote growth, and prepare safe practitioners.
- Refrain from unethical behaviors, which include but are not limited to:
 - Developing private relationships with a patient or divulge personal information or opinions regarding yourself, patients, the clinical agency, physicians/other professional providers, or others.
 - Giving advice regarding or criticizing a patient's healthcare.
 - Accepting tips or other gratuities from patient or visitors.

Violations of any of the above may result in immediate dismissal from the classroom, laboratory, campus, or clinical area; disciplinary action will ensue and may result in a failing grade and/or dismissal from the program.

Violations may also include:

- Falsification of any records, reports, examinations, information, or forgery of instructor's signature.
- Theft, misappropriation, unauthorized possession/use of property belonging to the College, clinical agency, patient, visitor, fellow student, or employee.
- Negligence, disorderly conduct, inconsiderate or unsafe treatment of a patient, visitor, health team member, or other student.
- Deliberate unsatisfactory performance or failure to perform assigned duties within scope of assignment.
- Abandonment, or leaving an assigned patient or client, or leaving the clinical area without explicit permission of the instructor.

- Illegal use or possession of narcotics, other drugs, alcohol or any other chemical substance that incapacitates your ability to function safely.
- Unauthorized use or possession of a dangerous weapon.
- Willful or repeated violation of safety, fire, or security regulations.
- Sleeping on duty.
- Insubordination.
- Sexual harassment of a patient, health team member, classmate, instructor, or other health care professional.
- Incident that endangers the health (or threatens the health) of a classmate, instructor, or other health care professional.
- Breach of aseptic technique compromising health of a patient, student, or instructor.

Unethical behavior may result in immediate removal from the clinical facility and potential dismissal from the program.

Program Progression Requirements

Progression through the Associate in Science degree in Surgical Services program requires the following:

- A grade of C or higher in all courses in the curriculum.
- Satisfactory completion of clinical requirements which include the following:
- Level II FDLE background screen;
- Urine drug screen;
- Immunizations and Vaccines; and
- Current American Heart Association Basic Life Support for Healthcare Providers Certification or American Red Cross Basic Life Support/CPR for Healthcare Providers Certification.

Program Completion Requirements

- Earn a cumulative grade point average of 2.0 or better in all courses applicable to the program of study.
- Meet the academic residence requirement of completing at least 25% of the program with classes at Pensacola State College.

Withdrawal Policy

If you withdraw from the program for any reason, it is necessary to:

- Schedule an appointment with the Program Director and Department Head of Allied Health to discuss your expectations regarding returning/reentering the program.
- Complete the reentry form and return it to the Department of Allied Health.
- Consult with your academic advisor regarding the status of financial aid and eligibility for refunds.

Re-entry to the Program

You may reenter depending upon clinical space availability. If readmitted to the program, you must: satisfy all progression requirements, which may include paying for additional urine drug screening and Level II FDLE background screening.

Social Media Policy

This serves as the official policy for student use of social media at Pensacola State College, the Department of Allied Health, and the Mary Ekdahl Smart Simulation Center. These guidelines apply to all students creating or contributing to any kind of social media related to their educational activities as students in the Department. Any violation of this policy may result in the student's immediate withdrawal from the program. If warranted by the circumstances, a violation could also result in more severe sanctions, up to and including expulsion from PSC.

The following list of prohibited activities should be considered in light of the role social media plays in society. Many things that are acceptable in casual, personal use of social media are not acceptable when related to a clinical setting. Things such as funny comments or satirical memes intended for humor or social commentary in your personal life are absolutely prohibited in a clinical environment where you are expected to perform your duties with "compassion and respect for the inherent dignity" of every patient. Humorous or mocking photos or commentary on social media related to your duties as a student or your participation at a clinical site are deemed by this

department to be disrespectful of patient dignity and, therefore, unprofessional and unethical, even if no particular patient is discussed or depicted in an image. For that reason, any violation of the following requirements will be taken as a serious conduct violation.

- No pictures can be taken in any area of any clinical site, including, but not limited to, patient rooms, examination rooms, other patient care areas, hallways, nurses' stations, breakrooms, cafeterias, ambulances, emergency scenes, operating rooms, recovery rooms, or any exterior area of the facility.
- The student must not transmit by way of any electronic media any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient.
- The student must not share, post, or otherwise disseminate any information about a patient or information gained in the student-patient relationship with anyone, unless there is a care-related need to disclose the information or other legal obligation to do so, or information is shared in post-conference,

charting, in the PSC classroom, or with your instructor for educational purposes.

- The student must not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- The student must not refer to patients in a disparaging manner, even if they are not identified.
- The student must not take photos or videos of patients on personal devices, including mobile devices.
- The student must maintain professional boundaries in the use of electronic media.
- The student must promptly report any identified breach of confidentiality or privacy.
- The student must be aware of and comply with clinical site policies regarding the use of clinical site-owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.
- The student must not make disparaging remarks or act in a disparaging manner about patients or patient care, even if the patient is not identified.
- The student must not make disparaging remarks about classmates, instructors, clinical sites, or clinical site staff.
- The student can use electronic devices in the clinical setting **only** to research patient-care related information, such as an eBook.

References:

ANA – Social Networking Principles Toolkit

American Nurses Association resource guide for nurses and nursing students on how to maintain professional standards in new media environments.

<https://www.nursingworld.org/socialLinks> to an external site.

The HIPAA Journal – HIPAA Social Media Guidelines

<https://www.hipaajournal.com/hipaa-socialmedia/> - Links to an external site.

NCSBN – Social Media Guidelines

National Council of State Boards of Nursing in partnership with the ANA offers nurses guidelines on using social media responsibly, both personally and professionally.

<https://www.ncsbn.org/347.htm> Link to an external site.

White Paper: A Nurse's Guide to the Use of Social Media

https://www.ncsbn.org/Social_Media.pdf Links to an external site.

Preparedness Plan

If an unanticipated interruption or catastrophic circumstance (i.e., mass casualty event, pandemic, natural disaster, unexpected departure of key personnel, etc.) impacts Pensacola State College (PSC) operations, PSC Surgical Services Program, or student access to clinical environments at PSC sites, the Program may utilize the following steps to ensure safety of program students and faculty and ensures continuity of education services. The Program will ensure that all graduates meet graduation requirements, including The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) required competencies and successful completion of all coursework with a "C" or better.

Clinical modifications with appropriate notification include:

- Assigned clinical site changes
- Assigned clinical schedule (date and time) changes

- Modifications to student participation expectations (i.e., limited involvement with Isolation Patients)
- Extension of clinical course requirements beyond the expected completion date Didactic modifications with appropriate notification, include:
 - Class meeting location changes
 - Class meeting schedule (date and time) changes
 - Temporary utilization of distance learning tools (i.e., Canvas) for class meetings typically delivered face-to-face
 - Extension of course requirements beyond the expected completion date

As a learner at PSC, your education is of utmost importance to us. We will do everything in our power to ensure that you graduate on time. However, extenuating catastrophic circumstances may extend the program requirements beyond the

expected graduation date.

What you can expect from Program Leadership:

- Timely communication via PSC email
- Prioritization of student and faculty safety
- Commitment to student professional development
- Assurance that all program graduates meet graduation requirements

HEALTH REQUIREMENTS

Upon entrance to the program, you must document your physical ability to complete the program as well as maintain the required health records. You are responsible for the cost of any medical evaluation, titers, immunizations, and/or treatment.

Health Physical

To participate in clinical experiences, you must provide assurance that you are in good physical and mental health. Assurance is documented by the Health Physical Form. The Health Physical Form must be completed by a Health Care Provider in the United States licensed to perform physical examinations (e.g. MD, DO, ARNP, PA, or Chiropractor).

The Health Physical Form, with original signatures, must be uploaded to Castlebranch prior to being cleared for clinic.

Immunizations

Upon entrance to the program, you must have documentation verifying the following immunizations. The

Immunization Form may be used, or you may provide your own immunization records for documentation.

1. Tuberculosis (PPD, TB)

- Evidence of a negative tuberculin skin test within the past 2 years or chest x-ray if skin test has been positive
- Chest x-ray must be within 3 years.

2. TDaP (Tetanus/Diphtheria/Pertussis) or TD

- TDaP booster within 10 years
- TD (Tetanus/Diphtheria) booster within 2 years

For the following immunizations requiring 2/3 doses, students must document 1st dose to begin program. 2nd and 3rd doses must be received and documented accordingly.

3. Varicella (Chicken Pox)

- 2 doses of immunization or a positive titer report
- 1st dose, then 2nd dose in 30 days.

4. MMR (mumps, measles, rubella)

- 2 doses of immunization or a positive titer report
- 1st dose, then 2nd dose in 30 days

5. Hepatitis B

- 3 doses of Hep B vaccine series or 2 doses of Heplisav-B series or a positive titer report
- 1st dose, 2nd dose in 30 days, 3rd dose 6 months from date of 1st dose

The annual Flu Season is October 1 – April 1. Students entering the Surgical Services program during the Spring semester must document the Flu vaccine upon entrance to the program.

6. Influenza and H1N1

- It is recommended by the CDC that all persons working in the health care field receive annual immunizations.

CPR Certification

You must maintain current cardiopulmonary resuscitation certification throughout the program. Certification must be American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED).

Physical Requirements

You are expected to be able to perform the following physical requirements and meet the criteria (100%) while in the program. If unable to the following requirements, an explanation and/or additional information may be required. You may ask for reasonable accommodation.

Program Performance Standards

Technical Standards/ Physical Abilities & Skills	Standard	Examples
Mobility	Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places such as patient rooms, medication rooms, operating rooms.	Walking independently with OR equipment (i.e., Case carts, Instrument trays, and special equipment). Assisting patients from stretcher to OR table and from OR table to stretcher. Moving patients and equipment down corridors, from one OR to another OR. Walking, standing, sitting for long periods of time, stooping, lifting patients and moving patients, squatting, reaching, twisting, bending, pushing, pulling, dragging, climbing.
Motor Skills	Gross and fine motor skills to practice safe and efficient patient care. Sufficient manual dexterity to manipulate equipment in the patient care setting.	Manual dexterity, and good eye-hand coordination to work with all OR instrumentation, handing instruments to surgeon, loading needle holders, cutting sutures, working with fine instruments, very small needles and specialty equipment. Ability to don sterile gown and gloves. Draw up medications used within the sterile field without extraneous movement.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of breath sounds, heart sounds, blood pressure, bowel sounds, hearing alarms, telephones in OR setting, converse with the surgical team and patients from varying distances with varying audible sounds.
Visual	Visual ability sufficient for observation and assessment necessary to provide safe patient care.	Reading patient charts/OR assignment board/monitors, drawing up and labeling medications, assessing patient skin tones, reading thermometers, assessing wound status, non-verbal behaviors.
Tactile	Tactile ability sufficient to provide safe patient care.	Performing positioning for various surgical procedures, surgical preps, sterile draping of patients, sterile dressing applications, urinary catheterization, assess skin temperature and texture, and assist with all patient care activities preoperative, intraoperative, and postoperative.
Communication	Communication abilities sufficient for interaction with others in coherent and concise oral and written form.	Following spontaneous verbal and/or written instructions. Is able to effectively communicate in English. Must be able to communicate with all members of the health care team and consult with all health care team members/workers in a professional manner.

Technical Standards/ Physical Abilities & Skills	Standard	Examples
Interpersonal	Interpersonal skills sufficient for interaction with patients, families, and groups from diverse backgrounds (cultural, emotional, intellectual) in a variety of health care settings	Conversing effectively with patients, families, and groups, and in stressful patient care situations such as emergencies.
Critical Thinking	Critical thinking sufficient for clinical decision-making	Anticipates the needs of the surgeon and patient during various surgical procedures. Prepares and organizes the sterile field in timely manner specific to each unique surgical procedure. Readily responds with appropriate medical interventions within the legal scope of a surgical technologist. Can work in isolation independently for positive patient care outcome.

COURSE EVALUATION

Grading Scale

The grading scale for the Program is as follows:

Grading Scale

Percent Range	Grade
90% – 100%	A
80% – 89%	B
75% – 79%	C
66% – 74%	D
0% - 65%	F

Rounding of Grades: Final grades utilize the basic math rules for rounding to whole numbers (i.e. <0.5 round down; >0.5 round up).

Clinic

The purpose of the clinical evaluation is to ascertain that you have met measurable objectives deemed necessary for competent practice. Clinical performance is measured as “safe” or “unsafe.” All items on the clinical evaluation tool must be marked as “safe” for satisfactory completion of the course.

Objectives and outcomes for course progress in complexity are measured by one or more of the following methods:

- Demonstration in the clinical setting;
- Demonstration in the campus lab;
- Documentation in written material (e.g., clinical facility records);
- Verbal reports in the clinical setting
- Communication with instructors and other members of the health care team.

- f. Selected skills must be satisfactorily demonstrated in the skills lab prior to clinical rotations. "Front-Loading" is the term used for learning skills in the skills lab.

CLINICAL/LABORATORY EXPERIENCE

Clinical Assignments

Students are assigned to the clinical agencies by the Program Director or designee based on educational needs and site availability. Students are not permitted to make individual contacts with agencies for clinical arrangements unless expressly directed to do so. Rotations are scheduled to provide exposure to various surgical specialties throughout the program. All students must complete the required hours and case requirements as specified by program accreditation standards. Site assignments are final and non-negotiable to ensure fair and appropriate distribution of learning opportunities. All clinical activities in the program must be educational, and students must not be substituted for staff. In the absence of Pensacola

State faculty, students are under the supervision of designated preceptors at each clinical facility.

Student Safeguarding/Work Policy

Clinical education is a vital part of the Program curriculum. It is important for students to receive clinical experience to develop the understanding and skills necessary for the profession. All activities required in the Program must be educational, and students

must not be substituted for staff. Students may work in surgical services or related healthcare settings while enrolled; however, time spent working in a healthcare setting does not count toward required clinical hours or competencies. All clinical training must be completed under the supervision of program-approved instructors.

The program is committed to safeguarding students by ensuring safe working conditions, appropriate supervision, and adherence to professional and ethical standards. This policy outlines the responsibilities of students, faculty, and clinical partners in maintaining a secure learning environment, addressing workplace concerns, and supporting student well-being throughout all academic and clinical experiences.

Pregnancy Policy

A student who becomes pregnant at any time during the program has the option to voluntarily disclose their pregnancy to the Program Director but is not required to do so. If the student chooses to declare their pregnancy, they will meet with the Program Director for counseling regarding program expectations, safety precautions, and available options. The student will then decide whether to continue in the program.

If the student decides to withdraw from the program, they must follow the reentry policy previously stated. Readmission is not guaranteed, and if accepted, the student will be required to restart the program where they left off.

If the student chooses to continue in the program, they will not face discrimination based on pregnancy status. However, they will be expected to meet the same academic, technical, and physical standards as their classmates, including adherence to course objectives, attendance policies, and clinical rotation requirements.

Orientation for Clinical/Laboratory Experience

Per each agency requirement, you must complete orientation prior to the first clinical day, (e.g., hospital, clinic, nursing home, rehabilitation center, hospice, etc.). **All requirements related to orientation (HIPAA, orientation posttest, confidentiality form, student health form, TB-PPD, CPR, etc.) must be completed and on file prior to the first clinical day.**

Behavior during Practicum Experiences

The student is expected to abide by all healthcare agency policies as well as college policies. The student is not permitted to leave the practicum premise without the expressed consent of his or her preceptors or PSC faculty. Failure to adhere to healthcare agency and PSC policies may result in course failure.

Confidentiality

You must not, under any circumstances, disclose any patient, hospital, or staff information outside of the classroom, clinical or post-conference area. If at any time you have a concern regarding an occurrence in the classroom or clinical setting, you may discuss the concern with the faculty, Program Director, or the Department Head of Allied Health. Failure to comply with this confidentiality policy may result in dismissal from the program and possible legal proceedings. Making copies (print or photo) of patient records is not allowed and may be considered a clinical incident.

Clinical Incident

A clinical incident is a potential error or one that would have occurred without preceptor or instructor intervention. It is further defined as a behavior or action that, which by its omission or commission, actually or potentially places the patient or another individual in physical or psychological jeopardy or involves legal or ethical

issues. Safety is defined as freedom from injury or possibility of injury of any type. Safety includes, but is not limited to:

- Prevention of bacteriological injury through asepsis. Asepsis is of the utmost importance from the standpoint of preventing and controlling the spread of microorganisms;
- Prevention of mechanical, thermal, chemical, and electrical injuries; and,
- Maintenance of psychological safety, which includes mental well-being and patient comfort by preventing emotional upsets.

When performing skills, the critical element of safety must not be violated

It is your responsibility to understand the practicum expectations as well as the student role and the PSC Student Code of Ethics. If you perform outside the “student role”, you will be seen as practicing unprofessionally.

Unprofessional practice includes inappropriate student-instructor, student-student, student-personnel, or student-patient interactions which may reflect negatively on the College, program, or the clinical affiliate.

Loss of Clinical Privileges

Clinical externship facilities are not required to extend privileges to Pensacola State College or any other institution. The facility has the right to withdraw privileges for cause. When clinical privileges have been withdrawn, the College will evaluate the circumstances and take the appropriate action. The Department Head and Program Director will participate in each student evaluation and will make the final decision as to disposition of the case. The following actions may be taken:

- withdrawal from the clinical course or
- placement at another clinical facility, if one is available.

The specific action in each individual case depends on the circumstances leading to the loss of privileges. The College cannot require a clinical facility to reinstate a student. Requests for reassignment will not be approved for the following and will result in a clinical failure.

- Intoxication from alcohol or drugs.
- Use of intoxicants or drugs on the clinical premises.
- Fighting.
- Theft.
- Gross incompetence.
- Failure to maintain appropriate standards of cleanliness or personal hygiene.
- Repeated unexcused absences or tardiness.
- Bringing weapons, or possession of weapons, on the facility premises.
- Violation of confidentiality of patient information.
- Profanity.
- Repeated incidents of disrespect.
- Commission of a crime at a facility.
- Falsification of documentation or other materials required by the Surgical Services Clinical Coordinator.

A student may appeal any adverse decision in accordance with the provisions of the current College Catalog or Student Handbook.

Injury during Lab/Simulation

If you are injured during clinical experiences (e.g., needle stick, back injury, etc.), you must:

- Notify your clinical instructor immediately.
- Complete an appropriate accident/incident report.
- Notify Public Safety if on campus.

Injury during Clinical/Practicum Experience

If you are injured during clinical experiences (e.g., needle stick, back injury), you must:

- Notify your preceptor and course instructor immediately.
- Complete an appropriate accident/incident report.

During clinical rotations, students are not employees of the clinical agency or the College. Therefore, if injured during clinical rotations, students are not entitled to, and will not receive, workman's compensation from either the College or the health care facility.

Occupational Risks

As with any healthcare position, individuals working in surgical services are exposed to certain occupational risks inherent to the clinical environment. Some of those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Radiation, chemical and drug exposure

- Burns
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients, OSHA Healthcare Standards. [OSHA.com](https://www.osha.com)

Insurance

PSC maintains student/professional liability (malpractice) insurance for students. This coverage applies while a student is enrolled in the program courses and functioning as a student. Upon graduation, the student is responsible for his or her continuing insurance coverage.

The student accident insurance is a limited (Excess) coverage policy. Coverage under the policy is excess over

other insurance. If there is no other insurance policy, the coverage will act as primary. The student is covered during the policy period while participating in the College course(s), labs, or clinical training sponsored by the policyholder; on the premises designated and supervised by the policyholder; or while on the premises used for classes, labs or clinical training as designated by these activities and under the direct supervision of the policyholder. Claims must be submitted within 31 days of loss.

Accident Medical Expense

Benefit:

Maximum Benefit:	\$25,000.0
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Deductible Amount:	0
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	None
--	------

Accidental Death Benefit:	Principal Sum:	\$25,000.0
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		0
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Clinical Case Requirements

The student enrolled in the program must complete 90 clinical contact hours in central sterile processing. In addition, each student is required to complete 630 clinical contact hours in surgical technology, along with a minimum of 120 surgical cases during their clinical rotations. These clinical experiences are designed to prepare the student for national certification and to develop the competencies expected of entry-level surgical technologists.

The student is required to document their daily attendance, hours, surgical case experiences, and clinical skills using the designated forms provided in Appendix A. The required documentation includes:

- Clinical Time Sheet
- Detailed Case Sheet
- Clinical Case Log
- Summative Clinical Case Log
- Scrub Evaluation
- Scrub Skill Checklist

All forms must be completed accurately and submitted according to program requirements to ensure proper documentation of clinical participation, case exposure, and skill development.

Surgical Rotation Case Requirements per Core Curriculum for Surgical Technology 7e

I. Role definitions

A. First Scrub Role (FS)

To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:

- a)** Verify supplies and equipment

- b) Set up the sterile field
 - 1) Instruments
 - 2) Medication
 - 3) Supplies
- c) Perform required operative counts
 - 1) AST guidelines'
 - 2) Facility policy
- d) Pass instruments and supplies
 - 1) Anticipate needs
- e) Maintain sterile technique
 - 1) Recognize sterility breaks
 - 2) Correct sterility breaks
 - 3) Document as needed

B. Second Scrub Role (SS)

The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:

- a) Assistance with diagnostic endoscopy
- b) Assistance with vaginal delivery
- c) Cutting suture
- d) Providing camera assistance
- e) Retracting
- f) Sponging
- g) Suctioning

C. Observation Role (O)

The O role is defined as a student who has not met the FS or SS criteria. The student is observing a case in either the sterile or nonsterile role. Observation cases cannot be applied to the required 120 case count but must be documented.

II. Case requirements -A student must complete a minimum of 120 cases as delineated below:

(refer to diagram A)

A. General surgery

- 1. A student must complete a minimum of 30 cases in General Surgery.
 - a) 20 of these cases must be performed in the FS role.
 - b) The remaining 10 cases may be performed in either the FS or SS role.

B. Specialty surgery

- 1. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
 - a) A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.

- 1)** A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
 - 2)** The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
- b)** The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.

2. Surgical specialties (excluding General Surgery)
 - a) Cardiothoracic
 - b) Genitourinary
 - c) Neurologic
 - d) Obstetric and gynecologic
 - e) Orthopedic
 - f) Otorhinolaryngologic
 - g) Ophthalmologic
 - h) Oral Maxillofacial
 - i) Peripheral vascular
 - j) Plastics and reconstructive
 - k) Procurement and transplant

III. Counting cases

- A. Cases may be counted according to surgical specialty² as defined in the core curriculum.

1. One pathology is counted as one procedure.

Example: *A patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure and one case.*

2. Counting more than one case on the same patient.

Example: *A trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery, and the LeFort I repair is an oral-maxillofacial surgical specialty.*

Example: *A procedure that requires different set-ups and includes different specialties may be counted as separate cases. A mastectomy procedure (general surgery) followed with immediate reconstruction or augmentation (plastics and reconstruction) are counted as separate cases.*

3. Diagnostic vs. operative endoscopy cases

- a) An endoscopy classified as a semi-critical procedure is considered a diagnostic case.
- b) An endoscopy classified as a critical procedure is considered an operative case.
- c) Diagnostic and operative cases will be counted according to specialty.
- d) Diagnostic cases are counted in the SS role up to a total of ten of the required 120 cases.

Example: *A cystoscopy is a diagnostic procedure. If an adjunct procedure is performed, it is considered operative; therefore, a cystoscopy*

with ureteral stent placement is an operative procedure.

- B. Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

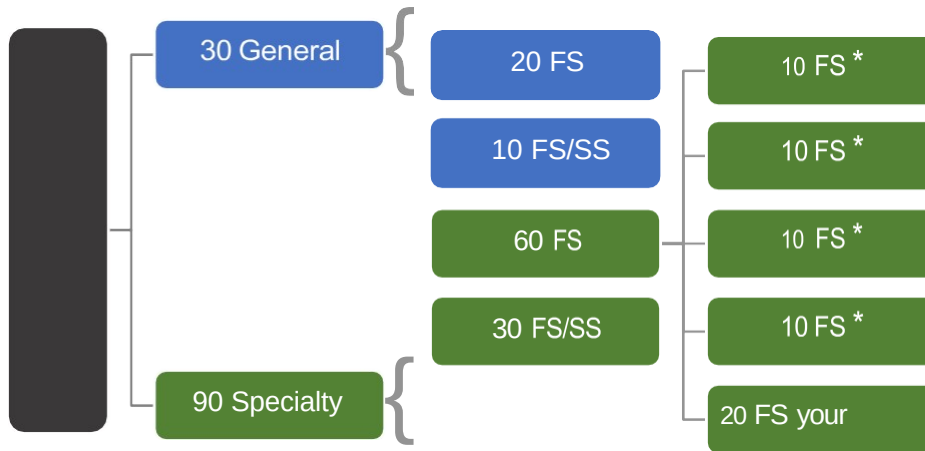
IV. Documentation*

- A. Case performed
- B. Role performed
- C. Performance evaluations
- D. Verification by program director

**The surgical services program is required to verify through the surgical rotation documentation the students' progression in the scrub role in surgical procedures of increased complexity as he/she moves towards entry-level graduate competency.*

Diagram A: Surgical Case Requirements

The numbers shown below reflect the minimum case requirements and surgical specialties.



Adherence Agreement

Semester _____ Year _____

1. I understand that I am responsible for adhering to the policies and procedures contained in the *Surgical Services Program Handbook* and in the *College Catalog*.
2. By signing this document, I verify that I have received a copy of the *Pensacola State College Surgical Services Program Handbook*.

Student ID Number

Date

Student Printed Name

Student Signature

Adherence Agreement

Semester _____ Year _____

1. I understand that I am responsible for adhering to the policies and procedures contained in the *Surgical Services Program Handbook* and in the *College Catalog*.
2. By signing this document, I verify that I have received a copy of the *Pensacola State College Surgical Services Program Handbook*.

Student ID Number

Date

Student Printed Name

Student Signature

APPENDIX A - CLINICAL DOCUMENTATION

Pensacola State
College Surgical
Technology Clinical
Time Sheet

Name: _____ Term/ Year _____

Week: _____ Hospital: _____

	Date	Time in	Time out	Total time	1 st scrub	2 nd scrub	Total cases	Initials
Mon								
Tue								
Wed								
Thur								
Fri								

Notes/ Comments:

Detailed Case Sheet

Date: _____ Name: _____ Hospital: _____

Procedure: _____ WEEK _____

Surgeon: _____ Specialty: _____

Synopsis of Procedure:

--

Student:

Opened	Set up	Passed instruments	Opening count	Closing count
Observed Preceptor initial:			First Scrub	

Second Scrub

Obs

Procedure: _____

Surgeon: _____ Specialty: _____

Synopsis of Procedure:

--

Student:

Opened	Set up	Passed instruments	Opening count	Closing count
Observed Preceptor initial:	First Scrub		Second Scrub	

Observed

STS 2944L Surgical Technology Clinical I: Clinical Case Log

Name _____

[illegible]

STS 2945L Surgical Technology Clinical 2: Clinical Case Log

Name _____

[illegible]

Name _____

[illegible]

Summative Clinical Case Log

NAME: CLINICAL SITES:

Summative Clinical Case Log

NAME: CLINICAL SITES:

[illegible]

NAME DATE HOSPITAL

STUDENT FIRST SCRUB EVALUATION BY PRECEPTOR:

A= 5.8 pts B= 4.7 pts C= 4.1 pts	EXCELLENT A	GOOD B	FAIR C	N/A
1. HAND SCRUB USING CORRECT TECHNIQUE, GOWN AND GLOVE PROPERLY.				
2. STERILE TECHNIQUE.				
3. CHECKS ITEMS FOR STERILITY AND MAINTAINS STERILITY.				
4. ORGANIZES BACK TABLE AND MAYO STAND. (SET-UP)				
5. GOWNS AND GLOVES OTHERS.				
6. HANDLES DRAPES CORRECTLY.				
7. HANDS INSTRUMENTS CORRECTLY.				
8. PREPARES AND HANDLES SUTURES AND SHARPS CORRECTLY.				
9. PREPARES AND HANDLES DRUGS AND SOLUTIONS PROPERLY.				
10. ANTICIPATES SURGEON'S NEEDS.				
11. KEEPS MAYO STAND AND BACK TABLE ORGANIZED.				
12. ASSIST SURGEON: HOLDING RETRACTORS, SUCTION, CUT SUTURE, AND STAPLE (IF APPLICABLE).				
13. CORRECTS BREAKS IN TECHNIQUES. MAINTAINS STERILE FIELD. OBSERVES STANDARD PRECAUTIONS.				
14. ASSIST WITH CLEAN UP, PREPARES FOR NEXT CASE, FOLLOWS INSTRUCTIONS.				
15. KNOWLEDGE OF INSTRUMENTS, PROCEDURES.				
16. ASSUMES RESPONSIBILITY FOR OWN PERFORMANCE & NEEDS MINIMAL HELP.				
17. COOPERATES AND SHOWS RESPECT, PARTICIPATES AS A TEAM MEMBER.				
COMMENTS & PRECEPTOR'S SIGNATURE:				
TOTAL POINTS FROM EVALUATION (NUMERICAL)				
LETTER GRADE:	90-100 = A : 80-90 = B 70-80 = C 60-70 = D			

Name_____

Preceptor(s)_____

Checklist must be completed during the scrub rotation. Preceptor must initial and date under appropriate column.

SKILL	INITIALS/DATE
Introduction to the Operating Room	
1. Tour of the operating room	
2. Identify crash carts	
3. Demonstrates use of intercom/paging system	
4. Knowledge of Standard Precautions	
5. Appropriate surgical attire and PPE	
6. Knowledge of aseptic principles	
7. Terminal cleaning of the operating room	
Preparing for Surgical Procedure	
1. Utilizes computer information-reviews surgeon preference sheet	
2. Completes case prep record and clinical experience record	
3. Checks case cart for appropriate supplies and equipment	
4. Gathers additional instruments, supplies, and equipment based on surgeon preference card	
5. Correctly identifies instruments and supplies	
6. Table set up is completed in a timely manner	
7. Mayo stand set up is completed in a timely manner	
8. Maintains an organized surgical site, back table, and mayo stand	
9. Assures all instruments/equipment is functioning before use and initiates corrective action when instrument/equipment is malfunctioning	
Maintaining Sterile Field/Aseptic Technique	
1. Demonstrates knowledge of traffic patterns in the operating rooms and corridors	
2. Wears appropriate surgical attire and PPE	
3. Opens sterile supplies utilizing principles of aseptic technique and checks the integrity of sterile items.	
4. Pours sterile solutions using aseptic technique	
5. Completes surgical scrub according to hospital policy	

SKILL	INITIALS/DATE
6. Gowns and gloves self	
7. Gowns and gloves team members	
8. Monitors for breaks in sterile technique and initiates proper action for breaks in technique	

9. Demonstrates proper use of autoclave	
10. Demonstrates proper use of Steris machine	
11. Utilizes neutral zone technique when handling sharps	
Understanding of Planned Surgical Procedure	
1. Properly arranges instruments and supplies on instrument table	
2. Properly arranges instruments and supplies on mayo stand	
3. Ensures accessibility of operative site by proper prepping and draping	
4. Acts as a surgical assistant and performs effectively in the role	
5. Passes instruments in proper position of use	
6. Demonstrates proper loading and handling of suture, needles, and blades	
7. Demonstrates proper use of stapling equipment	
8. Demonstrates isolation of specific contaminated instruments	
9. Anticipates the needs of the surgeon	
10. Prepares appropriate wound drains	
Demonstrates Safe Patient Care	
1. Verifies the operative site	
2. Adheres to OR Count Policy and assumes responsibility and accountability during instrument, sharp, and sponge counts	
3. Initiates appropriate actions for incorrect counts	
4. Correctly handles and labels medications on the sterile field	
5. Correctly handles specimens according to hospital policy	
Responsibility for Professional Practice	
1. Adheres to AST Standards of Practice	
2. Communicates educational plan for the day and learning objectives to staff members	
3. Collaborates with staff members and surgeons	
4. Participates in staff development activities	
5. Accepts suggestions and criticism in the spirit of educational growth	
Decontamination of Room and Equipment	
1. Removes all instruments before disposing of drapes	
2. Applies dressings and assists with preparation for patient discharge	
3. Removes and disposes of soiled drapes correctly	
4. Prepares surgical instruments for decontamination	

9. Demonstrates proper use of autoclave	
5. Transports soiled case cart to decontamination area	
6. Performs room turnover/assists with room cleaning	