

# **Surgical Technology Program**

## **Student Handbook**

### **2015-16**



**St. Cloud Technical and Community College**  
**1245 15<sup>th</sup> St. N.**  
**St. Cloud, MN 56303**

**“CAAHEP” Accredited Program since 1983**  
**“Commission on Accreditation of Allied Health Education Programs”**

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St. Cloud Technical & Community College  
1540 Northway Drive, St. Cloud, MN 56303 320-308-5000 – 800-222-1009

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## Message to Students

Welcome to SCTCC Surgical Technology Program.

One should know that a surgical technology student...

- Will become a health care professional.
- May believe this to be a true vocation.
- Will be entering a different world.

AND

- Should be aware that the terminal goal of a Surgical Technology Program is not to “get one a job” BUT to make one a **Surgical Technologist**.

The following policies are designed to eliminate confusion concerning the dos and don'ts for the surgical technology student. The student and faculty alike will have a mutual understanding of the standards of professional behavior acceptable to our school and in the industry.

Laurie Green-Quayle

Surgical Technology Program Director



### **Mission Statement**

St. Cloud Technical and Community College prepares students for life-long learning by providing career, technical and transferable education.

### **Vision**

St. Cloud Technical and Community College is the college of choice for quality career, technical and transferable education, focused on highly-skilled employment and life-long learning opportunities.

### **Core Values**

- Student success through collaboration and cooperation
- A friendly, respectful, enthusiastic, safe, and diverse atmosphere
- Student-centered from prospect through alumni
- Staff development and success
- A team oriented environment
- Relationships with industry and community
- Quality and continuous improvement
- Innovation, creativity and flexibility
- Contextual and technologically driven learning experiences

### **College Outcomes**

- Demonstrate Personal and Social Accountability
- Think Critically
- Communicate Effectively
- Understand Social and Global Perspectives
- Apply Knowledge

## **St. Cloud Technical and Community College**

### **Surgical Technology Program**

#### **Mission Statement**

The Surgical Technology Program prepares individuals to utilize the concepts from the basic sciences, humanities, general education and technical courses in order to function as an entry-level surgical technologist within the context of a diverse operating room team. Emphasis is placed on delivering safe patient care and recognizing the legal, moral and ethical implications as they apply to the surgical technologist within the employing institution.

#### **St. Cloud Technical and Community College** **Surgical Technology Program Outcomes**

The Surgical Technology graduate will:

- Correlate the knowledge base in sciences and current technologies to their role as a Surgical Technologist.
- Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
- Recognize the patient as an “unique” individual in a culturally diverse client population across the life span.
- Develop effective communication with the surgeon, staff and patient to assess the needs for a particular surgical procedure.
- Function as an integral part of the surgical team.
- Perform as a competent entry-level surgical technologist in a health care setting with an emphasis on delivering safe and efficient patient care.
- Interpret and adhere to infection control policies and procedures that promote personal and patient safety.
- Promote environmental safety as formulated by OSHA, JCAHO, AST, AORN and other regulatory bodies.
- Maintain the professional attributes of the Surgical Technologist.

Source: St. Cloud Technical and Community College, program outcomes  
(updated 1/10/2006, 4/11/13 lgq)

## Surgical Technologist: Nature of the Position

The surgical technologist must be able to:

- Stand, bend, and or/sit for long periods of time on one location with minimum/no breaks
- Lift a minimum of 20 pounds
- Refrain from nourishment or rest room breaks for periods up to 6 hours
- Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses
- Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment
- Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet
- Hear activation/warning signals on equipment
- Detect odors sufficient to maintain environmental safety and patient needs
- Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination
- Ambulate/move around without assistive devices
- Assist with and/or lift, move, position, and manipulate, with or without assistive devices, the patient who is unconscious
- Communicate and understand fluent English both verbally and in writing
- Be free of portable communicable diseases and chemical abuse
- Demonstrate immunity to rubella, rubeola, tuberculosis, and hepatitis B, or be vaccinated against these diseases, or be willing to sign a waiver of release of liability with regard to these diseases
- Possess short/long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively
- Make appropriate judgments and decisions
- Demonstrate the use of positive coping skills under stress
- Demonstrate calm and effective responses, especially in emergency situations
- Exhibit positive interpersonal skills in patient, staff, and faculty interactions.

*Source: Core curriculum for Surgical Technology, 5<sup>th</sup> ed. 2002. Littleton, CO: Association of Surgical Technologist*

## **AST CODE OF ETHICS FOR SURGICAL TECHNOLOGISTS**

1. To maintain the highest standards of professional conduct and patient care
2. To hold in confidence, with respect to the patient's beliefs, all personal matters
3. To respect and protect the patient's legal and moral rights to quality patient care
4. To not knowingly cause injury or any injustice to those entrusted to our care
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care
6. To always follow the principles of asepsis
7. To maintain a high degree of efficiency through continuing education
8. To maintain and practice surgical technology willingly, with pride and dignity
9. To report any unethical conduct or practice to the proper authority
10. To adhere to the Code of Ethics at all times with all members of the health care team

Source: "Association of Surgical Technologist", 1985 Code of Ethics established to provide guidelines for the surgical technologist

## GENERAL COMMENTS:

- Instructors should be approached with courtesy and respect.
- Undue conversation, excessive noise, abusive language, and loitering are unbecoming conduct and will not be allowed in the classroom, lab, or adjacent areas.
- During class time students are expected to be actively participating in the learning process, so cell phones are to be turned off.
- No food or drink is allowed in the classroom during O.R.Lab class or Open Labs when studying instruments or performing hands on skills.
- **Attendance is mandatory!** Students are expected to attend all lectures, labs and a portion of open lab times. Refer to syllabus for SURG 1424 (O.R. Techniques Lab) for course attendance requirement of 94% to pass the course. Students are expected to be on time to class. Tardiness is not tolerated. Being absent will lower your course grades.
- Appropriate O.R. attire is mandatory upon entering the O.R. Lab.
- The surgical technology locker room will be kept neat and orderly by the program students. Students will provide their own locks for their lockers. If the need to cut a lock off of a locker should arise, SCTCC maintenance can NOT provide this service.
- Students will follow all regulation, procedures and policies of SCTCC and all off campus clinical sites. Students will be respectful, considerate, and helpful toward faculty, staff, classmates, and patients.
- Students will develop desirable attitudes that promote “TEAMWORK” in the operating room environment. Students are held to the same professional standards as those expected in the industry.
- If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.
- SCTCC is a smoke-free campus. No smoking is permitted.
- TIME COMMITMENT – We strongly recommend that students do NOT work full time. If working is an absolute necessity, your grades may suffer if working more than 15-20 hours per week
- Typically those students that dedicate time to open lab opportunities will excel in the clinical experience.



## COMPUTER REQUIREMENTS

All students must have access and be able to use a printer and Internet in order to fulfill the academic requirements of the SCTCC Surgical Technology Program. Two desktops are in the classroom and computer labs are available in the Health Science Building. Students needing assistance with STAR ID or Email can call the **SCTCC Help Desk at 320-308-6445**.

## COMMUNICATIONS

Students must keep an updated address on file with the Surgical Technology Program Director at all times. Any changes to this information should be sent to Laurie Green-Quayle. \*\*Students are encouraged and expected to check their SCTCC email and D2L frequently for official communications, course updates, assignments, etc. from the Surgical Technology Program Faculty. \*\*You can get automatic notifications from SCTCC on your cell phone and SCTCC email via the STARS Notification System. Type **Star Alert** in the search box on our SCTCC web page. To get assistance with D2L, refer to D2L Brightspace Student Helpdesk, call 320-308-6445 and / or Email: [OnlineHelp@sctcc.edu](mailto:OnlineHelp@sctcc.edu)

## INCLEMENT WEATHER/SCHOOL CLOSINGS

Classes and clinical (off campus rotations) will be cancelled when the college is closed due to inclement weather. Students should check the SCTCC internet home page at [www.sctcc.edu](http://www.sctcc.edu) for this announcement. Occasionally faculty will notify students by phone and/or email if classes or clinical is cancelled due to bad weather.

## REQUIREMENTS FOR CLINICAL

### STUDENT AND PATIENT SAFETY

A medical examination is **required** prior to starting clinical. Do not have the physical before fall semester. Make appointments now for September and plan to have all documentation including the "Surgical Technology Student Immunization Record" completed with documentation, signatures, and dates and submitted to Surgical Technology Office/Faculty by **Oct. 15th, 2015**. Student will **not** be assigned a clinical rotation if this is not complete.

- Hepatitis B vaccination or 3 injection series started by June, completed by January to attend clinical.
- Mantoux test - Done in September and completed by Oct. 15th, 2015.
- Health Insurance – Clinical sites require documentation of Student's Health Insurance. Submit a copy of insurance card to Surgical Technology Office. SCTCC does have health insurance options.

### CPR CERTIFICATION

- Emergency Cardiac Care – EMSC 1480 or current American Heart Association Health Care Providers Basic Life Support (copy of signed CPR card submitted to Surgical Technology Office) card must remain current during clinical experience from January to June.

### BACKGROUND CHECKS

A background check will be completed as a requirement of this program. At the time of the background check submission, students must provide documentation as required by the MN Department of Human Services. If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid. Any student who does not pass the criminal background would fail to meet the requirements of the program thereby, rendering the individual ineligible to progress in the surgical technology program. Cost fee is \$20.00 to student. Fee is applied when you register for Surg. 1424.

### ELECTRONIC FINGERPRINTING

Starting fall 2015, students will be required to have electronic fingerprinting done before the start of the fall semester. Instructors will advise students as to when this will take place in the Health Science Building at SCTCC. The cost is \$9.10. Payment can be on-line with credit card, by check or money order at the time of the fingerprinting. No cash allowed.

DRUG AND ALCOHOL ACKNOWLEDGEMENT OF POLICIES (SIGNED) Clinical sites retain the right to test students for drugs and alcohol. Health care facilities typically drug test employees.

## PROGRAM POLICIES / GUIDELINES / GRADING

- ❖ The Surgical Technology faculties are here to help you. If you feel you need to discuss grades, requirements, or personal problems, please feel free to request an appointment with them. By the same rule, if the faculty needs to discuss anything with you, they will request an appointment with you. It is through open communication and getting to know one another that we can help make the teaching/learning situations a positive experience.
- ❖ ST faculty may suggest any student who is not attaining a “C” or above seek assistance from the Learning Support Center (LSC) or other methods of assistance. Progress reports via “Starfish” will be issued for below “C” performance.
- ❖ Call or email ST instructors if absent for illness or emergency. Students should take responsibility for obtaining information from classes missed.
- ❖ Operating Room Attire Policy must be followed in: SURG 1424, 1462, and 1463.
  - ✓ Bouffant cap – Donned FIRST
  - ✓ Scrub top tucked into scrub pants, Long sleeve warm up jacket snapped shut and worn when not scrubbed in.
  - ✓ NO JEWELRY
  - ✓ Shoe covers
  - ✓ Mask and protective eyewear in the O.R. at ALL times.
  - ✓ Nails cut short, no artificial nails or nail polish
  - ✓ No visible facial piercings ( e.g. ears, eyebrow, lips, nose)
  - ✓ No ear lobe stretchers or tongue piercing
  - ✓ Shoes must be predominantly a solid color, leather material with backs. Shoes with open holes on the top of the shoe are not permitted (e.g. crocks with holes on the top, clogs)
  - ✓ Socks must be worn with shoes
  - ✓ Hair must be natural colors
  - ✓ Facial or neck tattoos may be required to be reasonably covered at all times.
  - ✓ Good personal hygiene and free of cigarette breath, halitosis, and offensive body odors.  
Minimal make up
  - ✓ FRAGRANCE FREE, No perfumes, colognes, or aftershaves
  - ✓ No gum chewing
  - ✓ Undergarments must be worn and should not show beyond scrub top and pants.
  - ✓ False eyelashes

- ❖ Students must earn a grade of “C” or better in each Surgical Technology core courses and related requirements in order to be allowed to progress through the program.
- ❖ Each semester of classes is a pre-requisite to the next.
- ❖ If a student does not earn a “C” in a course, he/she will NOT be allowed to continue the program.
- ❖ If a student fails any of the following courses: SURG 1420, SURG 1404, or SURG 1400, the student will have to repeat that course and SURG 1424 (O.R. Techniques Lab) even if the course was previously passed to refresh aseptic technique and be prepared for clinical. Student must re-apply to the program.
- ❖ The Surgical Technology Program Director/ Instructors will meet with students to inform them of a situation (grades, background checks, etc.) that may not allow the student to be successful or progress in the program.
  - If a student elects to voluntarily withdraw from SCTCC Surgical Technology Program, he/she must fill out a SCTCC withdrawal form from Admissions.
  - Students, who withdraw from the SCTCC Surgical Technology Program for academic reasons, are required to re-apply to the Surgical Technology Program if they want to re-enter the program.
  - There is no guarantee that students will be accepted back into the program.
  - SCTCC Surgical Technology Program policy is that students will be allowed one re-entry into the program.
  - If a student is not successful in completing the SCTCC Surgical Technology Program after two attempts, the student will not be eligible to re-apply, enter, or complete the program.

Students must hand in gown packs to Laurie Green-Quayle or be responsible for the cost of items in the pack.

**Penalty for not returning gown pack:**

- 1. Hold on all SCTCC student records**
- 2. Hold on SCTCC student account**
- 3. Payment of \$75.00 to cover costs of gown pack.**

- ❖ Students are required to have the SCTCC student I.D. This picture I.D. will be used and is mandatory at the clinical sites.
- ❖ If a student wants to change their degree option, you must consult with Laurie Green-Quayle. If she agrees, you must complete a form in the registration office to have credits analyzed in the new option.

❖ **Students should be aware that a situation could arise in which there may not be sufficient clinical sites available for all students admitted to the Surgical Technology Program. If there are too many students for the number of clinical sites available, clinical placement will be determined by application/acceptance date. The remaining students may be required to wait a few months for a clinical site to become available.**

❖ **Employment in St. Cloud is limited, and you will have the best chance for EMPLOYMENT IF WILLING TO RELOCATE.**

❖ **Students will spend the clinical experience at two of the following institutions:**

St. Cloud Hospital	St. Cloud Surgical Center
Fairview Princeton Hospital	Willmar- Rice Hospital
Willmar Surgery Center	Buffalo Hospital
Brainerd-St. Joseph's Hospital	Brainerd Lakes Surgical Center
Little Falls –St. Gabriel's	Glencoe Hospital
Alexandria-Douglas Co. Hospital	CentraCare Surgery Center
First Light Health-Mora	St. Cloud V.A. Medical Center

❖ **No specific clinical site can be guaranteed or promised.** Students will spend time at two different clinical sites, many of which involve driving some distance (as much as 66 miles one way from St. Cloud). **Gas is very expensive.....plan ahead!**

❖ Each student is responsible for his/her own housing and transportation

❖ Clinical may start as early as 5:30 - 6:00 AM.

❖ Students must maintain a "C" in every class to enter their clinical rotation

❖ Students must bring books to FIRST day of class.

❖ Surgical Technology students are provided with Open Lab Times, which means the classroom will be open to study instruments and practice hands on skills in the O.R. Your hours will be monitored and the recommendation of attending at least 2 hours per week will be crucial to mastering lab practical tests. Traditionally, student attendance in open lab is reflected by their lab exam test scores. See the Open Lab Schedule for fall semester, so you can plan accordingly. Times may be subject to change.

❖ Ethics: Student code of conduct will be followed. In the event of a student violation of the SCTCC student code of conduct, student is referred to the Vice –President of Academics Affaires for appeals.

❖ EXPENSES – The following are approximate due to inflationary increases:

- ✓ Tuition & Fees – ? per credit + \$29.10 background check and finger printing
- ✓ Gasoline - \$1500 - \$2000
- ✓ Scrub Suit - \$40 ( any color is fine, you will need it by 1<sup>st</sup> week of class)
- ✓ Long sleeved snapped warm up jacket for scrub suit - \$20
- ✓ 1- SCTCC ID
- ✓ Physical – \$200/varies
- ✓ Health Insurance – Proof of health insurance is required to attend clinical.
- ✓ Lab Supplies- \$105 (sterile gloves, sterile gowns, mask, cap, shoe covers, mayo cover, scrub brushes, and protective eyewear) Latex free gloves – more expensive
- ✓ Supportive Leather Shoes – varies
- ✓ Books - \$720
- ✓ AST Membership - \$35
- ✓ Certificate Exam Fees - \$160 (requirement for graduation)
- ✓ AST Study Guide – \$45
- ✓ Practice certification exam - \$40

<b>SURGICAL TECHNOLOGY PROGRAM 2014</b>		
<b><u>DIPLOMA OPTION – 49 CREDITS</u></b>		
<b>PROGRAM PLANNER</b>		
	CREDITS	TRANSFERRED / TAKEN
<b><u>ACCEPTANCE REQUIREMENTS FOR THE PROGRAM</u></b>		
HUMAN BIOLOGY BLGY 1320	4	
INTERPERSONAL COMMUNICATIONS - CMST 2310 OR INTRO TO COMMUNICATION STUDIES - CMST 1320	3	
DIVERSITY AND SOCIAL JUSTICE - DVRS 1304 OR INTRO TO CRITICAL THINKING - CRTK1300	3	
MEDICAL TERMINOLOGY - HLTH 1440	1	
EMERGENCY CARDIAC CARE – EMSC 1480 or current American Heart Association Health Care Providers Basic Life Support (card to registration)		
<b>TOTAL CREDITS</b>	<b>11</b>	
<b>FALL SEMESTER</b>		
O.R. TECHNIQUES LAB – SURG 1424	4	
O.R. TECHNIQUES – SURG 1420	3	
SURGICAL PHARMACOLOGY – SURG 1404	2	
MEDICAL MICROBIOLOGY – SURG 1400	2	
ETHIC FOR HEALTH & HUMAN SERVICES - HLTH 1484	3	
<b>TOTAL CREDITS</b>	<b>14</b>	
<b>SPRING SEMESTER</b>		
SURGICAL PROCEDURES I – SURG 1442	6	
O.R. CLINICAL LAB I – SURG 1462	14	
<b>TOTAL CREDITS</b>	<b>20</b>	
<b>MAY TERM</b>		
SURGICAL PROCEDURES II – SURG 1443	1	
O.R. CLINICAL LAB II – SURG 1463	3	
<b>TOTAL CREDITS</b>	<b>4</b>	

It is strongly recommended that you take Basic Computer Skills (CPTR 1205) if you don't have functional computer skills; or you can take Introduction to Computers (CPTR 1210), which is transferable course (revised 9/08, 10/08, 11/08, 2011, 2014-lgq)

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<b>SURGICAL TECHNOLOGY PROGRAM 2014</b>		
<b>AAS DEGREE – 60 CREDITS</b>		
<b>PROGRAM PLANNER</b>		
	CREDITS	TRANSFERRED / TAKEN
<b><u>ACCEPTANCE REQUIREMENTS FOR THE PROGRAM</u></b>		
GENERAL EDUCATION ELECTIVE (WE RECOMMEND GENERAL BIOLOGY – BLYG 1351)	4	
HUMAN ANATOMY & PHYSIOLOGY I – BLYG 2310	4	
HUMAN ANATOMY & PHYSIOLOGY II – BLYG 2320	4	
GOAL AREA #1 – COMMUNICATIONS – WRITTEN	3	
INTERPERSONAL COMMUNICATIONS - CMST 2310 OR INTRO TO COMMUNICATION STUDIES - CMST 1320	3	
DIVERSITY AND SOCIAL JUSTICE - DVRS 1304 OR INTRO TO CRITICAL THINKING - CRTK1300	3	
MEDICAL TERMINOLOGY - HLTH 1440	1	
EMERGENCY CARDIAC CARE – EMSC 1480 or current American Heart Association Health Care Providers Basic Life Support (card to registration)		
<b>TOTAL CREDITS</b>	<b>22</b>	
<b>FALL SEMESTER</b>		
O.R. TECHNIQUES LAB – SURG 1424	4	
O.R. TECHNIQUES – SURG 1420	3	
SURGICAL PHARMACOLOGY – SURG 1404	2	
MEDICAL MICROBIOLOGY – SURG 1400	2	
ETHIC FOR HEALTH & HUMAN SERVICES - HLTH 1484	3	
<b>TOTAL CREDITS</b>	<b>14</b>	
<b>SPRING SEMESTER</b>		
SURGICAL PROCEDURES I – SURG 1442	6	
O.R. CLINICAL LAB I – SURG 1462	14	
<b>TOTAL CREDITS</b>	<b>20</b>	
<b>MAY TERM</b>		
SURGICAL PROCEDURES II – SURG 1443	1	
O.R. CLINICAL LAB II – SURG 1463	3	
<b>TOTAL CREDITS</b>	<b>4</b>	

It is strongly recommended that you take Basic Computer Skills (CPTR 1205) if you don't have functional computer skills; or you can take Introduction to Computers (CPTR 1210), which is transferable course  
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# SURGICAL TECHNOLOGY STUDENTS

## OPEN LAB FALL 2015

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>8:00</b>	O.R. TECH	O.R. LAB I	O.R. TECH	O.R. LAB I	O.R. TECH
<b>9:00</b>	O.R. LAB I	O.R. LAB I	O.R. LAB I	O.R. LAB I	SURG TECH OPEN LAB
<b>10:00</b>	O.R. LAB I	O.R. LAB II	O.R. LAB I	O.R. LAB II	SURG TECH OPEN LAB
<b>11:00</b>	O.R. LAB II	O.R. LAB II	O.R. LAB II	O.R. LAB II	SURG TECH OPEN LAB
<b>12:00</b>	O.R. LAB II	SURGICAL PHARM	O.R. LAB II	SURGICAL PHARM	SURG TECH OPEN LAB
<b>13:00</b>	SURG TECH OPEN LAB	MEDICAL MICRO	SURG TECH OPEN LAB	MEDICAL MICRO	
<b>14:00</b>	SURG TECH OPEN LAB	SURG TECH OPEN LAB	SURG TECH OPEN LAB	SURG TECH OPEN LAB	
<b>15:00</b>					
<b>16:00</b>					
<b>17:00</b>					

**PLEASE NOTE OPEN LAB TIMES ARE SUBJECT TO  
CHANGE!**

## **St. Cloud Technical and Community College Equal Opportunity Statement**

*Also found in the SCTCC Student Handbook*

St. Cloud Technical and Community College is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction. St. Cloud Technical and Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill. Inquiries, complaints or grievances concerning the application of affirmative action, equal opportunity or Title IX at SCTCC should be referred to SCTCC's Designated Officers:

### **Student Complaints:**

Jonathan Eichten, Vice President of Student Affairs, office 1-401, office 320-308-5580

Director of Campus Life, Missy Majerus, office 1-401Y, office: 320-305-5922

### **Employee Complaints:**

Deborah Holstad, Human Resources Director, office 1-403c, office: 320-308-3227

Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the counselor for students with disabilities, Judy Jacobson-Berg, room 1-401V or telephone 320-308-5096, 320-308-5988(TTY), JJacobsonberg@sctcc.edu.

## **St. Cloud Technical and Community College Discrimination/Harassment Policy**

*Also found in the SCTCC Student Handbook*

St. Cloud Technical and Community College and Minnesota State Colleges and Universities system are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status in regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, or physical acts of aggression, etc., which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of college services or participation in college events or activities.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under the state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCTCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteer, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

### **Investigation and Resolution**

This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encourage to report the incident to the SCTCC designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

#### **Student Complaints:**

Jonathan Eichten, Vice President of Student Affairs, office 1-401, office 320-308-5580

Director of Campus Life, Missy Majerus, office 1-401Y, office: 320-305-5922

#### **Employee Complaints:**

Deborah Holstad, Human Resources Director, office 1-403c, office: 320-308-3227

## **Reasonable Accommodations**

*Also found in the SCTCC Student Handbook*

Essential functions in some required SCCTC **Surgical Technology** Program courses include heavy lifting, pushing and pulling weight. Students who are requesting accommodation must contact the Counselor for Students with Disabilities, Judy Jacobson-Berg who is located in 1-126 or call at 320-308-5096.

SCTCC will provide reasonable and appropriate accommodations to qualified students with disabilities, assist students with disabilities in self-advocacy, educate the college community about disabilities and ensure legal compliance with state and federal disability law as well as MnSCU policy 1B.4. Disability services will strive to: provide safe, confidential counseling and support services to students with disabilities; determine the implications of a student's disability and recommend appropriate accommodations which address the student's needs; and encourage self-determination, independence and personal responsibility for students with disabilities.

## **Request Accommodations**

Students who wish to disclose a disability and discuss appropriate accommodations need to:

- Complete an Application for Disability Services requesting needed accommodations. Forms are available by clicking the Getting Started link at [sctcc.edu/disability](http://sctcc.edu/disability) or by contacting Judy Jacobson-Berg
- Provide documentation and the application to Disability Services
- Schedule an appointment to meet with Judy Jacobson-Berg

Judy Jacobson-Berg, Counselor for Students with Disabilities, 320-308-5096, [JJacobsonberg@sctcc.edu](mailto:JJacobsonberg@sctcc.edu).

TTY users may use MN Relay at 711 to reach the campus.

# ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE

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## CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, a student at St. Cloud Technical and Community College, understand my responsibility to clients and have been sufficiently educated and trained about the significance of confidentiality and agree not to breach that confidentiality.

I will not access medical information that I do not need to perform my job/student responsibilities.

I will not inappropriately divulge information that I have obtained in the course my job/student responsibilities.

I understand that a breach of confidentiality will subject me to disciplinary action by the college, **which may range from a written warning to immediate dismissal**, and may subject me to legal action. I understand that the disciplinary action would become a part of my student file.

A breach occurs in the following instances, which are not intended to include all situations:

Discussing any information pertaining to clients with anyone (including my own family) who is not directly involved with such patients.

Discussing or displaying any information pertaining to clients where it can be overheard or seen by anyone not directly involved with such clients, including other clients and their families.

Describing client behavior, which has been observed or learned through my affiliation with the college.

Sharing or failing to properly protect computer passwords or other information authorizing or providing access.

Transmitting client information to any individual, entity, or agency outside the college, except as authorized by law.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Fall 2015-16 SCTCC Surgical Technology Program**

I acknowledge that I have on-line access to the Surgical Technology Student Handbook and that it is my responsibility to make a hard copy for future reference as a student in the Surgical Technology Program.

I have reviewed the Surgical Technology Student Handbook and I understand the content.

I have read the preceding Policies and Guidelines and agree to abide by these rules and regulations while a student in the Surgical Technology Program at St. Cloud Technical & Community College.

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Student Name (print) Date

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Student Signature Date

(Student Copy)

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Student Name (print) Date

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Student Signature Date

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Program Director's Signature Date

(Student File Copy)