2016–2017
Surgical Technology

Program Handbook
Program is accredited by Commission on Accreditation Of Allied Health Education Programs (CAAHEP)
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Students are encouraged to read the WITCC general catalog for information regarding student rights, services, activities, and special programs which may be available to them. A copy of the catalog is available by calling Enrollment Services, WITCC, 712-274-8733, Ext. 1325 or 800-352-4649 or on our web site at www.witcc.edu.


Individuals having questions or complaints related to compliance with this policy should contact the Western Iowa Tech Community College (WITCC) Human Resources Department, Dr. Robert H. Kiser Building, Room A242, (712) 274-6000 x1220 or the Director of the Office for Civil Rights, U.S. Department of Education, Chicago Center, 500 W. Madison, Suite 1475, Chicago, IL 60606, phone number 312.730.1560, fax 312.730.1576.
Directory

Admissions Office
Western Iowa Tech Community College
4647 Stone Avenue
P.O. Box 5199
Sioux City, Iowa 51102-5199
Phone:    712-274-6403 or
          800-352-4649
Fax:      712-274-6412
E-mail:   info@witcc.edu
Website:  www.witcc.edu

Financial Aid Office (Surgical Technology program-specific scholarships are available)
712-274-6403 or
800-352-4649

CPT Assessment Testing
712-274-6403 or
800-352-4649, Ext. 6403

Surgical Technology Program Advisor
Renee Nemitz, CST, RN, AAS, FAST
712-274-8733, Ext. 1391
E-mail: renee.nemitz@witcc.edu
NOTE: Only available during the Fall and Spring Semesters

Professional Organizations
For more information or application, contact:

AST
6 West Dry Creek Circle, Suite 200
Littleton, CO  80120
(800) 637-7433
www.ast.org

NBSTSA
6 West Dry Creek Circle, Suite 100
Littleton, CO  80120
(800) 707-0057
www.nbstsa.org

ARC-STSA
6 West Dry Creek Circle, Suite 110 Littleton,
CO  80120
(303) 694-9296
www.arcsta.org
Surgical Technologists

Significant Points

- Employment is expected to grow much faster than average.
- Job opportunities will be best for technologists who are certified and for those who are willing to relocate.
- Training programs last 9 to 24 months and lead to a certificate, diploma, or associate’s degree.
- Hospitals will continue to be the primary employer, although much faster employment growth is expected in other healthcare industries.

Nature of the Work

Surgical technologists, also called scrubs and surgical or operating room technicians, assist in surgical operations under the supervision of surgeons, registered nurses, or other surgical personnel. Surgical technologists are members of operating room teams, which most commonly include surgeons, anesthesiologists, and circulating nurses.

Before an operation, surgical technologists help prepare the operating room by setting up surgical instruments and equipment, sterile drapes, and sterile solutions. They assemble both sterile and nonsterile equipment, as well as adjust and check it to ensure it is working properly. Technologists also get patients ready for surgery by washing, shaving, and disinfecting incision sites. They transport patients to the operating room, help position them on the operating table, and cover them with sterile surgical drapes. Technologists also observe patients’ vital signs, check charts, and help the surgical team put on sterile gowns and gloves.

During surgery, technologists pass instruments and other sterile supplies to surgeons and surgical assistants. They may hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. Surgical technologists help prepare, care for, and dispose of specimens taken for laboratory analysis and help apply dressings. Some operate sterilizers, lights, or suction machines, and help operate diagnostic equipment.

After an operation, surgical technologists may help transfer patients to the recovery room and clean and restock the operating room.

Certified surgical technologists with additional specialized education or training also may act in the role of the surgical first assistant or circulator. Under the surgeon’s direction, the surgical first assistant, as defined by the American College of Surgeons (ACS), provides aid in exposure, hemostasis (controlling blood flow and stopping or preventing hemorrhage), and other technical functions that help the surgeon carry out a safe operation. A circulating technologist is the “unsterile” member of the surgical team who interviews the patient before surgery, prepares the patient for surgery, helps with anesthesia, obtains and opens packages for the “sterile” people to remove the sterile contents during the procedure, keeps a written account of the surgical procedure, and answers the surgeon’s questions about the patient during the surgery.

Work Environment

Surgical technologists work in clean, well-lighted, cool environments. They must stand for long periods and remain alert during operations. At times, they may be exposed to communicable diseases and unpleasant sights, odors, and materials.

Most surgical technologists work a regular 40-hour week, although they may be on call or work nights, weekends and holidays on a rotating basis.

Training, Other Qualifications, and Advancement

Training programs last 9 to 24 months and lead to a certificate, diploma, or associate’s degree. Professional certification can help in getting jobs and promotions.

Education and Training

Surgical technologists receive their training in formal programs offered by community and junior colleges, vocational schools, universities, hospitals, and the military. In 2008, the Commission on Accreditation of Allied Health Education Programs (CAAHEP) recognized more than 450 accredited training programs. Programs last from 9 to 24 months and lead to a certificate, diploma, or associate’s degree. High school graduation normally is required for admission. Recommended high school courses include health, biology, chemistry, and mathematics.

Programs provide classroom education and supervised clinical experience. Students take courses in anatomy, physiology, microbiology, pharmacology, professional ethics, and medical terminology. Other topics covered include the care and safety of patients during surgery, sterile techniques, and surgical procedures. Students also learn to sterilize instruments; prevent and control infection; and handle special drugs, solutions, supplies, and equipment.

Certification and Other Qualifications

Most employers prefer to hire certified technologists. Technologists may obtain voluntary professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) by graduating from a CAAHEP-accredited program and passing a national certification examination. They may then use the Certified Surgical Technologist (CST) designation. In order to maintain certification, certified surgical technologists must earn 60 hours of 2 approved continuing education over a 4-year period or retake and pass the certifying exam at the end of the 4-year period.

Certification also may be obtained from the National Center for Competency Testing (NCCT). To qualify to take the exam, candidates follow one of three paths: complete an accredited training program, undergo a 2-year hospital on-the-job training program, or acquire 7 years of experience working in the field. After passing the exam, individuals may use the designation Tech in Surgery-Certified, TS-C (NCCT). This certification must be renewed every 5 years through either continuing
education or reexamination.

Surgical technologists need manual dexterity to handle instruments quickly. They also must be conscientious, orderly, and emotionally stable to handle the demands of the operating room environment. Technologists must respond quickly and must be familiar with operating procedures in order to have instruments ready for surgeons without having to be told to do so. They are expected to keep abreast of new developments in the field.

Advancement. Technologists advance by specializing in a particular area of surgery, such as neurosurgery or open-heart surgery. They also may work as circulating technologists. With additional training, some technologists advance to first assistant. Some surgical technologists manage central supply departments in hospitals or take positions with insurance companies, sterile supply services, and operating equipment firms.

Employment

Surgical technologists held about 91,500 jobs in 2008. About 71 percent of jobs for surgical technologists were in hospitals, mainly in operating and delivery rooms. Other jobs were in offices of physicians or dentists who perform outpatient surgery and in outpatient care centers, including ambulatory surgical centers. A few technologists, known as private scrubs, are employed directly by surgeons who have special surgical teams, such as those for liver transplants.

Job Outlook

Employment is expected to grow much faster than average. Job opportunities will be best for technologists who are certified and for those who are willing to relocate.

Employment change. Employment of surgical technologists is expected to grow 25 percent between 2008 and 2018, much faster than the average for all occupations, as the volume of surgeries increases. The number of surgical procedures is expected to continue to rise as the population grows and ages. Older people, including the baby-boom generation, which generally requires more surgical procedures, will continue to account for a larger portion of the U.S. population. In addition, technological advances, such as fiber optics and laser technology, have permitted an increasing number of new surgical procedures to be performed and also have allowed surgical technologists to assist with a greater number of procedures.

Hospitals will continue to be the primary employer of surgical technologists, as they try to reduce costs by replacing nurses in the operating room. However, because of better paying opportunities, much faster employment growth is expected in offices of physicians and in outpatient care centers, including ambulatory surgical centers.

Job prospects. Job opportunities will be best for technologists who are certified and for those who are willing to relocate.

Earnings

Median annual wages of wage-and-salary surgical technologists were $38,740 in May 2008. The middle 50 percent earned between $32,490 and $46,910. The lowest 10 percent earned less than $27,510, and the highest 10 percent earned more than $54,300. Median annual wages in the industries employing the largest numbers of surgical technologists were as follows:

- Specialty (except psychiatric and substance abuse) hospitals..........................$40,880
- Outpatient care centers ........................................39,660
- General medical and surgical hospitals .............38,640
- Offices of physicians ........................................38,520
- Offices of dentists ........................................36,380

Wages of surgical technologists vary with their experience and education, the responsibilities of the position, the working hours, and the economy of a given region of the country. Benefits provided by most employers include paid vacation and sick leave; health, medical, vision, dental, and life insurance; and a retirement program. A few employers also provide tuition reimbursement and child care benefits.

Related Occupations

Other health occupations requiring approximately one year of training after high school include the following:

- Clinical laboratory technologists and technicians
- Dental assistants
- Licensed practical and licensed vocational nurses
- Medical assistants.

Sources of Additional Information

For additional information on a career as a surgical technologist and for a list of CAAHEP-accredited programs, contact:

Association of Surgical Technologists
6 West Dry Creek Road, Suite 200
Littleton, CO 80120
Internet: http://www.ast.org

For information on becoming a Certified Surgical Technologist, contact:

National Board of Surgical Technology and Surgical Assisting (NBSTSA)
6 West Dry Creek Road, Suite 100
Littleton, CO 80120
Internet: http://www.NBSTSA.org

For information on becoming a Tech in Surgery-Certified, contact:

National Center for Competency Testing
7007 College Blvd., Suite 250
Overland Park, KS 66211

Rev. 1/2016
Western Iowa Tech Community College  
Surgical Technology Programs  
Mission Statement  

“The mission statement of the surgical technology program is to educate the surgical technologist to play an active role in enhancing surgical care under the direction of the surgeon.”

The surgical technology program incorporates the mission statement of WITCC, which is . . .

“. . . to provide quality education and economically enhance the communities we serve.”

Surgical Technology Program Goals  
Upon completion of the Surgical Technology Program, the graduate will be able to:

1. Independently function as a competent entry-level Surgical Technologist.
2. Perform as an integral member of the surgical team.
3. Transfer and correlate theory to practice in the surgical environment.
4. Exhibit the ability to provide safe patient care.
5. Display the ability to work effectively with supervisors and co-workers.
6. Assume responsibility for lifelong learning for continued self-improvement.
7. Hold the Certified Surgical Technologist Credential.
# IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution’s ADA Policy.

<table>
<thead>
<tr>
<th>CAPABILITY</th>
<th>STANDARD</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognitive-Perception</td>
<td>The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.</td>
<td>□ Identify changes in patient/client health status&lt;br&gt;□ Handle multiple priorities in stressful situations</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Utilize critical thinking to analyze the problem and devise effective plans to address the problem.</td>
<td>□ Identify cause-effect relationships in clinical situations</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.</td>
<td>□ Establish rapport with patients/clients and members of the healthcare team&lt;br&gt;□ Demonstrate a high level of patience and respect&lt;br&gt;□ Respond to a variety of behaviors (anger, fear, hostility) in a calm manner&lt;br&gt;□ Nonjudgmental behavior</td>
</tr>
<tr>
<td>Communication</td>
<td>Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.</td>
<td>□ Read, understand, write and speak English competently&lt;br&gt;□ Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual method&lt;br&gt;□ Explain treatment procedures&lt;br&gt;□ Initiate health teaching&lt;br&gt;□ Document patient/client responses&lt;br&gt;□ Validate responses/messages with others</td>
</tr>
<tr>
<td>Technology Literacy</td>
<td>Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.</td>
<td>□ Retrieve and document patient information using a variety of methods&lt;br&gt;□ Employ communication technologies to coordinate confidential patient care</td>
</tr>
<tr>
<td>CAPABILITY</td>
<td>STANDARD</td>
<td>SOME EXAMPLES OF NECESSARY</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mobility</td>
<td>Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.</td>
<td>The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities to provide safe and effective care and documentation</td>
<td>Position patients/clients Reach, manipulate, and operate equipment, instruments and supplies Electronic documentation/ keyboarding Lift, carry, push and pull Perform CPR</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability to monitor and assess, or document health needs</td>
<td>Hears monitor alarms, emergency signals, auscultatory sounds, cries for help</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination</td>
<td>Observes patient/client responses Discriminates color changes Accurately reads measurement on patient client related equipment</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture</td>
<td>Performs palpation Performs functions of physical examination and/or those related to therapeutic intervention</td>
</tr>
<tr>
<td>Activity Tolerance</td>
<td>The ability to tolerate lengthy periods of physical activity</td>
<td>Move quickly and/or continuously Tolerate long periods of standing and/or sitting as required</td>
</tr>
<tr>
<td>Environmental</td>
<td>Ability to tolerate environmental stressors</td>
<td>Adapt to rotating shifts Work with chemicals and detergents Tolerate exposure to fumes and odors Work in areas that are close and crowded Work in areas of potential physical violence Work with patients with communicable diseases or conditions</td>
</tr>
</tbody>
</table>
Admissions Criteria and Procedure
Surgical Technology Program

Sioux City

All students must submit a copy of the following items for application to the Surgical Technology Program:

• Official High School GED or HSED transcript with date of graduation. For applicants currently in high school, please present a current high school transcript and then later submit the final official high school transcript with the date of graduation.
• Official college transcripts of previously attended institutions
• ACT Scores (if completed) listed on high school transcript or other official documentation.

All students must meet the following criteria for admission/acceptance into the Surgical Technology Program.

• Verification of High School, GED or HSED Graduation.
• Admissions Assessment exam results with the following minimum raw scores:
  • 80 - CPT Reading Comprehension
  • 86 – CPT Sentence Skills
  • 24- ALEK PPL Math Skills or 33–CPT Algebra or 44-CPT Arithmetic

• NOTE: CPT test will not be required of any student who has a composite ACT score of at least 22 or who has completed a bachelor’s degree or higher from an accredited institution.

*Students must complete the Science placement test of (12), pass Basic Biological Concepts or ACT22 in order to take BIO-169 Human Anatomy and Physiology with lab. And/or BIO-151 Nutrition

Scheduling the Assessment exam
Testing Center
712-274-6443
Room A258
testcenter@witcc.edu

For more information about preparing and scheduling for the exam visit the website:
https://www.witcc.edu/testing_center/
Western Iowa Tech Community College  
Program of Studies  
Surgical Technology Program  
Diploma

Admission to the surgical technology program requires applicants to meet program-specific criteria. For information on application procedures and acceptance, contact the Admissions Office at WITCC.

Part-time enrollment is available. Please see the program advisor to develop an individual Plan of Study. Student must meet predetermined CPT scores and have a high school diploma or equivalent. Students must achieve a grade point average of 2.00 (C) or above in all program requirements.

<table>
<thead>
<tr>
<th>Catalog Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>SDV 108</td>
<td>The College Experience</td>
<td>1</td>
</tr>
<tr>
<td>BIO 169</td>
<td>Human Anatomy &amp; Physiology IA w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>SUR 127</td>
<td>Introduction to Surgical Technology</td>
<td>3</td>
</tr>
<tr>
<td>SUR 203</td>
<td>Surgical Techniques</td>
<td>8</td>
</tr>
<tr>
<td>SUR 123</td>
<td>Patient Care Concepts</td>
<td>2</td>
</tr>
<tr>
<td>BIO 174</td>
<td>Human Anatomy &amp; Physiology IIA w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>SUR 228</td>
<td>Surgical Procedures I</td>
<td>6</td>
</tr>
<tr>
<td>SUR 229</td>
<td>Surgical Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>SUR 525</td>
<td>Surgical Preceptorship</td>
<td>3</td>
</tr>
<tr>
<td>SUR 420</td>
<td>Pharmacology for the Surgical Technologist</td>
<td>2</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credits 39

Course descriptions may be found in the WITCC Catalog.

Program Advisor:  
Renee Nemitz, CST, RN, AAS, FAST
Phone: 712-274-8733 or 800-352-4649, ext. 1391
Room L307
renee.nemitz@witcc.edu
Western Iowa Tech Community College
Program of Studies
Surgical Technology
Associate of Applied Science Degree

Program Overview
This degree program is designed for the surgical technology graduate who wants to continue their education and receive an associate’s degree. With the escalating rate of change and increasing complexity of surgical procedures, the associate degree option will provide the student with a broader education basis which may assist in career advancement.

Admission to the surgical technology program requires applicants to meet program-specific criteria. For information on application procedures and acceptance, contact the Admissions Office at WITCC.

Part-time enrollment is available. Please see the program advisor to develop an individual Plan of Study.

Student must meet predetermined CPT scores and have a high school diploma or equivalent. Students must achieve a grade point average of 2.00 (C) or above in all program requirements.

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<td>BIO 169</td>
<td>Human Anatomy &amp; Physiology IA w/Lab</td>
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</tr>
<tr>
<td>ENG 105</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 114</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 174</td>
<td>Human Anatomy &amp; Physiology IIA w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>SPC 112</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 772</td>
<td>Applied Math</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BCA 206</td>
<td>Applied Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BIO 151</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>SUR 127</td>
<td>Introduction to Surgical Technology</td>
<td>3</td>
</tr>
<tr>
<td>SUR 203</td>
<td>Surgical Techniques</td>
<td>8</td>
</tr>
<tr>
<td>SUR 123</td>
<td>Patient Care Concepts</td>
<td>2</td>
</tr>
<tr>
<td>BIO 186</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>SUR 228</td>
<td>Surgical Procedures I</td>
<td>6</td>
</tr>
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<td>Pharmacology for the Surgical Technologist</td>
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Total Program Credits 64

Course descriptions may be found in the WITCC Catalog.

Program Advisor:
Renee Nemitz, CST, RN, AAS, FAST
Phone: 712-274-8733 or 800-352-4649, ext. 1391
Room L307
renee.nemitz@witcc.edu
College Policies

Please refer to the student handbook and the college catalog for information or policies related to:

- Discrimination, Sexual Harassment, Americans With Disabilities Act Compliance
- Sexual and Gender Harassment
- Discrimination
- Discipline
- Disability
- Release of Student Information
- Drug-Free College Community
- Transfer Students
- Financial Aid and Payment Options

The college handbook and the college catalog information may be acquired on-line at witec.edu and then click on student services; or, a printed copy can be requested or acquired at the main Sioux City Campus Enrollment Services Office.

Student Organizations

Surgical Technology students are encouraged to participate in college-wide organizations and specific program organizations within the Surgical Technology program:

Once admitted to the Surgical Technology program, students will be eligible for student membership into the Association of Surgical Technologists, 7108-C South Alton Way, Englewood, CO 80112. Ph: 800-707-0057. (www.ast.org), with membership fees paid for by the College.

Student Senate – The Student Senate represents the student body in contacts with faculty and administration. Representatives to the Student Senate are elected from the various programs of instruction. These representatives are the voting members of the Senate, providing the students with a voice in college affairs. The Senate organizes and underwrites many special events planned for students. Student Senate representative(s) are elected by the students in the Surgical Technology program.

Student Insurance Overview

Malpractice Insurance – Students are highly encouraged to obtain their own individual coverage.

Student Accident and Health Insurance – From the Student Handbook: “WITCC does not have a compulsory insurance plan, but the College recommends that students enroll in a voluntary group accident and/or health insurance plan available through commercial insurance companies.” Insurance information is made available to students attending orientation sessions and is available in Enrollment Services. College liability insurance is not a substitute for health or accident insurance. It is highly recommended that students obtain their own health insurance coverage.

Student Workers’ Compensation Insurance – Students are covered by WITCC workers’ compensation insurance if they are injured while participating in a school-to-work program. Examples of school-to-work programs include job shadowing, internships, mentoring, training agreements, apprenticeships, and other work experiences through community placements. If an accident or injury occurs while participating in a school-to-work program, students must seek their own medical care. A Personal Injury/Medical Emergency Form must be completed and turned in to the WITCC Board Secretary. Additional information required with the completed form includes: Physician Summary (why was the treatment sought, what was done, and rationale for treatment) and all receipts for medications and medical services. WITCC submits claims to the workers’ compensation insurance company. The company reviews all claims and determines eligibility.
Surgical Technology Program – Campus Location
The Sioux City Campus offers the Surgical Technology program each fall semester. On-campus laboratory/clinical simulation facility is located in the Advanced Sciences Building, rooms L230, L228, and L229. Clinical sites include Mercy Medical Center, St. Luke’s Regional Medical Center, Pierce St. Same Day Surgery and Dunes Surgical Hospital.

Academic Advising
Academic advising assists students in realizing the maximum educational benefits available by helping them to better understand themselves and to learn to use the resources available at WITCC to meet their specific educational needs.
Renee Nemitz, Surgical Technology Instructor, will be your advisor throughout the program.

Role of Student in Advising
The student is to contact his or her advisor regarding all academic issues. It is necessary to make advance appointments with advisor for efficiency in scheduling. Faculty are available to meet new students taking either support courses or surg tech courses prior to registering.

Faculty are available at the Sioux City Campus for advising and program inquiries in Room #L307, Advanced Sciences Building, Main Campus, Sioux City, Iowa. Contact the WITCC Admissions Office at 712-274-6403 to schedule an appointment.

Advisor signatures are required on all course schedules, drop/add slips, transfer of program and credit forms, and forms for withdrawal from programs or the college.

The student is ultimately responsible to meet all requirements for graduation.

Academic Process
To ensure Clinical competency, Intro to Surgical Technology (SUR 127), Patient Care Concepts (SUR 123), Surgical Techniques (SUR 203), Pharmacology for the Surgical Technologist (SUR 420), and Surgical Procedures I (SUR 228), Surgical Procedures II (SUR 229), and Surgical Preceptorship (SUR 525) must be completed within two academic years.

Eligibility for Board Certification
The WITCC Surgical Technology program is CAAHEP accredited. Graduates from the program are eligible to obtain certification from the National Board of Surgical Technologist and Surgical Assistants.

Program Board Results
100% of the WITCC Surgical Technology Program graduates who attempted the National certification Exam in 2015 achieved the status of Certified Surgical Technologist (CST).

For more information or application, contact:

**NBSTSA**
6 West Dry Creek Circle, Suite 100
Littleton, CO 80120
(800) 707-0057
www.nbsta.org

**CAAHEP**
25400 U.S. Highway 19 North, Suite 158
Clearwater, Fl. 33763
www.CAAHEP.org

Requirements for Surgical Technology Clinical Courses
1. CPR Certification – American Heart Association BLS Health Care Provider Course
2. Child Abuse – Mandatory Reporter Training
3. Adult Abuse – Mandatory Reporter Training
4. Laboratory and Clinical Dress Code
5. Health Evaluations
6. Criminal and Abuse Background Checks

Photocopies of CPR, Child Abuse, and Adult Abuse certification must be turned in to the instructors prior to the start of clinical. (Students are responsible for obtaining their own photocopies.) If these requirements are not completed, students cannot be allowed to participate in the clinical rotation.

Cardiopulmonary Resuscitation
You are required to have a current CPR card and have completed the American Heart Association BLS Health Care Provider course. This course is specifically for health professionals. If you now hold a card and it is due to expire halfway through the year, you should renew it early so that your card is current during the total clinical phase of the surgical technology course. For information on CPR courses offered at WITCC, contact WITCC Registration at 712- 274-6404 or 1-800-352-4649, Ext. 6404.
Criminal Background - General Information

Pre Clinical

WITCC will complete criminal background checks on all health students. Based on the findings, a determination will be made if the student is eligible to participate in clinical activities. See program handbook for additional information.

Post Graduation Exams

Criminal charges/convictions, abuse charges (adult or child), or a substance abuse history may impact a graduate’s ability to obtain registration or licensure in the graduate’s profession. Each licensing board will make the determination if a criminal background check will be completed before the graduate is eligible to write licensing/registration exams. See program handbook for additional information.

Employment in Health Care Professions

Employers have varied hiring policies based on their review of an applicants criminal background history. Graduates/students need to be aware that:

* Clearance for clinical while a student
* Graduation from the program
* Successful passage of licensing or registration exams

does not guarantee graduates will be eligible for employment at some agencies. Employment eligibility is determined by the hiring policies at each health care agency.
Academic Review Procedure
Program/Course Appeal Process
Health Sciences Programs

This process provides students with a mechanism to channel concerns related to departmental/program policies and procedures within the Nursing and Allied Health Departments. These may include concerns and/or violations of department, program, course, laboratory, and/or clinical policies and procedures.

**Step 1: Informal Process:**
- Students are encouraged to discuss specific concerns with the faculty involved within five (5) instructional days of issue. This is in an effort to resolve issue(s) by a prompt and effective means with free and informal communications.
- If at this point, the issue(s) is not resolved to the mutual satisfaction of both parties, the student should proceed to the formal process.
- Documentation of the discussion will be generated. (i.e. email, conference form, etc)
**Step 2: Formal Process: (Student, Faculty)**

- Student may initiate a formal appeal process in writing by completing and submitting the “Student Appeal Process Form” to the appropriate faculty.
  - Appeal process form must be submitted within five (5) instructional days of the informal process meeting.
  - Faculty will schedule meeting within five (5) instructional days.
- Faculty may initiate a formal conference with a student to discuss and develop a plan of action related to academic performance, behavior, or discipline.
  - Schedule meeting with student within five (5) instructional days.
  - Documentation: “Student Conference Form”
- If the issue is not resolved, the student may initiate Step 3 of the appeal process.

**Step 3: Formal Process: (Student, Department and/or Division Chair)**

- If issue is not resolved between student and faculty, the student will request appointment with the respective department and/or division chair within five (5) instructional days.
  - The appeal process request will be submitted by the student in writing to the respective program department and/or division chair.
  - Department and/or division chair will schedule meeting within five (5) instructional days.
  - Documentation: “Student Conference Form”
- If the issue is not resolved, the student may initiate Step 4 of the appeal process.

**Step 4: Formal Process (Health Sciences Review Committee)**

- If the issue is not resolved, the student may petition to meet with the Health Sciences Review Committee within five (5) instructional days of meeting with department and/or division chair.
  - Student will email request or schedule to meet with Health Sciences Review Committee within five (5) instructional days of meeting with department and/or division chair.
  - Student will submit all prior documentation related to the issue and complete an updated “Appeal Process” form with email request.
- Health Sciences Review Committee (Associate Dean of Career and Technical Education; Division Chair; 2 health faculty; 1 student)
  - Committee will convene meeting within five (5) instructional days of request.
  - Committee will review documentation and receive testimony from all parties.
  - Committee will render a decision and/or resolution within five (5) days
  - If the student is not satisfied with the resolution, they may initiate the college “Academic Review Procedure”

**Step 5: Formal Process (College Academic Review Procedure)**

- Students may initiate the initiate the college “Academic Review Procedure” For procedural step refer to the “College Catalog” and/or “Student Handbook.”
Child and Adult Abuse – Mandatory Reporter Training
All health personnel are mandatory reporters of child and adult abuse and are required to take a short course, approximately three hours in length, to provide information on the law, recognition, documentation and reporting of child and adult abuse.
For information on the courses offered at WITCC, contact WITCC Registration at 712-274-6404 or 1-800-352-4649, Ext. 6404.

Criminal and Abuse Background Checks
When a student starts the program, the College will initiate the background check process and the student must be cleared by the internal state agencies prior to clinical experience.

Grading (All Campuses)
All students accepted into the Surgical Technology program may re-enroll only once in one Surgical Technology course in the Surgical Technology program. Failure to comply will result in program dismissal. Surgical Technology courses included are:
SUR 127  Introduction to Surgical Technology
SUR 123  Patient Care Concepts
SUR 203  Surgical Techniques
SUR 228  Surgical Procedures I
SUR 229  Surgical Procedures II
SUR 525  Surgical Preceptorship
SUR 420  Pharmacology for the Surgical Technologist

Graduation
The Surgical Technology program at WITCC can impose requirements for program acceptance, grading, promotion, and graduation that may be higher than College policies.
The requirements for graduation from the Surgical Technology program must achieve a final grade of “C” or better in all courses in the Surgical Technology program to be eligible for graduation.

I have read and understand the grading and graduation policies of the Surgical Technology Program.

Please print:

Name:___________________________________________
Social Security Number:_____________________________
Address:_________________________________________
Phone #:_________________________________________

___________________________________________  _________________________
Signature                                         Date

This form will be filled out and submitted the first day of class to your Surgical Technology instructor.
Western Iowa Tech Community College
Surgical Technology Programs
Clinical/Work Policy

Clinical experience is a part of the student’s educational program.

Students may not be paid for their required clinical experience hours that are part of their program. Should a student be working for the same facility, they may only be paid for hours that are not part of their clinical experience.

Clinicals are designed to teach the student how to transition into the role as a Surgical Technologist in the surgical environment. Your participation in the O.R. will progress from observation to working independently as a Surgical Technologist. The clinical instructor will supervise you in the O.R. You will be assigned a preceptor for every surgical case you are assigned. You will be under direct supervision as all times. You are not a substitute for regular staff. If you are employed by any of Western Iowa Tech Community College’s clinical affiliation sites:

- You will clearly define clinical hours and work hours. These hours should not overlap.
- Your work hours do not fulfill your clinical hours.
- You will not be paid for hours that you are in the O.R. in the student role.

_I have read and understand the WITCC Surgical Technology Programs Clinical/Work Policy and agree to abide by the policy as written above._

Student’s Signature__________________________________________

Date_________________________
Laboratory and Clinical Dress Code

1. **Program Uniform:** (Must be kept clean)
   - *Scrubs:* Forest green (shirt and pants)
   - *Lab Coat:* Must be **entirely** white, not below the knee
   - *Shoes:* Must be **entirely** white, clean, and **only** worn for Surgical Technology duties. **Only** white socks or pantyhose are accepted.
   - *WITCC Name Badge:* Will be provided by the institution. **(If lost, the student will be charged a fee for replacement.)**

   **Hair:** Must be clean, off the collar, pulled back and secured. Only natural hair color will be allowed (i.e., no pink, green, orange, purple, etc.). **No** ornamental hair accessories are allowed. If barrettes, combs, or ponytail holders are needed, they should be white or the same color as the hair. Beards, mustaches, and sideburns must be clean, well manicured, and closely trimmed to the face. **No** handlebar mustaches allowed.

   **Cosmetics:** Fingernails must be clean, short, and neatly filed. **No** nail polish or acrylic nails are allowed.
   Makeup should be applied in moderation.
   No perfume, cologne, or aftershave is permitted.

   **Jewelry:** No jewelry of any kind is permitted in clinical or laboratory.

   **Hygiene:** Any offensive body odor and/or bad breath will be dealt with on an individual basis by the instructor.
   Chewing gum, eating, and the use of tobacco are not acceptable in the clinical or laboratory area.

   **Laboratory Activities:** begin the **first week** of classes and the student will be required to comply with the program dress code.

**Uniform Purchase**

Uniforms for Western Iowa Tech Community College’s Surgical Technology program are available at the WITCC Bookstore. Students should order uniforms ahead of time and are to be sized at the Bookstore.
Health Evaluation

It is strongly recommended that all forms be forwarded to Marilyn West by October 1.

To provide a safe and healthy environment for yourself and those you will come into contact with, you must complete a health evaluation prior to entering the clinical phase of your education. **If these requirements are not completed, you will not be allowed to participate in the clinical rotation.** Western Iowa Tech Community College has contracted with Mercy Business Health Services to assist in evaluating the completion of this health evaluation.

**Health Evaluation includes:**
Health history, hearing, vision, immunization record, and physician physical.

**Current Vaccinations:**
You must provide proof that your vaccination status is current. Dates must accompany the physical; just listing “current vaccinations” will not satisfy the requirements. If you are unsure of your vaccination status, you should have your immunizations updated.

**Hepatitis B:**
You must show documentation of either:
1. Receiving the Hepatitis B Vaccine (a series of three shots for the prevention of Hepatitis B, a disease of the liver);
2. Decline to Accept Form;
3. OR that you are currently receiving the series by providing a photocopy of the consent verifying the process.
If you are planning to start the vaccine at a later date, sign the Decline to Accept Form and submit it.

**Tuberculosis Test:**
Because of the increased incidence of tuberculosis, each student is required to have a current T.B. skin test. The T.B. skin test is valid for *one year.*

**Completed Records:**
The completed records will be reviewed. If there is need for additional information or tests, you will be contacted. **Please make a copy of your health evaluation for your own records. In the future, copies will not be made available for you.**

Please complete the health evaluation in its entirety and return promptly by email to Marilyn West, RN, BSN; Western Iowa Tech Community College; marilyn.west@witcc.edu. You may contact Marilyn at 712-274-8733, Ext. 1256. Your health evaluation is considered current for two years. If the course of your education extends past two years, your health evaluation must be repeated.

Mercy Business Health Services is available if you should have questions, if you need help finding a physician, or if you would like us to provide you with vaccinations. You may contact Mercy Business Health Services at 233-5155, Monday through Friday, 8:00 a.m. to 4:30 p.m.
WITCC Clinical Health Evaluation

Name:________________________________________ Last Name (Please Print)  First Name  Middle Initial

Dater of Birth:_________ E-mail: ____________________________ Program of Study: ___________

Do you have any known allergies? Yes ○ No ○ If yes, list all known allergies: ______________________

Student Signature:_________________________________________Date: ______________________

Health Care Provider Complete The Following

Immunizations:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR #1:</td>
<td>MMR #2:</td>
<td></td>
</tr>
<tr>
<td>Measles titre results:</td>
<td>Mumps titre results:</td>
<td>Rubella titre results:</td>
</tr>
<tr>
<td>Tetanus/Diphtheria (valid if within 10 years)</td>
<td>Date Given:</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #1:</td>
<td>#2: #3:</td>
<td>Hepatitis B titre results:</td>
</tr>
<tr>
<td>Chickenpox #1:</td>
<td>#2:</td>
<td>Chickenpox titre results:</td>
</tr>
</tbody>
</table>

**Titre results must include numerical value – not just “positive, negative, immune”.

#1 Tuberculin Skin Test-Mantoux 5 TU/PPD (valid if within one year) Given:_________ Read:_________
PDP result (state reaction in mm):_________ Professional Signature: ___________

#2 Tuberculin Skin Test-Mantoux 5 TU/PPD (valid if within one year) Given:_________ Read:_________
PDP result (state reaction in mm):_________ Professional Signature: ___________

Questions:

#1 - Have recommendations for limited physical activity been made? ○Yes  ○No
If “Yes”, for how long and why? ______________________

#2 - Do you recommend this individual for full participation in clinical? Yes ○  No ○
If “No,” please comment:________________________________________

Health Care Provider Name (please print): ______________________

Health Care Provider Signature: ____________________________ Date: ___________

Address: ___________________________________________ Phone #: __________

How to Submit WITCC Clinical Health Evaluation

Scan all information as a PDF document and e-mail to: Marilyn.West@witcc.edu. The weekly deadline is 7am Friday morning. All information received by the weekly deadline will be reflected in a class update sent to your instructor the following Monday morning.

WITCC Clinical Health Evaluation approved in accordance with CDC guidelines by Mercy Business Health December 2014.
Mercy Business Health

To: All WITCC Health Occupation Students
From: Marilyn J. West RN BSN

To provide a safe and healthy environment for you and those you will come in contact with, you must submit a completed WITCC Clinical Health Evaluation prior to your first day of clinical. You will not be cleared to participate in clinical until your WITCC Clinical Health Evaluation is complete. Below are answers to the most commonly asked questions. If you have any further questions, please feel free to contact me at Marilyn.West@witcc.edu.

**Student Information**
Be sure to answer all personal information on the top of the WITCC Clinical Health Evaluation.

**Health Care Provider Complete The Following**
This part of your WITCC Clinical Health Evaluation is to be completed by a medical doctor, a nurse practitioner or a physician’s assistant. No other forms will be accepted.

**Measles/Mumps/Rubella (MMR)** – You will need to provide one of the following:
- two vaccination dates.
- positive titre for measles, positive titre for mumps and a positive titre for rubella.

**Tetanus/Diphtheria (Td)** – A Td is current for 10 years.

**Chickenpox** – You will need to provide one of the following:
- two vaccination dates.
- positive titre.

**Hepatitis B (Hep B)** – You will need to provide one of the following:
- vaccination dates.
- positive titre.
- signed decline form.

**Tuberculin Skin Test (TST)** – An initial baseline two-step TST is required. The second TST can be given one week to one year after the first TST as long as the first TST has not expired. A TST is current for one year. The first and second TST must be turned in before the start of clinical. If you have had a past positive TST, you will need to provide documentation of a negative chest x-ray. If the negative chest x-ray is more than one year old, you will also need to turn in a TB Symptom Assessment form.

Please make sure that you keep a copy of your WITCC Clinical Health Evaluation for your own records. In the future, a copy will not be made available to you!
Information About Hepatitis B Vaccine

NOTE: This form should be discussed with the physician of your choice, signed and returned with all other health forms.

The Disease
Hepatitis B is a viral infection caused by Hepatitis B virus (HBV) which causes death in 1-2% of infected patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people develop chronic active hepatitis and cirrhosis. HBV also appears to be associated with the development of liver cancer.

The Vaccine
Hepatitis B vaccine is produced from the plasma of chronic HBV carriers. The vaccine consists of purified, inactivated Hepatitis B antigen. It has been extensively tested for safety and efficiency in large scale clinical trials with human subjects. A high percentage of healthy people who receive three doses of vaccine achieve protection against Hepatitis B. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine. Full immunization requires 3 doses of vaccine over a six-month period, although some persons may not develop immunity even after 3 doses. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

Possible Vaccine Side Effects
The incidence of reported side effects is low. A small percentage of persons receiving the vaccine experience tenderness and redness at the site of injection. Low grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. Few cases of serious side effects have been reported with the vaccine, including Guillain-Barre Syndrome, although the possibility exists that more serious side effects may be identified with more extensive use. You may check with your insurance company concerning coverage.

If you have any questions about Hepatitis B or the Hepatitis B vaccine, please discuss with your physician.

Consent Form
I have discussed with my physician and have read the above statement about Hepatitis B and the Hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have 3 doses of vaccine to confer immunity. However, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I request that it be given to me. My decision is voluntary. I understand that all arrangements for receiving the vaccine are my responsibility.

Name of Person to Receive Vaccine (Please Print)

Signature of Person Receiving Vaccine

Date Signed

Date Lot # Site Nurse

(1) (2) (3)
Information About Hepatitis B Vaccine

**NOTE:** This form should be discussed with the physician of your choice, signed and returned with all other health forms.

**The Disease**
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You may check with your insurance company concerning coverage.

If you have any questions about Hepatitis B or the Hepatitis B vaccine, please discuss with your physician.

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**Decline to Accept**
I have discussed with my physician and have read the above statement about Hepatitis B and the Hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccination. I understand the benefits and risks of the Hepatitis B vaccine and I do not wish to receive the vaccine.

Name of Person Declining Vaccine (Please Print)

Signature of Person Declining Vaccine

Date Signed

RETURN EMAIL TO:
Marilyn West, RN, BSN
Western Iowa Tech
Community College
marilyn.west@witcc.edu
Clinical Participation Requirements

WITCC uses external affiliated agencies for clinical experiences for our students. Affiliated agencies may impose requirements for students in order that they be allowed access to clinical experience.

- **Students may be required to provide the following information to external affiliated agencies:**
  - Health Screening/Immunizations
  - CPR
  - Mandatory Reporter
  - Criminal and Abuse Background Checks
  - Drug Test

- The **student should maintain copies** of the documents listed above. *Affiliating agencies may require the student to provide a copy of the documentation.*

- **Drug Testing**
  Students may need to consent for drug testing and release of that information to external affiliating agencies for clinical experience. Western Iowa Tech Community College is uncertain of what other drugs may be screened.

- Unprofessional conduct, breach of confidentiality, or performing duties beyond the scope of practice or academic preparation is grounds for immediate removal from the clinical site. Removal will result in failing clinical and may include disciplinary action.

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**NOTICE AND RELEASE - READ CAREFULLY BEFORE SIGNING**

I, the undersigned student in a health occupations program at Western Iowa Tech Community College, understand that participation in a clinical experience is part of the health occupations program and that participation in a clinical experience includes working at an affiliating agency. I further understand that affiliating agencies have the right to establish requirements for participation in clinical experience. I understand that I am responsible for providing copies of the documentation requested by the affiliated agency. I understand and agree that if I am rejected for participation in a clinical experience by an affiliating agency or if I refuse to submit to checks or tests that are required by an affiliating agency in order to participate in a clinical experience, I may be unable to complete my program of study and graduate from a health occupations program. I hereby release Western Iowa Tech Community College, its employees, and all affiliating agencies from any liability with regard to my participation in a clinical experience and decisions made concerning my participation in a clinical experience.

Print name: __________________________

Student’s Name: __________________________  Program: __________________________  Date: __________________________
Confidentiality Agreement
Please read and sign the following statement

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), it is the policy of WITCC that confidentiality and privacy of information is of utmost importance for health occupations students. Confidential information is any client, physician, employee, and business information obtained during the course of your clinical experiences associated with WITCC. Please read and sign the following confidentiality statement.

I will treat all confidential information as strictly confidential, and will not reveal or discuss confidential information with anyone who does not have a legitimate medical and/or business reason to know the information. I understand that I am only permitted to access confidential information to the extent necessary for client care and to perform my duties. Information that may be construed as a breach of confidentiality includes but is not limited to:

(1) client’s name and other identifying information
(2) client’s diagnosis
(3) type of care being provided
(4) reason for seeking health care services, treatment, and response to treatment
(5) personal problems or actions

I will not access, use or disclose confidential information in electronic, paper, or oral forms for personal reasons, or for any purpose not permitted by agency policy, including information about co-workers, family members, friends, neighbors, celebrities, or myself. I will follow the required procedures at all agencies to gain access to my own confidential patient information.

In preparing papers, presentations, and other course work I will de-identify protected health information. I will not remove any individually identifiable health information from the facilities in which I am completing my clinical experience. The following are guidelines to be followed in order to be compliant with standards.

• The HIPAA Privacy Rule allows health care providers to use and disclose Protected Health Information (PHI) without a patient’s written authorization for purposes related to treatment, payment, and health care operations. It further defines “health care operations” to include “to conduct training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve their skills as health care providers.”

• Minimal Information: The amount of PHI used must be the minimum amount necessary to conduct the training. Allowable information can include race, age, other medical conditions, prior medical conditions, and other background information only if necessary to accomplish the prescribed assignment. Do not include the patient’s name and medical record number. In addition, do not talk about other identifying characteristics, for example the patient’s job, job title, where they work, where they live, their community activities, etc.

HIPAA Program Office; The University of Chicago Medical Center; GUIDANCE (February 18, 2008)
I agree to use all confidential information and the information systems of the facilities I am assigned in accordance with facility policy and procedure. I also understand that I may use my access security codes or passwords only to perform my duties and will not breach the security of the information systems or disclose or misuse security access codes or passwords. I will also make no attempt to misuse or alter the information systems of the facilities in any way.

I understand that I will be held accountable for any and all work performed or changes made to the information systems or databases under my security codes, and that I am responsible for the accuracy of the information I input into the system. I understand that violation of such policies and procedures may subject me to immediate termination of association with any facility, as well as civil sanctions and/or criminal penalties.

Any student who fails to maintain confidentiality and/or directly violates confidentiality may risk expulsion from the program in which they are enrolled.

_I have read and understand the WITCC confidentiality policy and agree to abide by the policy as written above._

Print name: ________________________________________________

Student Signature: __________________________________________

Date: ______________________________________________________
Social Media Policy

Western Iowa Tech Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in WITCC programs will uphold the ethical standards of their prospective professions and the WITCC Allied Health Programs. Federal regulations regarding privacy such as HIPAA and FERPA apply to all personal and academic communication.

No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, Myspace, YouTube, Twitter, etc. Health Care workers have been fired for discussing patient cases on Facebook even though no names were discussed. Student use of photography and/or recording devices is prohibited in all classroom, laboratory and clinical sites, unless formal permission of the instructor of record is granted before the fact.

Do not give healthcare advice on social media sites. Students should not become a patient’s “friend” on a social media site.

Any violation of this policy must be reported to the program facility as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and subject to immediate expulsion from the Medical Assistant Program and subject to potential investigation by the Federal Office of Civil Rights.

Print name: ____________________________________________________________

Signature: ____________________________________________________________
Signature Sheet of Understanding

I have reviewed and understand the Surgical Technology Program Admission Information Booklet and agree to abide by these policies.

Print name: ________________________________________________________

Signature________________________________ Date________________________