Hillsborough College
Surgical Technology
Program Handbook
2026-2027 Academic Year

Program Accreditations
Florida State Department of Education
Southern Association of Colleges and Schools
CAAHEP Accredited by recommendation of the ARC/STSA

***Disclaimer Clause**:*

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the program, the Health Sciences Division, or Hillsborough College. The College, the Division, and the program reserve the right to make and designate the effective date of changes in policies and other regulations at any time when such changes are considered desirable or necessary. If changes to this handbook are required during the academic year, students will be notified of those changes and asked to verify by signature that the required changes were received and understood.

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Association of Surgical Technologists
Code of Ethics

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

Surgical Technologist Creed

"AEGER PRIMO"

Patient First

Program Information

A surgical technologist is certified and works under the supervision of a surgeon, surgeon's assistant, or other surgical personnel (such as a more senior technologist) to ensure that the operating room environment is safe. Surgical technologists organize the surgical suite's equipment and ensure that the operative procedure is conducted under conditions that maximize patient safety. They handle the instruments, sutures, various surgical sponges, irrigation fluids, and medication. Surgical technologists learn how to prepare the patient for surgery, anticipate the surgeon's needs, and prepare sterile dressings. Surgical technologists also train other operating room personnel as a vital part of the surgical team.

Program Mission

To produce Surgical Technologists who:

- To prepare entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains expected of an entry-level surgical technologist.
- Function as a surgical technologist who provides and participates in patient care coordination as a member of the surgical team.
- Communicate effectively in written, verbal, and nonverbal interactions with patients/clients and peers.
- Develop a broad knowledge base and intellectual skills that support lifelong learning.
- Use problem-solving skills to promote safe and effective surgical outcomes.
- Demonstrate professional attributes by accepting accountability for their actions and practicing within ethical, legal, and regulatory frameworks.
- Prepare graduates to take the National Certification Exam for Surgical Technologists administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Program Vision

To graduate individuals prepared to serve their communities by providing skilled care to patients undergoing surgical procedures.

Program Philosophy

The Surgical Technology Program gives the community knowledgeable, competent, and ethical professionals to provide quality assistance to surgeons, coworkers, and patients. HC's Surgical Technology Program will accomplish this with an educational approach to professional development.

While the surgical technology student's education is the program's primary mission, this endeavor alone does not fulfill our community's commitment. The program deems the student as a partner in the educational experience. Adequate flexibility for individual expression and achievement allows the student to obtain personal and professional goals.

Changes in healthcare and advances in technology have become critical factors for Surgical Technologists. The program must continue to provide competency, never sacrificing quality to provide quantity.

Lifelong learning is essential to maintain competent patient care.

Training as a surgical technology professional demands the utmost integrity and ethics. Students receive access to very confidential and sensitive information. The program functions on the honor system. All training areas will measure the student's fundamental approach to truth, honesty, integrity, and ethical conduct.

Program Goals

Following the Surgical Technology Program's mission, vision, and philosophy are its general goals.

1. To prepare the student to conscientiously function as the operating room team member, primarily responsible for maintaining the sterile field.

2. To provide the student with the education and clinical experience necessary to acquire the knowledge and skills required to become a qualified, entry-level surgical technologist.

3. To create a learning environment that promotes the highest quality education for students' academic and career success.

4. To promote clinical competence by exposing the student to various surgical procedures in appropriate clinical sites.

5. To prepare the student to deal effectively with stress and develop the personal discipline, stamina, and emotional stability required in the surgical technology profession.

Accreditation Statement:

The Hillsborough College Surgical Technology Program is accredited by the Commission On Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education In Surgical Technology and Surgical Assisting.

Student Assistance Program:

HC's Student Assistance Program offers resources tailored to student life and provides students with tools to help them through some of life's toughest challenges. The College has contracted BayCare Health Management to provide free, professional, confidential counseling by telephone and in person. A wide range of topics may be addressed through this program, including mental health counseling, budgeting, and financial concerns. Please call 800-878-5470 or email baycaresap@baycare.org for further information.baycaresap@baycare.org

Student Success:

Health Sciences students are fortunate to have a valuable resource available to them at no cost. Dawna Tapia is our Student Success Specialist. She can assist students in various ways, including study habits and skills, test or assignment anxiety, organization, motivation, time management, critical thinking, and academic confidence. Students interested in improving themselves in these areas should contact Ms. Orzolek at either 813-253-7526 or Morzolek@hccfl.edu.

Equal Access/Equal Opportunity

Hillsborough College is an equal access/equal opportunity employer. HC makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status, or any other status protected by law. Also, the College does not discriminate in employment practices or the admission and treatment of students. HC is committed to equitable treatment of all students and employees and a learning and working environment free of discrimination and harassment for current and future students and employees. The College provides equal educational opportunities to qualified individuals with disabilities and complies with and supports the Americans with Disabilities Act.

HC's equity officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

- Annazette Houston, Title IX & Civil Rights Compliance: GWS District Administration Center 4115 N Lois Avenue, Tampa, FL 33614. Telephone: 253-7043. Email: Ahouston14@hccfl.edu

Disability Services / Special Accommodation Requests

HC makes every effort to help students with disabilities get the most out of attending College by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services, and activities under the Americans with Disabilities Act (ADA) of 1990. All HC activities, organizations, courses, and academic and technical programs are open to students with disabling conditions. HC facilities are accessible to persons with physical disabilities via ramps, automatic entrances, and elevators. Accessible restroom facilities, parking spaces, telephones, and water fountains are also available.

A student or future student wishing academic accommodations must self-identify and provide appropriate documentation of their disability to the services office for students with disabilities. Students should contact an HC coordinator of services for students with disabilities to discuss documentation guidelines. Students are encouraged to begin this process at least one month before the start of the semester. Students may schedule an appointment or visit on a walk-in basis.

Introductory Statement

This program is a 16-month program that provides the participant with the knowledge and skills required to enter Surgical Technology, following the American Medical Association and the Association of Surgical Technologists guidelines.

During the pre-clinical phase of the Program, the emphasis is placed on classroom and laboratory instruction as preparation for participation in the clinical stage. Classroom instruction at the College Campus includes anatomy and physiology, medical terminology, microbiology, patient care in surgery, sterile technique, surgical techniques, instrumentation, and surgical procedures.

The clinical experience is received at surrounding medical facilities. The student functions under the instructor's supervision, staff Surgical Technologists, or registered nurses performing as the operating room team members. The clinical phase includes further classroom instruction, but the emphasis is on extensive clinical experience in actual surgical procedures.

The following sections provide information about the courses and expectations for students.

Essential Qualities of Surgical Technologists

- Integrity – Must be honest and ethical. Must be reliable and responsible.

- Interpersonal skills – Must be able to communicate clearly and interact appropriately and effectively with patients and medical professionals, regardless of their compulsion or ability to cooperate.

- Detail-oriented – Must be able to follow protocols. Must be able to interpret instructions from physicians or other medical professionals accurately.

- Critical thinker- Must have the ability to make clear, reasoned judgments, even under stress.

- Technical skills – Must understand how to operate instrumentation, tools, and equipment used in the operating room.

- Independence – Must be able to accomplish tasks on time.

Professional Growth - Must be committed to life-long learning and professional growth. Must understand that surgical technology and medicine are constantly changing and require participation in continuing medical education opportunities.

Technical Standards for Surgical Technologists

- Talk and hear muffled sounds over medical equipment and through surgical masks
- Stand, reach with hands and arms, use hands and fingers to hold instrumentation of all sizes
- Communicate effectively
- Possess excellent finger dexterity and good "hand-eye" coordination
- Read small print/numbers, sometimes in dim lighting
- Be able to wear a 20-pound lead apron for long periods
- Occasionally lift patients requiring 50 pounds of force
- Occasionally push equipment and patient transport carts
- Occasionally be able to remain in one position for up to 6 hours at a time
- Interact compassionately and effectively with the sick and injured

The Professional Environment for Surgical Technologists

Surgical technologists are trained to maintain the sterile field, preventing the risk of infection during surgery.

Surgical technologists wear scrubs and sterile gowns, gloves, caps, and masks while in the operating room. Their work may be physically demanding, requiring them to be on their feet for long periods. Surgical technologists also may need to help move patients or lift heavy trays of medical supplies. At times, they may be exposed to communicable diseases and unpleasant sights, odors, and materials.

Work Schedules

Most surgical technologists work full time. Surgical technologists employed in hospitals may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than 8 hours.

* https://www.bls.gov/ooh/healthcare/surgical-technologists.htm

Risks and Work Conditions for Surgical Technologists

In this setting, hazards can be classified as:

Physical

- Exposure to ionizing radiation
- Working with electricity-producing and discharging equipment
- Bodily injury, due to lifting, retracting

Biological

- Exposure to blood and body fluids
- Exposure to bacteria, viruses, and other microorganisms

Chemical

- Exposure and administration of medications

- Use of solvents, acidic and alkaline material with specimen preparations
- Exposure to anesthetic gases
- Exposure to harsh cleansing agents

Ergonomic

- Lifting in awkward positions
- Working in odd spaces
- Lifting over 50 pounds
- Prolonged time standing during procedures

Psychological

- Dealing with crises
- Dealing with patient death
- Emotional stress
- Changing shift work (due to call and weekend requirements)

Classroom and Laboratory Rules

Dress Code

Students must wear the uniform whenever they are on campus during class hours and in the clinical setting.

Behavior

- Students are expected to always demonstrate professional behavior in the classroom and laboratory. All students, teachers, visitors, and employees are treated with courtesy and respect. Foolish questions or comments, foul language, or behavior will not be tolerated.
- Students will wear the required uniform while on the college campus and the clinical site.
- Students are expected to be on time when reporting to classroom and laboratory sessions.
- Cheating is grounds for dismissal.
- Once a student turns in a test, they cannot have the test back for any reason.
- Tests should be checked on the front and back to be sure items have not been overlooked.
- Meeting personal needs, such as going to the bathroom, should be taken care of during break and at lunch.
- Students are to be awake, attentive, and courteous at all times. Smoking, eating, chewing gum, hard candy, or drinking are ONLY allowed during breaks in designated areas at the school and affiliated agencies.
- Required textbooks, needed supplies, etc., must be available for all classes. Borrowing from other students is not allowed.
- Students are not to look at answers in books while others are still testing.
- If students have any problems, they must go through the proper chain of command to resolve the situation.
- Tobacco use is permitted only in designated areas.

Classroom Maintenance

All students are responsible for maintaining a neat and orderly classroom:

- Students must NOT attempt to use or operate any equipment until they have received appropriate instruction for its use.
- When using equipment, treat it kindly. All equipment should be replaced in the appropriate storage area after use.
- Class or laboratory sessions are not considered complete until the lab and classroom are in proper order.

Professionalism and Rules in the Surgical Tech Skills/Simulation Lab

- No student is allowed to perform procedures with sharp instruments and needles without the presence and permission of the instructor/lab supervisor
- No lab equipment may be checked out or removed from lab/school grounds
- Use of all lab equipment must follow professional standards and guidelines
- All surgical instruments must be used following the current AORN standards and guidelines
- Proper body mechanics are to be observed and used when performing procedures
- Lead aprons must be worn appropriately when x-ray imaging is being performed
- Lead aprons must be properly stored following lab experiences
- Any injury, including needle sticks, must be reported to the instructor/lab supervisor immediately
- Safety glasses must be worn at all times when handling fluids or sharp instruments
- Exam gloves must be worn at all times when handling fluids
- Surgical scrubs must be worn at all times during class, scheduled, or open lab experiences.
- No sleeves or collars of an undershirt should be visible under the scrub top.
- Students may wear scrub jackets or lab coats over their scrubs; however, sweatshirts and other jackets are not allowed.
- No open-toed shoes, or shoes with holes in them, may be worn at any time during lab or lab practice
- Hair should be clean and well kept. Long hair is to be controlled and pulled up during lab practice and class times
- Body odor or smoke odor should not be detectable. Perfume and cologne should not be worn during lab experiences
- No nail polish is to be worn during lab practice
- Fingernails are to be kept short. No false nails are to be worn during lab times
- Dangling necklaces and earrings are not to be worn during lab times
- Tattoos should be covered if/when possible
- Body piercings should be covered
- No facial piercing or ear gauging is allowed in the lab environment
- Cell phone use is not permitted during lab sessions
- Children are not allowed in the lab at any time
- All lab activities and interactions should be considered patient and hospital appropriate
- The student needs to inform the instructor of latex allergies

Failure to abide by these rules may result in discipline as allowed by the Student Handbook and the applicable Health Sciences handbook. A violation may result in removal from the lab session and the loss of assignment points associated with the course.

Funds

To remain in the Program, students are responsible for having funds available for books, tuition, field trips, and other required expenses by the stated due dates. Students will receive advance notice of required expenses.

The Grading Scale for Surgical Technology

Commented [1]: PAGES 23–24: Use “open-toed shoes” and “nail polish” instead of “opened-toe shoes” and “finger polish.” Add terminal punctuation consistently to bullets. Verify the reference to the “human services handbook”; it appears inconsistent with a Surgical Technology/Health Sciences program.

Percentage Score	Grade
93-100	A
85-92.9	B
78-84.9	C

Satisfactory completion of all courses requires at least 78% (C). Since the Surgical Technology Program is progressive, courses in one semester must be completed before entering the following semester. All students will receive the grade report each semester.

An average of grades will determine course grades for hourly examinations, quizzes, assignments, and final examinations. The instructor will announce the distribution for the various components at the beginning of each session. The instructor will announce all examination dates in advance; quizzes may or may not be published.

When a student has trouble mastering any course's competencies, they are expected to seek extra help from the instructor. Students should contact the instructor if they have any questions concerning their progress.

Students will be formally notified of their averages at midterm and final course grades at the end of each semester.

Students are expected to submit their work. Evidence of plagiarism, copying, or any other form of cheating will constitute a forfeiture of the grade for the work or formal disciplinary action. The student will be referred to the College administration.

Grading is simply a method of quantifying the degree of a student's competency development. It is the hope and intent of the Program that each student will excel. As the Surgical Technology Program is progressive, courses in one semester must be completed before entering the following semester.

General Expectations of Students

Surgical Technology is a profession requiring mastery of a significant amount of knowledge and technical skills. In addition to fulfilling all academic requirements, students must display behaviors consistent with accepted standards of professionalism. The following items identify the expectations of student behavior:

Attendance is considered mandatory for each course lecture session and laboratory session. Students are expected to notify instructors before their absence and promptly complete any missed work. Excessive absences may result in a student's inability to interview or attend a clinical internship.

The primary means of communication with students outside of class is the college email system. Students are expected to check their email frequently.

Professional language is always expected. Voice levels should be moderated, and appropriate judgment should be used in the choice of words. No profane language will be tolerated. Tactfulness is expected.

Students are expected to maintain confidentiality at all times in the classroom, in the skills lab, and in the clinical setting. Confidential information includes, but is not limited to, information learned verbally or in written form. Students are permitted access only to relevant patient records for patients involved in a procedure. Students must sign a confidentiality agreement, which will be kept on file. Any breach of confidentiality will be considered grounds for immediate disciplinary action, including possible dismissal from the Program.

Honesty in all communication is expected. Dismissal from the Program may result if a student violates academic honesty policies, comes to class/lab/clinical under the influence of alcohol or controlled substances, or inappropriately uses social media (including remarks about patients or sharing patient information). If a student is suspected of being under the influence of drugs or alcohol, they may be required to submit to a drug and alcohol screening.

Academic dishonesty includes but is not limited to cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, paraphrasing or direct quotations of another person's published or unpublished work without full and clear acknowledgment. This behavior will result in a zero or an "F" for the course.

Students are expected to access and review their transcript/course audit and monitor graduation requirements, including transfer courses. It is the student's responsibility to register and pass all required classes. Students should reference the current program curriculum sheet.

Students are expected to spend twice the time outside of the scheduled class and lab time preparing, studying, reviewing, and practicing comprehensive learning and skill competency.

Professional Behavior and Social Media Policy

Socializing with faculty, staff, preceptors, and clinical instructors while enrolled as a surgical technology student is prohibited outside the healthy educational environment and clinical internship setting.

Health care students must behave professionally and realize their behavior may be misinterpreted by those they serve. Unprofessional conduct, including communications (verbal, voice inflections, non-verbal actions or stances, postings, etc.), may compromise the health care relationship with patients, family members, staff, or physicians. Clinical affiliation relationships may also be compromised, and such conduct may violate legal or ethical standards.

Students may not have their cell phones while in a clinical setting.

Social Media

As students enter the health care professions, it is necessary to understand social media's effect on them personally and professionally. Communications/postings that may have taken place in students' juvenile years may not be appropriate for their professional educational terms or employment prospects

Student "friending" or "following" faculty, preceptors, clinical instructors, clinical-site surgical technologists and other clinical staff are prohibited.

Students are prohibited from posting comments regarding clinical experiences, which can easily be interpreted as violating HIPAA criteria and may result in the student's dismissal from the Program.

Attendance Policy and Make-Up Work

Students of Surgical Technology will adhere to the following additional attendance policy due to clinical sites' mandates.

Students who are absent for any reason must call in before the start of the day. If the absence occurs on a class day, the student must inform the Program Director before 8:00 a.m.

Attendance is essential to student success. Three missed class days in a term may result in dismissal.

If a student finds it unavoidable to be absent or tardy to any class, lab, or clinical, the student will be responsible for scheduling make-up time. Only absences that are deemed excused by the instructor can be made up. Missed classes and laboratory activities can only be made up with prior permission from the professor. It is the student's responsibility to make up any time lost. It is the responsibility of the student to obtain any notes, handouts, or other information missed.

A student can miss three clinical/didactic (Fall, Spring) two (Summer)clinical/didactic days before being dismissed from the program.

Two tardies (up to 5 minutes each) will equal one day missed. If a student is going to be late, the student must contact the instructor and the program manager as soon as possible. (651-387-3417).
A tardy more than 15 minutes is an unexcused absence.

If an exam is scheduled for the day a student returns to class, the student will take the exam that day. If an exam is given during a student's absence, it must be made up on the first day back or at the instructor's convenience. Five

points will be automatically deducted from the score of any make-up exam. It is the student's responsibility to contact the instructor to schedule make-up exams. Make-up exams will cover the same material as the original exam but may use different questions.

Pop Quizzes can not be made up.

A clinical absence will result in a "U" in all areas of the clinical evaluation tool for the date missed. More than two (Summer) or three clinical absences during a semester (Spring & Fall) may result in dismissal from the Surgical Technology Program. Two tardies (5 minutes late) will equal one absence. A tardy 15 minutes or more will equal an unexcused absence.

THE PROGRAM DIRECTOR RESERVES THE RIGHT TO DEAL INDIVIDUALLY WITH STUDENTS IN THE EVENT OF AN EMERGENCY OR CATASTROPHIC EVENT.

Additional Attendance Requirements

It is the expectation that students attend all scheduled experiences, be punctual, and remain until the end of class. Students missing more than 15 minutes of class, lab, or clinical, will be marked absent.

- The student must notify the instructor ***each day*** of absence**.**
- **Each excused absencewill receive a 5-point deduction from the student's professionalism grade and 10-point deduction for unexcused. (Professionalism equals 10% of the final grade). Students tardy 5 to 15 minutes will receive a 3-point deduction. Any tardy or early leave 15 minutes or more is an unexcused absence and will result in a 10-point deduction. Students missing 3 days of instruction/lab/clinical in a main semester, or 2 days in an express semester, will be dismissed from the program. clinical absence will result in a grade of "0" for the day, and no clinical paperwork will be accepted for the day.**
- Students who do not report to class/lab or clinical for three (3) days and do not notify the instructor will be considered to have withdrawn from the program.
- **Physician Treatment:** If a student is treated by a physician or a healthcare professional directly supervised by a physician at any time during the program, the student must provide a signed clearance document before returning to the lecture class, laboratory or clinical setting. This document must be deemed acceptable by the Program Director and must clearly indicate that the student has no restrictions for returning to the program. Students presenting without this clearance documentation or with documentation not meeting these criteria, will not be allowed to participate in any of the program learning activities (lecture, laboratory or clinical).
- **Leaving Early:** Leaving class, lab, or clinical early (prior to scheduled time on the calendar) is considered an absence. Students are not allowed to leave clinical or class for appointments and then return as it disrupts the classroom/clinical site schedule.
    - Leaving the clinical site without notifying the Program Manager, Clinical Instructor and assigned charge nurse will receive disciplinary action up to, and including, dismissal from the Program.
- **Tardy:** Students will be considered tardy (5) five minutes after the scheduled time of arrival (After 15 minutes, the tardy will become an absence.). **Each tardy will receive a 3-point deduction from the student's professionalism grade** and count as 1 occurrence for the class.
    - Students reporting tardy must notify the instructor (if clinical, must also notify the clinical facility, Program Director, and Clinical Instructor.) AT LEAST 15 MINS PRIOR TO THE SCHEDULED CLASS OR CLINICAL ASSIGNMENT. Students reporting to clinical more than 15 minutes after scheduled time of arrival will result in an absence for the clinical experience. Two partial tardies (up to 5 min) equals one unexcused absence.
- **Any student who has 3 occurrences (Absence, tardy, or combined) within a main semester or more than 1 occurrence in an express semester, is subject to dismissal.**

Grounds for Dismissal

The Grounds for Dismissal are listed below. A student can be suspended from the Program at any time during their training for violation of any one of the grounds listed, either for academic reasons or disciplinary reasons. Due process will be provided as applicable.

- Failing grades in Surgical Technology and college courses.
- Insubordination
- Conviction for, distribution of, or possession of illegal drugs or controlled substances.
- Failure to accomplish clinical assignments and objectives.
- Unprofessional or unethical conduct.
- Cheating in related or professional courses.
- If a clinical education center refuses to allow a student into their facility for theft or misconduct, the student will not be allowed to continue.

Departmental Dismissal

A student may be dismissed from the Program for any of the following reasons:

- Excessive Tardiness -(Tardy is defined as coming into class/clinical 5 minutes late).
- Absences or leaving early more than 15 minutes from class/clinical before dismissal by faculty).
- Failure to maintain an academic average of 78% or unsatisfactory clinical/didactic classroom progress.
- Failure to display appropriate workplace principles (poor attitude or inappropriate behavior).
- Breach of confidentiality.
- Inability to follow policies/procedures in the lab or clinical setting.
- Incomplete Clinical Portfolio

In addition to attendance violation and academic failure, the student may be recommended for termination for the following reasons:

- Unsatisfactory clinical performance.
- Use of profanity or obscene language.
- Any falsification of records.
- Cheating.
- Insubordination to faculty members or personnel in any class, lab or clinical rotation site.
- Unprofessional behavior.
- Usage or possession of alcohol or chemical substances in clinical or classroom setting.
- Failure to maintain satisfactory progress.
- Violation of the attendance policy.
- Conduct that is deemed detrimental to the proper operating of the campus.
- Failure to follow departmental rules.

Clinical Requirements

CPR Certification, Background Checks, Drug Testing, Immunization Requirements, Proof of Medical Insurance, Physical Forms, and Trajecsys Access

Before entering the Surgical Technology Program and participating in a hospital clinical internship, a student must complete a background check, drug test, provide proof of current immunization status, and have a health physical performed by a primary care provider. The student is also required to provide evidence of current CPR certification and medical insurance coverage.

Crimes - Judgment of guilty or plea of nolo contendere to the following offenses will disqualify applicants from entering into any Health Science program and would prohibit the student from participating in clinical internships if committed after program admission: murder; manslaughter; vehicular homicide; killing of an unborn child by injury to the mother; assault; aggravated assault; battery; aggravated battery; kidnapping; false imprisonment; sexual battery; prohibited acts of persons in familial or custodial authority; prostitution; lewd and lascivious behavior; lewdness and indecent exposure; arson; theft; robbery and related crimes; sale of controlled substances; incest; abuse or neglect of a disabled adult or older adult; exploitation of a disabled adult or elderly person; aggravated child abuse; negligent treatment of children; sexual abuse or sexual exploitation of a child; drug offenses which were a felony.

Positive Drug Test: To be eligible to be admitted into a health science program or to be allowed to participate in clinical internships, the applicant must not show the presence of drugs within the following classes following a urinalysis: amphetamines, cannabinoids, cocaine, and similar narcotics, opiates, PCP

Trajecsys System Access:

Trajecsys**Error! Bookmark not defined.** is an online clinical management tool utilized by the Surgical Technology Program to track student behavioral and technical progress. The student will be expected to purchase 12-month access to the Trajecsys system at the cost of $100. This Program will be utilized during laboratory courses and clinical internship experiences. The students will be instructed when and how to register during the first Clinical Semester session of the Surgical Technology Program. Trajecsys will be used for clocking in and out of clinical sites, case studies, self-evaluations during the second semester of clinical.

Board Vitals

BoardVitals offers comprehensive test preparation for several specialty fields available on any electronic device. The material is taken from top medical universities, publishers, and individually practicing physicians and compiled into a review database that can be accessed anytime from any mobile device. It also provides the most up-to-date medical knowledge in its curriculum, ensuring users never review obsolete material. Board Vitals prepares the student to pass the National Certifying Exam for Surgical Technologists. The student will gain access to over 1600 board review practice questions. Detailed answers are provided for correct and incorrect responses. The question bank follows the exam content outline for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) CST and CSFA exams. The students will be required to purchase this program at the beginning of the first term. The cost is listed as $125.00

Clinical Education Requirements

Clinical Education Requirements are designed to help the student learn to adjust to the professional workforce's requirements.

The student should:

- Maintain prompt attendance in all clinical assignments.
- Call the program manager, clinical coordinator, and clinical site if sick and cannot be at their clinical assignment one hour before the start of the scheduled rotation.
- Pass the physical requirements of the Program.
- Rotate through all clinical assignments and gain a working knowledge of the instrumentation, equipment, techniques, and procedures.
- Complete all clinical competency objectives on or before the required deadlines set each semester.
- Complete all clinical assignments before the start of the next semester. Maintain satisfactory clinical evaluations completed by staff Surgical Technologists and clinical instructors.
- Maintain ALL clinical documents in their portfolio (Preceptor evaluations, Instructor evaluations, Case studies, 3 first day reports, Laser eval, SPD eval, Robotics eval, and ALL case logs).
- Always demonstrate compassion and professional conduct while working with patients.
- Be able to communicate appropriately with patients.
- Be able to communicate and work with fellow students and Surgical Technologists.
- Exhibit professional conduct and always adhere to dress codes while assigned to the clinical area.
- Be able to cope and function during stressful situations.
- Complete the required competencies within the specified time and retain proficiency.

Any infraction of the above rules will result in the necessary disciplinary actions.

Clinical Assessment

During the student's clinical education, the staff of Surgical Technologists, Clinical Instructors, and Program directors will evaluate their performance on an ongoing basis. The student is assessed on specific Surgical Technologist duties as well as on their overall performance. The clinical instructor and the surgical technologist evaluate a student's overall performance during each clinical rotation and at predetermined intervals.

Midterm conferences will be scheduled with the clinical instructor to review each semester's progress and standing. Discussions will also be planned at the end of each semester by the clinical instructor and program director.

Completion of Staff Evaluations

The student must:

Request a Surgical Technologist evaluation daily (unless told differently by the program director).

Before giving the evaluation form to the Surgical Technologist, fill in the following:

- Student Name
- Facility
- Date
- Type of procedure(s) performed

Give the Surgical Technologist the filled-in form at least one hour before being scheduled to leave the department.

The Staff Surgical Technologist will:

Score the student's performance by placing a check in the column appropriate to the task.

If the student's performance is unacceptable, a written comment is required.

The total number of points received on each staff evaluation will be added together and averaged. Staff evaluations will count as 25% of the student's clinical grade. The clinical instructor's and program director's professional assessments will count as 50% of the clinical grade. An average of tests given in the lab setting will count as the remaining 25% of the final grade.

Mid-Term Professional Development

A Surgical Technologist's conduct in the clinical setting is a significant indicator, which the public uses to judge a professional department level. Appropriate behavior is a broad category involving several considerations.

The surgical technologist student will be graded on:

- Student's Comprehension of Procedures - Understanding of information, responsibilities, procedures, materials, equipment, and techniques required to complete the procedure.
- Quality of Work - Accurate, thorough, and neat.
- Organization of Work - The ability to organize and use time and resources constructively and productively.
- Quantity of Work - The volume of work accomplished.
- Performance Under Pressure - The ability to handle pressure and remain calm in complex situations/emergencies.
- Interpersonal Relationships - The ability to communicate, interact, and deal effectively with supervisors, peers, patients, and other employees.
- Initiative - The energy and motivation displayed in starting and completing tasks.
- Judgment - The ability to reason, interpret and use discretion in carrying out assignments.
- Personal Appearance - Grooming, cleanliness, and appropriateness of dress.
- Professional Ethics - Integrity, loyalty, and impressions the student makes on professional judgment.

Surgical Technology Program Clinical Guidelines

ATTENDANCE IS MANDATORY TO FULFILL CLINICAL HOURS SET FORTH BY THE ASSOCIATION OF SURGICAL TECHNOLOGY.

NOTE: Students absent from the clinical area will receive a zero (0) for the day. The zero will be averaged in with the Professional Evaluation. The missed hours will be made up within one week of the absence if possible, made by the instructor. The zero will be removed if a journal article is submitted within one week of the absence. The student's responsibility is to arrange the make-up time and journal article on a date with the instructor.

All make-up time is to be completed at the regional medical center unless pre-approved by the program manager.

A student may miss up to two clinical/didactic days in Summer or three clinical/didactic days in Fall/Spring before being dismissed from the Program. Two tardies of more than 5 minutes will equal one day missed. A student who will be late must contact the instructor and program manager as soon as possible at 651-387-3417. A tardy of 15 minutes or more is an unexcused absence.

*The program manager will determine the student's standing in the program due to the circumstances presented.

Attendance in Clinical Areas

Students are expected to attend all scheduled clinical sessions and to use Trajecsys to clock in and out at their clinical placement at the scheduled start and end times (6:00 a.m.-3:00 p.m. or 2:30 p.m.-11:00 p.m.).

A student who cannot attend a scheduled clinical assignment must notify the Program Director, Clinical Instructor, and Site Instructor, if applicable, no later than one hour before the clinical assignment begins. Program

Director office: 813-397-8640; cell: 651-387-3417. Failure to provide timely notice will be considered a NO CALL/NO SHOW.

Students may not leave the clinical facility during the clinical time without first obtaining permission from the Program Director and Clinical Instructor. The assigned student will notify the clinical site Manager when permission is granted.

Attendance Is Mandatory. Clinical hours are approved by the Association of Surgical Technology and part of this program's accreditation guidelines. Clinical hours missed will be made up within one week of the occurrence if possible.

NO CELL PHONES ARE ALLOWED IN CLASS OR CLINICALS.

Students should leave cell phones at home or in the car. If a student is expecting important information or an emergency call, a cell phone may be left with the secretary, who will notify the instructor of incoming calls.

Lunches and Breaks

Students are allowed a 30-minute lunch break when scheduled for all-day clinicals. Lunch is taken when assigned duties permit or at the discretion of the assigned clinical preceptor. Breaks are limited to 10 minutes in length, beginning when the student leaves the OR suite. Students are permitted one 10-minute break for every four (4) hours of clinical.

NOTE: Situations arise from time to time when a break will not be allowed due to emergencies or other extenuating circumstances. However, every effort will be made to ensure that all students receive their break whenever possible. The flow of a case will not be interrupted for a 10-minute break.

Medical Records

Students are allowed access to patient medical records, and with this privilege comes the responsibility for maintaining PATIENT CONFIDENTIALITY.

Medical Records may **NOT** be removed from a nursing station or from the Medical Records Department at any time.

Medical Records may **NOT** be reproduced at any time or for any purpose.

BREACH OF CONFIDENTIALITY IS GROUNDS FOR DISMISSAL FROM THE SURGICAL TECHNOLOGY PROGRAM. PATIENTS, THEIR PROCEDURES, AND THEIR PHYSICIANS ARE NOT TO BE DISCUSSED.

Dress Code

Whether we like it or not, others may judge us by our appearance. Health care institutions spend many dollars on promoting an image of professionalism. Patients (customers) expect a level of professionalism from the staff providing their care. The clinical affiliates of HC expect a professional, appropriate appearance and demeanor that will maintain the organization's public image, promote a productive work environment, and comply with health and safety standards. Students will be entering the professional clinical setting within the Program. Preparation for this transition includes observing the following items of the dress code policy.

Because people often form impressions within the first 15-30 seconds after an introduction, a professional appearance can influence how others perceive a student's abilities.

Students who violate the dress code will be asked to leave the classroom, lab, or clinical session until the dress-code issue is corrected.

Dress Code:

Students must wear the uniform whenever they are on campus during class hours and in the clinical setting.

Basic Grooming - Meticulous Personal Hygiene Is Required

- Hair - Hair must be clean and off the face. Conservative hair color and a professional style are required. Hair must be off the collar in patient care areas and completely covered in the operating suite.
- Nails - Fingernails must be kept short, trimmed, and clean. Nails should not be allowed to grow out past the end of the finger. Nail polish is NOT permitted—NO FALSE FINGERNAILS.
- Makeup - Makeup is allowed in minimal amounts. If excessive makeup is worn, the student will receive one warning; after that warning, the student will not be permitted to wear makeup.
- Fragrance – Cologne, perfume, or scented aftershave lotion is NOT allowed. Many patients have severe allergic reactions to these "triggers," while many other nauseated patients experience worsening nausea when exposed to these offenders.
- Tattoos Must Be Covered!!
- Beards - No longer than 1 inch, trimmed neatly. Faces must be clean-shaven unless wearing a beard. Beards must be wholly covered with a hood in the operating suite.
- **JEWELRY** - Jewelry should not interfere with the ability to perform tasks.
    - No earrings, necklaces, or bracelets are allowed! Jewelry for body piercing is **NOT** allowed! (example: eye, nose, tongue, etc.)
    - Rings - Wedding bands (smooth, with no stones) are permitted in the area when the student is not scrubbing. Rings of any kind are not permitted for members of the scrub team.
    - Watches - A watch with a second hand is always required at Same-Day Surgery. They are not permitted to be worn by the scrub team.

The hospital and College are not responsible for jewelry worn to the clinical area and left in lockers or pinned to scrub attire. Students are encouraged to leave jewelry at home.

Lab Coats

- (The Clinical Site will determine if a lab coat is required)
- **Lab Coats are mandatory for anyone leaving the operating suite for break, lunch, or alternate assignments**.
- Length - Lab coats must be knee length. Lab coats also must button to cover scrub attire
- Condition - Lab coats should be white. Jackets that are wrinkled, stained, or soiled are not acceptable.

***Students must wear the school uniform when traveling to and from the clinical site.**

Other

- Students must wear hospital-laundered scrubs only while in the OR setting.
- Contact lenses are not allowed when bone cement is in use. Students who wear contact lenses to the O.R. must have glasses available.
- *If a student is pregnant or becomes pregnant, the program manager should be advised. Students may be restricted from some clinical sites during pregnancy. Radiation exposure is a possibility in the surgical suite. Surgical technology students are required to lift, push, and pull 35-100 pounds or more.
- Chewing gum is not permitted anywhere in clinical facilities.
- Smoking is not permitted anywhere on health care grounds.
- X-ray badges are to be kept current and worn at all times.*if required by the facility
- Hard candy is not allowed in the presence of a sterile field or during a surgical procedure.

Student Identification

Students are required to wear their College Campus ID badges at all times when on clinical assignment.

Student Conduct

Students are expected to conduct themselves professionally at all times. Every patient, physician, instructor, and healthcare team member is to be treated with respect. Students enrolled in this course of training are expected to demonstrate a high level of motivation, reliability, and dedication to the practice of their chosen profession.

Eye Protection

Students are required to wear eye protection at all times in the operating room. They will also be needed in other areas (i.e., central supply - decontamination area) where contact with body fluids is at risk. Students disregarding this rule are subject to disciplinary action and dismissal from the Surgical Technology Program.

Cardiopulmonary Resuscitation - (CPR)

CPR training is required during clinical rotations.

Inclement Weather Policy

Academic: If classes at the College are canceled due to inclement weather conditions, coursework will be reassigned as necessary.

Clinical: Due to program requirements, missed clinical time resulting from inclement weather must be made up at the faculty's discretion. Students should not report to clinical if weather conditions are hazardous or if the College is closed.

Students not reporting to clinicals because of bad weather are required to call the clinical instructor one hour before the start of the clinical shift.

Health and Safety Policy

- All students must have a pre-admission health examination to ensure students, staff, and patients' safety and wellbeing. Clinical affiliates may require additional screening and immunizations.
- If a student becomes ill or injured at the clinical site, the student must report to the clinical instructor, who may direct the student to program faculty, employee health, or the emergency department. If an injury occurs, the student must complete the required incident report as soon as possible.
- All the Program's clinical affiliate policies regarding infection control will be observed.
- The student is responsible for notifying the program faculty of any limiting disability or condition requiring continuing medical treatment as it is known to the student.

Use of Protective Clothing and Gear

I understand that it is my responsibility to wear and use the following protective clothing and gear when carrying out my clinical duties:

Gloves, face mask/shields, lab coats, goggles, disposable gowns, fluid-resistant clothing, head coverings, shoe coverings, lead aprons, and laser goggles.

My instructor will teach me how to properly use this clothing and gear, and I realize failure to comply will result in disciplinary action.

Student Injury - Exposure to Blood or Body Fluid

Infectious Diseases

Each clinical facility is expected to practice universal precaution procedures in the care of patients with infectious diseases. The Surgical Technology student is educated and knowledgeable in practicing these precautions and caring for these patients.

Clinical grades are awarded according to student performance. Refusal to render care to any patient following the clinical facilities guidelines may result in dismissal from the Program.

Procedures for Accidental Exposure to Blood or Body Fluid

All contaminated needle sticks or bloody body fluid splash to the mucous membrane or open skin should be treated as a potential risk of pathogen exposure.

If a student sustains a puncture wound:

- Withdraw the needle or other object immediately.
- Immediately wash hands/area of puncture wound using soap and water; follow the application of povidone- iodine or alcohol.
- Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
- Wipe away any blood.

If a student receives a splash of body fluids:

- To eyes, nose, or mouth – irrigate with a large amount of water.
- To break in the skin, follow the procedure for a puncture wound (above).
- The student will report the incident immediately to the clinical instructor and program faculty. The student must complete an exposure form according to the policy of the clinical facility.
- The student will follow the clinical facilities procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.
- The student will seek a risk assessment and determination of recommended screening, treatment, and follow-up from the Infection Control Practitioner or Clinical Instructor.

If a student is injured in any way on the college campus, a report must be made to The Department of Public Safety. Copies of the notification must be given to the program manager.

Fire Prevention and Protection Policy

Rules:

- Know procedures in the event of a fire.
- Know locations of fire alarms and fire equipment in the school and Surgical Technology department.
- Know how to use fire extinguishers and which to use for various fires. NOTE: ABC extinguishers are located throughout the departments and can be used for any fire, which may occur.
- Students must not endanger themselves or their patients in the event of a fire.
- Report fire and electrical hazards to the supervisor.

Surgical Technology Internship Information

The Program's clinical component comprises both an on-campus laboratory and off-site assignments to hospitals and clinics. It is essential to the surgical technologist student they can experience different clinical settings during their duration in the Program. As a result, students will rotate through clinical affiliate sites located within Hillsborough County. It is the responsibility of the student to provide for transportation, gas, tolls, etc.

Students must receive diverse clinical experiences. As a result, clinical rotation assignments are made to provide each student with a well-rounded foundation. Although faculty will take the student's residence under advisement, the faculty considers the program campus as "base" and assigns clinical rotations based upon this point.

Work Policy

All student activities associated with the curriculum, especially while completing clinical rotations, will be educational. Students will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist.

Student Policy

- Clinical rotations must be supervised and educational in nature.
- Students must be readily identifiable as students (HC Scrub Hats)

Graduation Requirements

A student will be eligible to graduate from the Surgical Technology Program at Hillsborough College after the following have been accomplished:

- Completion of all required coursework with an overall average of 78% or better
- An overall average of at least 78% in each course-specific level
- A passing score on each competency evaluation (Skills evaluation)
- Satisfactory clinic performance
- Attendance within the prescribed boundaries
- Adherence to the HC rules and regulations
- Demonstration of professional attitude and performance
- A grade of 78% on all course finals
- Completion of financial aid requirements
- Return of any loaned items and in good condition
- Complete Clinical Portfolio (Case logs, Preceptor Evaluations, Instructor evaluations, Self Evaluations Case Studies, 3 first day reports, Laser Evaluation, SPD Evaluation, Robotics Evaluation)

Case Requirements •

Required Minimum # of First Scrub Cases = 80
• Required Additional first or second scrub role cases that can be applied towards a minimum of 120 cases -30 cases
• General Surgery: Required 30 cases- First Scrub Role- 20
Second Scrub Role, 10(or FS)
• Surgical Specialties: Required First Scrub Role-60 (10 in 4 Specialties)
Second Scrub Role 30 (Or FS)

Surgical Specialties Include

- ☐ Cardiothoracic
- ☐ Ob-Gyn
- ☐ Oral/Maxillofacial
- ☐ ENT
- ☐ Orthopedics
- ☐ Eye
- ☐ Peripheral vascular
- ☐ G.U.
- ☐ Plastics
- ☐ Neuro

Optional:

Diagnostic Endoscopy: 10 diagnostic endoscopy cases may be applied only toward the Second Scrub Role cases.

Labor & Delivery
Five vaginal delivery cases may be applied only toward the Second Scrub Role cases

- ☐ Bronchoscopy
- ☐ Esophagoscopy
- ☐ Colonoscopy
- ☐ Ureteroscopy
- ☐ Cystoscopy
- ☐ Panendoscopy
- ☐ EGD
- ☐ Laryngoscopy
- ☐ ERCP

SURGICAL ROTATION CASE REQUIREMENTS

Objectives: The learner will:

1. Describe the purpose of the observation role.
2. Develop professional competency by performing in the scrub role during an arranged clinical experience.
3. Evaluate the development of professionalism throughout clinical experiences using various methods.
4. Utilize sufficient documentation for verifying cases and roles performed.
5. Demonstrate procedural proficiency by completing a minimum of 120 surgical cases.

Content:

I. Role definitions

A. **First Scrub Role (FS)**

1. To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:
   - a) Verify supplies and equipment
   - b) Set up the sterile field
     - 1) Instruments
     - 2) Medication
     - 3) Supplies
   - c) Perform required operative counts
     - 1) AST guidelines[1]
     - 2) Facility policy
   - d) Pass instruments and supplies
     - 1) Anticipate needs
   - e) Maintain sterile technique
     - 1) Recognize sterility breaks
     - 2) Correct sterility breaks
     - 3) Document as needed

[1] *AST Guidelines for Best Practice* can be found on the AST website.

www.ast.org

B. **Second Scrub Role (SS)**

1. The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:
   - a) Assistance with diagnostic endoscopy
   - b) Assistance with vaginal delivery
   - c) Cutting suture
   - d) Providing camera assistance
   - e) Retracting
   - f) Sponging
   - g) Suctioning

C. **Observation Role (O)**

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

II. **Case requirements** – A student must complete a minimum of 120 cases as delineated below: (*refer to diagram A*)

A. **General surgery**

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

B. **Specialty surgery**

1. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
   - **a)** A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
     - **1)** A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
     - **2)** The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
   - **b)** The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
2. Surgical specialties (excluding General Surgery)
   - **a)** Cardiothoracic
   - **b)** Genitourinary
   - **c)** Neurologic
   - **d)** Obstetric and gynecologic
   - **e)** Orthopedic
   - **f)** Otorhinolaryngologic
   - **g)** Ophthalmologic
   - **h)** Oral Maxillofacial
   - **i)** Peripheral vascular
   - **j)** Plastics and reconstructive
   - **k)** Procurement and transplant

III. **Counting cases**

A. Cases may be counted according to surgical specialty[2] as defined in the core curriculum.

1. One pathology is counted as one procedure.

[2]Programs should contact their accrediting agencies for additional clarification.

www.arcstsa.org

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

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

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

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

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

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

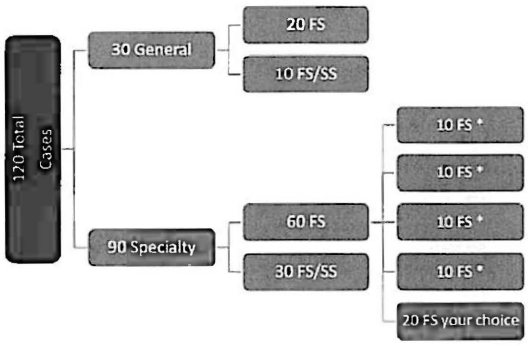
B. Vaginal delivery cases are counted in the SS role of the OB/GYN specialty, up to a total of five of the required 120.

IV. Documentation[2]*

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

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

Diagram A: ***Surgical Case Requirements***
The numbers shown below reflect the minimum case requirements and surgical specialties.



*See *Case requirements* section **II.B.1.**

Statement of Understanding

As stated below, I am applying for the Program shown above and agree to the rules, regulations, policies, and procedures.

- The Program requires a period of assigned, guided clinical experiences either in the school or other appropriate facility in the community.
- I am aware that I must purchase Trajecsys and Board Vitals during the first week of school for educational purposes. These programs are offered to assist with my clinical, academic, and preparation for the certifying exam
- The instructor assigns the clinical experiences for their educational value, and thus no payment (wages) will be earned or expected.

I understand that I will be a student within the clinical facilities that affiliate with my school and will conduct myself accordingly. All required and published policies, standards, philosophy, and procedures of these agencies will be followed:

- I agree to obtain all tests and immunizations needed for the affiliating agency.
- I have read and agree to adhere to the College's policies, rules, and regulations related to the program I am applying for.
- I understand that patient information is confidential and may be used only for clinical purposes within an educational setting.
- I understand the educational experiences and knowledge gained during the Program do not entitle me to a job.
- I understand any action on my part inconsistent with the above understandings may result in training suspension.
- It is understood that I am liable for my own medical and hospitalization insurance.

I have read, understand, and agree to abide by these statements.

Student Signature: Date:

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