KINGSBOROUGH COMMUNITY COLLEGE

DEPARTMENT OF NURSING

SURGICAL TECHNOLOGY
HANDBOOK

2018

WELCOME TO THE DEPARTMENT OF NURSING
SURGICAL TECHNOLOGY PROGRAM

On behalf of the faculty and staff of the Department of Nursing as well as the faculty of the Surgical Technology Program, we are pleased to welcome you to the Surgical Technology Program. We hope that you will have a gratifying, scholarly journey as a Surgical Technologist student here at Kingsborough Community College.

This handbook is a supplement to the College Catalog and College Student Handbook. It contains valuable information to facilitate your achievement of academic and professional excellence as a Surgical Technology student.

All information contained in this handbook is subject to change. Changes will be published as they occur. This handbook is accessible at
www.kingsborough.edu/academicDepartments/nursing/Surgical_Technology.html.

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Professor Richard Fruscione   MA, CST, FAST
Program Director of Surgical Technology
Associate Professor

Spring 2018

MISSION

MISSION OF THE SURGICAL TECHNOLOGY PROGRAM

The mission and philosophy of the Surgical Technology program is congruent with the mission, and goals of Kingsborough Community College which value the importance of education, knowledge acquisition and love of learning, as well as encouraging students in their recognition and responsibilities as members of society.

ACCREDITATION

Kingsborough Community College, a City University of New York is fully accredited and approved by the Commission of Higher Education of the Middle States Association of Colleges and Schools. The National League for Nursing Accreditation Commission (NLNAC) accredits the Nursing Program and the Commission on Accreditation in Physical Therapy Education accredits the Physical Therapist Assistant Program. All academic programs are registered by the New York State Education Department.

The College is a member of the American Association of Community Colleges (AACC), the American Council on Education (ACE), the League for Innovation in the Community College, the Association of Colleges and Universities in the State of New York, the Council of Higher Education Institutions in New York City, Junior College Council of the Middle Atlantic States, Middle States Association of Colleges and Schools, New York State Association of Junior Colleges, and the Association of College Unions-International.

The Surgical Technology Program of Kingsborough Community College received initial accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in November 2007. Accreditation exists to establish, maintain and promote appropriate standards of quality for educational programs. These standards are used for the development, evaluation and self-analysis of Surgical Technology Programs. Individuals who graduate from an accredited program are eligible to take the certification examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

CERTIFICATION

A surgical technologist who is certified by the NBSTSA provides evidence to employers, other health care professionals and the public that the certified individual has met the national standard for the knowledge that underlies surgical technology practice. Certified surgical technologists demonstrate mastery of a broad range of knowledge of surgical procedures, aseptic technique, and patient care by successfully completing the surgical technology certification examination. Certification by the NBSTSA is nationally recognized. The procedure for applying for certification will be distributed during the last semester.

National Board of Surgical Technology and Surgical Assisting
6 West Dry Creek Circle, Ste. 100
Littleton, CO 80120
www.nbstsa.org

PROFESSIONAL MEMBERSHIP

Students are eligible for membership in the Association of Surgical Technologists upon enrollment in the program. During the final semester of the program, the student will become members of the Association of Surgical Technologists for a variety of reasons.   First, joining as a cohort, each individual student will be eligible for discounts on the national certification exam. Next, the student will have access to student resources such as articles and conference information. Lastly, to promote the ideology of a lifelong learner, the student will now have access to continuing education articles, events and information. Applications for membership will be distributed during the program.

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Association of Surgical Technologists
6 West Dry Creek Circle, Ste. 200
Littleton, CO 80120
www.ast.org

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PHILOSOPHY OF SURGICAL TECHNOLOGY PROGRAM

The philosophy of the surgical technology program addresses the learners' roles in society, in the delivery of patient-centered care, and in personal and professional growth through life-long learning. The philosophy reflects faculty beliefs that surgical technology is a patient-centered discipline whose members strive for excellence and demonstrate integrity by providing safe and ethical care to a diverse population of patients, as defined by religion, culture, or age. Surgical technology combines concepts from the biological, behavioral and social sciences with the goal to provide compassionate and coordinated care based on respect for patient's preferences, values, and needs. The outcome of care is dependent not only on the quantity of technical competencies of the perioperative professional , but also on the teamwork and collaboration of the surgical technologist who provides care that integrates best current evidence with clinical expertise and values including cultural sensitivity and competence for delivery of optimal health care. The surgical technologist uses the concepts of patient centered care, evidenced-based practice, teamwork and collaboration, quality improvement, and patient safety. The faculty recognizes that education is a life-long commitment to professional growth and development. The curriculum incorporates adult learning theories as a framework that guides the integration of evidenced based practice, quality improvement methods, and safety. This provides the student with an education that monitors the outcomes of care processes, minimizes the risk of harm to patients and provides a format for communication and support of decision making.   Surgical technology education at KCC provides a framework for students to acquire the knowledge, skills, and values necessary to become competent clinicians of nursing practice in the 21st Century.

STUDENT SUPPPORT SERVICES

Students who need support services during their time at Kingsborough Community College should make an appointment with the **Access-Ability Office** in Room D205 at 368-5175.
Program students find all facilities and programs easily accessible due to the special architectural design of the college and its overall academic structure. Specific assistance such as priority registration, tutoring, reserved parking, disability-related accommodations, individual counseling, adaptive computer equipment, special Biological Sciences Laboratory stations and other technological aids are available to students with disabilities. Prospective students are invited to visit the college before applying for admission. Students

who require accommodations should provide adequate documentation. Contact the Access-Ability Center to arrange for a meeting.

Single Stop, Room V-231, ext. 5411
Single Stop connects Kingsborough students to the benefits and resources for which they may qualify. A free 15-minute benefits screening can potentially point the way to help with rent, groceries, and/or health insurance. In addition, students can receive the following free services; legal aid; financial counseling; and tax preparation.

C.O.P.E. Program, Room T4-216, ext. 4660
C.O.P.E. (The College Opportunity to Prepare for Employment Program) provides special services to students who are enrolled in a vocationally-oriented associate degree programs and who receive public assistance through the Human Resources Administration and qualify as Temporary Assistance for Needy Families/TANF (formerly Aid to Families with Dependent Children/AFDC) recipients. The program also offers its services to other students who are low income and the parent of a minor. Services include personal and academic counseling, HRA advisement of policy changes, preparing for HRA appointments and meeting workfare requirements. C.O.P.E. also assists its students with forms that entitle them to childcare and carfare supplements. There is also job preparation and placement assistance including workshops in the application process, interview preparation, job search and computer tutorials.

Counseling Services
Room D-102
All Kingsborough students are eligible to receive free and confidential personal counseling through the Counseling Services Center, where they will find a staff of trained and caring mental health practitioners who are committed to providing high-quality services, in a safe, supportive, and judgment-free environment, while always respecting students as individuals and as members of a diverse school community. The center's mission is to provide counseling that facilitates meaningful personal growth and the fullest academic development of each individual. The staff assists students with adjustment, behavioral, emotional and/or academic challenges; provides ongoing education to the KCC community regarding mental health issues; and offers consultation and assessment in crisis situations to the KCC community. Through counseling you can gain assistance in developing positive coping strategies to help you balance the challenging demands of school and personal life like stress, trauma, family concerns, loss, anxiety, depression and life transitions. Specific services available include individual and/or group counseling; mental health screenings; psycho-educational workshops; and academic skills workshops. When appropriate, referrals to experts on campus, outside community, and/or mental health agencies are coordinated to provide mental health services. Students' confidentiality and privacy are highly valued.

PROGRAM LEARNING OUTCOMES FOR SURGICAL TECHNOLOGY

1. To correlate the knowledge of medical terminology, surgical procedures, anatomy and physiology to the student's role as a surgical technologist and recognize their relationship to safe patient care.
2. To understand the principles of safe patient care in the preoperative, intraoperative and postoperative surgical settings.
3. To develop and apply fundamental surgical technology skills through practice and evaluation in the laboratory and clinical settings
4. Accurately apply the principles of asepsis across the spectrum of common surgical experiences.
5. Recognize the variety of patient's needs and the impact of their personal, physical, emotional and cultural experiences.

6. Demonstrate professional responsibility in performance, attitude and personal conduct in the classroom and clinical setting.

MINIMUM ENTRANCE REQUIREMENTS

To be considered for the Surgical Technology Program, students must pass the CUNY ACT in Reading and Writing and the COMPASS Math test or satisfy all requirements for existing developmental coursework. **ENG 12 and BIO 11 are pre-requisites for entry into the program.** The student must achieve a grade of "C" in all pre-requisite courses required for the program. Courses from other colleges to be applied toward program requirements must have grades submitted for them. In order to request a change of curriculum, the student must obtain a Change of Curriculum form at the Office of the Registrar, or in the Health Careers Counselor's Office in M-201, meet with a counselor to discuss your academic performance and obtain the counselor's signature. After obtaining your counselor's signature, you must obtain the signature of the chairperson or designee of the department of you current curriculum major. Finally, the completed form must be submitted directly to the Program Director. You need to make an appointment to see the Program director by stopping my M-401 or calling (718) 368-5522. Upon meeting the Program Director you will have an interview and will be required to answer a questionnaire. After final grades have been recorded for the semester in which you submit a change of curriculum, your request is reviewed by the Surgical Technology faculty. Despite submission of the change of curriculum form, the registrar will not be informed on any change in curriculum status until the end of the fall semester, after prospective applicants have completed all entrance requirements and have met the Program Director. The Registrar will notify students of the effected change, and the Program Director will send a letter of acceptance or denial in January before the start of the spring semester.   Due to limited clinical site availability, enrollment in the program is limited. Therefore, completion of the minimum pre-requisite courses is not a guarantee of admission into the Surgical Technology program.

As of fall 2010 all Surgical Technology students must provide documentation as to legal status in one of these categories:
   a. U.S. Citizenship
   b. Permanent residency
   c. International Student with F1 status
   d. Granted asylum, refugee Status, Temporary protected Status, Withholding of Removal, or deferred Action Status by the U.S. Government.

CRITERIA FOR RETENTION IN THE SURGICAL TECHNOLOGY PROGRAM

1. Receive no more than two grades below "C" in any of the other required courses.
2. Earn a minimum grade of "C" in all Surgical Technology Courses
3. Students earning less than a "C" grade in a Surgical Technology Course may repeat the course one time. The minimum grade for a repeated course is a "B."
4. A second earned grade of less than "C" in any Surgical Technology course will result in dismissal from the Program.
5. Clinical Performance in the Practicum Courses must be at a satisfactory level to remain in the program. Any student who has not attended surgical technology courses for more than one semester cannot be readmitted into the Surgical Technology Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, these examinations can be repeated only once. In addition, the student must demonstrate clinical competency by passing a Clinical Practicum examination prior to returning to any of the clinical courses.

READMISSION POLICY

Students achieving a grade of less than "C" in any clinical course must apply in writing, no later than the end of the semester, to repeat the course. Students must submit an "Intent to Return to Nursing/Surgical Technology Program" form outlining what they thought caused them to be unsuccessful and include a plan for success that demonstrates significant changes in how they will approach the course. Readmission is subject to space availability and is not guaranteed. This form may be found on the Nursing Department website. Repeating any course is subject to space availability. This form is due June 15th for re-entry in the Fall semester and December 30th for re-entry in the Spring semester.

Any student who has not attended a surgical technology course for more than one semester cannot be readmitted into the program unless qualifying examinations have been passed in the courses previously completed with a minimum grade of B (85% or better) In addition, proficiency in clinical practice must be demonstrated by scheduling and passing, the Practicum Examination prior to re-entry into the clinical agencies. Failure to pass will result in the student re-applying to the program as a new student. Initial practicum assessment completed at the end of the student's first semester will determine if the student can progress in the program. Failure to achieve a minimum grade of 75% on the ST2 Practicum exam will result in ineligibility to apply for readmission.

GRADUATION REQUIREMENTS

Eligibility for graduation requires the completion of one of the programs of study, as outlined within the Programs and Course Requirements section of this handbook, with an overall minimum cumulative grade point average of 2.00 (at least a "C" average) for all courses taken at Kingsborough Community College; passing scores on all CUNY assessment examinations; and, effective Fall 2010, a passing grade in a writing intensive course. Students can review their progress towards graduation on-line anytime by checking "Degree Works". Each of the three filing periods (for an August, January, or June degree) has a deadline. **In order to graduate and be issued a diploma, all students must file an application for graduation by the deadline given in the Academic Calendar during the current filing period so their records can be reviewed.** The student must be matriculated during their last term of attendance at Kingsborough Community College. In order to receive a Kingsborough degree, a student is required to have completed the final 30 credits toward that degree while enrolled at Kingsborough. Where one or more credit-bearing courses to be included in this sum are to be earned at another institution, prior permission must be obtained from the Committee on Academic Review. Each request for permission will be considered case-by-case on the merits of the individual circumstances. No permission will be granted if the total of the course credits result in less than 30 Kingsborough credits completed for the degree. A graduate whose cumulative GPA is between 3.50 and 3.89 shall be graduated with honors. The term "with honors" will be inscribed on the student's diploma and noted in the commencement program. Students seeking a waiver of graduation requirements may appeal to The Committee for Academic Review in room M-386. Students who intend to continue their studies after graduation must file a readmission application changing their curriculum to either a second degree or continue as a non-degree student. If the Registrar's Office determines that a student has satisfied all the requirements for graduation and can be certified as a graduate, the student must wait until the next major term (fallor spring) before attending again in their changed status.

BLACKBOARD

Blackboard is a course management system that allows faculty to conduct fully on-line and hybrid (face-to-face) classes. Faculty can post materials, deliver assignments and surveys, hold on-line discussion and many other course-related functions. All currently-enrolled students and faculty can access the Blackboard system that is available 24/7 from anywhere on the internet. All surgical technology courses are expected to utilize Blackboard to communicate course materials and important program information.

DISTANCE LEARNING

There are no courses in the Surgical Technology Program that are offered in a fully- online format. Surgical Pharmacology (ST45) is offered in a hybrid format. All courses, regardless of format, adhere to the same standard of rigor.

CLINICAL PLACEMENT POLICY

The Program Director makes all clinical assignments to agencies. Clinical placement is designed to expose the student to as many areas as possible and thereby facilitate the attainment of basic skills needed for the daily practice of Surgical Technology. All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. **Students will not receive any monetary compensation during this educational experience, nor will the students be substituted for hired staff personnel within the clinical institution, in the capacity of the surgical technologist.**   Students are given the opportunity to provide input before assignments are finalized and the student's needs are given consideration. All clinical requests must be submitted by May 30th for the Fall semester and November 20th for the following Spring semester**.** While students are given this opportunity, the program does not guarantee that the students will be placed in specific sites. Students who are employed in a participating agency cannot complete their clinical coursework in that agency.
Students must use the Clinical Placement Request form available on the Nursing Department website.

CRIMINAL BACKGROUND CHECK

Along with medical clearance, CPR certification, and flu vaccination confirmation, each student will be responsible for completing a criminal background check. Information about Castlebranch, the company that is affiliated with the school to provide the background check, will be made available as you near the clinical phase of the program. Each student must understand that this is a mandatory CUNY policy. If there is a potential "red flag" that will prevent you from passing a background check, each student must understand that it is ultimately their responsibility and your inability to attain "clearance" will result in dismissal from the program.

FATIGUE

Fatigue can certainly impair a health care worker's ability to provide safe, professional care. Thus KCC's Nursing Department states: All students need to carefully assess his/her level of fatigue, school requirements in terms of lecture, on-campus labs and clinical experiences and own work schedules. This assessment should carefully consider the potential impact of excessive employment on his/her ability to provide safe, professional care. Each student has an ethical responsibility to ensure that fatigue does not negatively impact student responsibilities.

GRADING POLICIES

97-100	A+	93-96	A	90-92	A-
87-89	B+	83-86	B	80-82	B-
78-79	C+	75-77	C	70-74	C-
66-69	D+	60-65	D	<60	F

A grade of C (75) is the minimum passing grade for all Surgical Technology courses. The final course grade is determined by unit tests, oral presentations, practical examinations and final examinations for the didactic courses. The grade for the Practicum is based written assignments, evaluations of daily performance and a mid-semester and final evaluation tool. Clinical evaluation is recorded as Satisfactory (S) or Unsatisfactory (U). Any skill evaluation that has been designated as "U" at the end of the course will result in failure of the course (F). A grade of (F) in a Practicum (clinical) course will result in dismissal from the program.
Faculty will be available to review exams at a specified time. No tape recording of exam review is permitted at any time. Final exam reviews may be scheduled until one month into the next semester.
The student should recognize that the clinical practice of Surgical Technology demands that attitude, work habits, communication skills and manual dexterity are evaluated along with academic readiness.

EXAM POLICY
To prevent any exam compromise, exams and quizzes given during the program shall not be redistributed to the students after the exam is completed. Exams are retained for review by the Program Director and will remain in the possession of the Nursing Department.

GRADE APPEALS
Students who wish to appeal a grade should follow these guidelines:
1. Speak with the instructor. Ask why the grade was received.
2. If that is unproductive, speak with the Program Director
3. If that is unproductive, speak with the Department Chairperson
4. It that is unsuccessful, file an appeal with the Committee on Academic Review – Room M-386
5. If still dissatisfied, student may request an appointment in the Office of the Provost (A-218).

ATTENDANCE POLICIES
One goal of the Surgical Technology Program is to prepare students to practice competently and professionally in the health care work environment. Among the many desirable qualities are courtesy to others, punctuality for obligations and completion of responsibilities. These qualities are also expected in the work environment.

1. Attendance policies for the Surgical Technology Program are consistent with the KCC policies.
2. Students are expected to attend all classes and required to attend all laboratory and clinical classes. Attendance is taken at the beginning of each class and serves as a record of a commitment to the course.
3. A student arriving late for lecture (more than 15 minutes) will be marked as such. Three (3) late arrivals will constitute one hour of absence.
4. Clinical instructors may send a student home that arrives late (15 minutes or more) to the clinical area. This will be counted as an absence.
5. Absences of more than 15% of course hours will result in a grade of WU: this translates to no more than two absences in the clinical agency for the ST5P and ST6P and no more than one absence in the clinical agency for ST3P and ST4P.

Complete participation in class is possible only when the student is able to focus attention on the class; therefore entering class after it has begun is disrespectful to Faculty and classmates. Talking out of turn or exhibiting other disruptive behaviors is not tolerated and students will be asked to leave the classroom or lab. Please refer to the Henderson Rules in the KCC Student Handbook. Mobile devices should be silenced during class. NO TEXTING IS ALLOWED AT ANY TIME DURING CLASS AND/OR LABS. Members of the academic community must exit the classroom to make or receive calls.

Clinical experience is critical to the success of the Surgical Technology student. In order to be eligible to graduate, the student must have completed 120 cases. Absences not only detract from experience, but also from the total number of countable scrubs.

Outcomes Indicator Examination
The Board of Directors of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARCSTSA) recognized the national Certified Surgical Technologist (CST) exam as an approved program outcomes assessment indicator. The assessment tool is given to students at the completion of the Surgical Technology Program. It is designed to assess the quality of the Surgical Technology curriculum. It is the student's responsibility to pay the exam fee.

ESSENTIAL PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION
Surgical Technology is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Patient safety is dependent on the student's ability to meet the following Essential Performance Standards. These standards are a part of each course. It is important that every applicant meet these standards to be able to engage in learning activities that will not endanger students, faculty or patients.

ISSUE	STANDARD	EXAMPLES OF ACTIVITIES
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, analyze and develop a plan of activity within an allotted time frame.
Communication	Communication abilities sufficient for accurate and efficient interpretation and communication in English, both verbal and written for interaction with others.	Explain procedures, responding to health care provider orders, write legibly and correctly. Computerization access skills.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, religious and intellectual backgrounds.	Establish rapport with patients, families, peers and health team members. Perform effectively under stress.
Mobility	Physical abilities sufficient to move from room to room, maneuver in small spaces, navigate stairwells, and bending to retrieve items.	Lifting (at least 30 lbs), positioning and transporting patients. Moving efficiently to meet the needs of the patient and surgical team. Participate in care in emergency and non-emergency situations. Have full manual dexterity of the upper extremities, including the neck and shoulders, unrestricted movement of both lower extremities, back and hips and have the ability to touch the

		floor and to be able to sit, bend, reach, walk and stand for most of the work day.
Motor Skills	Gross and fine motor abilities sufficient to provide safe, effective and skilled care.	Calibrate and use equipment, manipulating surgical instruments, sutures, and needles. Assembly of power equipment. Operating equipment and devices in emergency situations.
Hearing	Auditory ability sufficient to monitor and assess the needs of the surgical team.	React/respond to signals, alarms and other displays indicating immediate needs. Hear team member communication through the surgical mask.
Visual	Visual acuity sufficient for observation and assessment of the needs of the surgical team.	Observe pertinent data in the surgical environment that indicate activity for patient safety. Distinguish signs and indicators determining sterility and expiration dates.
Tactile	Tactile ability sufficient for participation in fine skills required on the surgical field.	Perform required skills for participation on the surgical field including manipulation of surgical needles, assembling complicated equipment.

All students entering the Surgical Technology program must be able to successfully demonstrate the ability to perform all Essential Performance Standards. Determination is made on an individual basis as to whether or not necessary accommodations or modifications can be made reasonably while assuring patient safety.

COUNSELING
Counselors are located in the Health Career Advisement Center, room M-201. They can be reached at 718-368-5744.

INVOLUNTARY PROGRAM WITHDRAWAL PROCESS
A student can be involuntarily withdrawn from the surgical technology program following the determination of a "direct threat." A direct threat means that there is a significant risk to the health or safety of the student or patient that cannot be eliminated by reasonable accommodation. A direct threat consists of a high probability of substantial harm.
The student is entitled to the following due process:

1. A written notices describing the direct threat and that he/she is under consideration for involuntary withdrawal will be sent to the student by the Nursing Department Admission, Progression and Retention (APR) committee chairperson.
2. The student will be provided with an opportunity to present evidence (written and/ or request a meeting to present the evidence) to the APR committee on his/her behalf.
3. A written notice of the determination of the APR committee will be sent to the student within 5 days of determination of the direct threat.
4. If the APR committee upholds the involuntary withdrawal, the student may then appeal in writing to the Nursing Department Chairperson. This appeal must be submitted before the beginning of the next semester.

5. If the Nursing Department Chairperson upholds the involuntary withdrawal, the student may then appeal to the Provost.

USE OF MIND ALTERING SUBSTANCES

Possession, use or distribution of illicit drugs or alcohol while in class or on campus is prohibited. Refer to the KCC Student Handbook for the Rules of Campus Conduct i.e. The Henderson Rules.

The Surgical Technology Program prepares individuals for health care practice. These individuals are held to standards of personal and professional conduct. A mind-altering substance is a medication or beverage that affects one's ability to think clearly, make rational judgments, or solve problems. Our affiliating clinical agencies have strict policies regarding substance use and abuse. Students assigned to an agency for clinical experiences, must comply with its requirements.

Therefore, these policies are enforced by the Nursing Department:

- Students with a medical condition that may mimic signs of confusion, disorientation, or other impaired mental functioning must notify the faculty. For example, hypoglycemia that occurs with diabetes will cause these signs.
- Students taking mind-altering drug by prescriptions must report this information to the Faculty for consultation and guidance. Medications that may impair thinking and reasoning include antihistamines or narcotic analgesics, among others.
- Students suspected of using mind-altering drugs (legal or illegal) or alcohol while on campus, are subject to the College policies.
- Students are subject to the policies of the respective clinical agency, as well as the college, if suspected to be under the influence of mind-altering (legal or illegal) or alcohol while in the clinical agency. Healthcare agencies may require urine and sometimes blood tests of employees/students when substance abuse is suspected. Students will be dismissed immediately and not allowed to return until test results are available.
- Testing positive for illegal drugs or alcohol will result in immediate disciplinary action. Options include mandatory counseling, course failure, or dismissal from the Program.
- Remember that the Faculty are caring, helping professionals who are available for advice and counseling to students using or abusing substances, or if unfairly accused of substance abuse.

FACULTY AND STUDENT COMMUNICATIONS

Clear and accurate communication is a key component to the education process and quality health care. Students should communicate problems/concerns with the faculty. Should there be a concern, all faculty members have assigned office hours. Please call (718) 368-5522 to schedule an appointment to speak with them.

STUDENT CONFERENCES

Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between instructor and student. Feedback comes in the form of grades, exams, clinical instruction and student conferences. The student will have a weekly clinical conference in which the student and instructor will discuss the previous week's clinical performance. Students having difficulties in the clinical setting may be required to meet with the clinical instructor, the program director, or a lab specialist for remediation or discussion.

CONFIDENTIALITY

Confidentiality of all information and records related to client care is a patient right in New York State and mandated by the Health Insurance Portability and Accountability Act (HIPAA).

All patient information is to be kept confidential. Discussion of patient situations may occur during clinical conference, lab, class or the clinical setting, but use of patient's names and other identifying information outside the clinical experience is strictly forbidden.

It is expected that students in the Surgical Technology Program at Kingsborough will work to ensure this patient right. Breach of patient confidentiality is a violation of policy.
Students who fail to maintain the patient's right to confidentiality will receive a course grade of F and will not be permitted to return to the clinical site.

ACADEMIC INTEGRITY
It is expected that students will be honest in ALL academic and clinical situations and perform independently on all tests and written assignments, and turn in work that is their own. Any form of cheating or attempting to cheat will result in a course grade of "F". Students who knowingly collaborate in cheating by assisting others will also be held equally responsible. Learning assistance materials in the lab are for use by all students and are to remain there. Removal of such items by individual students jeopardizes the learning of other students and is considered a breach of integrity.
Students will demonstrate professional behavior on campus and in the clinical area, as evaluated by the faculty. Unprofessional and unethical behaviors will also result in a F course grade. Examples, although not inclusive, are: belligerent behavior, verbal and non-verbal; lying; rudeness to patients, family members, staff, peers or faculty; threats of physical aggression or any act of violence; removing property (any item) from the clinical agencies or college; illegal drug/alcohol use before or during class or clinical hours. Deliberately entering incorrect or false information into a patient record is another form of cheating that is illegal with potentially career-ending consequences.

PREPARATION FOR CLINICAL PRACTICE
The faculty and students are ethically accountable for upholding the Association of Surgical Technologists (AST) Code of Ethics and the Patient's Bill of Rights. Clinical experiences are planned to provide opportunities for students to apply theory to practice. It is imperative for students to prepare for these experiences. Prior to the clinical experience students are expected :
-   To complete all reading assignments
-   To review material related to their assignments
-   To practice the required skills in the campus laboratory – M385
A Surgical Case Log is integral to the learning process. They assist students in the development of critical thinking skills. Students are required to submit them on the date due to allow timely feedback. The student should recognize that clinical practice demands that attitude, work habits, communication skills and manual dexterity are evaluated with academic readiness.

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE
Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological or emotional safety of the patient assigned to their care.
Physical Safety Examples: Inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient that potentiates falls, lacerations etc.
Biological Safety Examples: Failure to recognize errors in aseptic technique, performs technical actions without appropriate supervision, fails to seek help when needed.
Emotional Safety Examples: Threatens patients, makes patient fearful, provides patient with inappropriate or incorrect information, and demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice, or reflect negatively upon the Surgical Technology program or Institution. Examples of unprofessional practice include verbal or non-verbal language, actions or voice inflection which compromises rapport or working relations with patients, family members of patients, staff, physicians or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

Violations of these standards are considered to be of exceptional importance. At the clinical instructor's discretion the student may be removed from the clinical site immediately. A conference between the student, clinical faculty and program director will be scheduled. If necessary, the meeting may include the Department Chair.

DRESS CODE

Students in Surgical Technology II will be required to wear a navy blue scrub suit to the college lab sessions. Surgical Technology students are representatives of Kingsborough Community College and therefore need to dress accordingly when in the clinical agencies.

- All Students are expected to observe good personal hygiene. Only non-perfumed hygienic products are to be used. There are no perfumes or colognes in the clinical setting.
- Fingernails should be short, clean and healthy. Some clinical agencies may have policies prohibiting the use of nail polish and/or artificial nails; therefore it is not permitted in any clinical setting.
- There is to be no jewelry worn to clinical sites. This includes earrings and other visible piercings.
- Any attire that may negatively impact a client's physical or emotional safety is not permitted.
- No attire/tinted glasses which cover the students' eyes and/or face is permitted outside the parameters of surgical attire.
- Students are required to wear scrub suits for clinical practice. The student will wear the assigned facility's scrub apparel consistent with hospital facility protocols and policies. A long sleeve, ¾ length white lab coat and appropriate shoes are required. Students will have a KCC patch sewn onto the left upper sleeve of the lab coat, 2 inches below the shoulder seam.
- Students must also have the KCC picture identification badge at all off-campus clinical agency experiences.

STANDARD PRECAUTIONS

Standard Precautions are expected to be implemented by all students in the clinical setting.

- Exudative lesions, weeping dermatitis or other possible communicable conditions should be brought to the attention of the clinical instructor prior to giving care.
- Appropriate barrier precautions should be implemented to prevent skin and mucous-membrane exposure when in contact with blood and other body fluids is anticipated.
- Exposure to blood, body fluids or needle sticks must be reported to the clinical instructor in a timely manner.

ACCIDENTS/INJURY/INCIDENTS DURING CLINICAL EXPERIENCES

If a student is injured during a clinical agency experience they must be examined and treated in the emergency room and/or by their private physician. The hospital affiliate's policy should be immediately followed. Health clearance must be obtained from the Office of Health Services before the student can return to the clinical agency. Relevant incident reports for the agency and Kingsborough must be completed by the faculty and student.

Students who have any change in their health status during the semester (due to injury, illness, pregnancy/childbirth) are required to submit documentation to the Office of Health Services. Students must receive clearance from this Office prior to returning to clinical agency experiences.

The student should be aware that they will be participating in real surgical interventions during their clinical rotation and there is an inherent risk of being exposed to airborne or blood borne pathogens. Not all patients are aware of an illness, or disease that they may have, nor are they required to disclose that information according to the Health Insurance Portability and Accountability Act of Privacy (HIPPA). While we prepare the student for an entry-level position as a Certified Surgical Technologist, the risk of contracting a disease or illness is understood to be a hazard of the profession, but the safety of the student in the learning environment is a priority for the faculty and instructors.   If the student is alerted prior to the start of a surgical intervention that the patient does have any airborne or blood borne pathogen, or considered a high risk patient, then the student will be excused and not be allowed to participate in the surgical intervention. The student should make their clinical instructor aware of the situation and an alternate experience will be assigned to the student.

PROFESSIONALISM
The concept of professionalism in health care is motivated by the primary goal of providing quality service to the health care consumer. It is also a concept that involves a commitment to the development and maintenance of a level of knowledge, which enables the provider to utilize standards of care in the daily delivery of health care to the consumer.
The Surgical Technology Faculty is dedicated to providing students with the knowledge and background necessary to develop a sense of professionalism, which will extend into their career.

PATIENT ASSIGNMENT and CLINICAL RESPONSIBILITY
As health care providers, our primary responsibility is to serve the public. The patient has the right to expect quality care, regardless of race, creed, color, or health status. The care must be delivered in a non-judgmental manner. All patients are to be treated with equal care and compassion. Students must be prepared to work with all patients. The method for selecting student assignments varies with each affiliation facility. Failure to accept a patient assignment will be reflected in the course outcome. It may also result in a course grade of F.
While students are completing clinical rotations, there time spent at the clinically affiliated institution will be educational in nature. Students will not receive any monetary compensation during this educational experience, nor will the students be substituted for hired staff personnel within the clinical institution in the capacity of the surgical technologist.

CLINICAL ADVISEMENT
Consultation with the faculty is a crucial step in planning one's academic program. Formal advisement is available during the period schedule by the college. Please refer to the KCC Academic Calendar. Appointments can be scheduled through the Nursing Department secretary. At other times, individual conferences can be scheduled with the faculty. To ensure the faculty member has time to answer specific concerns, an appointment may be necessary. Students who "drop in" for advice must remember that the faculty member may have other responsibilities or tasks planned for that hour.
Placement in Clinical agencies varies each semester based on agency availability. Students who are employed in a health care agency will not be assigned to that agency for clinical classes. Students who have special needs (i.e. work schedule) must submit a request for consideration in writing to the Program Director no later than November 30 (for spring placement) and May 30 (for Fall placement). Every effort

will be made to accommodate the request. However, there can be no guarantees and students may need to make other accommodations.

CLINICAL REQUIREMENTS
Course Completion: The student must complete and achieve a minimum grade of "C' in the following courses:
ENG 12
BIO 11
ST 1
ST 2

Health Clearance: Prior to registration, students in Surgical Technology are required to obtain health clearance from the Kingsborough Community College Office of Health Services (A-108). Documents and forms to be submitted are available on the Kingsborough website. Students should obtain information regarding annual physical examination, immunizations, tuberculosis testing, MMR updates, and Flu vaccinations from the Health Services link on the Kingsborough website. Some clinical sites require alternate documentation, so copies of all personal medical information should be maintained by the individual and may have to produce it upon arrival at a clinical affiliated site.

CPR Certification: Students in Surgical Technology must obtain CPR certification and provide documentation to the Nursing Department (MAC 401) prior to registration in the first Practicum course.

Information on obtaining CPR certification and malpractice insurance is available in the Nursing Department Office, MAC 401.

DEFINITION OF SCRUB ROLES FOR CLINICAL ROTATIONS
Documentation of Clinical Practice: Upon completion of all the Practicum (Clinical) classes, a minimum of **120** cases are to be performed in order to be eligible for the National Certification Examination and completion of the Surgical Technology Program at Kingsborough Community College. There is a required document that tracks the student's progress each semester, called the, **SURGICAL ROTATION DOCUMENTATION AND CLINICAL CASE LOG.**
- All clinical case experiences should be recorded in the clinical case log, even if the cases do not count toward completion of the required standard of **120 cases**, in compliance with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).
- Students are required to complete **30 cases in General Surgery**.
- **Twenty** of the cases must be in the **First Scrub role**.
- Students are required to **complete 90 cases is various surgical specialties** which are listed on the surgical case log.
- **60 of the cases must be in the First Scrub Role** and **evenly distributed** between a minimum of five surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopies and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.
- The Surgical Program Director of Kingsborough Community College is required to verify through the Surgical Rotation Documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.

SCRUB ROLE – FIRST SCRUB ROLE   (1S)
        The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count

the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

SCRUB ROLE – SECOND SCRUB SOLO (2S)

The second scrub role is defined as the student who is at the sterile field who has not met all of the criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

SCRUB ROLE – OBSERVATION ROLE (O)

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

STUDENT RIGHTS AND RESPONSIBILITIES

Education is a cooperative effort between the expertise of the Faulty and willingness of the student to learn. The faculty, believe that the student has certain rights upon enrollment as well as responsibilities.

Students have a right to:

- Accurate, organized, relevant, cohesive and quality education and materials
- Faculty who are knowledgeable, clinically experienced, up-to-date, and able to communicate information effectively.
- Quality classroom instruction that is punctual, clearly communicated, stimulating, and presented in a positive learning environment that is free of bias and/or hazards.
- Quality clinical instruction that is safe provides a variety of experiences and guides students toward effective practice.
- Fair, impartial, and prompt evaluation of performance: both theory and clinical.
- Support services to facilitate participation in the learning process.
- Regular availability of Faculty (scheduled as their office hours) for advice and assistance with academic and clinical matters.

Students have a responsibility to:

- Be in charge of learning including the KCC attendance policies. Commitment to learning theory and practice through whatever means necessary. Be aware of personal strengths as a learner and learn to live with or overcome weaknesses. Be an active participant in all learning experiences.
- Learn from the expertise and knowledge of the Faculty. Be prepared for all classes and clinical experiences; submit all assignments as scheduled.
- Attend class promptly and regularly. Be attentive to classroom activities, avoid talking out of turn, conversing with friends, or sleeping during a classroom presentation.

- Follow accepted standards of behavior for health professionals as well as the KCC codes and standards for behavior on and off campus. Be prompt and responsible for all assignments and activities. Remember that students are guests in the clinical agency, and to demonstrate appropriate social manners. Learn and abide by the clinical agency's clinical policies and procedures.
- Allow sufficient time for the Faculty to grade assignments with fairness and thoughtfulness. Make appointments with Faculty to discuss grades, issues and concerns

NETIQUETTE
1. Be mindful that electronic communication does not convey facial expression or tone of voice. It is important to consider what is written could be misinterpreted.
2. Typing messages all in caps is regarded by most internet uses as shouting; so unless you mean to yell at someone, type your message in standard format.
3. It is appropriate to share your point of view as well as indicate disagreements with another's posts- however. It is not okay to make negative personal statements about another's posts.
4. Since many people read their email on small screen devices, when appropriate, be brief.
5. Clearly indicate the nature of your email messages.
6. It you send an email from a personal email account, sign the message. Often the names of personal email accounts are different from a person's given name. Use the KCC email whenever possible.

CIVILITY
Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with every topic that is discussed in the classroom. Courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability is not acceptable. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.
Incivility will not be tolerated and can be grounds for withdrawal from the program.

FEES AND EXPENSES

Students are required to purchase their own books. Students incur the expense of purchasing a school patch for the uniform. They may also prefer to purchase their own pair of protective goggles. Text book costs are a consideration for the faculty when choosing references for assignments; therefore, it is the program policy to disclose the need for textbooks prior to the start of the semester, to allow ample time for the student to procure the textbook(s).

ESTIMATED COSTS OF PERSONAL EXPENSES- 2018-2019

SPRING 2018 NEW TUITION RATES

	RESIDENT STUDENTS	NON-RESIDENT STUDENTS
FULL-TIME (12-18 Credits/equated credits)	$2,400 per semester	$320 per credit
PART-TIME (1-11 Credits/equated credits)	$210 per credit	$320 per credit
NON-DEGREE	$265 per credit	$420 per credit
Non-Refundable Fees		
CUNY Consolidated fee To ensure CUNY Operation		$15.00
CUNY Technology fee To improve computing services for students and faculty		Full Time (12-18 Credits/Equated)$125.00 Part time (1-11Credits/equated) $62.50
Student Senate fee To ensure the operation of CUNY's University Student Senate		$1.45
Student Activities fee To fund student government, athletics and other activities		Full Time (12-18 Credits/Equated) $85.00 Part time (1-11 Credits/equated) $42.50
PART TIME FEES IN TOTAL		$121.45
FULL TIME FEES IN TOTAL		$226.45
FULL TIME RESIDENT FULL TIME FEES		$2,626.45

    Books and Supplies (including: student $ 600.00
    Membership in AST, textbooks,
    Uniform, lab coat and cost of
    National Certification examination)
    TOTAL for 5 semesters $ 11,105.00

FINANCIAL AID

Kingsborough's Financial Aid Office is located in Room U-201. This office may be contacted by phone at 368-4644. Their webpage address is: www.kbcc.cuny.edu/financialaid/index/html. In addition to answering any questions you may have regarding tuition, scholarships and financial matters related to school, the office also distributes a copy of Student Budgets.

REQUIREMENTS FOR MATRICULANTS

Successful completion of CUNY/ACT in Reading and Writing and COMPASS Mathematics test with passing examination scores or remedial courses may be required.

Required Core:

ENG 12 Freshman English I *	4 credits	
ENG 24 Freshman English II	3	
MAT 4A0 Mathematics	4	
BIO 11 Human Anatomy & Physiology I *	4	

Department Requirements:

BIO 51 Microbiology of Health & Disease	4	
ST 45 Surgical Pharmacology**	3	
PHI 76 Medical Ethics	3	
ST 1 Surgical Technology I	3	
ST 2 Surgical Technology I I	2	
ST 3 Surgical Technology III	4	
ST 3P Practicum I (clinical)	2	
ST 4 Surgical Procedures IV	3	
ST 4P Practicum II (clinical)	3	
ST 5 Advanced Surgical Procedures V	4	
ST5P Practicum III (clinical)	3	
ST 6 Professional Strategies for the Surgical Technologist	2	
ST6P Practicum IV (clinical)	3	

Flexible Core:

Anthropology, History, Political Science, Psychology or Sociology	6 credits	
BIO 12 Human Anatomy & Physiology II	4 credits	
Total	64 credits	

  * Pre-Requisites to the Program
  ** Online section for ST students only

SURGICAL TECHNOLOGY COURSES

Throughout the program, there are common themes in many courses that help to define individual achievement and success as a Surgical Technology student. These common themes have been designated as Program Learning Outcomes which are continually monitored and evaluated to maximize student success.

1. To correlate the knowledge of surgical Procedures, anatomy and physiology to the student's role as a surgical technologist and recognize their relationship to safe patient care.

2. To understand the principles of safe patient care in the preoperative, intraoperative and postoperative surgical settings.

3. To develop and apply fundamental surgical technology skills through practice and evaluation in the laboratory and clinical settings

4. Accurately apply the principles of asepsis across the spectrum of common surgical experiences.

5. Recognize the variety of patient's needs and the impact of their personal, physical, emotional and cultural experiences.

6. Demonstrate professional responsibility in performance, attitude and personal conduct in the classroom and clinical setting.

ST 1–SURGICAL TECHNOLOGY I – (3credits, 3 hrs.)
This introductory course intends to introduce the student to the broad field of Surgical Technology. The Basic, General, information section introduces the student to the Perioperative environment and professional roles of the surgical team members. The Patient Care section is a comprehensive overview of the historical development of surgery and the practice of Surgical Technology. Professional conduct is discussed in conjunction with communication skills and surgical ethics.
Requisites: ENG 12, BIO 11
Co requisite: ST 2

ST 2 - SURGICAL TECHNOLOGY II – (2 credits, 6 hrs.; 2 lecture, 4 lab)
This course provides theoretical knowledge for the application of essential skills during the perioperative phase of patient care. It introduces the student to the practice of surgical technology with a focus on those skills necessary for functioning in the first scrub role. This course will be taught as lecture in conjunction with an active hands-on practice laboratory component. Principles will be integrated with practice at all times.
Requisites: ENG 12, BIO 11
Co requisite: ST 1

ST 3 – SURGICAL TECHNOLOGY III – (4 credits, 4 hrs.)
This course intends to introduce the student to the practice of surgical technology with a focus on those functions that impact the circulating role. Both the principles and practices of circulating will be covered. It provides an introduction to surgical pharmacology, anesthesia and wound healing physiology. This course will be taught as lecture in conjunction with an active hands-on component in the practice lab. It will also afford the student the opportunity to observe the Technologist in the actual Clinical setting.
Prerequisite: ST1, ST 2
Co requisite: ST3P
Pre/Co requisites: BIO 12

ST3P – PRACTICUM I – (2 credits, 8 hrs.)
This course is designed to provide the student with individualized experience in practice in the field. Emphasis is placed on demonstrating proficiency in the skills necessary to participate in surgical procedures.
Prerequisite: ST 1, ST 2
Co requisite: ST 3

ST 4– SURGICAL PROCEDURES – (3credits, 3hr.)
This course is an orientation to specific surgical specialties including General Surgery, Surgery of the Gastrointestinal tract, Biliary system, Gynecology, Urology, Ear, Nose and Throat, Plastic and Pediatric Surgery. This course intends to introduce the student each body system with a focused systems review of pathology in conjunction with those specific procedures performed. The instrumentation and surgical modalities of each Surgical Specialty will be taught as it relates to the practice of Surgical Technology. This course is taught as lecture with a hands-on component as it relates to specialized equipment. The associated practicum is performed in the Hospital Setting as the student develops competence in performing in the role of Surgical Technologist.
Prerequisite: ST 3, ST 3P
Co requisite: ST4P

ST4P – PRACTICUM II – (3 credits, 8 hrs.)
This course will afford the student the opportunity to build on skills learned and to actively participate in selected surgical procedures in the basic surgical specialties in the Clinical environment.
Prerequisite: ST 3. ST 3P
Co requisite: ST 4
Pre/Co requisites: BIO 12

ST 5 – ADVANCED SURGICAL PROCEDURES (4 credits, 4 hrs.)
This course is an orientation to specific surgical specialties including Ophthalmic, Vascular, Orthopedic, Neurosurgery, Thoracic and Cardiac Surgery. This course intends to introduce the student to each body system with a focused systems review of pathology in conjunction with those specific procedures performed. The instrumentation and surgical modalities of each Surgical Specialty will be taught as it relates to the practice of Surgical Technology. In addition, Trauma and Transplant considerations are discussed. This course is taught as lecture with a hands-on component as it relates to specialized equipment. The associated practicum is performed in the Hospital Setting as the student develops competence in performing in the role of Surgical Technologist.
Prerequisite: ST 4 , ST 4P
Co requisite: ST5P
Pre/Co requisite: BIO 51

ST5P – PRACTICUM III – (3 credits, 16hrs.)
This course will afford the student the opportunity to demonstrate skills required to actively participate in advanced procedures in the clinical environment.
Prerequisite: ST 4, ST 4P
Co requisite: ST 5
Pre/Co requisite: BIO 51

ST 6– PROFESSIONAL STRATEGIES FOR THE SURGICAL TECHNOLOGIST (2credits, 3hr.)
This course prepares the student for certification and life in the work force. It is both a review course for certification as well as preparation for employment, i.e. resume writing, interviewing techniques and job seeking skills. It will also review those requirements for the Certified Surgical Technologist for recertification and continuing education throughout his/her career.
Prerequisite: ST 5, ST 5P
Co requisite: ST6P
Pre/Co-requisite: ST 45

ST6P – PRACTICUM IV – (3 credits, 16hrs.)
The Surgical Technologist is required to function with independence in a team environment. This course will afford the student the opportunity to demonstrate that independence and readiness to take a role in the clinical setting.
Prerequisite: ST 5, ST 5P
Co requisite: ST 6
Pre/Co-requisite: ST 45

ST 45 – SURGICAL PHARMACOLOGY – (3 credits, online)
This course provides relevant pharmacology knowledge regarding the preparation, distribution and administration of those medications commonly used in the operating room environment. Concepts of intended therapeutic effects, side effects and adverse effects are threaded throughout the course. This course is only offered to surgical technology students during the fall semester.
Pre/Co-requisites: ST 1 AND ST2 or departmental permission.

Current Cohort structure

Spring semester

ST 1   3 contact hours per week, lecture on Monday and Wednesday

ST2   6 contact hours per week, lecture on Monday and Wednesday, includes 2 Hours of lab instruction Thursday and Friday.   Ration of 6:1 students: instructor

Summer: OFF

Fall semester

ST3   4 contact hours, lecture Monday and Wednesday

ST3P   8 hours in the clinical setting on Fridays (groups of 5-6 students per instructor)

ST45   3 credit hybrid class only offered in the fall. Can be taken with ST6 in the following fall semester.

Winter Session (this 6-week "trimester" is a continuation of fall semester)

ST4   6 contact hours per week, lecture Monday and Wednesday

ST4P   16 hours of clinical instruction per week Tuesday and Thursday

Spring Semester

ST5   4 contact hours per week, lecture Monday and Wednesday

ST5P   16 hours of clinical Tuesday and Thursday

Summer: OFF

Fall semester

ST6   3 contact hours per week, Monday and Wednesday lecture

ST6P   16 clinical hours per week Tuesday and Thursday

The following grid is a typical week for our program during the 12 week Spring semester:

	Monday	Tuesday	Wednesday	Thursday	Friday
8am--9:10am	ST5 lecture	off	ST5 lecture		ST2 lab section1
9:10am-10:10am	ST5 lecture		ST5 lecture	ST2 lab section1	
10:20-11:20am	ST2 lecture		ST2 lecture		
11:30am-12:30pm	ST1 lecture		ST1 lecture	ST2 lab section2	ST2 lab section2
12:30pm-1:40pm	Open lab for practice, review, and study groups				
2pm			Open lab for practice, review, and study groups	Open lab for practice, review, and study groups	Open lab for practice, review, and study groups
3pm					
4pm					

Tuesday and Thursday is a ST5P00 clinical day and students are assigned to a clinical affiliated facility to be determined by the Program Director. A typical clinical day is 7am-3pm.

Open lab is not mandatory, but there is a proven track record of success for students that attend open lab at least twice a week for at least an hour of committed practice, review or studying.

The following grid is a typical week for our program during the 12 week Fall semester:

	Monday	Tuesday	Wednesday	Thursday	Friday
8am-10:10am	ST3 lecture	Clinical day for ST6 students	ST3 lecture	Clinical day for ST6 students	Clinical day for ST3 students
10:20-11:30	ST6 lecture		ST6 Lecture	Open lab from 8am-4pm	
11:30-12:40	Open lab for practice, review, and study groups				
12:40-3:30			Open lab for practice, review, and study groups		

The following grid is a typical week for our program during the 6 week Winter session (Fall "B"):

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30am	ST4 lecture	Clinical day for ST4 students	ST4 lecture	Clinical day for ST4 students	off
11:30-3:300	Open lab for practice, review, and study groups		Open lab for practice, review, and study groups	Open lab from 8am-4pm	
12:40-3:30					