

KINGSBOROUGH
COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

**DEPARTMENT OF ALLIED HEALTH,
MENTAL HEALTH AND HUMAN SERVICES**



**SURGICAL TECHNOLOGY
HANDBOOK**

2021-2022

**WELCOME TO THE DEPARTMENT OF
ALLIED HEALTH, MENTAL HEALTH AND HUMAN SERVICES
SURGICAL TECHNOLOGY PROGRAM**

On behalf of the faculty and staff of the Surgical Technology Program and the Department of Allied health, mental Health and Human Services, 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 on the Kingsborough Website.

Tyronne Johnson MBA, CST, CRCST
Assistant Professor
Program Director of Surgical Technology

Richard Fruscione MA, CST, FAST
Associate Professor
Chairman of Allied Health, Mental Health and Human Services

MISSION

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 College is a member of the American Association of Community Colleges (AACCC), 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 and currently has continuing accreditation status. 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

9355 - 113th St. N, #7709

Seminole, FL 33775

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 and a mandatory term of employment in New York State.

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.

Association of Surgical Technologists

6 West Dry Creek Circle, Ste. 200

Littleton, CO 80120

www.ast.org

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. 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 surgical technology practice in the 21st Century.

STUDENT SUPPORT SERVICES

Kingsborough Learning Center (KLC)

The Kingsborough Learning Center provides a supportive and welcoming learning environment to all KCC students. Our tutors provide academic support and expert guidance to every student. By tailoring our services to each student's needs, and by ensuring access and availability to all students, the KLC team fosters student success in all their courses. We provide tutoring in almost all KCC courses. In addition to content tutors, we have writing tutors as well.

In March 2020, three Centers (**The Center for Academic Writing Success**, **The Center for Math and Technology** and the **Tutorial and Academic Support Center**) united to form one Center, now known as the Kingsborough Learning Center (KLC). One of our main tutoring goals at the KLC is to help students become independent thinkers and learners. KLC strives to maximize academic potential and promote student growth and development. We adhere to the following views of learning modules:

- *Active learning improves a student's ability to be successful and leads to student ownership of learning.*
- *Collaboration encourages the development of critical thinking and benefits both learner and tutor.*
- *Tutors model successful learning strategies that encourage students to thrive academically and in their personal lives.*

The Tutorial Academic Support Center is primarily responsible for supporting students' general welfare and academic progress throughout their academic career. Free tutoring is offered to enrolled students in almost all subject areas. Sessions are in either one-on-one or in a small-group format. The goal of the Center is to assist all students with locating the resources necessary to successfully complete their coursework.

Immersion Program

The Immersion Program is a CUNY-wide initiative offering incoming Fall freshmen and continuing Kingsborough students, tuition-free developmental classes and workshops. Incoming Fall freshmen who have not passed one or more of the CUNY Assessment Tests can join the Summer Immersion Program (SIP) in the Summer prior to their first semester at Kingsborough in order to complete all or part of their English and/or math developmental requirement(s). Immersion courses are specifically designed to help students pass the CUNY Assessment Tests. Day and evening courses are offered to accommodate a variety of schedules. Academic, career, and personal counseling are available to the incoming summer cohort who also have access to all campus facilities while in the SIP. Continuing

Kingsborough students may enroll in the year-round Multiple Repeater Math Workshops or Express Math classes offered in the winter or summer modules. For more information go to www.kbcc.cuny.edu/immersion

Academic Advisement Academies

Kingsborough's Advising Academies are designed to create supportive environments that guide students through academic focused goal setting and decision processes. Each Academy focuses on academic programs and pulls together resources to assist students in learning about and interacting with their chosen paths in thoughtful and purposeful ways. Students are paired with an academy advisor who is dedicated to guiding students through major exploration, degree requirements, career planning and connections to campus resources. There are four Academic Advisement Academies, which include the Business Academy, Education and Justice Academy, Health Sciences and STEM Academy, and Liberal Arts and Humanities Academy.

Health Sciences and STEM Academy

Room E-102, Ext. 4903

Accelerated Study in Associate Programs (ASAP)

CUNY's Accelerated Study in Associate Programs (ASAP) assists students in earning associate degrees by providing a range of financial, academic, and personal supports including comprehensive and personalized advisement, career counseling, tutoring, tuition waivers, MTA MetroCards, and additional financial assistance to defray the cost of textbooks. ASAP also offers special class scheduling options to ensure that ASAP students get the classes they need, are in classes with other ASAP students, and attend classes in convenient blocks of time to accommodate their work schedules so that they can earn their degrees as soon as possible. As students approach graduation, they receive special support to help them transfer to four-year colleges or transition into the workforce, depending on their goals.

ACADEMIC SUPPORT

Access-Ability Services (Students with Disabilities)

Access-Ability Services (AAS) is committed to opening doors of equal opportunity to students with disabilities at Kingsborough Community College. The goal of AAS is to equalize educational opportunities and to provide access through appropriate academic accommodations. Access-Ability Services serves as a disability resource, promotes equity, and provides appropriate accommodations and assistance to Kingsborough students with disabilities. Students with disabilities who want to utilize accommodations are asked to complete an "Application for Academic Accommodations" and submit supporting documentation. For further information go to <http://www.kbcc.cuny.edu/access-ability/Pages/welcome.aspx>

Military and Veteran Affairs Office

The Military and Veteran Affairs Office (MAVA) serves the needs of prospective and enrolled active military personnel, reservists, veterans, and their dependents, spouses and survivors. MAVA aids in applying for and certification of students who are eligible to receive education benefits under various Department of Veteran Affairs (DVA) programs. In this role, the MAVA team facilitates a smooth transition and reintegration into the college community. MAVA provides counseling and advisement services, academic program information, and certifies eligible students to receive DVA education benefits while maintaining productive relationships with the Veterans Administration and other agencies serving veterans. All active military personnel, reservists, veterans and their dependents, spouses and survivors receive priority enrollment at the College each semester. For further information go to http://www.kbcc.cuny.edu/sub-other/sub-student_current/serve/Pages/default.aspx

Opening Doors Learning Communities (ODLC)

Learning Communities, cohorts of 25 or fewer students, enroll during a term in anywhere from two to five courses that are linked together. These courses are linked around a common theme and students are encouraged to think in an integrative way. Faculty teaching these courses collaborate with each other, as well as with advisors, librarians, and tutors, in order to offer students additional support.

Research has shown that students who participate in learning communities are more successful in completing courses and obtaining their degrees, and students report better connections to faculty and with each other. Kingsborough offers a variety of learning communities, which may include a Freshman Year Seminar (SD 1000) or an Integrative Seminar. For English as a Second Language (ESL) students, the accelerated College English program (ACE) offers students a year-long learning community experience in which students can earn eight (8) credits in the first session.

TRiO Support Services

TRiO addresses the academic and vocational needs of students with disabilities or who are first-generation or low income. The program provides advisement, counseling, tutorials, technology and academic workshops, transfer assistance, and other initiatives such as academic coaching. Intakes are available throughout the calendar year.

CUNY Edge

CUNY EDGE envisions a world in which all people have access to the educational opportunities and support they need to realize academic success, a sustainable career, and a brighter future. We commit to contributing to this vision. Our mission is to help CUNY students achieve academic excellence, graduate on time, and find employment. CUNY EDGE, formerly known as the C.O.P.E. Program, has expanded student services to provide advisement on classes and career, seminars on ways to succeed in college and work, cafeteria or bookstore vouchers for program participants, connection to internship and job resources, tutoring in various subjects, and a computer lab (T4-264).

Men's Resource Center

The Men's Resource Center provides academic and peer support to self-identified men of color to help empower them and improve their college experience. Services provided to help students achieve their goals include professional and peer mentoring, intensive academic support, networking with other students, career exploration, and cultural and educationally-focused trips and activities.

STUDENT SUPPORT SERVICES

Access Resource Center (ARC)

Access Resource Center (ARC) connects Kingsborough students and campus community to government entitlements and resources. Whether it's childcare, SNAP, clothing or housing assistance, you can receive a referral for services available to you. ARC also provides, financial, legal and tax preparation services. To learn more about ARC services visit, <http://www.kingsborough.edu/arc/homepage.html>. Students can also complete an intake form to be contacted by a coordinator through the following link, <http://www.kingsborough.edu/arc/intake.html>

Counseling Services

All currently enrolled Kingsborough students are eligible to receive free and confidential personal counseling through the Counseling Center. In the Counseling Center, students will find trained and caring mental health professionals committed to providing services in a safe, supportive environment free of judgment.

The mission of the Counseling Center is to facilitate meaningful personal growth and the fullest academic development of each individual. The staff assists students with adjustment, as well as behavioral, emotional and/or academic challenges. Counselors also provide the Kingsborough Community with ongoing education regarding mental health issues and consultation/assessment in crisis situations.

Student Wellness Center

The Student Wellness Center (SWC) is a unit within Counseling and Health Services. The Student Wellness Center provides health and mental health education, and supportive services in an integrated and holistic way. Its main objective is to provide a safe place on campus that takes into account the diverse needs and backgrounds of Kingsborough's students and to promote self-care. During each visit a Wellness Counselor will provide the student with a level of support where their challenges will be respectfully addressed and kept confidential. The Wellness Counselor will also help to facilitate an environment where the student will be able to address their concerns, create a plan, and/or problem solve and will develop health solutions targeted toward positive changes and transformation.

In addition to wellness visits, SWC services include, but are not limited to mental health screenings, and preventative psychoeducational events, HIV testing, and recruitment to health insurance. SWC services and programs are provided by physical and mental health professionals, peer educators, and undergraduate and graduate level interns. For further information go to <https://www.kbcc.cuny.edu/counselingservices/counselinghealthservices.html#swc>

Women's Center

The Women's Center offers women and non-traditional students a supportive place to gather, socialize, and network. The Center partners with academic departments, programs, and clubs to co-sponsor lectures, workshops, and seminars exploring educational, professional, and lifestyle issues. In addition, they form peer support groups in response to students' needs and schedules. Services include individual and group mental health counseling.

Health Center

The Health Center reviews student medical forms and evaluates the health status of students, facilitates the removal of physical or emotional barriers to learning, and ascertains the need for special adaptations of the college program to ensure the maximum development of each student. First aid, emergency treatment, educational, preventative and advisory services are provided through the Health Center. Registered nurses are present when classes are in session to assist students with specific health problems.

Co-Curricular and Enrichment Opportunities

Student Life Office

The Department of Student Affairs' co-curricular activities program, coordinated by the Office of Student Life, is designed to enrich students' total college experience. The mission of the Office of Student Life is to provide programs and services that support the activities of student organizations to sponsor and support extra- and co-curricular activities designed to supplement students' classroom experiences, and to contribute to students' personal and intellectual development.

Students and faculty work together to make decisions in areas of college governance and leadership training.

Opportunities are available for students to participate on College Council, the Kingsborough Community College Association, and many other college-wide committees.

Over 80 student organizations, organized and administered by students with assistance from full-time faculty and staff advisors, develop academic, cultural, educational and social programs. Included are team sports and athletics, theater, special interest groups, social groups, a radio station, newspaper, yearbook, literary and arts journal and a student ambassador program.

Many events, open to all students, are scheduled throughout the term. They include lectures, films, art exhibits, socials, music and videos. Dates and campus locations of events are published monthly in an events newsletter and in Scepter, the college student newspaper, as well as posted on easels, the college website, and on Facebook. In addition, students can subscribe to the Student Life Text Messaging Service. To sign-up for the service simply text @KCCEvents to 81010

Clubs and Organizations

From academic and social, to ethnic and special concerns, the more than 80 clubs and organizations at Kingsborough Community College reflect the diverse interests and activities of both day and evening students. Club involvement can introduce a student to new cultural experiences, help develop valuable leadership and organizational skills required in all aspects of life and can lead to lasting friendships. The Surgical Technology Club has been in existence since the program started but the activities have varied based on the participation of the students. Some years, funds go unused, other years, students have organized events to raise money to go to National Conferences and other professional development conferences. I strongly advise Surgical technology students to get involved in club activities.

Career Development and Experiential Learning

The Center for Career Development and Experiential Learning offers career counseling to all Kingsborough students, from their first day on campus through graduation. The mission of the Center is to prepare students with specific knowledge to find, organize, and utilize career resources as they progress through various stages of career

exploration. Career advisors assist students in career planning and in the development of skills needed in the job search. Listings of part- and full-time jobs, as well as internships, are available to students via the KCC Online Jobs Board. The Career Center's recruitment events, such as Job Fairs and On-Campus Recruitment, bring representatives from major corporations, government, and social service agencies to the campus. Job search assistance is offered to all students from résumé writing to interview technique workshops. For more information on the jobs board go to <https://kbcc-csm.symplcity.com/students/index.php>

Honors Program

The Honors Program provides students who have a 3.20 or higher grade point average with the opportunity to challenge themselves academically in Honors classes that emphasize critical thinking, independent research, analytical writing, oral debate, and public speaking.

Students can select from a variety of Honors coursework: they can enroll in All-Honors courses, which are smaller in size than regular classes and where all participants have a 3.20 or higher grade point average, or add an Honors Enrichment Component (HEC) to one of their regular courses. Highly motivated students may also work with a professor to do a substantial research project called an Honors Contract, which usually involves writing a 10-page paper using documentation appropriate to the discipline to earn Honors credit.

The Honors Program celebrates student success. *Distinctions: The Honors Student Journal*, is the bi-annual publication of the Kingsborough Honors Program. Honors students are encouraged to submit scholarly work in *Distinctions*.

An "Honors" designation is entered on the student's transcript for every Honors course taken. Honors academic participation is also noted in the commencement program for students who have successfully completed a minimum of nine (9) or more Honors credits.

The Honors Program also seeks to enrich students' lives outside of the classroom. Through participation in a number of special programs, such as the Presidential Scholars Honors Program, and Honors sponsored student groups, such as the Honors Assembly and the Phi Theta Kappa International Honors Society.

In keeping with the college's mission to prepare students for transfer and for the workforce, the Honors Program enables students to become "Citizen-Scholars." Co-curricular programming empowers students to successfully transfer to top public and private four-year colleges and universities. As a result of their involvement in the Honors Program, many students are competitive candidates for scholarships such as the Jack Kent Cooke Foundation Scholarship.

The criteria for admission into the Honors Program are as follows:

1. Day or Evening, full-time or part-time students who have completed 12 credits or more in residence at Kingsborough and are English Proficient as per the CUNY Proficiency Index or Exemptions, earned a grade of "B" or higher in ENG 1200 or ENG 2400, and have maintained a cumulative grade point average of 3.20 or higher are eligible to participate in the Honors Program.
2. Kingsborough students who have accumulated less than 12 credits locally with a grade point average of at least 3.20, but have additional transfer credits, may participate in the Honors Program if they can produce transcripts of their transferred credits showing a grade point average of 3.20 or higher.
3. Transfer students with 12 transferred credits or more who are English Proficient as per the CUNY Proficiency Index or Exemptions and have a cumulative grade point average of 3.20 or higher for their transferred credits will be allowed to participate in the Honors Program upon presentation of their transcripts to the Honors Program Director.
4. Entering freshmen with a high school average of 85 or higher, and/or a combined SAT score of 950, and are English and Math Proficient as per the CUNY Proficiency Index, are eligible to participate in the Honors Program. They must present a one- to two-page essay expressing their interest in the Honors Program to the Honors Program Director.
5. High school students entering Kingsborough with College Now credits who received a "B+" or higher in every College Now course they have taken and have maintained a high school average of 80 are eligible to participate in the Honors Program.

The Honors Office in M-377 and Honors Lounge in M-378 serve as a one-stop shop for all Honors needs and services. For more information go to www.kbcc.cuny.edu/honors

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. These courses must be completed by the end of the fall semester in December to be considered for entrance 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:

1. Meet with an advisor in the Health and STEM Advisement Academy to discuss your academic performance and degree map to make sure that you are eligible.
2. You need to make an appointment to see the Program director.
3. Upon meeting the Program Director, you will have an interview and will be required to answer a questionnaire. Your Change of Curriculum status, transcript and questionnaire responses are considered your "application". After final grades have been recorded for the fall semester, your application 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.**

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

If you have any questions or concerns about an alternate legal status please reach out to the director or the Department Chairperson.

CRITERIA FOR RETENTION IN THE SURGICAL TECHNOLOGY PROGRAM

1. Receive no more than two grades below "C" in any of the required courses including core and co-requisites.
2. Students earning less than a "C" grade in any of the required courses may repeat the course one time. The minimum grade for a repeated course is a "B."
3. Earn a minimum grade of "C" in all Surgical Technology Courses to progress.

4. 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.” (please review the readmission policy for more detailed information.)
5. A second earned grade of less than “C” in any Surgical Technology course will result in dismissal from the Program.
6. Clinical Performance in the practicum courses must be at a satisfactory level to remain in the program. This satisfactory level is determined by the clinical instructor based on an evaluation rubric. Regardless of accumulated grades during a practicum course, an unsatisfactory final evaluation will result in dismissal from the program. Failure to achieve a minimum grade of 75%, or an unsatisfactory practicum course grade will result in ineligibility to apply for readmission.

READMISSION POLICY

Students achieving a grade of less than “C” in any Surgical Technology core course must appeal in writing to repeat the course. Students must submit an “Intent to Return to 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. It is not an automatic process, as your appeal will be reviewed by a department committee. Upon approval from the committee, there are other considerations that need to be addressed. 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). Students that plan to return to a clinical practicum class must exhibit proficiency in clinical practice by scheduling and passing a Practicum Examination prior to re-entry into the clinical agencies. Failure to pass will result in the student’s dismissal from the program.

GRADUATION REQUIREMENTS

To satisfy the requirements for the associate degree a variety of requirements must be satisfied. Eligibility for graduation requires the completion of one of the programs of study as outlined within the Academic Programs section of this catalog. Some departments also require a minimum grade point average for specific courses, refer to the Academic Program and Course Description sections of this catalog.

In general, the requirements include:

College Requirements

English and Math proficient as determined by the CUNY Proficiency Index, unless otherwise exempt, or successful completion of any required developmental course(s).

Writing Intensive Course - One (1) course

Civic Engagement - One (1) Civic Engagement experience

CUNY Common Core Pathways

Required Core - Depending on the major, courses in English Composition, Mathematical and Quantitative Reasoning, and Life and Physical Sciences

Flexible Core - Depending on the major, courses in World Cultures and Global Issues, U.S. Experience in its Diversity, Creative Expression, Individual and Society, and Scientific World

Requirements of the Major and Elective Credits

Specified courses as required for the major by the academic department for each degree program as well as any electives

Cumulative Grade Point Average (GPA)

A minimum cumulative grade point average of 2.00 on Degree and Certificate programs

Matriculated Status

Must be matriculated during the last term of attendance at Kingsborough

Residency

30 credits must be completed in residency at Kingsborough

Minimum Credits for the Degree

A minimum of 60 credits is required for all degree programs. However, some programs require additional credits. Surgical Technology is one of these programs that require more than 60 credits. Consult the KCC College Catalog for credit information on each major.

Note:

A review of degree requirements occurs during registration and advisement and can be verified on the Student Advisement Degree Audit. Students can review their progress towards graduation on-line anytime by checking the Student Advisement Degree Audit by accessing

https://www.kbcc.cuny.edu/registrar/degree_works.html

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

Some Surgical Pharmacology course may be offered in a hybrid format in which meeting times on campus are limited and the rest of the course work is completed through synchronous or asynchronous online activities via Blackboard. All courses, regardless of format, adhere to the same standard of academic 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 from the receiving institution, 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 students' 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.

CRIMINAL BACKGROUND CHECK HEALTH CLEARANCE and CPR CERTIFICATION

Along with medical clearance, CPR certification, COVID vaccination status 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 and maintain all health care documentation, 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 your inability to progress in the program.

Health Clearance

Prior to the start of the clinical sequence (ST3P00- ST6P00), students in enrolled in the Surgical Technology Program are required to obtain health clearance. Documents and forms to be submitted are available on the Kingsborough website. Students should obtain information regarding annual physical examination, 10-panel drug screening, immunizations, tuberculosis testing, MMR updates, COVID and Flu vaccinations from the provided 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 from the American Heart Association and provide documentation to the program director prior to registration in the first Practicum course. CPR is offered through the Continuing Education Department, as well as private agencies in the local area. **On-line courses will not be accepted.** Information on obtaining CPR certification and malpractice insurance is available on the KCC website under the Continuing Education Department tab.

FATIGUE

Fatigue can certainly impair a health care worker’s ability to provide safe, professional care. 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. Although we continue to offer personal support and referrals to student services for additional help, it is ultimately the student’s responsibility to complete all coursework and attend classes regardless of personal matters.

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

The grading schematic is slightly different from the college grading system. 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 on written assignments, evaluations of daily performance and a mid-semester and final evaluation tool.

The student should recognize that the clinical practice of Surgical Technology demands that a professional attitude, work habits, communication skills and manual dexterity are evaluated along with academic readiness. Clinical evaluations are recorded as Satisfactory (S) or Unsatisfactory (U). The Evaluation tool is divided into sections and any skills evaluation section 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.

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 Department. Faculty will be available to review exams at a specified time. No recording of exam review is permitted at any time.

GRADE APPEALS

Students who wish to appeal a grade should follow these guidelines:

1. Speak with the instructor first to understand the posted grade
2. If you are unclear about the posted grade, or are dissatisfied with the instructor’s response, then speak with the Program Director
3. If that is unproductive, speak with the Department Chairperson
4. If that is unsuccessful, file an appeal with the Committee on Academic Review.

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. 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.
2. 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.
3. Clinical instructors may send a student home that arrives late (15 minutes or more) to the clinical area. This will be counted as a full day absence.
4. 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.
5. 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 surgical procedures that can be assigned during a clinical experience. Failure to complete 120 surgical procedures (according to an accreditor specific, regimented policy) will result in the student's inability to sit for the National Board Examination.
6. 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.

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. This 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. Your instructors and Program Director will explain the process and timeframe for submission.

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 including handling small-scale instrumentation.	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. Should you feel that you need a special accommodation, please speak to your instructor or the Program Director first. Not all accommodations can be adapted in the program, and we will do our best to try to accommodate students with special needs.

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 notice describing the direct threat and that he/she is under consideration for involuntary withdrawal will be sent to the student by the program Director.
2. The student will be provided with an opportunity to present evidence (written and/ or request a meeting to present the evidence) to the Surgical technology faculty for consideration.
3. A written notice of the determination will be sent to the student within 5 days of determination of the direct threat.
4. If the program Director upholds the involuntary withdrawal, the student may then appeal in writing to the Department Chairperson. This appeal must be submitted before the beginning of the next semester.

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 Allied Health 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 your instructor or the director to schedule an appointment to speak with them. Should you feel that a problem needs to be resolved with the assistance of the department chairperson, you can call (718) 368-5412 or email at richard.fruscione@kbcc.cuny.edu.

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. A student may contact and/or schedule an official appointment with any instructor during their allotted office hours.

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 failing (F) course grade. Examples, although not inclusive, include 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.

Kingsborough Community College affirms the values of intellectual inquiry through its Academic Integrity policy. All members of KCC's academic community agree to follow the five core values of academic integrity: Honesty, Trust, Fairness, Respect, and Responsibility. Making a positive commitment to these values will support your learning and reduce the risk of failing an assignment/course, and/or suspension from the college, as a result of cheating and/or plagiarizing. I encourage you to not only become familiar with the Academic Integrity policy and its definitions of plagiarism and cheating, but also to develop strategies that will help you uphold the policy and ensure their academic success. Please feel free to consult me if you have any questions or concerns.

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

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.

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, other students or instructors which can 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 ST200 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, as a student it is not permitted in any clinical setting. Students must be prepared to remove nail polish at the request of the clinical instructor or hospital personnel if they show up on a clinical day with nail polish. Fake nails are not permitted at all.
- There is to be no jewelry worn to clinical sites. This includes earrings and other visible piercings.
- 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 for clinical days.
- 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.
- All COVID protocols must be observed in the clinical setting as the hospital policies supersede college guidelines.

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.

CLINICAL ADVISEMENT

Consultation with the faculty is a crucial step in planning one's academic program. Formal advisement is available during the period scheduled by the college. Please refer to the KCC Academic Calendar. Appointments can be scheduled through the department's 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.

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 in 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 at least the five criteria below (**independently/spontaneously without being prompted**) 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 Faculty 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 users as shouting; so unless you mean to yell at someone, (which is frowned upon) 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. If 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 clinical setting as well as 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 2020 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	
Surgical Technology program specific fees:		
AST Gold Bundle (which includes: Membership in AST and cost of the National Certification examination application)	\$247.00	
Castlebranch® medical record processing for clinical agencies and criminal background check	\$230.00	
Total cost for the program:	\$10,982.80	

FINANCIAL AID

Kingsborough's Financial Aid Office is located in Room U-201. This office may be contacted by phone at (718) 368-4644 or accessed via the KCC website. 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.

If you are admitted into the program and have many credits towards your AAS in Surgical Technology, there may be some difficulty with maintaining your financial aid based on relevant courses needed for the degree. It is the student's responsibility to work with the financial aid office and their advisor to maintain their matriculation status.

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

BIO 11 Human Anatomy & Physiology I * 4

Department Requirements:

ENG 24	Freshman English II	3
MAT 4A0	Quantitive Reasoning	4
BIO 12	Human Anatomy & Physiology II	4
BIO 51	Microbiology of Health & Disease	4
ST 45	Surgical Pharmacology**	3
PHI 76	Medical Ethics	3
PSY 11	Intro to Psychology	3
SOC 31	Intro to Sociology	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
Total		64 credits

* Pre-Requisites to the Program

** Only offered to ST students during fall semesters

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 introduces 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 system 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 system 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 and Degree Map

Degree Map for Surgical Technology, A.A.S.

Your Degree Map contains the suggested term-by-term course sequence for your academic path towards graduation. To ensure successful and timely completion of your degree, it is recommended that you meet with your academic advisor to discuss your unique map. Please note some courses may only be offered once an academic year.

<http://catalog.kingsborough.edu/mime/media/9/396/Degree+Map+for+Surgical+Technology%2C+A.A.S..pdf>

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 student: 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	Thursday	Friday
8am-9:10am	ST5 lecture	ST5P00 clinical day 7a-3p	ST5 lecture	ST2 lab section1	ST5P00 clinical day 7a-3p	ST2 lab section
9:10am-10:10am	ST5 Lecture		ST5 lecture			
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. Some clinical sites allow students at different times, so some clinical days may be from 1pm-8pm.

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 for ST300 students	
11:30-12:40	Open lab for practice, review, and study groups		Open lab for practice, review, and study groups		
12:40-3:30					

During the fall semester, a portion of the Open Lab hours will be reserved for senior students to prepare for the National CST exam in the months of October and November.

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		
12:40-3:30					

*Open lab hours are subject to change