



**Mid-State Technical College  
Surgical Technology Program  
Handbook**

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# Welcome to Mid-State Technical College

Thank you for choosing the Surgical Technology Program at Mid-State Technical College! The Surgical Technology Program will prepare you for a career that is both challenging and rewarding. This handbook will provide information about the program and policies and procedures specific to the program. This information does not replace the information in the Mid-State Student Handbook; rather this handbook complements the [Mid-State Technical College Student Handbook](#). The Surgical Technology Program Handbook is reviewed and revised yearly by program faculty. In addition, program faculty will consider input for manual revisions from students, college administration, program advisory committee members, and college staff. Students and the administration will be notified of the updates and changes. Retain this handbook; it will be a valuable resource and reference for you as you progress through the Surgical Technology program. As a Mid-State Student, you are required to abide by the program policies in the handbook. Information in this handbook is subject to change or revision. Please feel free to contact the Program Director or the Dean of Allied Health with any questions or concerns you may have throughout the program.

## Additional Policies and Procedures for Students

Mid-State Technical College student policies and procedures can be found online at [Mid-State Student Policies](#)

## Our Commitment to You

### Equal Opportunity

Mid-State Technical College complies with all state and federal laws regarding equal rights in education and employment. The College has established both Affirmative Action and Accessibility Services Offices to ensure that equal opportunity is available without regard to race, color, national origin, creed, gender, sexual orientation, age, marital status, ancestry, arrest/conviction record, or other protected status in employment of staff and in admission to educational programs and activities sponsored by the College.

Inquiries or complaints regarding equal opportunity may be directed to:

- Equal Opportunity Officer
  - Mid-State Technical College: 500 32<sup>nd</sup> Street North Wisconsin Rapids, WI 54494

- 715-422-5325
- Accessibility Services Coordinator
  - Mid-State Technical College: 500 32<sup>nd</sup> Street North Wisconsin Rapids, WI 54494
  - 715-422-5452

If you know you have a recognized disability or suspect that you might have one, it is your responsibility to identify yourself as soon as possible with the Accessibility Services Staff located in Student Services and Information Center (SSIC). Course standards will not be lowered, but various accommodations may be available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodation so contact Accessibility Services as soon as possible. It is Mid-State's goal to assist you in your education plan.

Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Contact Student Services and Information Center, SSIC, for assistance.

## **Accessibility Services**

Mid-State's Accessibility Services office provides academic accommodations to students with learning, sensory, emotional, or physical disabilities to ensure equal access to higher education. The Accessibility Services coordinator will meet with each student individually to determine reasonable and appropriate accommodation. Students who qualify for services receive the resources they need to fully participate in all aspects of learning. Resources may be provided by other student support personnel. Please find the Mid-State Discrimination and Harassment Policy and Compliant Procedures for Students and Employees online at [Mid-State Discrimination and Harassment Policy and Compliant Procedures for Students and Employees](#)

# Mid-State Technical College Mission, Vision, and Core Values

## Mission Statement

Mid-State Technical College transforms lives through the power of teaching and learning.

## Vision Statement

Mid-State Technical College is the educational provider of first choice for its communities.

## Mid-State Core Values

The College and all our employees are guided by a set of core values that are part of Mid-State's past and will continue to be part of its future. We are convinced that the key to creating a truly great learning organization is an intense focus on the values that guide our actions. As members of the Mid-State Technical College community, we work diligently to weave our core values into the fabric of everything we do to positively impact those who seek our services. Mid-State Technical College and its employees operate with allegiance to core our values: Student Centeredness, Integrity, Commitment, Accountability, Respect, and Exceptional Service.

### Student Centeredness

We value and respect each student as a unique individual. We assist students in identifying and realizing their educational goals and work hard to create an accessible and dynamic learning environment. Providing students with a positive educational experience is of vital interest to each of us.

### Integrity

Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision-making on a combination of high ethical standards and practical considerations.

### Commitment

Our actions reflect our dedication to the people we serve and to the College. The success of Mid-State depends upon our skills and abilities to communicate, promote, and support our educational offerings, and meet the current and emerging needs of our students and other stakeholders. We invest

the time and energy necessary to fulfill the mission of the College and provide a healthy and safe environment.

### Accountability

We understand and value our individual roles in the College. We take responsibility for processes, decisions, and outcomes within our scope of influence. We work hard to communicate effectively and apply our expertise to continuously improve our systems and strengthen organizational performance.

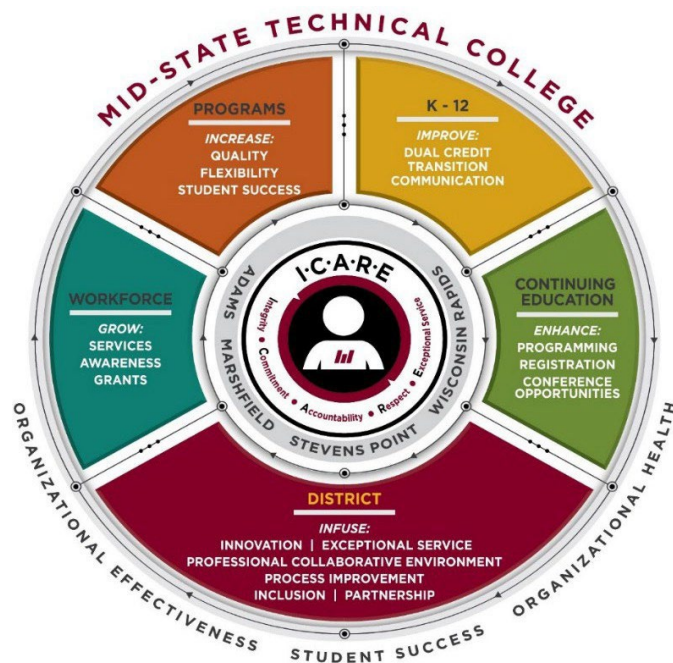
### Respect

We embrace individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate the contributions of all.

### Exceptional Service

We create and improve relationships through positive interactions with others. United by a common purpose to support and improve learning, we collaborate to provide lifelong learning opportunities that enhance the well-being of individuals, businesses, and communities.

More information can be found online at [Mid-State Technical College - About Us](#)



## Mid-State Employability Skills

The Mid-State faculty and administrators have worked with representatives from business and industry to identify skills that are essential to student success in obtaining and retaining a job. Students will work towards obtaining and improving these skills in all courses. By helping students develop employability skills and holding them responsible for their application, instructors will help increase the likelihood of the graduate's career success.

Please visit [Mid-State Technical College Employability Skills](#) to learn more.

### **Behave Responsibly: Ethical Behavior, Self-Responsibility, Conflict Resolution, Collaboration**

- Learner works and behaves ethically
- Learners follow established rules, regulations, and policies
- Learner assumes responsibility for own action
- Learner recognizes conflict and uses conflict resolution skills
- Learner provides and accepts constructive feedback
- Learner displays a positive attitude
- Learner assumes shared responsibility for collaborative work in diverse groups
- Learner defines, prioritizes, and completes tasks without direct supervision

### **Communicating Effectively: Writing, Technical Documentation, Listening, Speaking, Interpersonal Communication, Reading**

- Learner articulates objective(s) clearly, concisely, and accurately through writing, diagrams, or illustrations
- Learners apply standard rules of language structure including grammar, spelling, and punctuation
- Learner demonstrates active listening skills
- Learner demonstrates the ability to interpret and respond to non-verbal cues
- Learner speaks clearly, concisely, and accurately
- Learners convey information and ideas using professional, career-specific language
- Learner adapts to audience and communicates appropriate message, tone, and empathy

- Learner manages conflict with respectful communication and sensitivity
- Learner demonstrates ability to accurately interpret and comprehend written or graphic information

### **Critical & Creative Thinking: Inquiry, Evidence Collection, Analysis, Reasoning, Reflection (Metacognition)**

- Learner uses a structured problem-solving approach
- Learner demonstrates open-mindedness
- Learners organize information
- Learner works successfully in a climate of ambiguity and change
- Learner applies previously acquired knowledge to new tasks

### **Cultural, Social, & Global Awareness: Global Awareness, Social & Cultural Awareness, Social Responsibility**

- Learners recognize human differences to promote a cooperative work and social environment
- Learner demonstrates awareness of current world events
- Learner describes political, economic, and social systems different from one's own
- Learner summarizes social consequences of prejudice and discrimination

### **Use Appropriate Technology: Use of Technology, Confidentiality, Security, Digital Civility**

- Learner selects equipment, tools, and resources to produce desired results
- Learner demonstrates proper, safe, and secure usage of equipment
- Learner demonstrates occupational specific computer skills
- Learners adapt to new technology in the appropriate context
- Learner acts to protect confidentiality
- Learners use restraint and respect when using technology in various contexts

## **Regional Accreditation**

The Higher Learning Commission regionally accredits Mid-State Technical College. Mid-State was first accredited by the Higher Learning Commission in

1979 and has been continually accredited since then. Please visit [Higher Learning Commission](#) for more information.

Accreditation means that Mid-State has been found to meet the Commission's requirements and criteria and that there are reasonable grounds for believing it will continue to do so. Accreditation provides public certification of acceptable institutional quality and an opportunity and incentive for Mid-State to improve continuously.

## **Academic Expectations: Policies and Procedures**

### **Academic Integrity**

The Mid-State Board, administration, faculty and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including expulsion.

This includes, but is not limited to, the following:

- Sharing test content or discussing test questions.
- Copying another student's work.
- Turning in the work of another person and not giving them credit.
- Claiming credit for the work or efforts of another without authorization or citation.
- Claiming credit for information generated by Artificial Intelligence (AI), such as ChatGPT.

### **Appeal Process**

Mid-State seeks to ensure fair and just treatment of students. Therefore, opportunities are available to [appeal](#) to academic and non-academic decisions. Before an academic appeal is filed, the student must contact the instructor or other staff member directly involved with the decision to clarify the issue(s). Every effort to resolve the issue(s) should be made at this level.

## Confidentiality Policy

You have been instructed on the importance of maintaining patient confidentiality through your coursework. It is your responsibility to protect the privacy of all patients in the facility. Therefore, no privileged information can be repeated or disseminated inappropriately (including recording audio or taking photographs of patients or confidential patient information).

## Email Information

Program and course information will be communicated to students via their Mid-State Technical College e-mail address. It is important to access your Mid-State e-mail regularly. To help assure privacy and security, faculty will not communicate using personal email. Please make sure you know how to log onto the Mid-State system to access your email and use the student center in MyMSTC.

Students are encouraged to set their phone to receive Mid-State email alerts. Mobile email instructions can be found at [Mid-State Technical College Mobile Email Instructions](#)

In addition, some communication within Mid-State is still sent through the United States Postal Service. It is the student's responsibility to make sure the college has the most up to date home address and phone numbers. This information may be updated in your MyMSTC account.

## Financial Aid

A comprehensive financial assistance program is provided for Mid-State students. It is important to contact financial aid if you make the decision to drop a course as this may impact on your financial aid.

Types of aid available at Mid-State include:

- Agency Support
- College Work-study
- Federal Subsidized Stafford Loan
- Mid-State Foundation Scholarships
- Native American Grants
- Pell Grant
- Supplemental Educational Opportunity Grant
- Veterans Benefits

- Wisconsin Higher Education Grant

To contact the financial aid office, please call 715-422-5501 or visit [Mid-State Technical College Financial Aid Office](#) for more information. To contact the Mid-State Foundation Office, please call 715-422-5322 or visit [Mid-State Technical College Foundation Office](#) for more information.

## **Generative Artificial Intelligence (AI) Use**

This policy outlines the acceptable use of generative artificial intelligence (AI) tools and services by faculty, staff, students, and affiliates of Mid-State Technical College and is not meant to recommend a standard AI platform for use, but rather any trustworthy AI platform can be used following this policy. The goal is to protect college data and ensure compliance with legal and ethical obligations.

### **Ethical Use of AI**

All AI use must adhere to ethical principles, respecting human rights, privacy, and data protection. AI use must align with the college's academic goals and not discriminate against any individual or group.

### **Acceptable Uses of AI:**

1. **Brainstorming Ideas:** Utilizing AI to help generate creative concepts, topics, or solutions for personal or professional projects.
2. **Content Drafting:** Using AI to produce first drafts of written material, such as blog posts, articles, or marketing copy, while ensuring human review and originality in final output. For academic work, students should disclose the name of any AI tool used to assist with any academic assignment.
3. **Research and Data Summarization:** Leveraging AI to summarize articles, research papers, and large volumes of information to help with understanding complex subjects.
4. **Language Assistance:** Using AI for grammar checks, translation, and improving clarity or conciseness of written communication.
5. **Coding and Debugging:** AI-powered tools can be used to help write, improve, or debug code to speed up development processes.
6. **Automation of Repetitive Tasks:** Automating routine activities, such as scheduling, data entry, or workflow processes to increase efficiency.

7. Creative Support: AI-generated images, music, or video to inspire or support creative projects, provided the output is original or appropriately licensed.

### **Unacceptable Uses of AI:**

1. Plagiarism: Using AI to produce text or media that copies, closely mimics, or paraphrases copyrighted material without proper attribution or permission from the original author or creator.
2. Academic Dishonesty: Submitting AI-generated work as original in educational settings, including
3. assignments, essays, and exams, without appropriate disclosure or authorization from educators.
4. Misinformation and Deception: Generating or distributing AI content intended to mislead, deceive, or manipulate individuals, including the creation of deepfakes, fake news, or false information.
5. Unethical Automation: Automating tasks that negatively impact individuals, such as spam, unsolicited marketing, or automating harmful actions, without user consent.
6. Breach of Privacy: Using AI tools to gather or manipulate personal data without explicit permission, potentially violating privacy regulations.
7. Generating Harmful Content: Using AI to produce or spread hateful, abusive, or discriminatory content targeting individuals or groups based on race, gender, ethnicity, religion, or other personal characteristics.
8. Infringement of Intellectual Property: Using AI to replicate patented or trademarked inventions, designs, or creations without the owner's permission, and outside the scope of "acceptable use" as defined by applicable law

### **Assessment Design and Upholding Academic Standards**

AI use in assessments is allowed where it enhances learning, with measures in place to maintain integrity and standards. Faculty must provide clear guidelines for AI use within their courses. These guidelines must be communicated to students. Additionally, clear guidelines on appropriate AI use in assessments must be provided.

### **Data Classification and Use**

College data may only be entered into generative AI tools if the data is classified as public, the college provides the AI tool and specifically indicates

that college data may be inputted into the tool, and/or if the AI tool has undergone internal review.

Examples of public data include general college announcements, course syllabi, and publicly available institutional research.

Reviews must include cybersecurity risk management, data governance, accessibility, privacy, and intellectual property.

### **Service Work Policy**

Students will not be substituted for paid staff when scheduled for clinical rotation at the clinical site. Students may become employed in the facility outside of regular clinical rotation education hours, provided that the work is limited, so it does not interfere with typical academic responsibilities. The work has no connection to the clinical course. Students may not receive any monetary remuneration/payment for their clinical work, nor will they be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist. This statement applies to all clinical, preceptorship, or internship rotations related to program requirements.

### **Student Misconduct or Behavior Dismissals**

A student may not be successful in the Surgical Technology program for reasons such as academic misconduct, cheating, behavioral misconduct, and unsafe behaviors. These students are not eligible to re-entry into the Mid-state Surgical Technology program. Unacceptable conduct can be found in the [Student Code of Conduct Policy](#).

Students will abide by procedures and policies of the clinical site particularly in matters relating to patient care, confidentiality, and lab safety. Unsafe clinical behaviors are cause for immediate removal from the clinical site. Depending on the specific instance, the student may be prohibited from returning to the clinical site and program progression may not be possible. If this were to occur, a meeting between the student, Dean Allied Health, and Program Director will be held. The student has the right to file an appeal.

### **Student Health Maintenance**

The student is responsible for following infection control guidelines in the clinical facilities, maintaining safe practices, and providing their own health insurance. In addition, students must comply with the current COVID-19

protocol. If the student is injured or becomes ill during clinical rotation, the student will immediately notify the clinical site supervisor and the Program Director. It is the student's responsibility to seek medical attention if necessary and take care of the resulting financial responsibilities.

## **Technical Standards**

Each student is required to review the list of Technical Standards. These are the specific physical, emotional, and mental tasks needed to function in the industry. If students have concerns about meeting these standards, they should work with the Accessibility Services Coordinator in the Student Services & Information Center to receive assistance. Upon entering the program, students enrolled in the program should be able to meet the established technical standards with or without reasonable accommodation. The technical standards for the program are representative of those found in the profession.

To review the identified technical standards, please visit [Surgical Technology Program Technical Standards](#) for more information.

## **Travel**

Students in the Mid-state Surgical Technology program may be required to travel to attend classes, labs, and clinical rotations. It is the responsibility of the student to have transportation to meet program requirements.

## **Personal Safety**

### **Standard Precautions Guidelines**

Standard precautions are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes. These measures are to be used when providing care for all individuals, whether they appear infectious or symptomatic. Students need to be concerned with Standard Precautions because needless exposure could cause an infectious, possibly even fatal, disease.

Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions routinely. They should be standard for all patients. There are an unlimited number of diseases that can be spread by contact with blood and/or body fluids. Hepatitis B, Hepatitis C and AIDS (acquired immunodeficiency syndrome) are the most serious viruses that could infect

you.

Hepatitis is a viral infection that causes liver inflammation and damage. The virus is transmitted by exposure to infectious blood or body fluids. Healthcare workers are at risk of becoming infected with hepatitis and developing serious or fatal problems such as cirrhosis liver cancer or chronic liver disease. There is a vaccine that helps protect against hepatitis B. There is no vaccine for hepatitis C.

AIDS (acquired immunodeficiency syndrome) is caused by a virus that can destroy the body's immune system, the system that fights infections. Without the immune system's protection, the body is left defenseless. As a result, serious life-threatening infections can develop. No effective vaccine has been developed. There is no cure for AIDS.

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used at Mid-State Technical College.

## **Protective Barriers**

### **Gloves**

When touching blood or body fluids, mucous membranes, or non-intact skin of any individual. When handling items or surfaces soiled with blood or body fluids. During invasive (body entering) procedures, including starting of intravenous IV lines and the drawing of any blood specimens (phlebotomy).

### **Gowns, Masks, and Eye Protection**

During patient care, procedures, or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.

### **Injury Prevention**

Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in a sharps container. To prevent needle-stick injuries, needles should not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. Use extra caution when working in, around or with sharp objects, instruments, or machinery. Be sure to use appropriate personal protective gear as necessary

and follow all safety guidelines while operating all machinery, tools, and equipment.

If an accident occurs or if any spill/mess of blood or body fluid occurs, immediately notify:

- Clinical instructor
- Charge nurse (during clinical)
- Evening facilitator
- Program Director or Dean
- Student Services and Information Center
- Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.

### **Occupational Hazards**

Surgical Technologists work directly with providers and patients, with the goal of providing health care and ensuring patient safety. They can perform both administrative and clinical services, filling several roles in a variety of healthcare environments.

As with any healthcare position, there are certain occupational risks or hazards while performing their duties, including the following:

- Exposure to infectious diseases
- Sharps injuries
- Blood-borne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

Nevertheless, there are protections set up by the Occupational Safety and Health Administration (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients. As an accredited program, Mid-State Technical College's Surgical Technology program teaches students about the hazards they may face on the job and protocols that can be put into place to ensure a workplace culture that prioritizes safety.

If a student has exposure, the student must immediately notify the Program Director and clinical site supervisor. The supervisor will complete the

Bloodborne Pathogen Exposure Report and the First Report of Injury Form with the student.

### **Latex Allergy**

Latex is a milky fluid found in milkweeds, poppies and plants yielding rubber. It is a component of many medical devices including surgical gloves, exam gloves, catheters, IV administration kits, endotracheal tubes, anesthesia supplies and dental supplies.

In recent years, latex allergy has been recognized as a significant problem for health care workers and patients. Latex allergy in the workplace can result in potentially serious health problems for workers. Workers in the health care industry are at risk of developing a latex allergy at any time due to the repeated use of and exposure to latex containing products.

All reasonable accommodation will be provided to provide students with a latex safe environment. A reduced latex environment will be our goal since a totally latex free environment is not possible. Students with a known or suspected latex allergy will be referred to their health care provider for treatment and counseling regarding a health care career.

Students who have a latex allergy or develop a latex allergy while in the program may find it difficult to complete all the program expectations. Mid-State Technical College or any clinical agency cannot guarantee a completely latex free environment. Students with concerns must contact the Dean, and their health care provider, to discuss the implications of a latex allergy. All health occupations workers are at risk of developing a latex sensitivity/allergy.

#### **Risk Factors for Developing Latex Allergies:**

- History of swelling or reaction after wearing latex gloves.
- History of nasal congestion, swelling itching, sneezing, wheezing, hives, or shortness of breath after an exam where latex gloves were used (for example dental or gynecological).
- History of reactions after handling rubber products such as Band-Aids, rubber balls or condoms.
- Frequent exposure to latex in current or previous work settings.
- History of having multiple surgical procedures in the past.
- History of contact dermatitis or common allergies such as hay fever, asthma, hives, or eczema.

- History of food allergies that cross react with natural latex such as apples, apricots, avocados, bananas, buckwheat, carrots, chestnuts, dates, kiwis, nectarines, figs, grapes, hazelnuts, melons, plums, potatoes, pineapples, papayas, passion fruit, tomatoes, wheat, pears, peaches, mangoes, celery, or cherries.

#### Types of Reactions that Occur in Latex Allergies:

- Irritated Contact Dermatitis is usually reddened, dry irritated areas on the skin, often the hands. This reaction is caused by skin irritation from wearing gloves and possibly by exposure to other workplace products and chemicals. Irritated contact dermatitis is not a true allergy but may develop into a chronic allergy.
- Type 4 Sensitivity or allergic contact dermatitis is the most common latex allergy. This reaction develops from exposure to chemicals added during the processing of latex. This reaction may be delayed, usually beginning 24-48 hours after contact. Symptoms include a red, itchy rash, that may present as vesicles or blisters on the skin. These symptoms do not involve the entire body but are usually limited to areas of the skin contacted by the latex.
- Type 1 Sensitivity is also referred to as a true latex allergy. This is the more serious reaction to latex. The allergic reaction results from exposure to latex components, although the amount of exposure is not known. Exposure to airborne allergens can increase the severity of the reaction. Latex proteins adhere to the powder particles in the latex gloves during processing. These proteins become aerosolized when powdered gloves are changed. A Type 1 Reaction usually occurs within minutes of exposure to latex, but it can occur within a few hours of exposure. Symptoms range from mild reactions (skin redness, hives, and itching) to severe reactions (sneezing itchy eyes, scratchy throat, wheezing, and respiratory distress and in rare cases shock)

## Surgical Technology Program Information

### Program Accreditation

The Mid-State Technical College Surgical Technology is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Accreditation Review Council on Education in

Surgical Technology and Surgical Assisting (ARC/STSA).

**CAAHEP Contact Information:**

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
  - 9355 - 133th Street North #7709, Seminole, FL 33775
  - (727) - 210-2350
  - [Visit CAAHEP](#)

**ARC/STSA Contact Information:**

- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
  - 19751 East Main Street, Suite 339, Parker, CO 80138
  - Phone: (303)-694-9262
  - Fax: (303)-741-3655
  - Email: [info@arcstsa.org](mailto:info@arcstsa.org)

**Program Curriculum**

The curriculum for the Surgical Technology program at Mid-State prepares students to be entry level Surgical technologists, and to successfully take national certification exams. Teaching and learning activities include theory, demonstrations, discussions, laboratory sessions, competency skill evaluations, oral and written assignments, and written exams.

**Curriculum Overview**

Term Number	Catalog Number	Course Title	Number of Credits
1	10512125	<a href="#">Intro to Surgical Technology</a>	4
1	10512126	<a href="#">Surgical Tech Fundamentals 1</a>	4
1	10512127	<a href="#">Exploring Surgical Issues</a>	2
1	10501101	<a href="#">Medical Terminology</a>	3
1	10806177	<a href="#">General Anatomy &amp; Physiology</a>	4
2	10512128	<a href="#">Surgical Tech Fundamentals 2</a>	4
2	10512129	<a href="#">Surgical Pharmacology</a>	2

Term Number	Catalog Number	Course Title	Number of Credits
2	10512130	<a href="#">Surgical Skills Application</a>	2
2	10806197	<a href="#">Microbiology</a>	4
2	10801195	<a href="#">English Composition 1</a>	3
2	10801195	<a href="#">Written Communication</a>	3
3	10512131	<a href="#">Surgical Interventions 1</a>	4
3	10512132	<a href="#">Surgical Technology Clinical 1</a>	3
3	10512133	<a href="#">Surgical Technology Clinical 2</a>	3
3	10809172	<a href="#">Introduction to Diversity Studies</a>	3
3	10809166 -or-	<a href="#">Introduction to Ethics: Theory and App</a>	3
3	10801198	<a href="#">Speech</a>	3
3	10801196 -or-	<a href="#">Oral/Interpersonal Communication</a>	3
4	10512135	<a href="#">Surgical Technology Clinical 3</a>	3
4	10512136	<a href="#">Surgical Technology Clinical 4</a>	3
4	10512142	<a href="#">Surgical Interventions II</a>	4
4	10809198	<a href="#">Introduction to Psychology</a>	3
4	10809188 -or-	<a href="#">Developmental Psychology</a>	3

### Course Descriptions

Visit the [Surgical Technology](#) program page for course descriptions and more information.

## **Classroom and Laboratory Guidelines**

### **Attendance**

Students are expected to be in class on time, prepared, and ready to begin classroom discussion and activities. Students who miss skills testing during regularly scheduled lab classes will be tested out during the next scheduled lab time, or at a meeting time requested by the instructor. Students will be responsible for the missing classroom content because of the absence. Class attendance is recorded by each instructor and may be shared with the College for purposes of reporting time attended and final grades. It is expected that students will contact instructors prior to the class they will be missing. This is considered professional behavior.

### **Excessive Absence**

Excessive absence is defined as missing more than three days in one semester. This may include classroom, lab sessions, or scheduled days at the clinical site. Excessive absences will be reviewed by the Program Director and may result in the student being unable to progress in the Surgical Technology program.

## **Laboratory Guidelines and Standard Precautions**

### **Guidelines:**

- Students will not be allowed in lab without meeting these criteria:
  - OR Attire-Scrubs (top and bottom), name badge, booties and hair covering
  - Handwashing needs to be completed at the beginning of session
  - Nails- short and clean, No nail polish or artificial nails
  - Jewelry- No rings, bracelets, or watches
  - No long sleeve shirts under scrubs- no jackets/sweatshirts.
  - Earrings- one pair, they need to be inside of your hair covering.

At the end of class, the lab needs to be clean, items put away. This is a team effort; it is part of your weekly checklist. If you do not participate in the clean-up, it will not be signed off on your checklist.

### **Standards:**

- Hand hygiene
- Use of gloves, gown, mask, eye protection or face shield. (PPE)
- Safe use of sharps
- Safe work practices
- Safe waste management

- Proper cleaning and disinfection
- Clean equipment between patient use
- Complying with cough etiquette

### **On Campus Dress Code**

#### **Clothing:**

- Scrubs are required to be worn during lab sessions
- Closed toe shoes must be worn
- Name badge
- Booties
- Hair covering

### **Program Description**

The Surgical Technology program at Mid-State prepares graduates to work as part of the surgical team in operating rooms, providing proper handling and use of equipment, assisting the surgeon during procedures, and ensuring patient safety. Students learn skills and techniques used in sterile processing.

Training encompasses both classroom and lab instruction. You will gain hands-on clinical experience in surgery, ambulatory centers, sterile processing, and other related areas. After successful completion of the program and certification exam, you will be a Certified Surgical Technologist (CST).

Graduates are prepared to take the NBSTSA national certification exam. However, taking and passing a national exam is not a graduation requirement.

Upon successfully completing the Surgical Technology program requirements, the individual will be awarded the associate in applied science (AAS) degree.

### **Profession Description**

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operating procedure is conducted under conditions that maximize patient

safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic techniques and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Essentials/Standards initially adopted in 1972; revised in 1991, 2000, 2002, 2004, 2013, 2021, 2023 (Appendix B only). CAAHEP-Template 2023. Approved 3/17/23.

### **Program Mission**

The mission of the Mid-State Surgical Technology program is to respond to the needs of the community by educating students to become qualified technicians who are competent, ethical, and professional, and who meet the needs of the patient and the organization.

“To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

#### **Cognitive Domain:**

- The students will:
  - Apply healthcare and technological science principles to the perioperative environment
  - Perform postoperative case management
  - Apply fundamental concepts of Human Anatomy and Physiology to principles of safe patient care.
  - Recognize potential hazards in the operating room environment.

#### **Psychomotor Domain:**

- The students will:
  - Maintain principles of sterile technique in the surgical environment.
  - Prepare the patient, operating room and surgical team for the preoperative phase.
  - Perform intraoperative case management in the scrub role.
  - Demonstrate effective use of verbal and written communication skills as a member of the surgical team.

### Affective Domain:

- The students will:
  - Provide a safe, efficient, and supportive environment for the patient.
  - Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies.

### Program Outcomes

Employers will expect you, as a Surgical Technology graduate, to be able to:

- Apply health care and technological science principles to the perioperative environment.
- Maintain principles of sterile technique in the surgical environment.
- Provide a safe, efficient, and supportive environment for the patient.
- Prepare the patient, operating room, and surgical team for the preoperative phase.
- Perform intraoperative case management in the scrub role.
- Perform postoperative case management.
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies.

## Clinical Guide

### Clinical Overview

The Surgical Technology program at Mid-State prepares graduates to work as part of the surgical team in operating rooms, providing proper handling and use of equipment, assisting the surgeon during procedures, and ensuring patient safety. Students learn skills and techniques used in sterile processing. Training encompasses both classroom and lab instruction. You will gain hands on clinical experience in surgery, ambulatory centers, sterile processing, and other related areas. After successful completion of the program and certification exam, you will be a Certified Surgical Technologist (CST).

### Clinical Site Dress Code

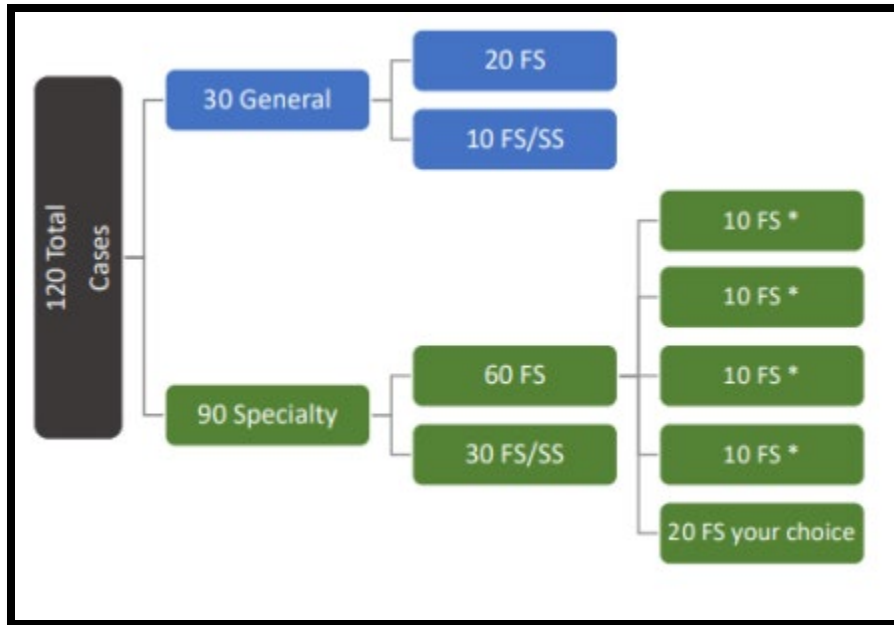
Personal hygiene and appearance are paramount in any healthcare profession because healthcare professionals interact with patients, family members, coworkers, etc. In addition, as a student at the clinical site, you will be representing the healthcare facility, Mid-State Technical College, and the Surgical Technology profession. Therefore, your appearance and hygiene must be a priority.

Scrubs will be provided by the clinical site. Students must wear closed-toe shoes and should have a dedicated pair specifically for clinical use. Please discuss any concerns regarding dress code policies with the Mid-State Technician Program Director

### **Surgical Scrub Roles**

Students must complete a minimum of 120 cases as outlined below:

- General Surgical Cases:
  - Students must complete a minimum of 30 cases in General Surgery; 20 of which must be performed in the first scrub role. The remaining 10 cases may be performed in either the first or second scrub role.
- Specialty Surgical Cases:
  - Students must complete a minimum of 90 cases in various surgical specialties, excluding general surgery; 60 of which must be performed in the first scrub role. The additional 30 cases may be performed in either the first or second scrub role.
    - A minimum of 60 surgical specialty cases must be performed in the first scrub role and distributed amongst a minimum of four surgical specialties.
      - A minimum of 10 cases in the first scrub role must be completed in each of the required minimum of four surgical specialties (40 cases total required)
      - The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
      - The remaining 30 surgical specialty cases may be performed in any specialty either in the first or second scrub role



### First Scrub Role

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 to document a case in the First Scrub Role.

A student who does not meet 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 the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) 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.

## **Second Scrub Role**

The Second Scrub Role is defined as the student who is at the sterile field who has not met all criteria for the First Scrub Role, but actively participates in the surgical procedure by performing one or more of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating Endoscopic Camera

## **Observation or Assignment Role**

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.

**Please know that each surgical procedure witnessed or participating within must be documented.**

## **Functional Ability Categories & Representative Activities**

### **Essential functions and attributes**

Carefully read the physical and sensory abilities listed below to ensure you can perform as the surgical profession does require these activities.

A change in your ability to perform any of the Essential Functions must be reported to the Allied Health Dean or to your instructor immediately.

### **Gross Motor Skills:**

- Move within confined spaces.
- Maintain balance in multiple positions.
- Reach above shoulders (e.g., adjust overhead lights)
- Reach below waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

### **Fine Motor Skills:**

- Pick up objects with hands
- Grasp small objects with hands firm and slight (ex. Surgical instruments, sutures)
- Write with pen or pencil

- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser and surgical scrub)

Physical Endurance:

- Stand for long periods of time from 2-4 hours.
- Maintain same position for long periods of time.
- Sustained repetitive movements.
- Function in a fast-paced work environment for hours.

Physical Strength:

- Push and pull 50 pounds (e.g., carry instrument pans, position client, move equipment)
- Support 50 pounds of weight (e.g., hold arm or leg)
- Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment / supplies (e.g., lift instrument pans)
- Use upper body strength (e.g., retraction, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguishers)

Mobility:

- Ability to:
  - Stand
  - Walk
  - Twist, turn
  - Bend, stoop, squat
  - Sit
  - Climb stairs
  - Move quickly

Hearing:

- Ability to hear normal speaking level sounds (e.g., person to person conversation, request for instrument).
- Hear faint voices and body sounds (e.g., heartbeat)
- Ability to discriminate speech in presence of background noises

- Hear in situations when not able to see lips (e.g., masks are working in the operating room)

Visual:

- See objects up to 20 inches away (e.g., information on monitor screen, identification of small needles)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)
- See in darkened room (e.g., during endoscopic procedures, eye surgery)

Tactile:

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., solutions)
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environmental temperature

Environment:

- Tolerate exposure to allergens (e.g., latex gloves, chemical / substances)
  - **NOTE:** You may be unable to attend labs and clinical rotations if you are latex sensitive or have a latex allergy. We do not provide a latex free environment at school or in our clinical hospital sites currently. You will be required to provide a doctor's written statement confirming it is safe to continue in the program if you are latex sensitive or have a latex allergy.
- Tolerate strong soaps
- Tolerate strong odors
- Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses, laser, radiation)
- Tolerate working indoors
- Tolerate working in extreme temperatures

Reading:

- Read and understand written documents

- Read digital displays

#### Math:

- Ability to count, add, subtract, multiply and divide whole numbers  
Compute fractions and decimals
- Document numbers in records
- Tell and measure time
- Read measurement marks (e.g., rulers, scale)

#### Emotional Stability:

- Establish professional relationships
- Adapt to changing environment / stress
- Dealing with the unexpected (e.g., client condition, crisis)
- Focus attention on tasks
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others (e.g., grief, anger, stress)
- Accept constructive feedback
- Accept responsibility for own actions

#### Analytic Thinking:

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources (written or oral)
- Analyze and interpret abstract and concrete data
- Evaluating outcomes
- Problem solve
- Prioritize tasks (e.g., time management)
- Use long-term memory
- Use short-term memory

#### Critical Thinking:

- Identify cause-effect relationships
- Plan / control activities (organizational skills)
- Sequence information
- Make decisions independently
- Adapt decisions based on new information
- Comprehend and follow instructions
- Follow a process from start to finish (e.g., 2 or more step instruction)

#### Interpersonal Skills:

- Establish rapport with individuals (e.g., surgeons, staff members) and groups

- Respect / value diversity in others
- Negotiate interpersonal conflict
- Demonstrate tolerance in working with others Function as part of a team

Communication Skills:

- Speak English
- Write English
- Listen / comprehend spoken / written word
- Collaborate with others (e.g., health care workers, peers)
- Comprehend and exhibit non-verbal communication

*This Essential Functions document was developed as part of the transition to an Associate-level degree program and is shared across all schools in the Wisconsin Technical College System. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) approved these functional abilities as part of that process. Any changes to this document will require review and approval by ARC/STSA.*

### **Clinical Site Scheduling**

The student will be given a list of clinical site options and will rank the clinical sites in order of preference on the Student Application for Clinical Site. The Program Director/Clinical Coordinator will assign the student to a clinical site. Student preferences will be used to help determine site assignments, but there is no guarantee that a student will be placed at a preferred site. Final clinical placement decisions are at the discretion of the Program Director/Clinical Coordinator and will be based on student capabilities and the need for additional support from mentors and staff at the assigned clinical site.

### **Clinical Site Placement Policy**

- To be assigned to a clinical site, the Program Orientation and Clinical Requirements (Background Information Disclosure Form and Health Work Requirements) must be completed and documented in the Surgical Technology Clinical Orientation.
- Students must have successfully all prerequisite/co-requisite classes with a grade of C or better to attend Clinical.
- Student must have successfully completed non-core program which are prerequisite/corequisite courses currently enrolled in with a C or better to attend Clinical.

- It is expected that clinical sites will continue to affiliate with Mid-State, however it is each clinical site's right to terminate their affiliation agreement or refuse a student for a particular semester. In the event clinical placement cannot be immediately guaranteed, alternative clinical rotations will be sought at other affiliate institutions. In the unlikely event alternative clinical rotations are unable to be secured, affected students will be assigned to the first available rotation site.

### **Clinical Sites**

The Mid-State Surgical Technology program has affiliation agreements with the following hospitals and clinics. This list may change from semester to semester:

- Marshfield Clinic Health System, Marshfield, WI
- Aspirus Wisconsin Rapids Hospital, Wisconsin Rapids, WI
- Aspirus Stevens Point Hospital, Stevens Point, WI

### **Introduction to Clinical**

Clinical rotations are a large portion of the program and will measure individual skill performance daily at selected perioperative clinical sites. Students will be observed and assessed by onsite instructors and precepting staff as they work with surgical teams within the operating room. Daily evaluations will capture a student's progression with skills along with their ability to communicate, case plan, work with a surgical team, and overall awareness of patient safety.

### **Position Statement**

The surgical technology student will be in the position of "student" during clinical rotations.

The student will be enrolled in the correct clinical Surgical Technology course and will participate in clinical practice in assigned clinical sites. This clinical practice will provide experience for job entry skills. The student will be classified as a learner and will not be used to replace clinical staff. The student will be under the supervision of a clinical instructor.

### **Program Health Work Requirements**

Students in health programs at Mid-State provide direct care to people coping with stress and illness, and who are vulnerable to disease. There are occupational hazards that students will be exposed to during clinical

experiences. To minimize the health and safety risks and to assure that students meet the health requirements of clinical agencies, there are clinical requirements in place. **All costs associated with these requirements and recommendations are the student's responsibility.** Our clinical affiliates may have additional requirements; they will be emailed in advance and be discussed during your onboarding session with them. Students who do not meet the requirement will not be permitted to attend clinical.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. **If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.**

### **American Heart Association Basic Life Support CPR Certification**

Students must have current CPR certification (completed within the last two years) from the American Heart Association. It must be Basic Life Support (BLS) for Healthcare Provider that includes adult, infant, and child CPR and AED.

CPR courses are available through Mid-State but may be taken elsewhere as well. To validate currency of CPR status, students will need to have a current CPR card.

### **Annual COVID-19 Vaccine**

Complete one of the following options:

- Receive the annual seasonal vaccine for the upcoming flu season prior to practicum.
- Complete the declination form for the seasonal vaccine that is provided in the Blackboard Orientation course.

### **Annual Influenza Vaccine**

Complete one of the following options:

- Receive the annual seasonal vaccine for the upcoming flu season prior to practicum
- Complete the declination form for the seasonal vaccine that is provided in the Blackboard Orientation course.

## Caregiver Background Check for Allied Health Programs

Please see requirement instructions in the Blackboard Clinical Orientation course. For any student with a positive background check, please note that the clinical site determines if a student is allowed to complete their hours with that clinical site, not Mid-State. **If the student is not accepted after two attempts for clinical placement, the student will be notified that they are not eligible to complete the clinical portion of the program and may be ineligible to continue in the Mid-State Allied Health Program.**

## Clinical Health and Release of Information Form

Submit the completed and signed form to the Blackboard Clinical Orientation course. Failure to complete this form will result in a delay in clinical rotation.

## Hepatitis B

Complete one of the following options:

- Documentation of the three shot Hepatitis B vaccine series
- Documentation of a quantitative, numeric Hepatitis B antibody level with interpretation scale that indicates immunity to Hepatitis B

## Measles, Mumps, and Rubella (MMR)

Complete one of the following options:

- Documentation of completion of the two shot MMR immunization series
- Documentation of immune Measles, Mumps, and Rubella titer results
  - If titer result is negative or equivocal, you must provide the following:
    - Documentation of a repeat dose of the two shot MMR immunization series

## Varicella Zoster

Complete one of the following options:

- Documentation of completion of the two shot Varicella immunization series
- Documentation of immune Varicella titer results
  - If titer result is negative or equivocal, you must provide the following:
    - Documentation of a repeat dose of the two shot MMR immunization series

- “History of” or “waiver of” Varicella does not meet this requirement

**Tetanus, Diphtheria, and Acellular Pertussis**

To complete this requirement, submit documentation of completion of one Tdap vaccine within the last 10 years.

**Tuberculosis Screening**

Complete one of the following options:

- Provide documentation of a two-step PPD skin test completed within the last 12 months.
- Provide documentation of an annual IGRA (Interferon Gamma Release Assay) blood test. This can be either a QGold or a TSpot blood test. This test must be completed within the last 12 months.
- If you test positive for Tuberculosis or have in the past, please complete the following listed below:
  - Provide documentation of the positive TB test result
  - Provide documentation of a negative chest x-ray report dated after the positive TB test
    - Chest x-rays do expire after 3 years
  - Completion of an annual TB symptoms survey/questionnaire. Please contact the School of Allied Health Specialist for this form.

**Program Progression**

The minimum expectation of the Surgical Technology Program is to prepare entry-level Surgical Technologists who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Students are required to pass the required program curriculum with a “C” or better and meet the required program outcomes outlined in the college’s Technical Skills Attainment. Upon completion of curriculum, all graduates must sit for the national certification exam administered by [The National Board of Surgical Technology and Surgical Assisting](#) (NBSTSA).

Reporting Year	Academic Year	Mid-State Pass Rate
2024	2022 - 2023	40%
2025	2023 - 2024	56%

\*ARC/STSA Exam Pass Rate Threshold is 70%

## Advising

Academic advising is mandatory at Mid-State Technical College. Students are required to attend an advising session prior to registration to ensure courses are taken in the correct sequence, to prevent students from enrolling in courses not required for the program, and ensure students are on track for graduation. Advisors work with students to develop a plan for success. Mid-State policy ensures student confidentiality in accordance with the federal Family Education Rights and Privacy Act (FERPA).

Students are encouraged to meet with their [Academic Advisor](#) and/or with the Surgical Technology Program Director while progressing through the program. The Academic Advisor can assist with course and program advising, academic concerns, credit for prior learning, developing educational plans, or referral to campus and community resources. The Program Director can assist with academic concerns, tutoring advice, program progression, and any program concerns.

## Academic Progress

Instructors will maintain the students' grades in Blackboard. It is also the student's responsibility to monitor their progress. Student progress reports may be issued if the student encounters difficulty in the course. The student will work with the instructor to formulate a plan of action. It is the student's responsibility to communicate with the course instructor concerning the progress of the action plan. The instructor may also submit an early alert referral when concerns are persistent. If the student feels a grading error was made, it must be brought to the instructor's attention via email within one week for reconsideration.

## Grading scale: Surgical Technology

Letter Grade	Percentage	Points & Skills Equivalency
A	95% - 100%	Achieved cumulative points & all competencies
A-	93% - 94.99%	Achieved cumulative points & all competencies
B+	91% - 92.99%	Achieved cumulative points & all competencies

Letter Grade	Percentage	Points & Skills Equivalency
B	87% - 90.99%	Achieved cumulative points & all competencies
B-	85% - 86.99%	Achieved cumulative points & all competencies
C+	83% - 84.99%	Achieved cumulative points & all competencies
C	80% - 82.99%	Achieved cumulative points & all competencies
C-	78% - 79.99%	Achieve cumulative points and does not demonstrate one or more lab skills
D+	76% - 77.99%	Achieve cumulative points and does not demonstrate one or more lab skills
D	74% - 75.99%	Achieve cumulative points and does not demonstrate one or more lab skills
D-	70% - 72.99%	Achieve cumulative points and does not demonstrate one or more lab skills
F	0% - 69.99%	Achieve cumulative points and does not demonstrate one or more lab skills

### Issuing of Degree

Students who complete all required course work with grades of C or above will be awarded the Surgical Technology associate degree. Issuing of the degree is not contingent upon passing an external certification exam.

### Progression with Course Failure or Withdrawal

Students must receive a "C" or better in class in the Surgical Technology program. If a passing grade of C or better (see grading scale below) is not

achieved in three attempts, the student will be permanently withdrawn from the program or program waiting list. A withdrawal grade of "W" counts as one attempt for the course. Requests for special consideration should be directed to the Dean of Allied Health.

If a student is considering withdrawing from a course, it is recommended that the student discuss this with the Surgical Technology Program Director and/or Academic Advisor to discuss options prior to withdrawing from the course.

If a time lapse of one or more years occurs between the completion of the core courses Basic Lab Skills, Surgical Technology, and/or Surgical Technology, it will be necessary to re-evaluate competencies and skills attained in previous core courses. All previous competency evaluations and checklists must be repeated within the first four weeks of the semester. Individualized refresher plans are developed with the assistance of the Program Director.

### **Professional Organization Student Membership**

Students are encouraged to become involved in professional organizations. Professional organizations promote leadership skills, expand interest, and provide opportunities for professional networking.

[Association of Surgical Technologist](#) (AST) is a national professional organization for surgical technologists. The AST's primary purpose is to ensure that surgical technologists possess the knowledge, and skill sets to administer the highest quality of care to every patient.

AST Contact Information:

- Association of Surgical Technologists
  - AST Member Services, 6 West Dry Creek Circle, Suite 200, Littleton CO 80120
  - Phone: (800)-637-7433
  - Email: [memserv@ast.org](mailto:memserv@ast.org)

### **Record Retention for Enrolled Students**

Currently enrolled students have a student file (communications, competency skill check documents, Application for Clinical Site, Clinical Competency Notebook) with the Program Director. Student files are stored:

- In the faculty office areas on the Marshfield campus. The office area has limited access space.

- Files are not to be removed from the faculty office area.
- Files contain confidential information and are in a locked drawer accessible by the Program Director or in locked faculty offices.
- Student files are kept for a minimum of five years. After five years, the files are shredded and destroyed.

### **Returning After Program Withdrawal or Multiple Failures**

Readmission is evaluated on an individual basis. The eligibility for readmission is determined after the applicant's meeting with the Dean, Allied Health, Academic Advisor, and Program Director. If interested in readmission to a program, the first step is to schedule an appointment with the Academic Advisor.

If a student is permitted to re-enter the Surgical Technology program, a learning contract will be developed with the student outlining the student's plan for success. The plan will include assessment of theoretical, skill, and clinical knowledge to determine the appropriate placement within the Surgical Technology program.

The student may need to demonstrate competencies, written exams, repeat of course(s), or start the Surgical Technology program to improve the student's ability to be successful in the program. Consideration will be given to the length of time elapsed since the course was originally taken. This applies only to students who were unsuccessful academically and not dismissed for [Student Code of Conduct](#) violations.

### **Successful Progression**

Students should follow the course progression as published in the Surgical Technology Program Information Guide. Options for full-time and part-time curriculum are available.

To progress in and successfully complete the program, students must:

- Repeat courses not completed with a C or better before progressing in core courses or other courses with co-requisites.
- Receive a grade of C or better in all courses required for graduation.

### **WTCS TSA Scoring Guide for Performance Assessment**

This summative assessment scoring guide will determine if you have met the program outcomes. This assessment, called Technical Skill Attainment (TSA), is essential because it objectively measures the student's ability to meet

industry-recognized skills. The instructor will notify the student how and when the program TSA will be done. To meet the requirements of the scoring guide, the student will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field.

This scoring guide may evaluate your performance at your clinical, project check sheets, or other activities identified by your instructor.

The instructor will provide detailed instructions. After the instructor completes this scoring guide, the student will receive feedback on their performance, including their areas of accomplishment and areas that need improvement.

**Target Program Outcomes:**

- Apply healthcare and technological science principles to the perioperative environment
- Maintain principles of sterile technique in the surgical environment
- Provide a safe, efficient, and supportive environment for the patient
- Prepare the patient, operating room and surgical team for the preoperative phase
- Perform intraoperative case management in the scrub role
- Perform postoperative case management
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

**Rating Scale**

<b>Value</b>	<b>Description</b>
Pass	Performs adequately; meets basic standards
Fail	Does not meet basic standards

**Scoring Standard**

You must achieve a rating of met on all criteria for each program outcome to demonstrate competence (passing). A rating of not met on any criterion results in a failure score for that program outcome and for the Technical Skill Attainment assessment.

Criteria Number	Technical Skills Assessment Criteria	Ratings
1	Apply healthcare and technological science principles to the perioperative environment	Met or Not Met
2	Use proper medical terminology	Met or Not Met
3	Apply principles of anatomy, physiology, microbiology, pharmacology, and pathophysiology	Met or Not Met
4	Demonstrate safe use of electrical equipment	Met or Not Met
5	Use a computer to access information and complete work assignments	Met or Not Met
6	Follow standard precautions	Met or Not Met
7	Maintain principles of sterile technique in the surgical environment	Met or Not Met
8	Adhere to the principles of sterile technique	Met or Not Met
9	Demonstrate a surgical conscience	Met or Not Met
10	Recognize and correct contamination	Met or Not Met
11	Provide a safe, efficient, and supportive environment for the patient	Met or Not Met
12	Put the patient first	Met or Not Met
13	Adjust practices according to patient needs	Met or Not Met
14	Communicate in order to maintain safe and supportive environment	Met or Not Met
15	Recognize hazards and apply safety principles including emergency preparedness	Met or Not Met
16	Provide safe patient care in a timely manner	Met or Not Met
17	Prepare the patient, operating room and surgical team for the preoperative phase	Met or Not Met
18	Attire appropriately for procedure	Met or Not Met
19	Perform basic handwashing and surgical scrub	Met or Not Met

Criteria Number	Technical Skills Assessment Criteria	Ratings
20	Assist with circulating duties as appropriate	Met or Not Met
21	Gather supplies and equipment utilizing available resources	Met or Not Met
22	Open sterile supplies utilizing sterile technique	Met or Not Met
23	Gown and glove self and others	Met or Not Met
24	Count efficiently and accurately	Met or Not Met
25	Prepare equipment, instruments and supplies for assigned procedure	Met or Not Met
26	Demonstrate safe practice with medications and solutions	Met or Not Met
27	Ensure accessibility of the operative site with proper draping	Met or Not Met
28	Move furniture and equipment into position	Met or Not Met
29	Perform intraoperative case management in the scrub role	Met or Not Met
30	Identify instruments, equipment and supplies	Met or Not Met
31	Pass instruments ready and in position for use	Met or Not Met
32	Manage sharps before, during and after use	Met or Not Met
33	Respond to surgeon efficiently and effectively	Met or Not Met
34	Anticipate sequence and prioritize needs of the surgical process	Met or Not Met
35	Handle specimens and cultures according to facility policy and procedures	Met or Not Met
36	Maintain organization of the sterile field	Met or Not Met
37	Manage tasks related to the end of the surgical procedure	Met or Not Met
38	Perform counts	Met or Not Met
39	Prepare dressings and drains	Met or Not Met
40	Perform postoperative case management	Met or Not Met

<b>Criteria Number</b>	<b>Technical Skills Assessment Criteria</b>	<b>Ratings</b>
41	Handle instruments and supplies according to OSHA guidelines and hospital policy and procedure	Met or Not Met
42	Demonstrate safe and efficient decontamination and disinfection principles	Met or Not Met
43	Turn over the room in a timely manner	Met or Not Met
44	Utilize appropriate techniques and various sterilization methods	Met or Not Met
45	Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies	Met or Not Met
46	Follow program, college, and facility policies and procedures	Met or Not Met

## School of Allied Health Faculty and Staff

Name	Role	Contact Information
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## Statement of Acknowledgement and Understanding

I have received the Mid-State Technical College Surgical Technology Program Handbook. I accept the responsibility of understanding and complying with all guidelines and processes of the program and the material linked to this handbook and addressed in this handbook.

If I do not understand the guidelines, I realize I can address my questions to the Program Director or the Dean of Allied Health.

I understand the complete Surgical Technology Program Handbook, and any changes to this document will be made available to me and are communicated in this document. In addition, a link to this handbook will be included in the Surgical Technology core courses.

I understand I must sign and date the Statement of Acknowledgement and Understanding Form acknowledging that I have opened, read through, understand, and agree to abide by the guidelines and processes contained within the handbook.

**Note: You are encouraged to refer to this handbook often.**

Student Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_