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WELCOME

Welcome to Surgical Technology at Marion Technical College! You are about to embark on two years of educational experiences designed to help you work in this challenging medical profession.

Surgical Technology is a people oriented business. It carries with it special opportunities. Patient care is a privilege awarded to those who lend themselves to the tasks of learning and to the process of evaluation.

The key ingredients of our educational program are enthusiasm and dedication. The coming years will be difficult, but rewarding. Rest assured we stand ready to be supportive during rough times, and to share your happiness in times of accomplishment.

Surgical Technologists are members of the surgical team who work with surgeons, registered nurses, anesthesia, and other important surgical personnel in delivering patient care. They assume the responsibilities for the patient pre-operatively, intra-operatively, and post-operatively.

As a Surgical Technologist, you will become the person who “hands” the instruments and supplies needed, and assists the surgeon during the surgical procedure. You will utilize medical terminology, anatomy and physiology, microbiology, pharmacology, and instrumentation skills in order to anticipate and prioritize the surgeon’s needs. You will learn the important information on the why, how and when during the operation and the Operating Room environment.

Marion Technical College does not discriminate in admission to the surgical technologist program on the basis of race, color, national origin, religion, age, sex, gender identity or handicap.

Congratulations on working toward becoming a Surgical Technologist!

Jerad Claytor, BS, CST
Director of Surgical Technology Program

STATEMENT OF ACCREDITATION

The Surgical Technology (SUR) Program at Marion Technical College (MTC) is currently in the process to become accredited. After approval, the SUR program at MTC will be accredited by ARC/STSA and CAAHEP. If you have questions regarding accreditation please feel free to contact the SUR Program at MTC (740-386-4185).

MARION TECHNICAL COLLEGE MISSION STATEMENT

To provide the region's most accessible, supportive, and personal pathway to career success.

MARION TECHNICAL COLLEGE VISION STATEMENT

A highly-educated workforce elevates quality of life and contributes to a thriving community.

PROGRAM DESCRIPTION

The Surgical Technologist program is designed to instruct in all phases of surgical technology. Upon completion, the graduate can effectively work as a surgical technologist, with and under the supervision of surgeons or registered nurses and become an integral part of the team providing care to patients during the crucial periods of surgery.

Much of the training is focused on the clinical aspect of the program, where the students gain skills in helping to set up the operating room; prepare patients for surgery; scrub, gown and glove self and other team members; pass instruments and other sterile supplies to surgeons; help care for and dispose of specimens; and assist nurses in cleaning and stocking the operating room for the next operation. The curriculum reflects the latest developments in biomedical science.

Graduates of the surgical technologist program may be employed as entry-level members of an operating room team, working alongside surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, our graduates will be qualified to work surgical centers, delivery rooms, and medical clinics.

PROGRAM MISSION

The goal of the Surgical Technologist Program is to prepare competent entry-level Surgical Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. In addition, the program is committed to addressing retention, graduation and employment rates to ensure program success. Lastly, the program will prepare the graduate to value a commitment to life-long learning.

SURGICAL TECHNOLOGIST PROGRAM AND STUDENT OUTCOMES

1. Graduates will possess the basic cognitive skills needed to function as an entry-level Surgical Technologist.
 - a. The student will utilize surgical terminology in preparing for core or specialty entry-level procedures.
 - b. The student will demonstrate his/her role as a Surgical Technologist as a part of a peri-operative surgical team.
 - c. The student will successfully demonstrate competence of surgical knowledge in the operating room.

2. Graduates will possess the basic psychomotor skills needed to function as an entry-level Surgical Technologist.
 - a. The student will be able to successfully perform a variety of laboratory skills.
 - b. The student will be able to successfully demonstrate necessary skills in the clinical setting.

3. Graduates will exhibit behaviors consistent with the attitudes expected of an entry-level Surgical Technologist.
 - a. The student will participate in collaboration with the interdisciplinary team members to provide competent care of the client during surgical procedures.
 - b. The student will demonstrate appropriate behavior while attending to the needs of the varied types of patients/clients in surgery.

4. Graduates will demonstrate the ability to communicate effectively in written, verbal, and nonverbal forms.
 - a. The student will demonstrate knowledge of the varied hand signals utilized during the course of surgical procedures.
 - b. The student will demonstrate knowledge of accurately identifying specimens, drugs, and other items on the surgical field, in written form.
 - c. The student will demonstrate knowledge of accurately identifying specimens, drugs, and other items on the surgical field, in verbal form.

SURGICAL TECHNOLOGIST OUTCOMES/COMPETENCIES

Upon successful completion of the Surgical Technologist Program, the graduate should be a professional who provides and participates in the coordination of patient care as a member of a surgical team by demonstrating knowledge of aseptic technique, surgical procedures, and instrumentation. Graduates will:

- Demonstrate professionalism.
- Participate as a team member.
- Identify and measure quality.
- Practice effective oral, written, and electronic communication.
- Provide care for patients and staff members in a safe manner.
- Plan and prepare for surgical procedures.
- Practice aseptic techniques.
- Use equipment according to established policies and procedures.
- Demonstrate proper use and care for instruments.
- Prepare medications.
- Participate in medical procedures.
- Handle instruments in an appropriate manner.
- Perform associated duties of the Surgical Technologists at the entry level in connection with all operative specialties.

STUDENT ACTIVITIES

Marion Technical College supports a variety of lecture, concert and sporting events during each term and encourages the student's participation. Contact Student Activities for additional information and calendar of events.

CLASS OFFICER DUTIES

President: Overall, this person is in charge of every class activity. This office oversees the activity of all other officers and coordinates the activities between the officers and the other members of the class including arranging regular meetings. The president is required to attend the SUR Advisory Committee Meetings as scheduled and report to the class with information from the meetings.

Vice-President: The 'right-hand' of the President. This office helps make sure that the activities are concluded in a timely manner and assembles the reports of the other officers to give to the president. The VP will accept presidential duties when the president is unavailable. The main responsibilities include coordinating class social activities, helping other officers, and keeping the President informed of class concerns.

Treasurer: Manages the financial activities of the class. This officer is responsible for the class funds which involve collecting monies for class events, donations, supplies, and keeping a ledger of class income and expenses. The treasurer will help with class parties and assists other officers as needed. This office coordinates any fundraising events.

Secretary: This position is essential for the smooth flow of information to the class. This person will keep and update a class list/phone tree, keep a calendar of events, record the minutes for all the meetings, and also works

on updating the class bulletin boards and newsletters.

Class Historian: Serves to help keep a record of the class through photographs with the intent of organizing and providing them to the class members prior to graduation. Helps to establish a photographic record of the students' experiences while in the SUR Program.

Overall, if you apply for these positions you need to be committed to doing your part to help your class run smoothly. Each officer has the responsibility for keeping the class up to speed with everything that is going on. It is encouraged to run for class positions.

ASSOCIATION OF SURGICAL TECHNOLOGISTS PROFESSIONAL CODE OF ETHICS

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health care groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct or practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

- Taken from Competency Statements for the Surgical Technologists, Association of Surgical Technologists, Littleton, CO

ADVISING SERVICES

The faculty of the Surgical Technology Program provide individual advising on an appointment basis. At the start of the academic year, each student will be assigned randomly to a faculty member who will serve as the student's advisor. Counseling in this capacity serves to assist students in identifying areas of strengths and weaknesses, their progress in the program, and to provide individual guidance as needed.

College-based counseling personnel are also available. Please check the current MTC catalog or your advisor for specifics.

ATTENDANCE

See Marion Technical College Student Handbook for school attendance requirements.

Additional Attendance Requirements for Surgical Technologist Students:

Surgical Technologist students who must miss a class or clinical experience are expected to notify the Program Director and his/her Clinical Instructor in advance according to the guidelines established for the course. Students are only allowed two (1) unexcused absences during their clinical rotation. Three (3) tardies result in one (1) absence.

Students will be excused for court, death of a family member, jury duty, hospitalization, or for those special circumstances that are approved by the Surgical Technologist Director after he/she reviews documentation submitted by the student. All clinical time must be made up, if allowed by the clinical facilities. The clinical facilities, the Surgical Technology program, and Marion Technical College cannot guarantee, nor imply that clinical time can be made up. If the student is unable to make up clinical hours, they are at risk for failing the course. The final determination will be made at the discretion of the clinical facilities and will be based upon clinical slot availability.

On occasion, a course meeting may be held at a location other than the Marion Technical College Campus. This is done so that we can use equipment not available on campus (i.e. hospital). Students are required to attend these sessions off campus and are responsible for their own transportation.

Also, on occasion a course meeting time may be rescheduled to accommodate a guest speaker, to combine laboratory sections, etc. We will make every effort to notify students of any changes as early as possible.

Due to inclement weather, classes may be canceled and a required make-up time may be designated by the instructor of each class missed. Campus closing announcements will be broadcast on the following radio stations. Please do not telephone the stations or the campus.

Bucyrus:	WBCO 1540 AM, WQEL 92.7 FM
Columbus:	WTVN 610 AM, WNCI 97.9 FM, WSNY 94.7 FM, WBZX 99.7 FM. WCOL 92.3
Delaware:	WDLR 1550 AM
Findlay:	WFIN 1330 AM, WKXA 100.5 FM
Kenton:	WKTN 95.3 FM
Mansfield:	WMAN 1400 AM, WRGM 1440 AM, WNCO 1340 AM, WYHT 105.3 FM, WVNO 106.1 FM, WNCO 101.3 FM
Marion:	WMRN 1490 AM, WMRN 106.9 FM, WDIF 94.3 FM
Marysville:	WUCO 1270 AM
Upper Sandusky:	WYNT 95.9 FM

Any clinical time that is missed due to inclement weather MUST be made up at the same clinical facility prior to the completion of that clinical experience. If the time is not made up the student may NOT receive a passing grade for that clinical experience.

WITHDRAWAL

Please refer to the Marion Technical College Student Handbook, for information about Drop/Add Procedures and Withdrawal from class.

STUDENT RESPONSIBILITY FOR LEARNING

The student is responsible for his/her own learning. The professor's goal is to facilitate student learning. Students in need of assistance must make an appointment with the professor or their advisor during their office hours.

1. A student who misses a test or an assignment must make arrangements with the professor to develop a plan for submitting work missed. If a test is missed, the student must speak with the instructor to schedule a time to make-up the test within 24 hours; if circumstances warrant, more time may be allowed at the program director's discretion only. A Zero (0) will automatically be given for any late assignment and 10% will be given on any makeup test.
2. Personal tragedies such as death in the family, hospitalization, or subpoenas to court will be considered on an individual basis.
3. Cell phones and pagers are not permitted in class. Students must inform the professor if they are expecting an emergency phone call.
4. Students are expected to display respectful attitudes toward their professors and fellow classmates at all times while enrolled in the surgical technology program. Disrespect, of any nature, will not be tolerated. Students are advised that failure to conduct themselves in a professional, respectful manner risk removal from the program by academic dismissal.

ACADEMIC BENCHMARKS

Purpose: The purpose of monitoring academic benchmarks for the surgical technology program is to provide the program director, professors, and the student with a documented action plan that identifies student comprehension levels, academic and clinical practice improvement, and a course of action that provides the student with the highest probability for academic success.

Measure: The academic benchmarks will be monitored by utilizing the Early Alert Notice. The Early Alert Notice will be issued to any student who's GPA, lab skills, or clinical performance falls below the set program benchmark at the conclusion of each course.

The Surgical Technology Benchmarks are as follows:

- Anatomy, Physiology and SGT courses: > 75%
- Surgical Simulation lab: > 75%
- Clinical Practice: > 75%

Expectation: The academic benchmarks and the Early Alert Notice will provide the following expectation:

- Students who have continued (two or more) course benchmarks below set standard may be withdrawn from Surgical Technology program immediately.

Rational: Students who are unable to achieve the set benchmarks, including demonstration of continued improvement above set benchmark in clinical practice, experience difficulty in successfully passing the National Certification Exam and experience a drastic reduction in employment options. Thus it is in the best interest of the student's long-term success to identify the shortcoming early, render corrective guidance, and, if improvement cannot be achieved, advise the student about alternative programs that pose the greatest chance for the student's success.

ACADEMIC ALERT SYSTEM

The Surgical Technology faculty will communicate in writing to the Program Director the status of each student with reference to attendance and course averages. At the appropriate point, the faculty will notify students who have a grade that has fallen below the benchmark.

The student will be required to meet with the instructor twice in a 15 week semester to discuss their progress. The meeting will provide an opportunity for faculty and students to assess learning needs and develop individualized strategies to promote student success. The documentation of this meeting will be placed in the student's departmental folder.

CURRICULUM

The Surgical Technologist Program is an associate of applied science degree program. Students are required to attend all scheduled lecture, lab, and clinical hours.

Listed below is the Surgical Technologist Curriculum (classes may or may not be taken in this order):

SURGICAL TECHNOLOGY
Associate of Applied Science Degree
(Effective Academic Year 2020-21)

Course No	Course Title	Credits	OTM, TAG, CT ² approved course	Term(s) Offered	Course Requirements
FIRST SEMESTER (Fall)					
ENG1000	English Composition I	3	TME001	ALL	Appropriate Placement Score or ENG0990.
ALH1110	Medical Terminology	3	OHL020; CTMT001.	ALL	None
SCI1200	Anatomy & Physiology I	4		ALL	SCI1050 or equivalent.
SUR1000	Introduction to Surgical Technology and Sterile Processing	2		FA	Program Permission
OIS1240	Computer Applications	3	OBU003	ALL	Appropriate Placement Score or OIS1200.
SECOND SEMESTER (Spring)					
SUR1100	Surgical Technology I	5		SP	SUR1000
SUR1200	Sterile Processing Clinical	1		SP	SUR1000
SCI1250	Anatomy & Physiology II	4	OTM-TMNS	ALL	SCI1200
MTH1240	Statistics	3	OTM- TMM010	ALL	Appropriate Placement Score or MTH0910.
THIRD SEMESTER (Summer)					
SCI1300	Microbiology	4	OTM-TMNS	ALL	SCI1250 with a grade of C or better; or Program Permission.
SUR1150	Surgical Technology II	4		SP, SU	SUR1100
SUR1300	Surgical Technology Clinical I	3		SP, SU	SUR1200
FOURTH SEMESTER (Fall)					
SUR2000	Surgical Technology III	4		FA	SUR1150
SUR2200	Surgical Technology Clinical II	5		FA	SUR1300
ALH1140	Healthcare Issues: Medical Law & Ethics	1		ALL	None
SOC2020	Ethnic & Cultural Diversity	3		ALL	Appropriate Placement Score.
FIFTH SEMESTER (Spring)					
SUR2100	Surgical Technology IV	4		SP	SUR2000
SUR2300	Surgical Technology Clinical III	5		SP	SUR2200
COM1400	Oral Communication	3	TMCOM	ALL	None
SUR2800	Surgical Technology Capstone	1		SP	SUR2000, SUR2200.
Credit Hour Total		65			

Educational Methods: Coursework in the program utilizes a combination of lecture, small group recitation, lab activity, and clinical experiences. Multimedia sources are incorporated throughout the curriculum as is online instruction. Additionally, courses may incorporate a variety of active learning methods, including (but not limited to) Cold Call and PBL techniques.

Cold Call: random selection of students for answers to questions

PBL: Problem Based Learning. PBL is an active learning method that essentially puts the student in control of what information is needed and interpreting the results to bring together concepts.

OPEN LAB

A schedule is posted outside of the SUR Lab for each semester to allow students the opportunity to spend extra time rehearsing hands-on skills. No food or drink is allowed in the lab. The room may be opened from 8:00 a.m. to 5:00 p.m. Monday through Friday by a Faculty member. When students/staff/faculty are not in the lab, the door is to be closed and locked. Students must be in groups of two or more at all times in case of emergency. A SUR faculty member must be present on campus while students are practicing hands-on skills. No children or animals are allowed in the lab. Students are prohibited from using lab equipment or supplies other than those used for activities "taught" during the current academic term.

Students are responsible for conscientious care of all equipment with which they come in contact during any time spent in lab. Any student observed to cause willful damage to equipment, either in the lab or at a clinical site, will be held responsible for its repair or replacement.

GRADING

Didactic and Clinical grading scale will be as follows:

GRADING SCALE:

93-100 = A

84-92 = B

75-83 = C

74-70 = D

69-60 = F

FINAL GRADE CRITERIA:

Exams 55%

Final 25%

Assignments 15%

Professionalism 5%

"U" or Unsatisfactory may be used in certain circumstances.

Please Note: If because of a physical, mental, or learning disability you require accommodations, discuss this with the Program Director within the first three class meetings.

"C" GRADE POLICY

Each student must earn a grade of "C" or better in all required courses of the Surgical Technology Program Curriculum. Any course in which a student fails to earn a "C" must be repeated and passed with a "C" or better to progress and complete the program. Students are required to meet the prerequisite(s) for all courses in which they enroll.

Grading procedures in non-SUR technical courses are determined by the respective department.

CERTIFYING (CST) EXAM

All students in the Surgical Technologist Program are required to take the Certified Surgical Technologist (CST) Exam. The National Certifying Examination for Surgical Technologists covers the knowledge and skills common to competent entry-level Surgical Technologists in varied settings and geographical locations. This exam is designed to measure each student's knowledge of the information covered in the Surgical Technologist Program. *The examination is administered on campus at the conclusion of the program as a component of the final clinical.*

STUDENT FINANCIAL RESPONSIBILITIES

Students are asked to contact the Financial Aid Office for assistance with obtaining financial aid.

DRESS CODE

Students must wear appropriate clothing while on campus. As a representative of Marion Technical College and the Surgical Technology Program, students attending college-scheduled off-campus events will be required to wear slacks, dresses, or skirts of a modest length; men must wear a collared shirt. Tank tops, muscle shirts, and pajamas are not appropriate in any circumstance.

During scheduled laboratory times, students will be required to wear scrubs, teal blue scrubs and tennis shoes.

Students should report to every clinical assignment in full uniform. Students who are out of uniform will be dismissed from the clinical site for the day and the clinical coordinator will be informed of the student's dismissal. Special shoes must be worn in the OR environment; you may not wear street shoes in the OR at any time. Most facilities will have you change into their scrubs during clinical hours; you are required to adhere to all facility rules and regulations.

INAPPROPRIATE CLINICAL BEHAVIORS

Surgical students who display the following behaviors will face disciplinary action:

1. Purposefully and knowingly disregarding the directions of the instructor/preceptor.
2. Inappropriate or unprofessional behavior.
3. Impaired thinking, regardless of the reason, that threatens patient safety. Impaired thinking is evidenced by an inability to make clinical decisions safely. Some causes of impaired thinking could be fatigue, anxiety, lack of sleep, or the use/abuse of medications and substances, both legal and illegal.
 - a. *Marion Technical College Surgical Technology Department reserves the right to arrange drug testing for students who might be suspected of being in violation of the school's policies.*
4. Unsafe clinical behaviors that jeopardize clinical care. Examples include but are not limited to the following:
 - a. Failure to accept an assignment.
 - b. Breaching confidentiality.
 - c. Failure to comply with an established policy or procedure at a clinical site, clinical facility, or clinical agency.
 - d. Lack of surgical conscience/dishonesty/cheating. All students are expected to be honest in all interactions with faculty, staff, patients, and each other. Students are expected to report any observed cases of dishonesty to the instructor. If dishonesty is reported in the clinical area, the program director and/or clinical coordinator will thoroughly investigate all situations.
 - e. Falsification of any document. This will result in immediate dismissal from the program.
 - f. Wearing jewelry in the Operating Room clinical area.

Disciplinary actions cannot be imposed without the consideration of due process for the student. Continuance in the course and/or program will be considered based on the seriousness of the behavior/incident. If the student's performance in any way impacts the safety of the client's care, the student will not be allowed to return to clinical until the problem is resolved. The clinical sites reserve the right to remove students whom they deem may pose a danger to the patients or staff. There is no due process procedure for a student who is removed from the clinical site at the request of the site. The determination is solely the clinical facility's decision and is final.

Behaviors/incidents that jeopardize a student's standing in the program will be discussed in a meeting of the student, professor, Program Director, and Departmental Dean. An appropriate course of action will be taken during or following the meeting based on a plan of action developed. The student will receive notification of action taken within 24 hours of this meeting.

ACADEMIC MISCONDUCT

Academic misconduct includes: plagiarism, violation of course rules, cheating, or assisting another to cheat, etc. and will NOT be tolerated. Any instance of academic misconduct will be dealt with in a severe manner. MTC's policy on academic misconduct, as printed in the MTC Student Handbook, is as follows:

Examples of dishonest or unacceptable scholarly practice at Marion Technical College include but are not limited to:

1. Work copied verbatim from an original author;
2. Work copied practically verbatim with some words altered from the original without proper credit, i.e., reference citations, being given;
3. Copying answers from another's test paper, notes, book, etc.;
4. Sharing or discussing written exam or lab practical exam questions/scenarios and/or instructor feedback with another student that has not yet taken the examination;
5. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice, such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students; and/or
6. Falsification of clinical, practicum, or laboratory records.

By committing any academic misconduct, you face the following possible consequences:

1. The first offense will result in an equivalent grade of "F" being given for the particular test, project, paper, etc., on which the behavior has occurred.
2. The second offense in a given class will result in a failing grade for that course.
3. Three total offenses (not necessarily in one course) will, based on the recommendation of the Vice President of Instructional Services, result in dismissal from the College for one full academic semester.

Upon readmission, any subsequent single offense involving a dishonest academic practice subjects you to dismissal.

If you feel you have been wrongly accused, you may appeal the decision through procedures outlined in the College Code. The penalty for a proven case of dishonest scholarly practice will stand through appeal. If the Judicial Committee reverses the original decision, then:

1. For the first offense, the test, project, paper, etc., will be reevaluated on the criteria for that assignment.
2. For the second offense, your grade will be reevaluated based on the criteria of the course.

Copies of the student appeals procedures are available from the Office of Student Services. All misconduct information is removed from your records if your appeal is successful.

PLAGIARISM

Plagiarism is the act of stealing or passing off as one's own work the works, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source. The copying of a theme from a book or magazine or from another student's paper is a serious offense, subject to penalty.

Information may be included in a composition without a reference citation if it meets all of these conditions:

1. It is common knowledge,
2. It is written entirely in the words of the student, and
3. It is not paraphrased from any particular source.

Plagiarism consists of:

1. Failure to credit quoted material by proper mechanical process,
2. Failure to credit paraphrased materials properly,
3. Use of another's ideas as one's own, and/or
4. Duplication, in part or whole, of another student's themes or projects.

All work handed in with your signature should:

1. Give credit to the author and source for any quoted material,
2. Give credit to the author and source for any paraphrased material,
3. Center within your thesis, and
4. Be your original choice of diction and arrangement.

Please note: The provisions in the college catalog regarding all other items related to academic probation and dismissal from the college.

LATE WORK

Late work is not acceptable and will receive a grade of "0 (zero)" unless students have made prior arrangements with the instructor.

ADMINISTRATIVE WITHDRAWAL

A student may be administratively withdrawn from the Surgical Technology Program for any of the following reasons:

1. Failure to successfully complete a clinical rotation.
2. Failure to receive a grade of "C" or better in any SUR course, or failure to achieve a "C" in any general education course used as a prerequisite to a SUR course.
3. Excessive unexcused absences from lecture/lab (please refer to Policy #101).
4. Failure to achieve a 75% on a laboratory practical examination in a SUR course upon the second attempt (please refer to Policy #100).
5. Failure to earn a cumulative weighted 75% (C grade) on the objective examinations for a SUR course (please refer to Policy #100).
6. Failure to successfully complete laboratory skills listed on Laboratory Skills Check-Off Lists in a timely fashion. Failure would not allow the student to proceed onto the lab practical.
7. Failure to meet objectives in a learning contract issued due to unprofessional behavior, failure to comply with College and/or program policy, or other deficiencies outlined in a learning contract.
8. If a student is administratively withdrawn they may reapply to the SUR program as directed in the SUR Program Readmission Policy (policy #102).
9. After two (2) administrative withdrawals, a student will not be readmitted to the SUR program.

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 enabling 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 extending into their careers.

STUDENT RECORDS

MTC's SUR Program follows MTC Student Record Policy as outlined in the MTC Student Handbook. SUR student records are maintained in a secure file by SUR department secretary/administrative assistant for a period of 7 years after the student leaves the program.

STUDENT CONFERENCES

Conferences are encouraged and may be scheduled with the Program Director or instructors. Students should feel free to discuss personal or professional matters. Appropriate referrals will be suggested if necessary. Conferences may be initiated by the student or the faculty.

COMPLAINT HANDLING

All grievances/complaints that pertain to the SUR Program will be investigated and actions taken as necessary to resolve the situation. Documentation of such complaints, investigations, and resolutions will be maintained by the SUR Program.

CONFIDENTIALITY

All patient information must be kept confidential. Discussion of patient situations may occur during a clinical conference, lab, class, or the clinical setting, but use of the patients' names and other identifying information outside of the clinical site is strictly prohibited. Patient information is never shared with anyone outside the clinical affiliate or Surgical Technology Program. The students must not leave the hospital with an O.R. schedule. Students who have family members or friends having surgery cannot be included as part of the O.R. team.

Confidentiality is a duty owed to the patient by the health care provider. It is a legal right of the health care consumer to expect that information about his/her health record and treatment will not be shared with others, unless the individual provides written permission.

It is expected that students in the Surgical Technology Program will work to ensure this patient right. Breach of patient confidentiality is a violation of the Federal Health Insurance Portability and Accountability Act (HIPAA) law. Failure to meet this duty will result in dismissal from the Surgical Technologist Program.

BLOOD TESTS, IMMUNIZATIONS, PHYSICAL EXAMINATIONS, CPR

SUR students must have a physical examination, immunizations, and CPR* certification to meet the health requirements of the clinical facilities. Students not having the physical exam, immunizations, and CPR completed and up to date will not be allowed to attend clinical. It is each student's responsibility to provide the appropriate documentation. If all paperwork is not received by the first week of December of the student's first year, the student's first clinical rotation (SUR 1200) will be cancelled. Please refer to the Allied Health Policy: Medical Physical for complete details.

- Varicella Titer
- Diphtheria and Tetanus Immunization
- Rubella Titer
- Mantoux TB Test
- Rubella Titer Test or Immunization
- Current physical examination (completed no earlier than January 1)

- Hepatitis B immunization series or specific positive titer
- Proof of health insurance or signed Responsibility for Treatment form
- Proof of current CPR certification*
- Flu vaccinations (as this may be a requirement to attend certain clinical sites)

Students will also be required to obtain any other blood tests or immunizations which may be required to meet the policies of an individual clinical site. Under no circumstances will a student be permitted to begin SUR 1200 before fulfilling the requirements listed above.

Students in the Surgical Technology Program, as well as other health care providers, are at an increased risk for exposure to a variety of diseases including Hepatitis B, HIV/AIDS, and Tuberculosis. Because of these risks, all students will be expected to follow all infection control/exposure control guidelines and regulations that have been established by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), Marion Technical College, and all other appropriate agencies.

Should a student contract any type of communicable disease such as, but not limited to: tuberculosis, measles, mumps, chicken pox, impetigo, strep throat, any form of hepatitis, herpetic conjunctivitis, exudative lesions, or weeping dermatitis, etc., during the course of enrollment in the program, the student may have to abstain from attending classes, labs, clinics, until the course of the disease is complete and is no longer transmissible. This may result in the need for withdrawal from the program until the following academic year, depending on the length of the absence.

The student must submit a written release from a physician in order to return to the program and resume patient contact. If a student becomes aware that he/she is a carrier of infectious disease, the Program Director should be notified immediately. The student will receive information concerning exposure control procedures, as necessary, to prevent transmission to others.

*Students may fulfill the CPR requirement by attending a one credit hour CPR course available on campus OR by attending an off-campus course of their choice. The requirement is two person assist, adult, infant and child and includes AED.

- American Heart Association, BLS Healthcare Provider.

CRIMINAL BACKGROUND CHECK

All surgical technologist students will be required to complete FBI and BCI background checks while in school, one at the beginning of college and one PRIOR to entering clinical rotation. Any student who fails to complete the criminal background check prior to clinical rotation will not be allowed to attend clinical training and will be dismissed from the program.

Any results on the criminal background check that constitute the clinical facilities' refusal to accept the student will result in the student being dismissed from the program. All students applying for the surgical technologist program should research the employment requirements of the prospective employers PRIOR to applying for the program if any criminal history may be on their background check. The students will be responsible for the cost of the FBI and BCI&l checks.

INSURANCE

Students are required to purchase/obtain health insurance. A clinical facility may refuse to take a student not carrying health insurance.

ELECTRONIC DEVICES

Use of electronic communication devices (i.e., cellular telephones, pagers, etc.) during class, clinic, or lab is disruptive to the teaching/learning environment and is not permitted. Cellular phones are not permitted in physician's offices and most healthcare facilities because they interfere with the electronic monitoring of patients. Laptop computers are permitted for classroom related use only. Failure to do so will result in the loss of computer use during lecture.

Messages of an emergency nature should be directed to the Director of the Surgical Technology Program or the clinical instructor/educator in the agency.

CLINICAL COURSEWORK

The student is responsible for all personal expenses, including meals, lodging, transportation, and activities while on clinical affiliations. The student who expects to complete the program must be able to meet this financial obligation. Students who wish to participate in a clinical affiliation at a site not involved with Marion Technical College SUR Program at this time must initiate the process for approval at least six months prior to the time they wish to have the affiliation.

CHANGE OF ADDRESS/NAME

Any student changing his/her address or name during the program will contact the SUR program as well as the Office of Student Records and fill out new paperwork with the changes. It is important that you notify the SUR program and College of any changes so that you do not miss any written communication

PATIENT ASSIGNMENT

As health care providers, our primary professional obligation shall be service to the public. The patient has the right to expect quality care, regardless of race, creed, color, national origin, sex, gender identity, sexual orientation or health status. This care must be delivered in a non-judgmental manner.

As a student in the Surgical Technology Program, each individual is expected to follow this philosophy. All patients will be treated with equal care and compassion.

Students must be prepared to work with all patients. The method for selecting students' patient assignments varies with each clinical course and site.

Failure to accept a patient assignment will be reflected in the clinical course evaluation. It will also result in disciplinary action.

INFECTION CONTROL PROGRAM FOR SURGICAL TECHNOLOGIST

Students and Instructors who are exposed to blood or body fluids by any route must report as applicable to the instructor, supervisor and infection control nurse immediately. In addition, an occurrence or incident report must be prepared and a copy given to the Surgical Technology Program Director. All records and documents and interactions resulting from the implementation of the plan of treatment for an exposed student/instructor will be afforded all confidentiality required by law.

For purposes of this document, a student/instructor exposure (i.e. exposure that occurs during the performance of clinicals) that may place a worker at risk of HBV or HIV infection is defined as some percutaneous injury (e.g. a needle-stick or cut with a sharp instrument/object, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, or prolonged contact involving an extensive area), with blood, tissue or other body fluids to which Universal Precautions apply, including semen, vaginal secretions, blood or serum, urine, feces, vomit, wound or tube drainage (tears and perspiration do NOT constitute and exposure). Human bites, patient nails that break the skin, and blood/body fluid exposed to mucous membrane such as the eyes, mouth, nose or open skin are considered exposures.

The student/instructor should report the following routes of exposure:

1. A contaminated (dirty) needle-stick or puncture of the skin with a needle or sharp instrument/object soiled with blood or body fluids.
2. Splash or aerosolization of blood or body fluids onto the mucous membranes of the mouth, nose or eyes.
3. Human bite.
4. Open wound that is soiled with blood or body fluids.
5. Non-protected mouth-to-mouth resuscitation.

All students should adhere to the following procedure if a significant exposure to infectious disease occurs during required lab or clinical assignment:

1. Immediately take appropriate precautionary measures. For eye, mouth, and other mucous membrane exposures, flush/rinse the exposed area thoroughly with running water for at least ten to fifteen (10-15) minutes. For needle sticks, other puncture wounds, or contamination of any body part with blood, scrub for a minimum of five (5) minutes.
2. Report the incident to the appropriate persons (e.g., supervisor, Program Director, or department head) IMMEDIATELY.
3. Be sure to complete an "Accident Injury Form". The Program Director will keep this form on file.
4. The student will be required to undergo medical screening as outlined by the Centers for Disease Control (CDC) for the specific potential infectious diseases involved, if any.

5. The student/instructor should follow the exposure policy and procedures of the clinical education site where the exposure occurred. The following steps outline recommended treatment for occupational exposure to blood or body fluids:
 - a. If the blood or body fluid source is known, the student/instructor can request the patient/source be tested for Hepatitis B surface antigen and HIV antibodies.
 - b. Whether or not the source is known, the student/instructor should be tested for Hepatitis B and HIV antibodies. With this method, there will be baseline tests to compare with all future tests.
 - c. Counseling should be initiated concerning the treatment and the follow-up care that will be done. The student will learn about the risk of infection and follow-up laboratory testing and observation. If a titer shows lack of immunity, an HBV booster dose will be recommended.
 - d. If the student has not been immunized, he or she should begin the series immediately to provide active immunity to the disease.
6. If the student has not been immunized and the source tests positive for active Hepatitis B, he or she should consider receiving Hepatitis B immune globulin (H-BIG) as passive immunity protection. The student would receive a second dose in one month. The student might also receive immune globulin if the source has active hepatitis or is at risk for hepatitis.
7. Follow-up continues with testing for Hepatitis B antibody 30 to 60 days after the exposure. The student will also be referred to do a follow-up within a year for hepatitis A, B, or C. If infection is not evident at that time, the follow-up would be complete.
8. A student should decide within one hour of exposure to a HIV positive source's blood, whether he or she wants to receive zidovudine (Retrovir) prophylactically. The drug may cause dangerous adverse reactions, so it should not be taken without serious consideration.
9. No matter what the source's HIV status is, the student/instructor should be tested for HIV antibodies at six weeks, three months, six months and twelve months after exposure. If the student/instructor seroconverts, treatment should be initiated immediately. The follow-up will be complete if all tests are negative one year after the exposure.
10. It is noted that diseases such as malaria, tetanus, Rocky Mountain spotted fever, and staphylococcus infections can be transmitted by a needle stick. To prevent possible tetanus infection, the student/instructor may be given antibiotics for other bacterial infections, such as staphylococcus. This follow-up care should continue until all test results are negative. This procedure could take up to a year to complete.

The treatment of occupational exposure is the financial responsibility of the student. Students will be required to provide personal insurance information to the clinical site.

LATEX PRECAUTIONS

Surgical Technology students will come in contact with latex during clinical rotations. Latex gloves are the barrier between the patient and the student. Latex allergies are not uncommon. Latex allergy in the workplace can result in potentially serious health problems for workers. Workers in the health care industry are at risk for developing a latex allergy at any time due to the repeated use of and exposure to latex containing products. Students with

a known latex allergy will need to bring in documentation to verify the allergy. This documentation will be placed in the student's file for future notification. Non-latex gloves will be made available for the students with known allergies. Students who may not be allergic need to be aware of the signs and symptoms of the allergy and take precautions if they experience any symptoms. Students should notify the Director of the Surgical Technology Program or the clinical coordinator if they have a known allergy, so the clinical site can be made aware.

IONIZING RADIATION EXPOSURE

Students enrolled in the Surgical Technology program will routinely come in contact with equipment, procedures, and treatments in which ionizing radiation is utilized as part of their required training and education. Students may also work with patients who are being treated by electromagnetic and particulate radiation for a specific pathology. All forms of ionizing radiation have the potential to damage human tissue. It is important that exposure to ionizing radiation be kept to a minimum. Students will be informed of safe practices in place where ionizing radiation will be in use and are informed of the exposure risks, potential health risks, and personal protection standards. In an effort to keep the student's radiation exposure to a minimum, radiation protection apparel and exposure monitors will be used during any rotational scheduling of the student through surgical procedures that require the use of ionizing radiation.

HAZARDS AND RISKS IN HEALTH OCCUPATIONS

Persons working in health care professions are exposed to some special occupational hazards. It is important that persons considering a health career be aware of possible risks associated with these occupations. As students at Marion Technical College, instructors will teach the procedures and techniques (protective garments or equipment) to present or minimize this risk.

NOTE: There are additional health hazards and risks not listed below. These lists describe general hazards a Surgical Technology is most likely to come into contact with.

All health careers include these general risks:

- Muscle strain/back injury due to lifting and moving patients and/or equipment.
- Stress illness due to long hours of standing or walking, evening and night shifts, minimal breaks, life and death situations, etc.
- Inflicted wounds due to instruments, broken glass, needle points, and equipment.
- Electric injuries due to equipment "shorts" or misuse.
- Falls due to slipping on wet floors, tripping over cords, use of step-stools, etc.
- Contact with infectious diseases, including HIV and Hepatitis.
- Radiation exposure injuries to self and/or fetus.
- Eye injuries through exposure to toxic substances.
- Allergic reactions due to use of latex, chemicals, solutions, treated papers/fabrics, etc.
- Burns from equipment and other fire hazards.

General health care risks:

- Varicose veins and complications from standing for long periods in one place.

- Steam and heat burns from sterilizers or hot instruments.
- Residual kidney damage from exposure to bone glues and cements – also affect fetus if pregnant.
- Exposure to potentially toxic gases.
- Laser-related injuries like burns, possible damage to retina of the eyes, and exposure to laser plume.

THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Overview: Each time a patient sees a doctor, is admitted to a hospital, goes to a pharmacist or sends a claim to a health plan, a record is made of his/her confidential health information. For many years, the confidentiality of those records was maintained by our family doctors, who kept our records sealed away in file cabinets and refused to reveal them to anyone else. Today, the use and disclosure of this information is protected by a patchwork of state laws, leaving large gaps in the protection of patients' privacy and confidentiality. There is a pressing need for national standards to control the flow of sensitive patient material and to establish real penalties for the misuse or disclosure of this information.

President Clinton and Congress recognized the need for national patient record privacy standards in 1996 when they enacted the Health Insurance Portability and Accountability Act of 1996 (HIPAA). That law gave Congress until August 21, 1999, to pass comprehensive health privacy legislation. After three years of discussion in Congress without passage of such a law, HIPAA provided HHS with the authority to craft such privacy protections by regulation. Following the principles and policies laid out in the recommendation for national health information privacy legislation and Administration submitted to Congress in 1997, the Administration drafted regulations to guarantee patients new rights and protections against the misuse or disclosure of their health records and the President and Secretary Donna E. Shalala released them in October of last year. During an extended comment period, HHS received, electronically or on paper, more than 52,000 communications from the public.

This final rule provided the first comprehensive federal protection for the privacy of health information. However, because of the limitation of the HIPAA statute, these protections do not fully achieve the Administration's goal of a seamless system of privacy protection for all health information. Members of both parties in Congress will need to pass meaningful, comprehensive privacy protection for American patients that would extend the reach of the standards being finalized today to all entities that hold personal health information.

COVERED ENTITIES

As required by HIPAA, the final regulation covers health plans, health care clearinghouses, and those health care providers who conduct certain financial and administrative transactions (e.g., electronic billing and funds transfers) electronically.

CONSUMER CONTROL OVER HEALTH INFORMATION

Under this final rule, patients have significant new rights to understand and control how their health information is used.

- Patient education on privacy protections. Providers and health plans are required to give patients a clear written explanation of how they can use, keep, and disclose their health information.
- Ensuring patient access to their medical records. Patients must be able to see and get copies of their records, and request amendments. In addition, a history of most disclosures must be made accessible to patients.
- Receiving patient consent before information is released. Patient authorization to disclose information must meet specific requirements. Health care providers who see patients are required to obtain patient consent before sharing their information for treatment, payment, and health care

operations purposes. In addition, specific patients consent must be sought and granted for non-routine uses and most non-health care purposes, such as releasing information to financial institutions determining mortgages and other loans or selling mailing lists to interested parties such as life insurers. Patients have the right to request restrictions on the uses and disclosures of their information.

- Ensuring that consent is not coerced. Providers and health plans generally cannot condition treatment on a patient's agreement to disclose health information for non-routine uses.
- Providing recourse if privacy protections are violated. People have the right to complain to a covered provider or health plan, or to the Secretary, about violations of the provisions of this rule or the policies and procedures of the covered entity.
- ESTABLISH ACCOUNTABILITY FOR MEDICAL RECORDS USE AND RELEASE
- Penalties for covered entities that misuse personal health information are provided by HIPAA.
- Civil penalties. Health plans, providers and clearinghouses that violate these standards would be subject to civil liability. Civil money penalties are \$100 per incident, up to \$25,000 per person, per year, per standard.
- Federal criminal penalties. There would be federal criminal penalties for health plans, providers, and clearinghouses that knowingly and improperly disclose information or obtain information under false pretenses. Penalties would be higher for actions designed to generate monetary gain. Criminal penalties are up to \$50,000 and one year in prison for obtaining or disclosing protected health information; up to \$100,000 and up to five years in prison for obtaining protected health information under "false pretenses"; and up to \$250,000 and up to 10 years in prison for obtaining or disclosing protected health information with the intent to sell, transfer or use it for commercial advantage, personal gain or malicious harm.

EQUIVALENT TREATMENT OF PUBLIC AND PRIVATE SECTOR HEALTH PLANS AND PROVIDERS

The provisions of the final rule generally apply equally to private sector and public sector entities. For example, both private hospitals and government agency medical units must comply with the full range of requirements, such as providing notice, access rights, requiring consent before disclosure for routine uses, establishing contracts with business associates, among others.

CHANGES FROM THE PROPOSED REGULATION

- Providing coverage to personal medical records in all forms. The proposed regulation had applies only to electronic records and to any paper records that had at some point existed in electronic form. The final regulation extends protection to all types of personal health information created or held by covered entities, including oral communication and paper records that have not existed in electronic form. This creates a privacy system that covers virtually all health information held by hospitals, providers, health plans and health insurers.
- Requiring consent for routine disclosures. The final rule requires most providers to obtain patient consent for routine disclosure of health records, in addition to requiring special patient authorization

for non-routine disclosures. The earlier version had proposed allowing these routine disclosures without advance consent for purposes of treatment, payment and health care operations (such as internal data gathering by a provider or health care plan). However, most individuals commenting on this provision, including many physicians, believed consent for these purposes should be obtained in advance, as is typically done today. The final rule retains the new requirement the patients must also be provided detailed written information on privacy rights and how their information will be used.

- Allowing disclosure of the full medical record to providers for purposes of treatment. For most disclosures, such as information submitted with bills, covered entities are required to send only the minimum information needed for the purpose of the disclosure. However, for purposes of treatment, providers need to be able to transmit fuller information. The final rule gives providers full discretion in determining what personal health information to include when sending patients' medical records to other providers for treatment purposes.
- Protecting against unauthorized use of medical records for employment purposes. Companies that sponsor health plans will not be able to access the personal health information held by the plan for employment-related purposes, without authorization from the patient.

THE NEED FOR FURTHER CONGRESSIONAL ACTION

HIPAA limits the application of our rule to the covered entities. It does not provide authority for the rule to reach many persons and businesses that work for covered entities or otherwise receive health information from them. So the rule cannot put in place appropriate restrictions on how such recipients of protected health information may use and re-disclose such information. There is no statutory authority for a private right of action for individuals to enforce their privacy rights.

"Protecting the Privacy of Patients' Health Information Summary of the Final Regulation." 2000 U.S. Department of Health and Human Services. [Http://www.informatics-review.com/thoughts/hipaa_reg.html](http://www.informatics-review.com/thoughts/hipaa_reg.html).

POLICIES

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #100 AND PROCEDURE

SUBJECT:	Surgical Technology Program Grading Policy
DATE APPROVED:	August 2019;
PURPOSES/OBJECTIVES:	To ensure that the students who successfully complete MTC Surgical Technology Technical Courses (which receive a "letter" grade) have adequately mastered the hands-on skills and didactic objectives of each course in order to progress through the program and succeed in employment.

POLICY:

Each student must earn a grade of "C" or better in all required courses of the Surgical Technology Program Curriculum. Any course in which a student fails to earn a "C" must be repeated and passed with a "C" or better to progress and complete the program. Students are required to meet the prerequisite(s) for all courses in which they enroll.

The grading scale for all SUR technical courses are as follows:

93 -100 = A
84 - 92 = B
75 - 83 = C
74- 70 = D
69-60 = F

Grading procedures in non-SUR technical courses are determined by the respective department.

PROCEDURE:

Students MUST perform at or above the expected standard in all aspects of a SUR course in order to successfully pass the course with a grade of "C" or better:

1. The final course grade must equal a 75% or greater;
2. Each laboratory practical examination must be passed with a 75% or greater;
3. AND the cumulative points on objective examinations must equal a 75% or greater when the weighted average is calculated.

A. Laboratory Practical Examinations in SUR courses:

Laboratory Practical Examinations are given throughout the SUR curriculum. Students have two opportunities to pass each "skill-based" practical examination in each course. Every course in the SUR Program with a lab session has a clinical skills check list.

1. It is the STUDENT'S responsibility to take the initiative to have the instructor approve the skills in the lab session and to have all the skills approved by the end of the course. Students shall demonstrate skills and have them approved according to guidelines in the syllabus, and shall NOT allow unapproved skills to accumulate during the term. During a lab session the student will ask the instructor to check the skill when the student is ready. All laboratory skills must be demonstrated successfully and recorded on the lab skills checklist prior to the final laboratory practical examination in each course.

2. Students must earn a 75% score (C grade) to successfully pass a practical examination.
3. Students not earning a minimum of 75% on the second attempt will NOT receive a passing grade (i.e. an A, B, or C) for the course and must immediately withdraw from the course, thus having to repeat the course prior to progressing further in the SUR Program (see the SUR Readmission Policy for details).

B. Objective Examinations in SUR courses:

Objective examinations are given throughout the SUR curriculum. These examinations are typically midterm examinations and final examinations. Quizzes are NOT considered objective examinations.

1. Students must earn a cumulative weighted 75% (C grade) on the objective examinations for a SUR course in order to successfully pass the SUR course. (This does NOT mean that a student must earn a 75% on EACH objective examination.) The points from each objective examination will be totaled and the student's points for all objective examinations MUST be 75% when the weighted average is calculated.

Example:

Exam I (150 possible points): student earned 125 points

Exam II (150 possible points): student earned 100 points

Final Exam (300 possible points): student earned 275 points

$125 + 100 + 275 = 500$ earned points / 600 possible points = 83% cumulative weighted average for all objective examinations

2. Students who earn a "C" or below on an objective examination (>79.9-75%), will be required to satisfactorily complete the remediation protocol (SUR program policy 095). Students are not permitted to sit for the subsequent examination if the safety net protocol is not completed to the instructor's satisfaction. Please see policy 095 for more detail.
3. Students not earning a cumulative weighted 75% on the objective examinations for a SUR course will NOT receive a passing grade (i.e. an A, B, or C) for the course, thus requiring the student to repeat the course prior to progressing further in the SUR Program (see the SUR Readmission Policy for details).
4. Re-take examinations will not be provided for failed objective examinations.
5. Make-up examinations will only be offered in the case of extreme extenuating circumstances, such as illness or injury. If a student is absent on the day of an examination, an oral or written make-up examination may be given at the instructor's discretion. In the case of illness or injury, a doctor's note is required.

- C. Late work (work is late if it is submitted beyond the due date and time indicated in the course syllabus) is not acceptable and will receive the grade of "0 (zero)", unless prior arrangements are made with the instructor.

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #095 AND PROCEDURE

SUBJECT:	Remediation Protocol
DATE APPROVED:	August 2019
PURPOSES/OBJECTIVES:	To ensure students who earn the minimum passing grade of "C" on objective exams are competent in the material covered and adequately prepared to move forward in the curriculum.

POLICY:

Students who earn a "C" or below on an objective examination (75%), will be required to satisfactorily complete the remediation protocol (SUR program policy 095). Students are not permitted to sit for the subsequent examination if the safety net protocol is not completed to the instructor's satisfaction.

PROCEDURE:

1. A student earning a "C" grade or below on any objective examination will be notified by the instructor that they must complete remediation over the material covered on that examination.
2. Remediation is designed for that particular student based on the information they missed on the examination. Item analysis and content analysis will be looked at by the instructor for development.
3. The identified student will then complete an assignment over the examination material to improve mastery. This assignment may be in the form of a quiz, written essays, or any other format deemed appropriate by the instructor that matches with the learning objectives of the material in question.
4. Once provided, the student has to satisfactorily complete this remediation assignment within 2 weeks.
5. Course instructor is responsible to deem the assignment satisfactorily completed.
6. Any student who does not complete the remediation assignment will not be permitted to take the subsequent examination and will then be subject to SUR program policy 100—Grading.
7. Should disagreement exist between the student and instructor on the determination of a satisfactory completion, the program director will make a final decision.

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #101 AND PROCEDURE

SUBJECT:	SUR student attendance in SUR Non-Clinical Technical Courses.
DATE APPROVED:	August 2019
PURPOSES/OBJECTIVES:	To provide guidelines for the professional behavior of SUR students in regard to attendance in SUR Non-Clinical Technical Courses.

POLICY:

All students shall attend all scheduled SUR course meetings, including both lecture and laboratory sessions. All students shall come to course meetings prepared, ready to learn and dressed appropriately.

PROCEDURE:

1. Faculty will take attendance at all scheduled SUR course meetings.
2. In rare cases where attendance is not possible, students are responsible for notifying their instructor prior to the absence, for obtaining missed notes from other students, and making the necessary arrangements to make-up missed laboratory practice, homework, and/or exams prior to the next scheduled course meeting. Make-up exams, homework and laboratory practice will only be offered in the case of extreme extenuating circumstance, illness or injury. A doctor's note is required. No make-up quizzes.
3. An "absence" is defined as: one missed course meeting or arrival more than 15 minutes late to a course meeting.
 - a. A lecture session is considered one course meeting.
 - b. A laboratory session is considered one course meeting.
 - c. If a student is absent from a lecture session and a laboratory session, they have accrued 2 absences.
4. If a student is improperly dressed for a laboratory session, he/she will be considered absent. The student may or may not be asked to leave the laboratory session depending upon the scheduled laboratory activities/instructor's discretion.
5. Any student with 3 absences is responsible to immediately make an appointment to meet with the SUR Program Director.
6. If a student fails to initiate an appointment and/or meet with the Program Director within two weeks of their third absence, the student's make-up laboratory practice, homework, and/or exam will not be accepted, scheduled or otherwise counted toward the course point total and a grade of zero or unsatisfactory will be recorded for the work as appropriate.
7. If a student is absent for more than 4 course meetings, the student may be dismissed from the SUR Program.
8. The SUR Program Director shall make the final decision regarding a student's dismissal from the SUR Program due to excessive absences. The circumstances of the student's absences will be taken into consideration. The decision of the SUR Program Director is final.

9. A student that is dismissed from the program due to excessive absences may be readmitted to the SUR Program via the SUR Readmission Policy.
10. On occasion, a course meeting may be held at a location other than the Marion Technical College Campus. This is done so that we can use equipment or facilities not available on campus (i.e. hospital). Students are required to attend these course meetings off campus as if they are on-campus meetings and are responsible for their own transportation. This attendance policy fully applies to off-campus class meetings.
11. On occasion a course meeting time may be rescheduled to accommodate a guest speaker, to combine laboratory sections, etc. The SUR Program will make every effort to notify students of any changes as early as possible.
12. Due to inclement weather, course meetings may be canceled and a required make-up time may be designated by the instructor for each course meeting missed. Campus closing announcements will be broadcast on the following radio stations and posted to the MTC and Learning Management System websites. Please do not telephone the stations or the campus.

Bucyrus: WBCO 1540 AM, WQEL 92.7 FM
 Columbus: WTVN 610 AM, WNCI 97.9 FM, WSNY 94.7 FM, WBZX 99.7 FM
 Delaware: WDLR 1550 AM
 Findlay: WFIN 1330 AM, WKXA 100.5 FM
 Kenton: WKTN 95.3 FM
 Mansfield: WMAN 1400 AM, WRGM 1440 AM, ENCO 1340 AM, WYHT 105.3 FM, WVNO 106.1 FM, WNCO 101.3 FM
 Marion: WMRN 1490 AM, WMRN 106.9 FM, WDIF 94.3 FM
 Marysville: WUCO 1270 AM
 Upper Sandusky: WYNT 95.9 FM

Any clinical time that is missed due to inclement weather MUST be made up at the same clinical facility prior to the completion of that clinical experience. If the time is not made up, the student may NOT receive a passing grade for that clinical experience.

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

POLICY:	STUDENT CODE OF EXPECTED CONDUCT WITH CORRECTIVE ACTION
PURPOSES:	To identify inappropriate student conduct associated with the Health programs and to define the process for appropriate student corrective action as a result of misconduct.

POLICY:

Expected Conduct:

Students enrolled in a Health Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the Program and Marion Technical College. The Health programs recognize responsibility to the healthcare professions they represent and to the consumers of health care. Therefore any action by a Health student that is considered unprofessional or unsafe shall be deemed cause for disciplinary action and/or dismissal.

Health students of Marion Technical College are expected to:

- Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Health program.
- Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinicals, practicums or professional practice experiences, and in their interactions with others.
- Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.
- Respect the rules and regulations of the Program within the classroom and laboratory as outlined in the Student Handbook and course syllabus.
- Respect the rules and regulations of the affiliated training site presented to the students during the training site's orientation process.

Policy Statements:

Student disciplinary action, ranging from a written warning/learning contract/progress alert, to program dismissal, will be taken for violations of the following expected student conduct while participating in a Health program, which may include, but are not limited to:

1. Professionalism. A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, hygiene, respect for fellow students, instructors, patients and their visitors, and/or site professionals, and behavior that preserves the safety of others. Professionalism must be exhibited while in a Health program and is often evaluated by the instructor within a course as part of the preparation for clinical, practicum, or professional practice experiences. The instructor will specify evaluation policies and expected behaviors within the course syllabus.
2. Academic Dishonesty. A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat according to MTC Policy #521. Engaging in academic dishonesty may result in immediate dismissal from a Health program.

3. Sexual Harassment. A student shall not engage in any communication or behavior that may be construed as sexual harassment or creates a "hostile working environment" according to Rule 3357:10-1-45 Title IX: Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct.
4. Patient Care. When providing patient care, a student shall:
 - a. report and/or document the care provided by the student for the patient, and the patient's response to that care.
 - b. accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
 - c. not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical, practicum or professional practice experience.
 - d. promote a safe environment for each patient and their guests.
 - e. delineate, establish, and maintain professional boundaries with each patient and their guests.
 - f. provide privacy during examination or treatment.
 - g. treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
 - h. not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse/harm to any patient.
 - i. not misappropriate a patient's property or engage in behavior to seek or obtain personal gain at the patient's expense. All patients are presumed incapable of giving free, full, or informed consent to the unethical behaviors by the student.
 - j. not engage in conduct or verbal behavior with a patient and their guests that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full, or informed consent to sexual activity with the student.
5. Confidentiality. The student must abide by the HIPAA rules of privacy and the "Agreement to Respect Confidentiality, Privacy, and Security". A student shall not share confidential information with anyone except another healthcare provider that has a "need to know" the information to provide proper health care for that patient or to conduct business within the health care setting.
6. Substance Abuse. Students are prohibited from possessing, using or consuming illegal drugs or alcoholic beverages on college premises and affiliated training sites in accordance with the student code of conduct. Students are prohibited from reporting to class and affiliated training sites under the influence of alcoholic beverages, illegal drugs, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom/ clinical, practicum, or professional practice experience. Please also refer to the Health Substance Abuse Policy for further information.
7. Health students are expected to refrain from:
 - a. Acts which disrupt or interfere with the orderly operation of instruction and other academic activities.
 - b. Behavior that causes, or can reasonably be expected to cause, physical and/or mental harm to a person.
 - c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life.
 - d. Refusing to comply with the directions of College officials, instructors, administrators, or staff acting in the performance of their duties and clinicals site staff.
 - e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.

- f. Intentionally or recklessly interfering with normal College activities or emergency services.
- g. The unauthorized or improper use of College property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
- h. Violations of criminal law that occur on College premises or in connection with College functions, that affect members of the College community, or that impair the College reputation.
- i. Violations of any other College-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

CORRECTIVE ACTION:

Inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by Marion Technical College's Health programs. The Program reserves the right to eliminate any step in the case of any infraction based on the severity of the infraction, such as immediate harm to others. Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

Violation of confidentiality will result in disciplinary action that may include removal from the affiliated training site, a failing grade in the course, and immediate dismissal from the program.

The following sanctions represent the Health corrective actions:

Written Warning/Progress Alert/Learning Contract– A written notice to the student offender that the student has violated the Health Student Code of Conduct, and/or MTC Student Code of Conduct and that further violations will result in more severe disciplinary action. The Program Director in accordance with AP 420 Student Disciplinary Action (in consultation with the Dean of Technical and Professional Programs and Student Conduct Officer) will decide on the terms of the progress alert/learning contract. The student will be informed of the problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert/learning contract. Failure of the student to abide by the terms of the alert/contract or to correct the identified problems will result in failure of the class/clinical, Practicum or professional practice experience and dismissal from the program.

Dismissal from the program: The Program Director (in consultation with the Dean of Technical and Professional Programs and Student conduct Officer) will make the final decision on dismissal from a Health program.

The MTC policy on AP 440 Grievances Procedures, as stated in the Health Program's Student Handbook, will provide due process for the student. This policy can also be found in the MTC Student Handbook or on the college website.

A student dismissed from a clinical, practicum or professional practice experience receives a failing grade and is dismissed from the program. The student will not be allowed the opportunity to substitute another course for the professional practice experience.

A student dismissed from a program may request a readmission petition in accordance with current requirements. Readmission to the program is based upon seat availability, past scholastic performance,

professional practice performance, and any other program specific criteria. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Revised & Approved 4.25.19

Health Directors: Health P&P Student Conduct Policy

Academic Dismissal Due to Unprofessional Behavior

Earning passing grades are only one indicator of a student's ability to be successful as a surgical technologist. A student who is able to earn passing grades but demonstrates unprofessional behavior will not be allowed to continue in the SUR program. Dismissal from the program will result from any of the following situations:

- 1) Student violates a law(s) and practices outside of their scope of practice in the State of Ohio, or any state where a clinical education experience is being completed.
- 2) Student violates any of the expected conduct or policy statements in the MTC Allied Health Policy "Student Code of Expected Conduct with Corrective Action".

Procedure for Dismissal

- 1) Students deemed as demonstrating unacceptable behavior in any above area will first be notified of their unacceptable action by verbal warning by a faculty member or the Director.
- 2) If the named behaviors do not improve as determined by the faculty member or Director's professional judgment, the student will be given a written warning with a Learning Contract for correction of behavior mandated within a given time frame.
- 3) If the Director determines the plan of action has not been achieved in the given time frame, the student will be dismissed from the program.

Note: Documentation of all of the above will be forwarded to the Director and will be placed in the student's SUR Program file.

Learning Contracts

At times a student is able to receive a passing grade in the class, even though they demonstrate unprofessional behaviors that will preclude their ability to successfully practice as a certified Surgical Technologist. In this case, a learning contract may be developed with a plan for remediation in the area of need. Successful completion of a learning contract may include completion of extra assignments, completion of additional testing, completion of a behavioral modification action plan, or completion of additional clinical affiliation experience. This additional work may delay the natural sequence of the SUR program. Unsuccessful completion of a learning contract may result in additional work or failure of the class identified.

I have received, read and understand the above information regarding academic dismissal due to unprofessional behavior. I have had an opportunity to ask questions.

PRINT NAME _____

SIGNATURE _____

DATE _____

(Reviewed: June 2019, July 2018, June 2017, June 2016, May 2015, June 2014, July 2013, July 2012, July 2011)

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM

SUBJECT:	Surgical Technology Program Admission
DATE APPROVED:	June 2020
PURPOSES/OBJECTIVES:	To provide the SUR Program with a method of due process for admission to the program.

POLICY:

1. Admission to the Surgical Technology Program (SUR) program shall conform to the Marion Technical College (MTC) admission policy (policy #401).
2. The principal responsibility for effective administration of the SUR admission function, as stated in this policy, rests with the Director of the SUR program as advised by the SUR Admission Committee.
3. The number of approved clinical sites and student-teacher ratios limits the number of students admitted to the program. Unanticipated loss of clinical placement may result in delayed clinical course completion, program completion, and graduation.

PROCEDURE:

1. Applicants must fulfill all general admission requirements for admission to MTC and complete a separate SUR program application.
2. Current SUR program application/admission requirements and procedures are outlined and available to applicants in the SUR Program Admission Packet. The packet is available from a SUR program advisor, the SUR program administrative assistant, and on the MTC website.
3. The SUR program will admit students one (1) time per year through an application deadline process. The application deadline will be in the spring of the year preceding the fall start of the program.
4. A SUR program applicant shall submit his/her completed SUR program application to the SUR program upon meeting all program admission/application requirements and on or before the SUR program application deadline.
5. Selection for admission is based on a competitive scoring system. An alternate list will be established if more qualified applicants apply than there are available seats. Applicants selected for the alternate list will be offered a seat in the program in rank order if a selected applicant declines their seat prior to the fall start of the program.
6. The SUR Program Admission Committee shall process program applications and notify applicants of their admission status by mail within six (6) weeks of the program application deadline.
7. Applicants who are not selected into the program but would like to be considered for a future class must complete another program application for a subsequent class.
8. Applicants selected for admission to the SUR program shall be required to submit to a criminal background check facilitated by MTC and conducted by the Ohio Bureau of Criminal Investigation and Identification. Students with certain felony, misdemeanor, or drug-related arrests as specified in Section 109.572 of the ORC shall be ineligible for admission.

Author: Jerad Claytor

Reviewed June 2019

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #102 AND PROCEDURE

SUBJECT:	Readmission to the Surgical Technology program.
APPROVED:	August 2019
PURPOSES/OBJECTIVES:	To provide guidelines for readmission to the Surgical Technology Program.

POLICY:

- (B) Admission to the College in accordance with College Admission Policy #401 shall precede admission/readmission to the Surgical Technology (SUR) program. The number of approved clinical education facilities and student-teacher ratios limits the number of students admitted/readmitted to the program.
- (C) The principle responsibility for effective administration of the SUR program admission/readmission function, as stated in this policy, rests with the Director of the SUR Program.
- (D) The SUR program is committed to equal opportunity for all applicants and students, and does not discriminate against anyone on the basis of race, creed, color, religion, age, sex, national origin, citizenship, ancestry, disability, marital status, or veteran status.
- (E) A student who has been administratively withdrawn or who has withdrawn from the SUR program may petition for readmission pursuant to the SUR Readmission procedures, and subject to the conditions and limitations, which follow.

PROCEDURE:

Petition for readmission does not guarantee readmission. Readmission is offered based on the following criteria.

1. Students who wish to be considered for readmission to the program must petition the Program Selection Committee in writing. This petition must be submitted to the SUR Program Director and must incorporate the following:
 - a. The academic term the student wishes to return;
 - b. Statement of the cause(s) of withdrawal from the program (including identification of the probable factors or reasons which had a bearing on the withdrawal);
 - c. Identification of the steps taken to correct the cause of withdrawal and how this will lead to the student's successful completion of the program;
 - d. Any other information the petitioner wishes the Program Selection Committee to consider.
2. Students are encouraged to petition for readmission as quickly as possible since the numbers of positions available are limited.
3. The order of priority for continuing in the SUR sequence is as follows:
 - 1) Continuing students;
 - 2) Returning/readmission students.
4. A petitioner who seeks to be considered for readmission must have a 2.5 accumulative grade point average (GPA). A petitioner granted readmission must have a 2.5 GPA at the time of petition and readmission into the SUR program.

5. A petitioner who seeks to be considered for readmission must meet the current SUR program entrance criteria.
6. Petitioners who are readmitted will be required to take coursework under the curriculum in effect at the time of re-entry into the program.
7. Some readmitted students may be required to retake additional coursework if course content has changed substantially or if a significant period of time has elapsed since the student took the course. This determination is made by the Program Selection Committee.
8. The readmitted student must follow the policies and procedures of the program that are in place for the year he or she returns.
9. Criteria used by the Program Selection Committee to determine eligibility for readmission includes but is not limited to:
 - a. Current MTC transcribed accumulative GPA;
 - b. Previous SUR Technical course didactic performance;
 - c. Review of the student's cognitive, psychomotor, and affective abilities;
 - d. Review of the student' abilities in regards to all ten "generic abilities;"
 - e. Review of previous clinical performance (if applicable);
 - f. Merit of the narrative which reflects an honest and accurate assessment of behaviors and circumstances leading to failure or withdrawal;
 - g. Interview with the Program Director;
 - h. Review of all documentation of student behaviors and counseling while in the program.
10. Petitioners will be notified of the Program Selection Committee decision in writing within 5 business days after the interview with the Program Director.
11. The petitioner who is readmitted must accept the seat as directed in the acceptance letter.
 - a. Re-entry into the program may be conditional or contingent upon completing coursework remediation, a successful background check and drug-screen, and/or other requirements based on the Program Selection Committee's recommendations.
 - b. A "Learning Contract" may be required based upon the perceived individualized needs of the student in order to best address potential student success.
 - c. Readmitted students must provide evidence of meeting current health requirements upon readmission.
12. Petitioners who are readmitted must demonstrate retention of knowledge and clinical competency by repeating the academic SUR technical course(s) of their last successful term. The procedure utilized to demonstrate retention of knowledge and clinical competency is determined by the program director.
 - a. Students may retake previously passed SUR coursework..
 - b. Demonstration of retention of knowledge and competency must be completed prior to re-entry into the program.
1. Example: A student earns a "D" grade in a 2nd semester course (spring semester of the first year). If the student's petition for readmission is granted, the student must demonstrate retention of

knowledge and competency (by retaking the 1st semester coursework (fall semester of the first year) before the student can re-enter the program in the spring semester.

- c. If a student fails a clinical rotation, they must repeat and pass the failed clinical rotation.

13. Eligibility for readmission does not guarantee readmission at a particular time.

- a. A student who is eligible for readmission may be required to wait up to one year from the date of withdrawal before readmission to the program. Readmission is dependent upon the sequence of courses needed by the student to complete the program.
- b. A petitioner who is deemed by the Program Selection Committee to be eligible for readmission will have his or her name placed on an eligibility list and will be readmitted to the program on a space available basis (SUR class size will not exceed 10 students). The date of receipt of the readmission petition will determine the order of placement on the eligibility list if more than one petitioner is determined to be eligible for readmission.
- c. Students must complete the SUR Program within five-years of successful completion of the first SUR technical course. If a student will be unable to complete the curriculum within 5 years, the student will be required to go through the standard SUR application and selection process and restart the curriculum in its entirety.

14. If a student fails a technical course during the first semester of the SUR program, they will be academically withdrawn from the program and must reapply to the program the following year in addition to petitioning for readmission as outlined in this policy and procedure.

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #103 AND PROCEDURE

SUBJECT:	Retention of Surgical Technology (SUR) students.
DATE APPROVED:	August 2019
PURPOSES/OBJECTIVES:	To provide guidelines for the retention of SUR students.

POLICY:

To identify early those students that may be at risk of administrative withdrawal and implement strategies to retain them.

PROCEDURE:

1. Instructors are required to complete the midterm grade field in My MTC by the eighth week of the semester or at any time during the semester when a student is doing unsatisfactory work (grade of 76% or less). If the course is a self-paced or non-traditional course, the midterm grade field in My MTC will be completed when the student is behind schedule in skill mastery. Completing the midterm grade field will trigger an e-mail to be sent to the student.
 - a. Instructors should see the course coordinator (or SUR Program Director) for how to report a necessary midterm grade.
 - b. If the instructor needs technical assistance to access My MTC, contact the Help Desk at extension 288, or drop by room 149 in the Bryson Hall.
2. Instructors will also meet with the student one-on-one to offer both a diagnosis of the unsatisfactory performance and a prescription for success. Please be specific by stating which course objectives have not been mastered, which homework has been missed, and what the student can do to improve. (Note to Instructors: please be as discreet as possible to avoid embarrassing the student.)
3. It is highly recommended that the student make an appointment to see their SUR academic advisor (if the instructor is not their advisor).
4. Advisors will refer the student to the Student Resource Center (SRC), Room 183 of the Technical Education Center, for academic tutoring or other special assistance if needed.
5. Refer the student to the Director of Career Services and Student Life (SRC), Room 183 of Bryson Hall, if there are other non-class problems to discuss.

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #104 AND PROCEDURE

SUBJECT:	Surgical Technology (SUR) Student Tutors
DATE APPROVED:	August 2019
PURPOSES/OBJECTIVES:	To provide guidelines for the selection and implementation of SUR student tutors.

POLICY:

Current SUR students will be identified as potential tutors on an as needed basis for SUR courses, Anatomy & Physiology I & II, and Microbiology.

PROCEDURE:

1. The SUR Program Faculty and Instructors will identify students in the SUR curriculum that could be hired as tutors for SUR coursework, Anatomy & Physiology series, and Microbiology.
2. Faculty are encouraged to speak to potential student tutors confidentially.
3. Interested potential student tutors should contact the Director of Student Support Programs, Room 197 Bryson Hall early in the semester to fill out a hiring packet.
4. SUR student tutors will be contacted by the SRC when their services are required.

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #108 AND PROCEDURE

SUBJECT:	Grievances/Complaints
DATE APPROVED:	August 2019
PURPOSES/OBJECTIVES:	To provide the SUR Program with a method of due process for the resolution of complaints and grievances.

POLICY:

All grievances/complaints that pertain to the SUR Program will be investigated and actions taken as necessary to resolve the situation. Documentation of such complaints, investigations, and resolutions will be maintained by the SUR Program.

PROCEDURE:

Any grievance/complaint made will be noted in writing in a narrative format, preferably by the person making the complaint. If the person making the complaint is unable or unwilling to put it in writing, then it will be documented by the faculty/staff member to whom the complaint is made. In either case, the complaint can be made in a confidential fashion if the complainant wishes. Complaints will be kept in a complaint file, and will not become part of student, clinical site, faculty, etc. files in its original format, though the issues raised may be addressed in these specific files where appropriate and necessary. Each complaint will be investigated, and actions taken regarding the complaint and the resolution to the situation will also be documented.

These forms are maintained by the program for a minimum of seven (7) years, in secured file. The information brought to light by the complaint/investigation process will be used for program review as well as for accreditation purposes.

In the SUR Program, the students are expected to follow the following lines of communication when attempting to resolve problems or complaints. The student should first discuss the issue with the instructor of the course or clinical supervisor directly if the issue relates to a particular class. If the issue does not relate to a particular class, the student should discuss the issue with their assigned SUR Program advisor. The next level is the Program Director for the SUR Program, and the final level is the Dean of Health. Students are expected to follow this chain of communication. If students have not spoken with the appropriate person in the chain and go to a higher level prematurely, they will be instructed to return to the appropriate person to discuss the issue.

Issues that cannot be solved in this manner will be referred to the policies noted in the current issue of the College catalog, with referral of the matter to the Office of the Vice President of Student Services.

Should a complaint regarding the program be lodged by a Clinical Instructor or CCCE, the information will be documented by the ACCE and housed and handled as above.

Complaints regarding the program director, whether logged by student or other, should be first brought to the attention of the director but may then proceed directly to the level of the Dean of Allied Health to be housed and handled as above.

Individuals in the community who do not have a formal affiliation with this institution or program are also welcome to provide comments according to the following procedure:

1. This process is only for comments or concerns that cannot be addressed by existing grievance/due process procedures described in College Policy #440 (Student Grievances/Complaints), the MTC catalog, Faculty Handbooks, Clinical Contracts or as noted above.
2. Comments must be provided in writing and signed by the author. Anonymous submission will not be acknowledged, nor will written comments provided on behalf of an anonymous source.
3. Comments must be submitted to the following:

Director, Surgical Technology Program
Marion Technical College
1467 Mount Vernon Avenue
Marion, OH 43302
4. The Director of the MTC SUR Program shall respond to all comments within ten (10) business days to further discuss and resolve the issue. If satisfactory resolution is not or cannot be reached, appeal may be made to the Dean of Health within ten (10) business days from the response of the MTC SUR Program Director. Again, if satisfactory resolution is not or cannot be reached, appeal may be made to the Chief Academic Officer within ten (10) business days from the response of the Dean of Health. The decision of the Chief Academic Officer will be final and not subject to further appeal. Neither the Dean of Health nor the Chief Academic Officer will become involved until all attempts to resolve the issue with the Director of the SUR Program have been exhausted, unless the comment is directly related to the performance of the Director of the SUR Program.
5. Records of all correspondence will be confidentially maintained by the SUR Program for seven (7) years. These records are not open to the public.

HEALTH AFFILIATION AGREEMENT

Marion Technical College ("MTC") is currently engaged in the education of health professionals who obtain learning experience in clinical areas by participating in a professional practice experience as part of their curriculum. Health programs included in this agreement are as follows: Health Information Technology, Medical Billing and Coding, Medical Laboratory Technology, Medical Assistant, Pharmacy Technicians, Phlebotomy, Radiography and Diagnostic Medical Sonography, Occupational Therapy Assistant, and Physical Therapist Assistant. For the purpose of this learning experience, the following agreement has been produced.

The affiliate facility at (Insert facility here) ("Agency") is willing to provide said experience within its facilities. This agreement for the academic school year beginning Date, 00, 20XX, will be effective upon signatures of both parties for a period of 3 years. This contract shall be renewed once for a period of 2 years and may be terminated by either party by giving the other party 90 days advance written notice, provided that students participating in the Program at the end of notice period shall have the opportunity to complete their clinical experience at the Agency.

In consideration of the mutual agreement set forth herein:
Marion Technical College will:

Provide qualified instruction, guidance, and supervision of students assigned to the Agency. MTC is responsible for communicating with Agency personnel for the purposes and objectives of the educational program and the Agency's unique contributions to the program. MTC is responsible for selecting and coordinating the learning experiences by gaining an understanding of the Agency's practices and regulations and to orient the student to these practices when appropriate.

Contacts the student and the Agency during each professional practice experience, confers with the clinical instructors regarding student progress.

Inform the Agency of the number and sequence of students anticipated within the academic year. Thirty (30) days prior to the professional practice experience, the program director or designee provides the Agency with the number of student(s) to be assigned, the beginning and ending dates and projected hours of the learning experience as well as a student evaluation packet including objectives and requirements.

Complete a criminal background check on each student. The College verifies that each student has met the standards set forth by the State of Ohio pursuant to the Ohio Revised Code (ORC) 109.572. The background checks will be conducted by the Ohio Bureau of Criminal Identification and Investigation and facilitated by Marion Technical College and will include, but not limited to, an analysis of fingerprints and review of prior criminal records. MTC will conduct a federal (FBI) background check as necessary according to state residential requirements and program admission criteria.

Provides upon request, results of appropriate diagnostic tests, immunizations, medical physical, and drug screenings on students assigned to the Agency.

Evaluate student and assign grades based on evaluation forms and consultation with Agency personnel.

Provide the student with a Progress Alert form to notify them of a need for improvement when the student is not meeting the criteria for the professional practice experience as defined in the course syllabus. The program

director or designee will discuss the deficiencies with the student, will develop guidelines for improvement and provide them with the opportunity to be successful.

Remove a student from the Agency if the student is unable to fulfill professional responsibilities, being used as an unpaid employee, if proper supervision is not being provided, if the student is not receiving an appropriate educational experience, or if the student is performing in an unsatisfactory manner. Advance notification will be given to the Agency when possible.

Provide each student participating in a professional practice experience with professional liability insurance against malpractice. Professional liability insurance coverage includes a minimum amount of Two Million Dollars (\$2,000,000.00) per incident and Five Million Dollars (\$5,000,000.00) annual aggregate. Certificate of insurance is available upon request. Obtain a signed statement of Responsibility for Treatment from each student. Provide proof of student health insurance if required by Agency.

Comply with, and require students to comply with, all applicable federal and state laws regulations concerning patient privacy and confidentiality of protected health information, including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

The Agency will:

Provide a facility for hands-on experience. The students in a given area shall not exceed the number specified by the Agency.

Designate and assign specific professionals who are knowledgeable in the procedures and practices of the Agency to instruct the student and to model the role of a working professional.

Provide the student with the opportunity to apply classroom knowledge in the healthcare setting, demonstrate procedures and permit the student the opportunity to practice the procedures and demonstrate proficiency.

Agree to supervise and provide an educational experience for the student. The student may be asked to perform procedures under supervision after they have demonstrated proficiency in the procedure. This practice helps to develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.

Not remunerate (salary, stipends, housing, insurance, etc.) the student for the professional practice experience. If the student is an employee of the Agency in some other capacity, work performed during paid hours cannot be used toward meeting professional practice academic objectives.

Schedule student hours on weekdays during the day. However, if there are activities occurring outside this time frame which would contribute to the student's knowledge of the healthcare setting and to the development of entry level competencies, the student may be asked to volunteer to participate in these activities.

Allow the students to have access to the libraries of the institution.

Provide emergency care for the student in the event a student requires immediate medical attention. Any cost for required treatment due to illness, injury or exposure is the financial responsibility of the student.

Complete an evaluation of the student. The Agency education coordinator/preceptor will supervise the completion of the MTC student evaluation forms and return them to the program director or designee by the designated date specified in the student evaluation packet.

Provide the student with an orientation program that includes copies of applicable policies comparable to orientation provided for their new employees, including safety, blood borne pathogens, and chemical hygiene (if applicable).

Reserve the right to prematurely terminate a student's professional practice experience if difficulties cannot be resolved after meeting with the student and the program director or designee.

Agree to provide time to clinical instructors for attending meetings called by MTC.
Notify the College representative any time that the student is performing below expected levels.

Mutual Obligations:

To the extent allowable under law, MTC hereby agrees to indemnify and hold harmless Agency from all losses, claims, and/or damages, arising out of the negligent or intentional acts or omissions of students, faculty, instructors, employees, or other agents of MTC in the performance of this Agreement. Likewise, to the extent allowable by law, the Agency hereby agrees to indemnify and hold harmless MTC from all losses, claims, and/or damages, arising out of the negligent or intentional acts or omissions of Agency's officers, directors, employees, or other agents in the performance of this Agreement.

Both parties agree to establish cooperatively the learning objectives for the educational experience, devise methods for their implementation, and evaluate the effectiveness of the educational experience.

Neither party shall use discriminatory practices in assignment, acceptance and evaluation of the student. Students shall have equal opportunity with respect to race, color, creed, religion, national origin, gender, age, disability, and marital status.

Both parties shall maintain confidentiality of student records and performance and all patient information.

Both parties shall maintain student's professional practice evaluation records. These records are confidential and protected by Federal Law. Agency personnel may not share or disclose these records with any other party other than MTC Health personnel, without prior written consent of the student.

Both parties expressly acknowledge that the student is not an employee of the Agency, and that the Agency is not the employer of the student for purposes of this Agreement.

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

The failure of either party to insist in any one or more instances upon strict performance or any of the provisions of this Agreement or take advantage of any rights hereunder shall not be construed as a waiver of any such provisions or relinquishment of any rights, but the same shall continue and remain in full force and effect. Provisions of this Agreement may only be waived by an express written statement specifically stating the intent to waive an identified right signed by the party making such waiver, no acts or omissions shall be construed to imply a waiver.

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #109 AND PROCEDURE

SUBJECT:	Academic Misconduct: Plagiarism
DATE APPROVED:	August 2019
PURPOSES/OBJECTIVES:	To provide the SUR Program with a definition of plagiarism and a method of ensuring academic integrity in regards to plagiarism.

POLICY:

Dishonest academic practices include, but are not necessarily limited to, taking, using, or copying another's work and submitting work done, in whole or in part, by another person as one's own; intentionally falsifying information; or taking another's ideas with the intention of using them in a course and/or lab as one's own.

Information may be included in a composition without a footnote if it meets all of these conditions:

1. It is common knowledge.
2. It is written entirely in the words of the student.
3. It is not paraphrased from any particular source.

Plagiarism consists of:

1. Failure to credit quoted material by proper mechanical process.
2. Failure to credit paraphrased materials properly.
3. Use of another's ideas as one's own.
4. Duplication, in part or whole, of another student's themes or projects.

All work handed in with your signature should:

1. Give credit to the author and source for any quoted material.
2. Give credit to the author and source for any paraphrased material.
3. Center within your thesis.
4. Be your original choice of diction and arrangement.

It is recognized by the College that the student has the primary responsibility for academic honesty; however, the instructor will endeavor to create a learning environment that discourages cheating and encourages honest scholarship.

The instructor shall report all incidents of dishonest academic practice to the appropriate department director and enter an account of the incident in the student's academic file.

Misconduct

The individual instructor will in most cases, make the judgment regarding a dishonest academic practice. The basic criterion that will be used to judge the dishonest academic practice is the intention of the student to enhance his/her own position within the class by employing a dishonest or unacceptable academic practice. A few examples include (but are not limited to):

1. Work copied verbatim from an original author without citation or proper credit given;
2. Work copied practically verbatim with only a few words altered from the original without citation or proper credit being given;
3. Copying answers from another's test paper, notes, or book;

4. Evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students; and,
5. Falsification of clinical or laboratory records.

PROCEDURE:

Possible consequences for cases of dishonest academic practices:

1. The first offense will result in an equivalent grade of "F" being given for the particular test, project, paper, etc., on which the cheating has occurred.
2. The second offense in a given course will result in the student being assigned a failing grade for that course.
3. Any student involved in three total offenses (not necessarily in one course) will, based on the recommendation to and approval of the Chief Academic Officer, be dismissed from the College for one full academic term. A readmitted student that had been dismissed for dishonest practices will be dismissed upon any subsequent single offense involving a dishonest academic practice.

In cases where students feel that they have been wrongly accused, appeal procedures exist as per College Policy #440 -- Grievance Procedures. The penalty for a proven case of dishonest academic practice will stand through appeal. If the Judicial Committee reverses the original decision, then:

1. For the first offense the test, project, paper, etc., will be re-graded on the criteria for that assignment.
2. For the second offense the student's grade will be reevaluated based on the criteria for the course.

Copies of the student appeals procedures are available from academic advisors, department directors or the Chief Academic Officer. All "misconduct" information will be removed from a student's record when a decision is reversed through appeal.

Please note: The provisions in the college catalog regarding all other items related to academic probation and dismissal from the college.

SUBJECT: USE OF SOCIAL NETWORKING SITES
DATE APPROVED: July 2010

1. PURPOSES/OBJECTIVES:

The Allied Health Departments recognize that social networking websites and applications, such as Facebook, Twitter, Instagram, or blogs are an important means of communication. The use of technology can be a valuable search tool for allied health students and faculty when used appropriately. These resources are not to be used in patient care areas, but may be utilized in course assignments in an appropriate manner that does not violate the intent of this policy.

2. DEFINITIONS:

1. Blog: A blog is a website maintained by an individual or organization with regular entries of commentary, descriptions of events, or other materials such as graphics or video. Blogs may provide commentary or news on a particular subject; others function as more personal on-line diaries.
2. Social Media: For the purposes of this Policy "Social Media" is an on-line social structure made up of individuals or organizations that are tied by one or more specific types of interdependency, such as values, visions, ideas, financial exchange, friendship, business operations, professional exchange, etc. Social Media sites operate on many levels, from families up to the level of nations, and play a critical role in determining the way information is exchanged, problems are solved, organizations are run, and the degree to which individuals succeed in achieving their goals. Examples of Social Media sites include, but are not limited to Facebook, YouTube, Instagram, LinkedIn, Twitter, or other similar sites.
3. Workforce: Under HIPAA, the workforce is defined to include employees, medical staff members, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity.

3. POLICY STATEMENTS:

1. The use of technology can create potential liability for the student, faculty, and the college. Posting certain information is illegal, and violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. The following actions are strictly forbidden:
 - a. Posting or communicating any patient-related information or information which may potentially identify a particular patient. Removal of the patient's name does not solve this problem – inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual. Violations of this requirement may result in disciplinary action up to and including dismissal from the program, as well as other liability for violation of HIPAA. Students should never publicly make comments about the care of a specific patient, including online. Even acknowledging the care of a patient is an unacceptable disclosure of patient identifying information. Disclosing confidential patient information in an inappropriate manner is a federal offense under HIPAA. The penalties

- include significant fines and/or criminal penalties. We take violations of patient privacy very seriously and will always take corrective action when aware of such a violation.
- b. No posting or communicating private academic information of another allied health student, including but not limited to grades, narrative evaluations, or adverse academic actions.
2. The following actions are strongly discouraged. Violations of these guidelines are considered unprofessional behavior and may be the basis for disciplinary action:
 - a. Display of vulgar language
 - b. Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
 - c. Posting of potentially inflammatory or unflattering material regarding a patient, fellow student, faculty member, or administration.
 3. Any Allied Health student or faculty member who is aware of the use of social networking sites for any of the above prohibited purposes is required to report the misuse. Failure to report is a violation of the College's Conduct Code and may result in disciplinary action up to and including dismissal from the program.
 4. When using social networking websites, students and faculty are strongly encouraged to use a personal e-mail address as their primary means of communication rather than their mtc.edu address. Students and faculty are expected to maintain professional standards of behavior at all times.

Deborah Bates
Dean of Allied Health

AH Drive: AH P&P Use of Social Networking Policy
May 30, 2013
2017, May 2015

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
POLICY #110 AND PROCEDURE

SUBJECT: Surgical Technology (SUR) Personal Hygiene
DATE APPROVED: August 2019

POLICY:

Current SUR students will be required to provide a level of personal hygiene that is conducive to safe patient practices. This must be observed in the classroom, laboratory and clinical areas.

GUIDELINES:

1. All hair must be worn off the shoulders and away from the face.
2. Hair and fingernails will be clean and neatly trimmed. The length and style of hair and fingernails cannot interfere with performance or create a hazard to the patient or employee. Natural hair colors are acceptable. No nail polish or acrylic nails are allowed.
3. No jewelry can be worn by Surgical Technology students while in the laboratory or the operating room at clinical sites. No exceptions to this rule will be made. Violators will be excused from the clinical site and will receive a zero (0) for that day's experience.
4. Exposed body jewelry and tattoos are not acceptable and must be covered in a manner that does not degrade the uniform or the profession.
5. Excessive perfumes, colognes, and after-shave lotions are not permitted.
6. Nose rings, brow rings, and various other body piercings are not permitted.
7. Long sleeve shirts are not permitted in the laboratory or clinical area for safety reasons.
8. Chewing gum in class, laboratory and clinical areas is not permitted.
9. Smoking is prohibited in the Surgical Technologist Department, laboratory, and clinical areas. As Marion Technical College is a smoke/tobacco free campus.

RESPONSIBILITY FOR TREATMENT

I understand that neither Marion Technical College nor the affiliate training or observation site will assume the cost of treatment or care for injury or medical condition occurring during my clinical practicum, professional practice experience, laboratory experience, or observation hours.

I understand that in certain situations Marion Technical College personnel or appropriate affiliate training site personnel may require me to seek medical treatment or care at my own expense.

I assume full responsibility for any and all costs associated with medical treatment or care that I receive, which may be required as a result of my participation in clinical practicum, professional practice experience, laboratory experience, or during observation hours.

By signing below, I affirm that I have read, understand, and agree to the contents of this Responsibility for Treatment.

Signature

Date

Printed Name

Student ID number (if applicable)

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: HEPATITIS B AND OTHER IMMUNIZATIONS

PURPOSES: To ensure a state of optimal health and safety for the Health student in the campus laboratory setting with occupational exposure to blood borne pathogens and to ensure the safety of patients in a healthcare setting.

POLICY:

The Health faculty will provide each student with information regarding occupational exposure and the need for the adult Hepatitis B vaccine and other required immunizations.

PROCEDURE FOR HEPATITIS B:

1. Students admitted into a program and enrolled in laboratory/clinical courses will receive information on Hepatitis B prior to any exposure to blood borne pathogens or other potentially infectious materials.
2. The student will be required to start the Hepatitis B vaccine series or sign a Hepatitis B Vaccine Declination form.
3. When signing the Hepatitis B Vaccine Declination form, a health faculty member will be a witness.
4. The Health faculty member will retain the signed form for placement in the student's academic file.
5. It is the responsibility of the Health faculty member to ensure all students enrolled in laboratory/clinical courses have been informed and the appropriate documentation completed prior to any exposure.
6. All students are required to have at least the first and second hepatitis B immunization or a titer proving immunity or proof of Hep. B series completion less than 20 years old prior to any clinical/practicum experience.
7. Students in the MLT, PBT and Medical Assisting programs are required to start the Hepatitis B vaccine series prior to taking any technical courses due to safety concerns in the exposure to blood and body fluids. The Hepatitis B series must be completed (three immunization injections) prior to the beginning of clinical/practicum. The program director will ensure all students enrolled in the program have been vaccinated and the appropriate documentation provided. A declination form must have an attached, signed statement by a physician indicating the nature and probable duration of the medical condition or circumstances that contraindicates the immunization and identifying the specific vaccine if indicated.
8. Students who have been diagnosed with any Hepatitis virus must be under the care of a physician to participate in laboratory classes or clinical/practicum. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention or established policy of the associated clinical facility. The student is required to sign the Hepatitis Policy form.

PROCEDURE FOR ADDITIONAL REQUIRED IMMUNIZATIONS:

1. Students are informed prior to admission into a program that required immunizations must be completed prior to being enrolled and participating in any course with a clinical/practicum component in a healthcare facility.
2. Required immunizations are based on the current standards of healthcare facilities and are subject to change. The student required immunizations and/or titers will be listed on the Medical/Physical form.
3. Immunizations must be completed prior to participating in clinical/practicum experiences.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Marion Technical College
Health Division
Hepatitis B Vaccine Declination (Mandatory)

I, _____, understand that due to my educational and/or occupational exposure to blood or other potentially infectious materials as a Health student or faculty at Marion Technical College may be at risk of acquiring Hepatitis B virus (HBV) infection.

I have been advised by Marion Technical College personnel that I should request the Hepatitis B vaccine from my personal physician or primary source of health care and I have been given the opportunity to be vaccinated with Hepatitis B vaccine. I understand employees of Marion Technical College will receive the vaccine at no charge and students will bear the financial responsibility of the vaccine. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. I accept personal responsibility for any untoward consequences of this decision; and I will not hold Marion Technical College liable should I incur any untoward consequences because of this decision.

If in the future, if I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series as an employee at no charge to me or as a student bearing the financial responsibility of the vaccination series.

I decline the Hepatitis B Vaccine because:

- I have previously completed the Hepatitis B Vaccine series.
- I have provided documentation of positive Hepatitis B surface antibody.
- The vaccine is contraindicated for medical reasons.
Attach: (Physician's statement): _____
- Other. Explain: _____
- I have started the Hepatitis B Vaccine series.

Date: _____

MTC Staff/Faculty Witness Signature: _____

Student Printed Name: _____

Student Signature: _____

Student ID number: _____

MARION TECHNICAL COLLEGE
HEALTH DIVISION HEPATITIS POLICY

INTRODUCTION

The following is the policy of Hepatitis infection among students in a Health Program. This policy is designed to protect patients treated in the numerous clinical facilities at or affiliated with Marion Technical College and to protect the rights of the individuals who may have a condition which may pose a risk to patients.

POLICY

Any student in a Health Program who is directly involved in patient care and has Hepatitis should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated clinical facility. If a student suspects that she/he may have contracted Hepatitis, she/he has a duty to seek appropriate testing to clarify her/his health status.

Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue her/his education career so long as patients are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on a case-by-case basis by the student's physician, taking into account the nature of the individual and attendant functional disabilities or limitations.

I have read and understand this policy and have had an opportunity to ask questions:

Student's Signature

Date

Print Name

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: COMMUNICABLE DISEASES

PURPOSES: To protect patients, students, and faculty from communicable diseases while protecting the rights of the individuals which may have a condition posing a risk to others.

POLICY:

1. Any student in a Health Program at Marion Technical College (MTC) who is directly involved in patient care and has Hepatitis, HIV (includes AIDS and ARC), MRSA, Herpes Zoster, tuberculosis or any other infectious/communicable disease should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated affiliated training site during a professional practice experience. The student has a duty to inform the program director so that reasonable accommodation can be made to protect the safety of all parties involved.
2. If a student suspects that they may have contracted an infectious disease, they have a duty to seek appropriate testing to clarify their health status. The obligation of the student is to protect patients treated during the professional practice experience at an affiliated training site as well as other students/faculty in the simulated healthcare environment of the MTC classroom/laboratory. The student has a duty to inform the program director/clinical coordinator so that reasonable accommodation can be made to protect all parties involved.
3. Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue to participate in educational programs so long as patients, other students, and faculty are not placed at risk. Decisions regarding modification of clinical training undertaken by such individuals will be made on an individual basis by the student's physician, taking into account the nature of the individual and functional disabilities or limitations.
4. Infected neurologically handicapped students who cannot control bodily secretions, students who have un-coverable oozing lesions, or a communicable respiratory condition will not be permitted to participate in direct patient-care health care services. The determination of whether an infected student should be excluded from providing health care services or can adequately and safely perform patient care duties shall be determined by the student's physician in conjunction with the appropriate College official.
5. All medical information and records about the student will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Family Educational Rights and Privacy Act (FERPA). Marion Technical College will implement and maintain procedural safeguards to protect the privacy interests of students in the campus community who have a communicable disease. The identity of the student who has a communicable disease will not be disclosed, except as authorized or required by law.
6. Marion Technical College is committed to complying with federal and state laws regarding the rights of individuals with communicable diseases. Marion Technical College prohibits harassing, intimidating, retaliating, or otherwise discriminating against students who have a communicable disease.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Revised and approved, Health Directors: H P&P Communicable Diseases 7.9.15; 6.13.19

Communicable Disease
Memorandum of Understanding
Marion Technical College Health Programs

Any student in a Health Program at Marion Technical College (MTC) who is directly involved in patient care and has Hepatitis, HIV (includes AIDS and ARC), MRSA, Herpes Zoster, tuberculosis or any other infectious/communicable disease should be under the care of a physician qualified to treat the condition and its complications and to provide counsel on the prevention of further spread of infection. It is the responsibility of the student to implement the advice and counsel of the attending physician and to follow current guidelines for health care workers provided by the Center for Disease Control and Prevention (CDC) or established policy of the associated affiliated training site during a clinical, practicum or professional practice experience so that reasonable accommodations can be made to protect the safety of all parties.

If a student suspects that they may have contracted an infectious disease, they have a duty to seek appropriate testing to clarify their health status. The obligation of the student is to protect patients treated during their clinical, practicum, or professional practice experience at an affiliated training site as well as other students/faculty in the simulated healthcare environment of the MTC classroom/laboratory. The student has a duty to inform the program director/clinical coordinator so that reasonable accommodations can be made to protect the safety of all parties involved.

Marion Technical College recognizes its obligation under federal and state law to ensure the right of confidentiality between the individual and the attending physician, and further recognizes that the individual should be allowed to continue their educational program so long as patients, other students, and faculty are not placed at risk. Decisions regarding modifications of the clinical training undertaken by such individuals will be made on an individual basis by the student's physician, taking into account the nature of the individual and functional disabilities or limitations.

Infected neurologically handicapped students who cannot control bodily secretions, students who have un-coverable oozing lesions, or communicable respiratory conditions will not be permitted to participate in direct patient-care health care services. The determination of whether an infected student should be excluded from providing health care services or can adequately and safely perform patient care duties shall be determined by the student's physician in conjunction with the appropriate College official

All medical information and records about the student will be treated as private and confidential and will be handled in compliance with legal requirements, including those set forth in the Family Educational Rights and Privacy Act (FERPA). Marion Technical College will implement and maintain procedural safeguards to protect the privacy interests of students in the campus community who have a communicable disease. The identity of the student who has a communicable disease will not be disclosed, except as authorized or requires by law.

Marion Technical College is committed to complying with federal and state laws regarding the rights of individuals with communicable diseases. Marion Technical College prohibits harassing, intimidating, retaliating, or otherwise discriminating against students who have a communicable diseases.

I have read and understand this policy and have had an opportunity to ask questions:

Student Signature _____ DATE _____

PRINT NAME _____

LABORATORY PRACTICE SESSIONS ACKNOWLEDGMENT

I understand that only information presented during a Marion Technical College Surgical Technology lecture or laboratory session can be performed in lab. Instructor consent must be sought to practice additional techniques or skills in the SUR laboratory.

Furthermore, as part of laboratory courses, students will be expected to assume the role of a patient, precluding any injuries or limitations. As such, they may have procedures performed on them. Student signature below indicates students understand and acknowledge that they will serve the role of patient as needed.

Date

Student's Signature

Print Name

MARION TECHNICAL COLLEGE
SURGICAL TECHNOLOGY PROGRAM
CLINICAL SITE PLACEMENT AND EMPLOYMENT

Potential clinical education sites and employers may require drug screens and/or criminal background investigations. Student/graduate may be responsible for the cost of the background check and/or drug screen. Individuals who have been convicted, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a direct and substantial relationship to physical therapy practice) may be ineligible for placement in a clinical education site and/or for employment.

- A gross misdemeanor committed in Ohio, another State, Commonwealth, Territory, Province, or country.
- A felony in Ohio, another State, Commonwealth, Territory, Province, or country.
- A crime involving gross immorality or moral turpitude in Ohio, another State, Commonwealth, Territory, Province, or country.
- A violation of any municipal, County, State, Commonwealth, or Federal drug law.

I have read and understand the above information and have had an opportunity to ask questions.

PRINT NAME _____

SIGNATURE _____

DATE _____

MARION TECHNICAL COLLEGE
SURGICAL TECHNOLOGY PROGRAM
MEDICAL RELEASE FORM

The student signing below voluntarily releases all medical forms on file with the Surgical Technology Program to clinical facility. The specific forms must be requested by the clinical facility and/or student to be released. The student will be notified that a request was made and the medical forms were forwarded to meet clinical requirements.

The undersigned by signing this release certifies that he or she has read and fully understands the conditions provided and have had an opportunity to ask question.

PRINT NAME _____

SIGNATURE _____

DATE _____

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
Safety Procedures Relating to A.I.D.S.

Health and Human Services Division Students Doing Health Care Work.

This procedure has been considered and adopted in accordance with the current consensus of the medical and scientific community that the disease cannot be transmitted by casual body contact typical of the workplace. Should it ever appear that the implementation of this procedure presents a danger to our students, the College reserves the right in the sole discretion of the College to make appropriate revisions. The risk of contracting Hepatitis B is greater than the risk of contracting AIDS. Therefore, recommendation for the control of Hepatitis B infection will effectively prevent the spread of AIDS. All such recommendations are therefore incorporated herein.

1. Sharp items (needles, scalpel, blades, and other sharp instruments) should be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries.
2. Disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they are used. To prevent needle stick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluids exists, routinely recommended precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks, and eye coverings when performing procedures or post-mortem examinations. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant students engaged in health care are not known to be at greater risk than students who are not pregnant. However, if a student develops infection with the AIDS virus during pregnancy, an infant has an increased risk of infection prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of the AIDS virus.
6. Students engaged in health care who have AIDS who are not involved in invasive procedures (those in which the body is entered, e.g. by use of a tube, needle, device, etc.) need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
7. For students engaged in health care who have AIDS, there is an increased danger from infection due to diseases they may come in contact with in class or at the work place. Students with AIDS, who have defective immunity, are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with infectious diseases that are easily transmitted if appropriate precautions are not taken (e.g. tuberculosis or chicken pox). Students with AIDS will be counseled about potential risk associated

with exposure to or taking care of patients with transmissible infections and should continue to follow infection control procedures to minimize their risk of exposure to other infectious agents.

8. The student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the student with AIDS or ARC can adequately and safely perform patient care duties.
9. Infected neurologically handicapped students who cannot control bodily secretions and students who have uncoverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate College official.

I have read and understand this policy and have had an opportunity to ask questions.

PRINT NAME _____

SIGNATURE _____ DATE_____

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: MEDICAL PHYSICAL

PURPOSES: To ensure the Health student meets the health requirements of the affiliated clinical training sites prior to participating in a professional practice experience.

POLICY:

1. Health students must complete a medical physical within six months prior to initial patient contact to meet the health requirements of the clinical affiliate training site. A list of requirements will be made available to the students prior to admission to the program but are subject to change due to the needs of the clinical affiliate training site. The medical physical must be completed by a MD, DO, NP, or PA.
2. Students who have not completed the medical physical, immunizations and all diagnostic screenings by the specified deadline will not be permitted to participate in the professional practice experience. Noncompliance will be evaluated on an individual basis by the program director. If the student is able to complete the affiliate training site requirements prior to the start time of the clinical/practicum/professional practice they may be permitted to attend. However, if the requirements are unable to be completed they will not participate in professional practice experience and may not be able to successfully complete the program.

PROCEDURE:

1. The student must have a physical, CPR, and immunizations to meet health requirements of clinical agencies. A list of requirements will be made available.
2. The student must submit all documentation to the program:
 - a. Medical/Physical form that must be signed by both physician and student
 - b. Documentation verifying diagnostic screening results
 - c. Immunization history
 - d. Tuberculosis Testing Record
3. All records will be securely maintained by the program Clinical Coordinator.
4. Students must also meet the same requirements as the employees of the clinical affiliate training site. These may include, but are not limited to the following:
 - a. Drug testing
 - b. HIV testing if potentially exposed to blood borne pathogen
 - c. Criminal background checks
 - d. Submission to treatment/counseling if potentially exposed to infectious disease (HIV, TB, and Hepatitis)
5. It is recommended that students receive flu vaccinations as this may be a requirement to attend certain clinical sites. Vaccine Administration Record forms will be provided by the program administrative assistant to document completion of the vaccine. Individuals choosing not to obtain a flu vaccine will be ineligible for clinical sites mandating flu vaccinations.

6. In the event students are unable to obtain all of the requirements due to special circumstances beyond their control, i.e., a regional or national shortage of any required immunizations, vaccines or testing material for infectious disease testing, the following guidelines would apply:
 - a. The Dean and program director will review the circumstances of the supply interruption utilizing the following resources: directors of the affiliate training site, the Occupational Health department of the affiliate training sites, the associated regulatory agency, i.e., OSHA, CDC, and the state attorney general representative for MTC.
 - b. The action recommendation made to the Dean of Technical and Professional Programs and the President of MTC must be in compliance with any recommendations or guidelines of regulatory agencies.
 - c. Students may be allowed to attend the professional practice if it is determined that attendance will not place the student or patients and employees of the affiliate site at undue risk or harm and if MTC and the affiliate site are in agreement.
 - d. This agreement must be documented on the Disclaimer Agreement for Professional Practice Requirements and signed by MTC, the affiliate site and the student.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Health Directors: Health P&P Medical Physical, 4.15.16; Revised 4.25.19

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES
Disclaimer Agreement for Professional Practice Requirements

Test/immunization requirement: _____

Circumstances as to why this requirement cannot be completed at this time:

Regulatory Agency Recommendations: (please attach documentation)

Time period test/immunization is unavailable: _____

Possible substitution for test/immunization: _____

Risk Factors associated with not completing test/immunization:

Action Recommendation:

MTC Representative: _____ Date: _____

Affiliate Site Representative: _____ Date: _____

Student: _____ Date: _____

**Marion Technical College
Health Technologies
Student Medical Physical Requirement Checklist**

The following medical/physical requirements must be completed and ALL documentation attached to the physical form and turned into to the Jessica McCaulley by the specified deadline. Inquiries should be directed to your Clinical Coordinator or Program Director.

Required Diagnostic Screenings

Please attach the completed laboratory results of the required reports for the following to the signed physical form:

- Mumps Titer (IgG) for immunity
 - Rubella Titer (IgG) for immunity
 - Rubeola Titer (IgG) for immunity
 - Varicella Titer (IgG) for immunity
 - Serology (RPR or equivalent) within the last 6 months
-
- All titers are clinical requirements and not optional.
 - MMR injections are only required for negative or equivocal Mumps, Rubella and Rubeola titers and are **NOT** acceptable substitutions for titer requirements.
 - All negative or equivocal mumps, rubella or rubeola titers will require documentation of MMR injection and a 90-day post titer (blood draw).
 - A negative or equivocal varicella titer will require documentation of a 2-part varicella injection series. No post titer is required.

Two-Step Mantoux-TB Skin Test

1st Test administered followed by a 48-72 hour read

2nd test must be 7-21 days after 1st test has been **read**, followed by a 48-72 hour read

Annual 1-step must be done **prior** to anniversary date of **1st test**. Results must report each date administered, date read (within 72 hours) and signature of professional. If TB results are positive, give conversion date and chest x-ray results. Please refer to attached **Tuberculosis Testing Record** for CDC guidelines. If the guidelines are not followed, you will be required to retest.

Immunization Record

Please attach formal documentation form the physician's office (see guide lines below).

- **Tetanus, Diphtheria, and Pertussis (Tdap)**
- **Tetanus and Diphtheria (Td)**

Must provide documentation of a one-time adult Tdap booster. The Tdap booster is good for 10 years and may be substituted as a onetime dose for the Td booster. If the Tdap booster is older than 10 years, documentation must be provided for both the Tdap booster as well as a current Td. A Td booster cannot be substituted for the Tdap requirement.

- **Hepatitis B** (To start clinical, you must have minimum of first 2 injections or positive titer)

Documentation of 3-part Hep B immunization series, or positive titer for immunity. Acceptable titers are Hep B Antibody to Surface Antigen Titers. Results must be quantitative or "positive".

Guidelines for ALL immunization documentation:

- Xeroxed immunization cards are acceptable documentation if **initialed** by health care provider.
- Documentation on prescription pad noting date administered and full signature of professional administering immunization is also acceptable.
- Notations on this document are not considered acceptable documentation for clinical affiliates.

**Marion Technical College
Health Technologies
Student Physical Evaluation Form**

NAME: _____ Student SS #: _____

General Evaluation

Physician: Please answer questions 1-5 before signing.

1. Is student subject to classroom emergency (i.e., diabetes, epilepsy, fainting, heart problems, asthma, etc.)? _____ YES _____ NO

If YES, please identify or describe: _____

2. Does the student have any type of infectious disease? _____ YES _____ NO

If YES, please identify or describe: _____

3. Does the student have any latex allergies? _____ YES _____ NO

4. Does the student have any medical and mental conditions that would limit his/her activities as a student in the clinical/practicum setting? _____ YES _____ NO

If _____ yes, _____ please _____ identify:

5. Does the student have any medical problems not covered previously? If so, state:

I have found this student to be physically and mentally capable to practice as a student in the clinical/practicum setting in a health care program.

Date of examination

SIGNATURE OF EXAMINING PHYSICIAN
(Must be MD, DO, PA, or NP)

Please type or print clearly:

Name of Examining Physician: _____

Address _____

Telephone: () _____

I hereby authorize the release of information in my medical records to the clinical sites affiliated with Marion Technical College.

Date

Student Signature

**Marion Technical College
Allied Health**

Tuberculosis Testing Record

Please note the following:

- 1st Test administered followed by a 48-72 hour read
- 2nd test must be 7-21 days after 1st test has been **read**, followed by a 48-72 hour read
- Annual 1-step must be done **prior** to anniversary date of **1st test**. Results must report each date administered, date read (within 72 hours) and signature of professional. If TB results are positive, give conversion date and chest x-ray results. If the guidelines are not followed, you will be required to retest.

Patient Name: _____

Step I Annual _____

Date Given: _____	Date Read: _____ (must be within 48-72 hours of date given)
Site of Mantoux: right left (forearm)	Reaction: _____ (measured in mm induration)
Signature: _____	Signature: _____
Name/Address of Provider: _____	_____
Phone Number of Provider _____	_____

Step II

Date Given: _____ (must be 7-21 days from read of Step I)	Date Read: _____ (must be within 48-72 hours of date given)
Site of Mantoux: right left (forearm)	Reaction: _____ (measured in mm induration)
Signature: _____	Signature: _____
Name/Address of Provider: _____	_____
Phone number of Provider: _____	_____

Please mail or fax all results to:

**Jessica McCaulley
Allied Health Division
Marion Technical College
1467 Mt. Vernon Avenue, Marion, Ohio 43302
(740) 386-4185, FAX (740) 725-4074**

OhioHealth
WorkHealth Marion
165 West Center Street, Suite 100E
Marion, OH 43302
740-383-7770

Monday – Friday
8 am-Noon & 1-4 pm (Closed Noon-1 pm daily)

Payment is due at time of service.

Lab Costs (Student Rate)

Varicella Titer (IgG)	\$30
MMR Titer (IgG)	\$70
MMR Vaccine	\$79
Varicella Vaccine	\$137 each (series of two)
RPR	\$20
Hep B Titer	\$25
8 Panel Drug Screen	\$35

(All drug screens must be authorized by MTC.)

Immunizations Costs (Student Rate)

Hep B Series	\$95 each (series of 3)
Tetanus Diphtheria and Pertussis	\$57
TB Skin (2-step)	\$26 (per step)
Physical Examination:	\$57 – by appointment

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: GUIDANCE AND REFERRAL COUNSELING, MENTAL HEALTH RELATED
PURPOSES: To provide referral for individuals needing guidance and counseling services. Including drug and alcohol treatment.

POLICY:

Although mental health related counseling services are not available on campus, guidance and counseling services are readily available in the community.

PROCEDURE:

1. The criteria for referral to counseling are:
 - a. An individual requests a referral to counseling services.
 - b. An individual who is experiencing a crisis.
 - c. An individual who is a potential threat to others or self.

2. For assistance and appropriate referrals, students or Faculty may contact either:
Mike Stuckey, LPCC, Director of Marion Technical College Foundation at 740-386-4171.
Jenifer Montag, Director of Disability Services at 740-386-4222.
Faculty will notify the Behavior Intervention Team.

Resources that the student may be referred to are:

Care Line
320 Executive Dr.
Marion, OH 43302
740-383-2273

Center Street Community Health Center/Behavioral Health Services
136 W. Center St.
Marion, OH 43302
740-387-5210

Marion Area Counseling Center
320 Executive Dr.
Marion, OH 43302
740-375-5550

Maryhaven
333 E. Center St.
Marion, OH 43302
740-375-5550

Turning Point
330 Barks Rd. West
Marion, OH 43302

740-382-8988 (For victims of domestic violence)

Crisis Line

1-800-232-6505 (24 hour emergency assistance over the phone to persons in emotional crisis)

911 if warranted

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Health: P&P Guidance and Counseling; Revised & Approved 8.7.17; Revised & Approved 5.3.19

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: HEALTH SERVICES
PURPOSE: To provide referral and emergency assistance on campus.

POLICY:

The Health faculty may provide referral and emergency assistance to students and staff seeking health services.

ON CAMPUS PROCEDURE:

1. Students are required to complete an MTC Responsibility for Treatment form during Orientation, acknowledging responsibility for treatment at their own expense.
2. When an individual seeks health services, Health faculty may refer the individual to his/her physician or other health care facilities/services.
3. When an individual has a health-related emergency, the Health faculty may call 911 for emergency assistance. Any additional expense for emergency transportation is at the student's responsibility.
4. An AED is available to trained personnel, located in the Health Technologies Center Lobby.
5. If a student declines assistance, the refusal should be documented within 24 hours on an official MTC Incident Report, which can be obtained through the Business Office or on the MTC intranet.
6. If a student incurs an injury/exposure in a health program lab or on campus, the health personnel will make immediately available to the individual a confidential medical evaluation and follow-up through OhioHealth WorkHealth located at 165 W. Center Street, Marion, Ohio. If exposure or injury occurs after regular hours of OhioHealth WorkHealth, the individual should report to the OhioHealth Marion General Hospital Emergency Room. All expenses incurred for evaluation and follow-up will be the responsibility of the student.
7. An official MTC Incident Report as well as a Student/Employee Incident Report Form for Bloodborne Pathogen Exposure (if applicable) should be completed immediately by the involved Health personnel and student(s).

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Approved 4.15.16; revised 4.25.19; Revised 2.20.19; Health Directors: Health: P&P Health Service

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: STUDENT PROFESSIONAL LIABILITY INSURANCE

PURPOSES: To protect the student while practicing in the clinical/practicum area.

POLICY:

1. Students enrolled in any clinical/practicum course are required to purchase professional liability insurance. Contracts for the student clinical/practicum experience with outside agencies and institutions require this insurance coverage before a student is permitted to participate in a clinical/practicum experience.
2. Students enrolled in the clinical/practicum course pay an insurance premium. This charge is recorded under "Other Fees" on the student's fee statement. No refunds will be made for unexpired coverage due to drop-outs for any term.
3. For a copy of this policy the student should see the Chief Financial Officer in the Business Office.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Approved

Health Directors: Health P&P Professional Liability Insurance
4.15.16; Revised 2.20.19

MARION TECHNICAL COLLEGE
NON-DISCRIMINATION POLICY

Revision of Policy #140 Approved 10-17-00

POLICY	#140
ADMINISTRATIVE CODE	3357:10-1-40
APPROVED	June 15, 2004
TITLE	Non-Discrimination

POLICY:

- (A) Marion Technical College provides equal opportunities regardless of race, color, national origin, sex, disability, age, military status, or sexual orientation.
- (B) This policy shall prevail in all College policies concerning employees and students.

PROCEDURE:

- (A) The President shall appoint the College Compliance Coordinator(s).
- (B) The Coordinator(s) shall be responsible for compliance with all civil rights legislation, including Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability), Age Discrimination Act of 1975 (age), as amended, 20, U.S.C., etc. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, and the Americans with Disabilities Act (ADA).
- (C) Inquiries and/or complaints concerning the application of this policy should be referred to the designated coordinator(s).
- (D) The policy statement shall be included in all College job advertisements and major recruitment and promotional materials.
- (E) The following general access statement shall be included in all student publications and special program or event announcements:

“Reasonable accommodations are provided for people with disabilities. Contact Student Services at (740) 389-4636 for specific requests. If possible, requests related to access and facilities should be made at least three weeks before the program or event. Requests related to classes and/or learning issues should be made at least eight weeks before the first day of class.”

REVISION AUTHOR: Nancy Blaha

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: CRIMINAL BACKGROUND CHECK

PURPOSES: To screen applicants in all Health programs to promote patient safety and fulfill state mandated requirements for all patient groups.

POLICY:

Criminal background checks will be conducted on all Health students prior to acceptance into the requested program or clinical placement. Background checks will be facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI), pursuant to Ohio Revised Code ORC 109.572 Criminal Records Check. Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

PROCEDURE:

1. State criminal background investigations must be completed by all students entering Health programs and upon requirements of affiliated training sites.
2. Federal criminal background investigation must be completed if a student has not been a resident of Ohio for the past 5 years. FBI checks will also be conducted based upon specific program admission requirements due to affiliated training site requirements.
3. Some affiliated training sites may also require additional background checks such as Excluded Parties Exemption System (EPLS).
4. Students are required to disclose ANY criminal background at the time of the initial appointment and prior to the professional practice experience with a Health faculty/staff representative.
5. If a criminal background is self-disclosed by the student, Marion Technical College may conduct a formal background check at that time. The background check may be conducted prior to formal application to the program at the student's expense.
6. Students with confirmed criminal background(s) will be evaluated on an individual basis. It is not the responsibility of Marion Technical College to arbitrate any information regarding the findings of the background check.
7. The school will maintain confidentiality of these records related to the background investigation(s) with the number of persons authorized to review results on a "need to know" basis.
8. The cost of the criminal background investigation will be included in the lab fees.
9. Students with certain felony, misdemeanor, or drug-related convictions will be ineligible for admission into the program pursuant to the Ohio Revised Code.
10. Students who have a criminal background record but do not have a disqualifier based on the Ohio Revised Code will be required to sign a memorandum of understanding explaining that a clinical/practicum experience is not guaranteed due to future affiliate site requirements and they may also be prohibited from licensure and employment. Students also have the right to correct or complete any information gained from their criminal background check.
11. Refusal to complete or cooperate to complete a criminal background check will prohibit the student from admission/continuation in the program.
12. The initial Marion Technical College criminal background check will be valid as long as the student remains a continuous student. If the student interrupts his/her program for one calendar year or longer, a new criminal background check will be required upon his/her re-entry/acceptance into a Health program.

13. Students are to remain free of disqualifying convictions while enrolled in the program. Students are required to notify the Dean or Director of their respective program within one week of any conviction that occurs during the student's acceptance/enrollment in the program regardless of adjudication/deferred sentencing. Disclosure of the judicial information by the student must include appropriate documentation. (i.e. Judgment Entry of Sentencing.)
14. Potential employers for MTC Health programs may require criminal background investigations as conditions for employment. Individuals who have been convicted of a crime, including felony, gross misdemeanor, misdemeanor, or drug related arrests may be ineligible for employment. Any criminal background may preclude an individual from employment. Therefore, completing a MTC program does not guarantee future employment.
15. Students requesting copies of criminal background checks will be required to sign the BCI & FBI Dissemination Log.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Health Director: Health P&P Criminal Background Check; Revised & Approved 8.7.17; 4.26.19.19

Criminal Background Memorandum of Understanding Marion Technical College Health Programs

Under Ohio law (ORC 109.572), all students must obtain a criminal background check, including state (BCII) and Federal (FBI) in order to be eligible for program admission, student activities, licensing, and employment. Background checks are conducted through Marion Technical College (MTC) and facilitated by the Ohio Bureau of Criminal Identification and Investigation (BCII). Background checks include, but are not limited to, an analysis of fingerprints and review of prior criminal records.

Through this agreement, Marion Technical College sets forth the terms and conditions for students entering a Health Program at MTC with a criminal background.

- A. Student must consent to a criminal background conducted by MTC.
- B. If the student has not yet been formally admitted to the program, they will incur all costs involved with the background check.
- C. If the student's background check produces a record that is considered a "disqualifier" under Ohio Law, the official making the determination of suitability for entering a Health program shall provide the student with the opportunity to complete or challenge the accuracy of the information contained in the FBI Identification Record. The deciding official should not deny the admittance based on the information in the record until the student has been afforded a reasonable time to correct or complete the information or has declined to do so. The student should be presumed not guilty on any charge/arrest for which there is no final disposition stated in the record or otherwise determined.
 - a. If the student chooses to correct or complete the information produced from their background check, they may miss the application deadline and may need to reapply once the background has been cleared.
- D. If the background produces any felony convictions, the student is advised that they may be prohibited from licensure and health care employment in the state of Ohio depending on specific program licensure requirements.
- E. Student understands that completion of the program does not guarantee future employment.

This agreement will be effective beginning on the date of the signatures below.

Both parties indicate their agreement with above terms and conditions by signing below.

Student

Marion Technical College

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

I wish to decline correcting my background check information.

Signature _____

Date _____

Criminal Background Disclosure Marion Technical College Health Programs

I understand that I, prior to acceptance into a health program, will be subject to a background check including, but not limited to an analysis of fingerprints and review of all prior criminal records. The criminal background check is facilitated by Marion Technical College and conducted by the Ohio Bureau of Criminal Investigation and Identification and the Federal Bureau of Investigation. Students with certain felony, misdemeanor, or drug-related arrests as specified in the Ohio Revised Code 109.572, may be ineligible for admission into the program. Furthermore, clinical/practicum sites have their own requirements for students attending their facilities. Students with disqualifiers may be ineligible to complete the MTC health programs if the student is not eligible to complete clinicals/practicums at the training site.

I understand I am required to self-disclose any criminal background prior to admission into the program. Students with any criminal background may also be ineligible for admission. Potential employers may require criminal background checks as conditions for employment. Individuals who have been convicted of any crime, including felony, gross misdemeanor, misdemeanor, or a drug-related arrests may be ineligible for employment. Therefore, completing an MTC program does not guarantee future employment.

I understand the submission of any false information to Marion Technical College shall be cause for immediate dismissal from any Health program.

Do you have any criminal background? Yes No

Signature of Student

Date of Birth

Printed Student Name

Other Names -Alias

Date

Social Security Number

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT:	DRUG SCREENING FOR PROFESSIONAL PRACTICE EXPERIENCE
PURPOSES:	To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs or alcoholic beverages on college premises and affiliated training sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or professional practice performance. Note: While the State of Ohio legalized the use of marijuana for medical purposes, with the approval/prescription of a licensed medical professional, the use of marijuana is still considered illegal by the federal government. As MTC is a recipient of federal Title IV funds for student financial aid, we cannot allow the use, distribution, and possession of medical marijuana on our campus. Students are also expected to follow affiliate training site drug/alcohol policies and procedures. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or affiliated training site. The student who has been asked to leave will need to meet with the Director of their Health Program before being allowed to return to class or the affiliated training site.

Positive drug or alcohol screenings as a result of routine random and/or periodic drug screens required throughout the program will result in removal from the classroom or affiliated training site, an unsatisfactory grade for the professional practice course and it's corresponding on-campus course, and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at or above the established industry standard threshold limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the drug screening policy/procedure will be subject to dismissal from the program. A student dismissed from a program may request readmission based upon current admission policies and may also need to provide written documentation of treatment and counseling. In addition, students will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

PROCEDURE:

1. Students in any Health program including a clinical, practicum or professional practice experience will be required to submit to random and/or periodic drug screening any time after admission to the program and throughout the entire duration of the program. Any Health students may be subject to drug screenings for cause during the program.
2. Upon request, student will submit to a drug screening facilitated by Marion Technical College and conducted by an approved facility selected by Marion Technical College.
3. Any student who fails to complete a screening by specified deadline will be considered "positive".

4. Any student who refuses/fails to cooperate will be considered "positive".
5. Any student who provides a contaminated/inadequate specimen will be considered "positive".
6. Any student who leaves for any reason prior to successful completion of the drug screening will be considered non-compliant and "positive".
7. Student must authorize (consent) to release test results to MTC per normal reporting procedures.
8. Payment of the initial authorized drug screenings will be charged to students through laboratory fees. Students providing unauthorized drug screens will be responsible for all expenses incurred.
9. Any student who provides a "negative dilute" specimen will be retested within 24 hours of program notification at MTC's expense. The testing facility will be directed to do an "observed" specimen for the retest.
10. Positive drug screens are considered to contain the presence of at least one unacceptable substance, at or above the established threshold limit. Confirmation tests are performed on all positive test results. Positive results due to prescription drugs will require the student to demonstrate they possess a legal prescription.
11. Refer to the Substance Abuse Policy for further procedures regarding confirmation of drug use in the classroom or professional practice, practicum, or clinical experience.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Approved 5.22.17; Revised 5.3.19; Health Director: Health P&P Drug Screening

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT:	SUBSTANCE ABUSE
PURPOSE:	To maintain an environment that ensures the provision of safe, high quality patient care and is supportive to the well-being of all students.

POLICY:

Students are prohibited from possessing, using or consuming, and/or being under the influence of illegal drugs or alcoholic beverages on college premises and affiliated training sites.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health/safety of others. Students are required to notify their instructor of any drugs taken that may impair class and/or professional practice performance. Note: While the State of Ohio legalized the use of marijuana for medical purposes, with the approval/prescription of a licensed medical professional, the use of marijuana is still considered illegal by the federal government. As MTC is a recipient of federal Title IV funds for student financial aid, we cannot allow the use, distribution, and possession of medical marijuana on our campus. Students are also expected to follow affiliate training site drug/alcohol policies and procedures. Students taking medication who may appear impaired or unsafe may be asked to leave the campus laboratory/classroom or affiliated training site. The student who has been asked to leave will meet with the Director of their Health Program before being allowed to return to class or the affiliated training site.

Positive drug or alcohol screenings as a result of routine random and/or periodic drug screens required throughout the program will result in removal from the classroom or affiliated training site, an unsatisfactory grade for the professional practice course (and campus course?), and immediate dismissal from the program.

Positive drug screenings will be considered to contain the presence of at least one unacceptable substance and positive alcohol screenings will be considered at or above the established industry standard threshold limit. Confirmation tests are performed on all positive test results.

A student who refuses to comply with the substance abuse policy/procedure will be subject to dismissal from the program. A student dismissed from a program may request readmission based upon current admission policies and may also need to provide written documentation of treatment and counseling. In addition, students will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

PROCEDURE:

Classroom

When a student's condition/behavior suggests impairment, the instructor will immediately validate their perceptions/suspicions with another faculty/staff member.

- Privately discuss your concerns with the student and question his/her use of any alcohol, prescription or illegal substances. Document your conversation with the student.
- Arrange for the student to be seen immediately or as soon as feasibly possible (within 8 hours of initial suspicion) by an approved facility selected by Marion Technical College for additional assessment and documentation. Faculty will transport student or arrange transportation to and from the approved facility. Marion Technical College will incur the initial cost of testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.

- If the student refuses evaluation/assessment or fails to cooperate, he or she will be considered “positive” and removed from the classroom. Security will be available upon request of the instructor. The faculty will assist the student in securing safe transportation.
- The student will be referred to the faculty/program director prior to the next scheduled class day. Final decision regarding student’s status/discipline will be made by the Program Director based upon input from the faculty.
- Positive alcohol screens or drug screens in a laboratory class due to illegal substances will result in removal of the student from the course due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program. Final decision regarding student’s status/discipline will be based upon input from the Program Director in consultation with the Dean of Technical and Professional Programs.
- A student dismissed from a program may request readmission based upon current admission policies and may also be required to provide written documentation of treatment and/or counseling. In addition, student will be subject to periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.
- If impairment behaviors are observed, the procedures of the College Policy #420 Student Disciplinary Action will be enforced.

Professional Practice Experience

When a student’s condition/behavior suggests impairment is present, the professional practice supervisor will immediately validate their perceptions/suspicions with another healthcare employee. The MTC Program Director/Clinical Coordinator must also be notified.

- Privately discuss your concerns with the student and question his/her use of any prescription or illegal substances or alcohol. Document your conversation with the student.
- Arrange for the student to be accompanied and seen by the Emergency Room/Occupational Health for additional assessment and documentation. Marion Technical College will incur the initial cost of drug/alcohol testing.
- Student must authorize (consent) to release test results to MTC per normal reporting procedures.
- If the student refuses evaluation/assessment, he or she will be considered “positive” and removed from the affiliated training site. Security can be obtained upon the request of the professional practice supervisor. The professional practice supervisor and/or clinical coordinator will assist the student in securing safe transportation.
- The student will be referred to the program director prior to the next scheduled professional practice day. Final decision regarding student’s status/discipline will be based upon input from the Program Director in consultation with the Dean of Technical and Professional Programs.
- Positive alcohol screens or drug screens (due to illegal substances) in the professional practice experience will result in removal of the student from the professional practice experience due to safety concerns, an unsatisfactory grade in the course, and dismissal from the program.
- A student dismissed from a professional practice experience will not be allowed the opportunity to substitute another course for the professional practice.
- A student dismissed from a program may request readmission based upon current admission policies and may also be required to provide written documentation of treatment and counseling. In addition, student will be subject to random and/or periodic screenings during the program. Payment of all testing, treatment, and counseling will be the sole responsibility of the student.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Approved 4.15.16; Revised 4.25.19; Health Directors: Health P&P Substance Abuse Policy

MARION TECHNICAL COLLEGE HEALTH TECHNOLOGIES

SUBJECT: RESPONSIBILITY FOR TREATMENT

PURPOSE: To provide guidelines for medical treatment or care provided during a Health Program clinical, practicum, or professional practice or required observation hours.

PROCEDURE:

1. In certain situations Marion Technical College personnel or affiliate training site personnel may require a student to seek medical treatment. This also applies to non-students completing observation hours.
2. If the affiliate training site is a clinical site, such site should provide emergency care for the student or non-student in the event that he or she requires immediate medical attention, unless instructed otherwise.
3. Any cost for required treatment due to illness, injury, or exposure is the financial responsibility of the student or non-student.
4. Students and non-students must sign a Responsibility for Treatment form prior to program admission or the commencement of observation hours for any Health Programs containing Clinical, Practicum or Professional Practice Experiences. For online programs, the student or non-student must submit a signed form prior to a professional practice experience.
5. The signed form will be placed in the student's academic file. For non-students, the forms will be placed in the pending student files.

Authorization

Debbie Stark, MBA, BS

Dean of Technical and Professional Programs

Approved 7.9.15; Revised 2.20.19; Health Directors: Health P&P Responsibility for Treatment

MARION TECHNICAL COLLEGE Video, Photo, Audio Release Form

I hereby grant permission to Marion Technical College to use my quotes, photos, videos, together with the right to reproduce them in any advertising or promotional materials.

These materials may include, but are not limited to, newspaper advertisements, brochures, internal publications, posting on the Internet, web site, or any other usages.

I also waive and relinquish any and all causes of action, payment, claims, and demands of whatsoever kind or nature on account of or arising out of any publications or postings.

Signature

Printed Name

Date: _____

Project: _____

If not signed during a photographing session,
please return this form to:

**Public Relations Department
Marion Technical College
1467 Mt. Vernon Avenue
Marion, OH 43302-5694**



Handbook Signature Sheet

I HAVE READ THE SURGICAL TECHNOLOGY PROGRAM HANDBOOK IN COMPLETION. I UNDERSTAND THE PROGRAM'S POLICIES FOR THE CLASSROOM, LABORATORY, AND CLINICAL EDUCATION CENTERS AND HAVE HAD AN OPPORTUNITY TO ASK QUESTIONS.

PRINT NAME _____

SIGNATURE _____

DATE _____