# Surgical Technology Handbook

An addendum to the Athens Technical College
Catalog and Student Handbook

**Program Chair: Ms. White, BS, CST**

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# NOTE TO THE STUDENT

The Athens Technical College (ATC) Surgical Technology (ST) curriculum is fast-paced and highly integrated.  For this reason, a specific course sequence for completion of the program has been designed to insure each student acquires the skills needed to be successful in this career in a timely fashion.

To be successful in the program, students must learn ***time management*** skills at a very early stage.  In general, students should schedule <u>three hours of preparation, study and review time for every one hour of lecture instruction and one hour of preparation, study and review time for every one hour of laboratory instruction</u>.  This may seem difficult to do at first, but it is optimal for the highest level of success in the curriculum. If you are interested in further information or need help, please contact the program chair for rescores that could help.

In addition, students in the program should avail themselves to the many ***services*** available on the ATC campus.  Career counselors, individuals who will help you work through personal crises, and the academic support center for tutoring in any general education course are available to all students.  Your classmates, program students in the class ahead of you and even program alumni are available to help you be successful in your studies.  Finally, do not hesitate to seek assistance from your program faculty….view your instructors as a resource and be aware that they "stand ready" to assist you at any time.  The surgical technology instructors believe that the student is the reason we are here.  Never forget, however, that you play a very important part in your own success.  **Learning is an active process, in which the learner must do the learning.**

It is all about preparation, dedication, and commitment.  But ***attitude*** is just as important as skill acquisition. Without a kind and caring attitude, you may be an excellent student who can remember every learning objective verbatim, but not an excellent healthcare provider as a surgical technologist.  The patient needs you, the surgeon needs you, and your colleagues need you to be a team player and pursue the best in all you do. Therefore, do your best to be technically talented and professionally courteous at all times, feel good about yourself and what you have accomplished as you end each day and embrace the new challenges tomorrow will bring.

# SURGICAL TECHNOLOGY STATEMENT OF PURPOSE

**Mission Statement:** Athens Technical College, a unit of the Technical College System of Georgia, provides educational programs and services that foster lifelong learning, facilitate workplace success, and promote economic development.

The ATC Program in Surgical Technology seeks to incorporate the mission of the College into a curriculum that prepares its students to become entry-level surgical technologists in clinical practice in positions that may include any area in the full spectrum of surgical medicine (main OR, outpatient, labor & delivery, clinic, doctor's offices). The curriculum is outlined so that the students receive a solid foundation in general education (math, English, computer science) and science (anatomy & physiology) courses to use in their personal and professional lives. Specific technical courses relevant to surgical technology are built upon this foundation to allow students to acquire the skills and knowledge necessary to become contributing team members in the practice of surgical medicine. The surgical technology courses are designed to provide the students with the concepts and skills as outlined by the Association of Surgical Technology (AST).

**The program's major objectives are to:**
1. Provide the opportunity for its students to gain the knowledge and skills that will allow them to secure gainful employment as surgical technologists upon graduation.
2. Adequately prepare its students for successful completion of the Surgical Technology National Examination upon graduation.
3. Provide the hospitals and related industries in the State of Georgia with qualified graduates to employ as surgical technologists who can contribute to the economic development and growth of those businesses.

**The program's secondary objectives are to:**
1. Provide its students with an appreciation for the field of surgical technology as a profession and their responsibilities as professionals.
2. Provide the tools and skills necessary to remain current in the field of surgical technology. The skill objectives will include learning about O.R. Equipment, Instrumentation, as well as surgical concepts and research skills. Learning these skills are crucial components of becoming an excellent surgical technologist. Hopefully this program will instill a desire to regularly continue the learning process through continuing education.
3. Provide graduate surgical technologists with opportunities for continuing education in their chosen fields.

# ESSENTIAL FUNCTIONS (TECHNICAL SKILLS) LIST
## FOR SURGICAL TECHNOLOGY

The purpose of the Surgical Technology program is to provide learners with the necessary knowledge, skills, and attitudes to function competently and safely as beginning Surgical Technologist in an Operating Room setting. The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disability or citizenship status (except in those special circumstances permitted or mandated by law). Please be informed that certain physical and mental abilities are essential to function as a student and Surgical Technologist. These include that students and Surgical Technologists must be able to:

- Function in an environment characterized by frequent exposure to: blood, body tissues and fluids, stressful situations, cold environment, moving equipment, situations requiring use of special equipment or wearing of special clothing;
- Hear muffled sounds (associated with wearing masks) in the presence of average levels of background noise and to hear certain sounds such as normal speech and sounds associated with providing patient care;
- Engage in effective verbal and written communications;
- Perform work in a timely fashion during surgical procedures and emergency situations (as in setting up and cleaning up cases quickly and efficiently);
- Lift persons/objects weighing 50-100 pounds. Smaller items (up to 25 pounds in weight) will need to be carried various distances on a frequent basis;
- Spend prolonged periods of time walking, standing, bending, and climbing; as well as reaching, pushing, and pulling;
- Perform fine motor skills such as finger movements, manipulating small objects and passing sharp instruments and needles;
- Perform tasks that require hand/eye coordination such as loading suture, knife handles and assembling various and sometimes sharp surgical instruments quickly and accurately;
- Focus on a task or function for prolonged periods of time with multiple distractions, while involved in stressful situations such as emergencies and constantly using and maintaining sterile technique;
- Exercise judgment in regard to patient and other clinical situations, have ability to set priorities and adapt to change;
- Detect problems and errors and be prompt and assertive in actions to resolve problems;
- Concentrate on fine detail with constant interruption on a regular basis (as when counting instruments during procedures, assisting surgeons and preparing medications) while using and maintaining sterile technique;
- Understand and apply, simultaneously, specific ideas and theories as they relate to various concepts;
- Relate in a professional manner with patients, nurses, physicians and other members of the health care team;
- Remember multiple tasks/assignments given to self and others during the course of the day;
- Anticipate Surgeon needs during surgical procedures, react quickly and appropriately and use critical problem-solving skills;
- Be able to accept/respond to constructive criticism;
- Learn new skills, procedures and equipment quickly.

Verification of proficiency may be required. If for any reason you cannot meet any of these essential functions/abilities, please contact the Office of Admissions at 706-355-5005 so that your individual situation may be assessed.

# CURRICULUM OUTLINE

## Surgical Technology Associate of Applied Science Degree (Major Code: ST13)

| General Education | **Total Credit Hours:** | |
|---|---|---:|
| | | **15-16** |

### Area I: Language Arts and Communications

| ENGL 1101 | Composition and Rhetoric | 3 |
|---|---|---:|
| | **Total Credit Hours:** | **3** |

### Area II: Social and Behavioral Sciences

Students must choose one of the following courses:

| ECON 2105 | Macroeconomics | 3 |
|---|---|---:|
| ECON 2106 | Microeconomics | 3 |
| HIST 1111 | World History I | 3 |
| HIST 1112 | World History II | 3 |
| HIST 2111 | U.S. History I | 3 |
| HIST 2112 | U.S. History II | 3 |
| POLS 1101 | American Government | 3 |
| PSYC 1101 | Introductory Psychology | 3 |
| SOCI 1101 | Introduction to Sociology | 3 |
| | **Total Credit Hours:** | **3** |

### Area III: Mathematics and Natural Sciences

Students must choose one of the following courses:

| MATH 1103 | Quantitative Skills and Reasoning | 3 |
|---|---|---:|
| MATH 1101 | Mathematical Modeling | 3 |
| | **Total Credit Hours:** | **3** |

### Area IV: Humanities and Fine Arts

Students must choose one of the following courses:

| ARTS 1101 | Art Appreciation | 3 |
|---|---|---:|
| ENGL 2110 | World Literature | 3 |
| ENGL 2130 | American Literature | 3 |
| ENGL 2310 | English Literature from the Beginnings to 1700 | 3 |
| HUMN 1101 | Introduction to Humanities | 3 |
| MUSC 1101 | Music Appreciation | 3 |
| MUSC 2040 | History of Popular Music | 3 |
| | **Total Credit Hours:** | **3** |

### General Education Electives

Students may choose a course from Area II, Area III, Area IV, or from the following list:

| BIOL 1111 | Biology I | 3 |
|---|---|---:|
| | AND | |
| BIOL 1111L | Biology I Lab | 1 |
| BIOL 1112 | Biology II | 3 |

|  | AND |  |
|---|---|---|
| BIOL 1112L | Biology II Lab | 1 |
| CHEM 1151 | Survey of Inorganic Chemistry | 3 |
|  | AND |  |
| CHEM 1151L | Survey of Inorganic Chemistry Lab | 1 |
| CHEM 1211 | Chemistry I | 3 |
|  | AND |  |
| CHEM 1211L | Chemistry I Lab | 1 |
| CHEM 1212 | Chemistry II | 3 |
|  | AND |  |
| CHEM 1212L | Chemistry II Lab | 1 |
| COMM 1500 | Introduction to Interpersonal Communication | 3 |
| ENGL 1102 | Literature and Composition | 3 |
| PHYS 1110 | Conceptual Physics | 3 |
|  | AND |  |
| PHYS 1110L | Conceptual Physics Lab | 1 |
| PORT 1001 | Elementary Portuguese I | 4 |
| PORT 1002 | Elementary Portuguese II | 4 |
|  | **Total Credit Hours:** | **3-4** |

College Requirement

| FSSE 1000 | First Semester Seminar | 3 |
|---|---|---|
|  | **Total Credit Hours:** | **3** |

Health Core

| ALHS 1090 | Medical Terminology for Allied Health Sciences | 2 |
|---|---|---|
| BIOL 2113 | Anatomy and Physiology I | 3 |
| BIOL 2113L | Anatomy and Physiology I Lab | 1 |
| BIOL 2114 | Anatomy and Physiology II | 3 |
| BIOL 2114L | Anatomy and Physiology II Lab | 1 |
| BIOL 2117 | Introductory Microbiology | 3 |
| BIOL 2117L | Introductory Microbiology Lab | 1 |
|  | **Total Credit Hours:** | **14** |

Surgical Technology Major

| SURG 1010 | Introduction to Surgical Technology | 8 |
|---|---|---|
| SURG 1020 | Principles of Surgical Technology | 7 |
| SURG 1080 | Surgical Microbiology | 2 |
| SURG 1100 | Surgical Pharmacology | 2 |
| SURG 2030 | Surgical Procedures I | 4 |
| SURG 2040 | Surgical Procedures II | 4 |
| SURG 2110 | Surgical Technology Clinical I | 3 |
| SURG 2120 | Surgical Technology Clinical II | 3 |
| SURG 2130 | Surgical Technology Clinical III | 3 |

| SURG 2140 | Surgical Technology Clinical IV | 3 |
|---|---|---|
| SURG 2240 | Seminar in Surgical Technology | 2 |
| | **Total Credit Hours:** | **41** |

*Students must pass all courses with grades of C or higher.*

**TOTAL CREDIT HOURS: 73-74**

| Surgical Technology Course Sequence | | | | | |
|---|---|---|---|---|---|
| **Pre-Application Requirements** | **Hr** | **Fall** | **Hr** | **Spring** | **Hr** |
| ALHS 1090: Medical Terminology | 2 | **FSSE 1000 First Semester Seminar | 3 | **SURG 101**0 Introduction to Surgical Technology | 8 |
| **Area III:** MATH 1101: Math Modeling MATH 1111: College Algebra **OR** MATH: 1103 Quantitative Skills & Reasoning | 3 | **ENGL 1101 Composition & Rhetoric | 3 | **SURG 1080** Surgical Microbiology | 2 |
| BIOL 2117 & L: Introductory Microbiology | 4 | ****Area II:** Social & Behavioral Sciences (choose one) ECON 2105, ECON 2106, HIST 1111, HIST 1112, HIST 2111, HIST 2112, POLS1101, PSYC 1101 SOCI 1101 | 3 | **SURG 1020** Principles of Surgical Technology | 7 |
| BIOL 2113 & L: A&P I | 4 | ****Area IV:** Humanities & Fine Arts (choose one) ARTS 1101, ENGL 2110, ENGL 2130, ENGL 2310, HUMN 1101, MUSC 1101, MUSC 2040, THEA 1101 | 3 | **SURG 1100** Surgical Pharmacology | 2 |
| BIOL 2114 & L: A&P II | 4 | | | | |
| Totals | 17 | | 12 | | 19 |

| **Summer** | **Hr** | **Fall** | **Hr** |
|---|---|---|---|
| **SURG 2030** Surgical Procedures I | 4 | **SURG 2120** Surgical Technology Clinical II | 3 |
| **SURG 2040** Surgical Procedures II | 4 | **SURG 2130** Surgical Technology Clinical III | 3 |
| **SURG 2110** Surgical Technology Clinical I | 3 | **SURG 2140** Surgical Technology Clinical IV | 3 |
| | | **SURG 2240** Seminar in Surgical Technology | 2 |
| | | **** General Education Electives: (choose a course from Area II, Area III, Area IV or any below)** BIOL1111&L, BIOL 1112&L, CHEM 1151&L, CHEM 1211&L, CHEM1212&L, COMM 1500, ENGL 1102, PHYS 1110&L | 3-4 |
| Totals | 11 | | 14-15 |

- Anatomy & Physiology I and II with lab, Introductory Microbiology with lab, Area III: MATH, AND Medical Terminology are required courses that must be completed prior to application to the program.

- ** These are general education courses. It is highly recommended that these courses be completed prior to entering the program.

- All general education and Surgical Technology core courses must be completed with a C or better.

- Application materials for entry into the Surgical Technology Program are due each year on September 1$^{st}$. Students are admitted, typically by early October, to begin program specific (SURG) coursework the following semester. Application materials are not retained by the program after the selection process has been completed each year; students not selected must reapply for program admission in subsequent years.

- All courses subject to change. Please refer the current ATC College Catalog for any updates / changes.

- SURG 1010, 1080 1$^{st}$ 7 weeks
  SURG 1020, 1100 2$^{nd}$ 7 weeks

  SURG 2030 1$^{ST}$ 5 weeks
  SURG 2040 2$^{nd}$ 5 weeks
  SURG 2110 2$^{nd}$ 5 weeks

  SURG 2120, 2130 1$^{ST}$ 7 weeks
  SURG 2140, 2230 2$^{nd}$ 7 weeks

## ESTIMATED ADDITIONAL EXPENSES

Many expenses will be incurred in addition to class tuition and fees. Please note, while we have tried to be as thorough as possible, expenses may vary from the estimates listed. Travel is estimated at $.56 p/mile.

| | | |
|---|---|---|
| **Spring** | Textbooks (depends on rental or buy (new/used) | $616 |
| | Notebooks and other supplies | $35 |
| | Uniforms | $250 |
| | Criminal Background Check & Drug Testing | $100 |
| | Immunizations | $515 |
| | Physical Exam | $200 |
| | CPR | $45 |
| | Malpractice Insurance | $11 |
| | Clinical Records System | $150 |
| | ACEMAPP (Annual Fee) | $50 |
| **Summer** | Textbooks (includes CST exam and AST membership) | $250 |
| | Notebooks and other supplies | $35 |
| | Dosimeter | $35 |
| | Travel to Clinical Sites (Avg. 20 miles a day @ $0.56 per mile) – 3 days per week x 5 weeks | $168 |
| | Vaccinations (Flu/COVID) | $50 |
| | QuantiFERON-TB Gold test | $150 |
| | ACEMAPP (Annual Fee) | $50 |
| **Fall** | Textbooks | $119 |
| | Dosimeter | $35 |
| | Travel to Clinical Sites (Avg. 20 miles a day @ $0.56 per mile) – 5 days per week x 14 weeks | $784 |
| | Graduation Application | $40 |
| | Cap & Gown | $81 |
| **Total** | | **$3764** |

# CLINICAL and HANDS-ON EXPERIENCE

In the ATC Surgical Technology Program, initial training often utilizes models and alternative learning methods to allow students the opportunity to become proficient in technical skills prior to performing those skills in the clinical setting.  The program schedules learning laboratories in which students can fine-tune their skills.  Clinical externships are scheduled at hospitals and clinics in the greater Athens area.

Clinical education plays a very significant role in your development as a professional surgical technologist. Attendance in clinical rotations is not optional. This means that you will need to plan carefully to avoid clinical absences. Your clinical rotations will occur at a variety of locations and will include day rotations. Unlike traditional college courses, clinical rotations will usually consist of 8-hour shifts or a little over.

**Some questions you should ask yourself include**:
- Do I have dependable transportation?
- Do I have enough money to cover my gas expense to get to and from clinical?
- Will my employer be flexible with my clinical education schedule?
- How reliable is your support structure outside of school?
- What alternatives do you have for unexpected personal schedule changes?
- There may be times when you will miss a clinical rotation because of illness, but if you miss too much time you may be required to make that time up, repeat the course, or you may be released from the program.

# CLINICAL REQUIREMENTS

Surgical Technology clinical rotations require students to complete 560 clocked hours and breakdown of Surgical Rotation and Roles as follows:

## SURGICAL ROTATION CASE REQUIREMENTS

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

**A.** **General surgery**

    **1.** A student must complete a minimum of 30 cases in General Surgery.

- 20 of these cases must be performed in the FS role.
- The remaining 10 cases may be performed in either the FS or SS role.

**B.** **Specialty surgery**

    **1.** A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.

- A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.

    **1)** A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).

    **2)** The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.

- The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.

    **2.** Surgical specialties (excluding General Surgery)

- Cardiothoracic
- Genitourinary
- Neurologic
- Obstetric and gynecologic
- Orthopedic
- Otorhinolaryngologic
- Ophthalmologic
- Oral Maxillofacial
- Peripheral vascular
- Plastics and reconstructive
- Procurement and transplant

**Counting cases**

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

    **1.** One pathology is counted as one procedure.

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

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

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

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

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

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

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

**Role definitions**

**First Scrub Role (FS)**

To document a case in the FS role, the student shall perform the following duties during any given surgical procedure with proficiency:
- Verify supplies and equipment
- Set up the sterile field
  - **1)** Instruments
  - **2)** Medication
  - **3)** Supplies
- Perform required operative counts
  - **1)** AST guidelines[1]

      **2)**      Facility policy

- Pass instruments and supplies
  - **1)**      Anticipate needs
- Maintain sterile technique
  - **1)**      Recognize sterility breaks
  - **2)**      Correct sterility breaks
  - **3)**      Document as needed

**Second Scrub Role (SS)**

The SS role is defined as a student who has not met all criteria for the FS role but actively participates in the surgical procedure in its entirety by completing any of the following:

- Assistance with diagnostic endoscopy
- Assistance with vaginal delivery
- Cutting suture
- Providing camera assistance
- Retracting
- Sponging
- Suctioning

**Observation Role (O)**

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

*see diagram below for simple case requirement breakdown.
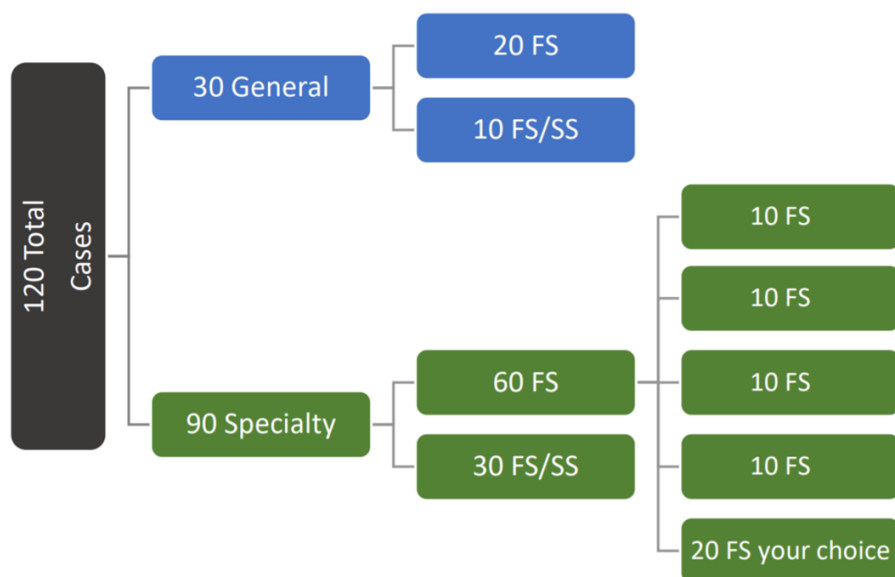


(Essentials/Standards initially adopted in 1972; revised in 2022)

# STUDENT SUPPORT

Athens Technical College provides numerous support services for our students. If a student has the need for any type of support services (ie: disability services, academic support, financial aid, etc…) then feel free to contact the program chair for contact information or you can find the support service contact information on the college website. Listed below are a few of the support service numbers:

Kenneth Cole
Director of Registration and Records
dcoley@athenstech.edu
706-583-2543

Disability Services Coordinator
disabilityservices@athenstech.edu
706-355-5010

Tutoring
Academic Support Center Tutor
atctutoring@athenstech.edu
706-583-2893

Lindsey Brooker
WIOA Counselor
lbrooker@athenstech.edu
706-552-0980
John Gaissert
Chief of Police
jgaissert@athenstech.edu
706-355-5182

# GENERAL POLICIES AND PROCEDURES

I.  **ADMISSION**
    The admission process for the surgical technology program is published in the ATC Catalog and Student Handbook.  ATC makes every effort to ensure that applicants are knowledgeable about the technical skills needed to be successful in the career of their choice, and to admit applicants to programs of instruction in which they have a reasonable chance to succeed.  Essential skills in the field of surgical technology are published in this ATC Surgical Technology Program Handbook.

    Applicants should be aware that the commission of a felony may prevent them from gaining approval for participation in certain surgical technology training laboratories and/or clinical internships or externships.  Either scenario would result in the inability to successfully complete the program.  In addition, the commission of a felony may prevent them from obtaining employment as a Surgical Technologist in the State of Georgia.  Questions regarding these policies should be directed to the appropriate governing bodies.  Applicants will be required to sign a document stating they have been made aware of this policy during their admission process.

II. **TRANSFER STUDENTS & CREDIT REQUESTS**
    Transfer students may enroll in ATC general education courses in any academic quarter after being accepted as a student at ATC.  Transfer students must comply with all program-specific admission requirements and will be considered for admission to the surgical technology program during the regular competitive admission cycle each academic year.

    General education courses taken at other accredited institutions will be evaluated for credit at ATC based upon the criteria published in the ATC Catalog and Student Handbook.

Surgical technology courses taken at an institution offering a surgical technology program that is not CAAHEP-accredited will not be accepted for transfer credit.

Surgical technology courses taken at institution offering a surgical technology program that is CAAHEP-accredited, but not under the jurisdiction of the Technical College System of Georgia, may be accepted for transfer credit. The decision regarding transfer course credit will be made by the ATC Surgical Technology Program Chair and Director of Registration and Records in consultation with the Vice President for Academic Affairs.

All transfer students seeking credit for surgical technology-specific courses completed anywhere other than at ATC will be required to arrange for written documentation that lists the CAAHEP Essential Skills the student successfully completed during enrollment in his/her previous surgical technology program and the criteria under which those skills were assessed (as defined by the CAAHEP). The documentation must be mailed by an official at the previous program of study to the ATC Surgical Technology Program Chair within 30 days of admission to the surgical technology program or sooner if the decision regarding transfer credit award must be made in a shorter period of time to meet ATC registration deadlines.

If the student seeks to obtain transfer credit for an ATC course that is specifically linked to the acquisition of certain Essential Skills, and those skills were not successfully completed by the student during enrollment in his/her previous program under criteria similar or identical to the criteria established by the ATC surgical technology program faculty, the Program Chair will deny the request for transfer credit.

III.    **ADVISEMENT & ENROLLMENT**
All students admitted to the surgical technology program are required to attend a Surgical Technology New Student Orientation scheduled each November. Students will be advised for fall course registration on that date.

Students entering the program must register for winter classes by 12:00 PM on the last day of Late Registration or his/her position in the class will be forfeited.

During the program, the Program Chair will be your assigned advisor. Students are expected to meet with their assigned advisor at least once per quarter to discuss their progress in the program and to obtain approval for enrolling in courses the next quarter. Advisors will post sign-up sheets for individual appointments on their office doors before on-campus class registration begins. Students are strongly encouraged to enroll during preregistration.

IV.    **ACADEMIC PROGRESS**
1.  All SUR courses must be taken in a designated sequence. Students must complete course prerequisites before enrolling in SUR courses. General education and health education prerequisites are listed in the ATC Catalog and Student Handbook as well as page 6 of this addendum.

2.  All SUR courses must be passed with a grade of "C" or better before progressing.

3.  Some general education courses must also be passed with a grade of "C" or better before the surgical technology diploma will be awarded. These requirements are noted in the ATC Catalog and Student Handbook.

4.  A student who withdraws (W, WP or WF) or fails (D or F grades) any SUR course must repeat the entire course before receiving credit for its completion.

5.  A student who does not successfully complete SUR 1010, 1080, 1090 or 1100 with grades of "C" or better will be required to reapply for admission to the program and follow all procedures and requirements for program admission at the time of their reapplication.

6. Excluding SURG 1010 completion conditions noted above, a student who must repeat a SURG course for any reason, personal or academic, is not guaranteed a position in the program or in that course in any subsequent year.

Readmission will be based on:
   a. The individual student's circumstances.
   b. Successful completion of any conditions outlined in an individualized program of study between the student and the program.
   c. The applicant pool.
   d. Available space in the program.

The student must:
   a. Have an ATC cumulative GPA of 2.00 or above, and be in good academic standing before his/her request will be approved.
   b. Submit a request in writing to the Program Chair for re-admission by the beginning of the quarter immediately preceding the quarter re-entry is sought.

The Surgical Technology Program Chair will make all decisions regarding readmission, in consultation with the Dean of Life Sciences and the Vice President for Student Affairs.

7. A student who must repeat a SURG course for any reason and who does not remain enrolled in courses at ATC will be required to reapply to the program as a new applicant. All the terms and conditions of any new applicant will apply to the student seeking readmission.

8. Course validity:
   a. SURG courses successfully completed at ATC will be considered valid for credit as a prerequisite and/or corequisite for two years.
   b. SURG courses successfully completed at any other CAAHEP-accredited Georgia CAAHEP surgical technology program will be considered valid for credit as a prerequisite and/or corequisite course for two years. See II. Transfer Students above for additional information regarding conditions for awarding transfer credit.
   c. Because of the rapid changes that occur in the field of surgical medicine, SURG courses taken at this or any other institution more than two years prior to the admission or re-admission date will not be considered valid as a prerequisite and/or corequisite course; transfer or re-admitted students must repeat all SURG courses taken more than two years prior to their admission/readmission. The student will be required to meet all course requirements when enrolled to repeat those courses.
   d. Regardless of circumstances, all coursework in the surgical technology curriculum must be completed within five years of initial program enrollment. If this cannot be accomplished, the student will be required to reapply to the program for a new admission status and all SUR courses will have to be repeated.

9. Students who must withdraw during the last three quarters of their program of study for academic reasons will be required to repeat their entire <u>clinical</u> course of study (SURG 2110, 2120, 2130, 2140) and all related co-requisite courses at his/her expense to update his/her knowledge and skills in order to enhance his/her success in the career of surgical technology. All other conditions as those outlined in IV.6. above will apply. Students who must withdraw during the last three quarters of their program of study for reasons other than academic will have their re-entry determined as outlined under IV.6.

10. During laboratories and clinical rotations, any student that is found to be negligent or incompetent in performance and endangers the safety of patients and/or co-workers will be immediately removed from that environment. The college's agreements with its affiliates that provide opportunities for laboratory, internship, externship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of

the affiliate at its request. Students are hereby informed that such removal may result in the inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the ATC Catalog and Student Handbook. Please remember that if you are asked to leave a clinical site at the request of the host/affiliate, certain consequences will follow. **If you are asked to leave a clinical site, you will not be able to resume clinical activities at another clinical site.**

11. The college's agreements with its affiliates that provide opportunities for internship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the ATC *Catalog and Student Handbook.*

12. Students who engage in academic dishonesty (cheating, plagiarism) or otherwise falsify any documentation (patient records, competency books, journals, logs, assignments, etc.) not addressed in the statements above will be subject to the Academic Honesty Policy conditions and procedures as outlined in the Catalog and Student Handbook. Students are hereby informed that such actions may result in the inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the ATC Catalog and Student Handbook.

13. A student who elects to declare a major other than surgical technology without approval for this change, as a component of his/her individualized program of study contract with the program, from the Program Chair will be dismissed from the program at the time such change is made. Should that individual seek to rejoin the program at a future date, he/she will be required to re-apply for admission to the program as a new applicant. All the terms and conditions of any new applicant will apply when the student reapplies.

## V.    HEALTH AND SAFETY ISSUES

### A.    PHYSICAL EXAMINATION
Students must submit the results of a medical examination with a physician statement that the student is in satisfactory health to work in a surgical-related field on or before the first day he/she attends program-specific courses. The physical examination must have been conducted within 6 months prior to enrolling in SURG 1010.

### B.    VACCINATIONS
Immunity to measles, mumps, rubella, hepatitis B, varicella, and documentation of tetanus shot as well as COVID-19 Vaccine & Booster must be documented by either:

1. Written documentation providing evidence of current immunization for each organism.
2. Laboratory results verifying immunity.

**Hepatitis B:** Hepatitis B is a disease caused by HBV hepatitis B virus which infects the liver of hominoidae, including humans, and causes an inflammation called hepatitis. Transmission of hepatitis B virus results from exposure to infectious blood or body fluids containing blood. The acute illness causes liver inflammation, vomiting, jaundice and—rarely—death. Chronic hepatitis B may eventually cause liver cirrhosis

and [liver cancer](#)—a fatal disease with very poor response to current chemotherapy.[5] The infection is preventable by [vaccination](#).[6]

*All students enrolled in the surgical technology program are <u>required</u> to have proof of Hepatitis B immunization. Students must provide proof that they have (1) received the standard immunization series for Hepatitis B or (2) have a protective titer against the organism that causes Hepatitis B prior to Spring Quarter of the surgical technology program.*

**Tetanus:** Tetanus is an acute, often fatal, disease caused by an exotoxin produced by *Clostridium tetani.* It is characterized by generalized rigidity and convulsive spasms of skeletal muscles. The muscle stiffness usually involves the jaw (lockjaw) and neck and then becomes generalized. Seizures and death may occur. *C. tetani* is a bacterial organism widely distributed in soil and in the intestine and feces of horses, sheep, cattle, dogs, cats, rats, guinea pigs, and chickens. The organism usually enters the body through an open wound.

Persons who received childhood tetanus toxoid vaccines (DTP) typically only receive booster vaccines every 10 years.

*All students enrolled in the surgical technology program are <u>required</u> to have proof of tetanus toxoid immunization. Students must provide proof that they have received a tetanus toxoid immunization within 5 years prior to Spring Quarter of the surgical technology program.*

**MMR – Measles, Mumps, Rubella:** Measles, mumps and rubella are viral organisms causing a variety of systemic disorders. Some animal species are susceptible to acquiring the disease from humans affected by these viruses, even if the person is carrying the disease(s) without clinical signs of the disease(s). For this reason, at least one of our off-campus training sites requires all participants to have proof of MMR vaccination. Most people born after 1957 will have received these vaccines as children.

*All students enrolled in the surgical technology program are <u>required</u> to have proof of MMR immunization. Students must provide proof that they have (1) received the standard childhood immunization series for MMR or (2) have received an MMR vaccination as an adult or (3) have a protective titer against the organisms that cause MMR prior to Spring Quarter of the surgical technology program.*

C.  **DIAGNOSTIC TESTS**
Tuberculosis (TB) is a disease caused by bacteria called *Mycobacterium tuberculosis.* The bacteria can attack any part of your body, but usually attacks the lungs. TB is spread through the air from one person to another. Some animal species, particularly non-human primates, are susceptible to acquiring the disease from humans affected by these viruses, even if the person is carrying the disease without clinical signs of the disease. For this reason, our clinical facilities require all participants to have proof of a negative QuantiFERON Gold TB test.

*All students enrolled in the surgical technology program are <u>required</u> to have a negative TB skin test. Students will be required to submit to this test <u>when enrolled in SUR 2030 – Surgical Procedures I).</u>*

D.  **HEALTH INSURANCE**
*All students enrolled in the surgical technology program are required to have accident insurance.*

As a part of your fee payment at registration, all ATC students receive some coverage under a Student Accident Insurance Plan. This is **not** a major medical health insurance plan and should not be regarded as such. Under this plan you are *only* covered for problems encountered *during* ATC sponsored or supervised activities. It does not cover illnesses or injuries incurred after-hours or between quarters. In addition, it will only cover $500.00 of the expenses incurred for a covered emergent illness and only $50,000.00 of the eligible expenses for a covered injury. An information sheet describing the coverage included in the plan is available at the ATC cashier's office.

If a student experiences an accident or illness during class or clinic activities, the student should report this incident immediately to their instructor(s) who will recommend an appropriate course of action. **Students are personally responsible for the cost of any injuries incurred in the class or clinical setting.**

Students will also note that illness severe enough to warrant absences from classes, laboratory sessions, and/or clinical rotations will require verification by a human medical professional (see absence policy elsewhere in this manual). Not seeking medical consultation because you cannot afford such care is not a reasonable excuse for not providing such verification to the surgical technology faculty.

***Therefore, all surgical technology students are urged to maintain private health and accident insurance.***

E.    **PREGNANCY**
Any female student who is or becomes pregnant while enrolled in the surgical technology program is urged to inform program officials of her pregnancy *as soon as she suspects* she may be pregnant. **Exposure to formaldehyde, anesthetic and pharmaceutical agents, or radiation during pregnancy can interfere with normal fetal development.** The student will not be allowed to participate in activities that have the potential to be harmful to the fetus until the pregnancy is confirmed or denied, *in writing,* by a qualified healthcare provider including the expected delivery date.

If pregnancy is confirmed, the student is to inform the Program Chair *in writing* of her desires relative to continuing in her course of study. The program and college will attempt to provide her with the option of re-enrolling under an Individualized Program of Study in the following year if she so desires. If the student's coursework is such that she is enrolled only in didactic coursework, the decision whether to remain enrolled is one that she and her physician can make independently. If the student is, or will be, enrolled in coursework involving laboratory or clinical training experiences during her pregnancy, the Program Chair will:
- Provide to the student a list of the potential risks involved in all such laboratory activities for the student to use when meeting with her healthcare provider so they can make an informed decision about the risks/benefits of her decision to remain enrolled in the program.
- Request written documentation of the accommodations and personal protective equipment recommended by the physician for the protection of the mother and unborn child.
- Notify the student's assigned laboratory and/or clinical sites of the pregnancy and either receive the approval of such sites to provide the needed accommodations or reschedule such activities until after the birth of the child. In this case, the student will be notified that the projected program completion date will likely be delayed.
- Arrange a meeting with the student, the Vice President for Student Affairs, and the Director of Student Support Services to clarify, in writing, all matters related to the risks/benefits and decisions involved if requested by the student or deemed appropriate by the Program Chair.

This policy is meant to allow the pregnant student to make an informed decision about the risks and benefits of continuing the program while pregnant.

## VI. UNIFORMS/EQUIPMENT/SUPPLIES

Each student is responsible for acquiring the items included in the following list. Students are NOT required to have all items at the beginning of the curriculum, but will be required to acquire them at various times during their curriculum.

1. Required textbooks and course note packets (required for all courses).
2. At least 2 complete sets of scrubs (required one more set for SURG2110).
3. Leather athletic shoes (required for SURG 1010).
4. Official ATC Surgical Technology Student id (required for SURG 1010).
5. black ink pens and highlighter
6. Protective eyewear

## A. TEXTBOOKS

### SURG 1010

Title: Surgical Technology for the Surgical Technologist: A Positive Approach *(with Mindtap)*
Publisher: Cengage
Edition: 5th
ISBN 9780357700044
New Price: see comment below
Used:
Comments: Required. ATC bookstore – to get access card
(Unlimited access for 1 yr $179.99. Students purchase the unlimited card from the bookstore that gives them the code to access both textbooks (AST ST for the ST & Pharm textbook) Use school email when setting up account in Cengage. Then you can rent each textbook for $8 and a chance to buy book later for a discount. **It will take about 2 weeks for textbook to come through the mail IF you rent or buy. You must have a hard copy of the *Surgical Technology for the Surgical Technologist: A Positive Approach***
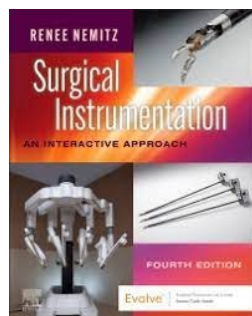
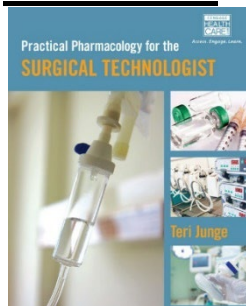Title: Surgical Instrumentation
Publisher: Elsevier
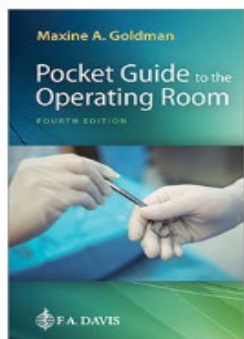Edition: 4th
ISBN: 978-0323776936
New Price: $96 – 101
Used:
Comments: required

- **Surgical Cap** – ATC bookstore (you may get one cap now and two caps when you start clinicals)

## SURG 1020

Title: Practical Pharmacology for the Surgical Technologist
Author: Cengage (part of Cengage Unlimited)
Edition: 1st
ISBN: 978-1435469808
New Price:
Used: Rental $8 or buy $77 – 102
Comments: included in Cengage Unlimited. Required

## SURG 2030

Title: Pocket Guide To The Operating Room
Author: F.A. Davis
Edition: 4th
ISBN: 9780803668393
New Price:
Used Price: $75 – 79
Comments: required
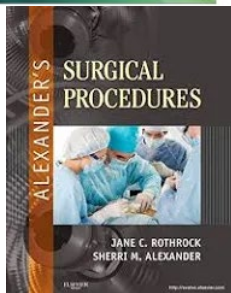
Title: Alexander's Surgical Procedures
Author: Rothrock
Publisher: Elsevier
Edition: 1st
ISBN: 9780323075558
New Price:
Used Price: $32-113*
Comments: required

## SURG 2240
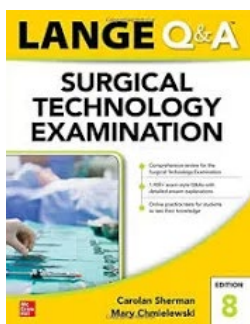
Title: Questions and Answers Surgical Technology
Author: Lange
Publisher: McGraw-Hill Education
Edition: 8th
ISBN: 9781260470246
New Price: $62
Used Price: $16
Comments: required

Title: Surgical Technology Review. Certification & Professionalism
Author: F.A. Davis
Publisher: Chambers & Roche
Edition: 2nd
ISBN: 9780803668362
New Price: $58
Used Price: $
Comments: required
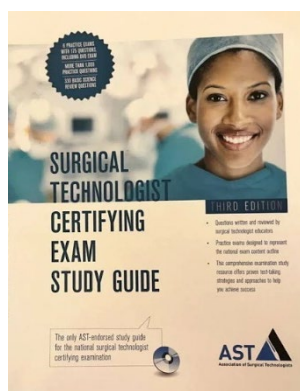
Title: Surgical Technologist Certifying Exam Study Guide
Author: AST
Publisher: AST
Edition: 3rd
**Comments: Instructor will provide this textbook fall semester**

## B. DRESS CODE

Students are expected to conduct themselves in a professional manner at all times. To this end, personal grooming is expected of all students. In clinical settings, medical scrubs are most often appropriate. It is mandatory to wear the ATC scrub uniform to the hospital and change into the hospital scrub uniform there. The standard uniform for the ATC surgical technology program is as follows:

Scrub Uniform:
- Scrub Top & Pants, White Leather Athletic Shoes, Student id.
  - Scrub Color is Ciel Blue

Adherence to any additional special clothing requirements imposed by clinical sites is expected. Open-toed shoes and jewelry are *never* acceptable at any clinical site.

Specifics regarding dress code standards:
- Personal hygiene, including deodorants and antiperspirants, is required and essential.
- Perfumes, colognes, and after-shaves should not be worn to avoid patient and client sensitivities.
- Clothing should be clean, wrinkle-free, fit properly, be of an appropriate length, and conform to the standards set by the Program Chair.
- The scrub top and pants should be the outermost clothing layer at all times. If additional clothing is needed for warmth, it should be worn under the uniform or a matching color snap or zip-front warm-up jacket (hospital approved) may be worn over the uniform.
- The official ATC surgical technology program nametag must be worn at all times when in the clinical setting or at any off-campus laboratory site.
- Hair color, length, and style should be conservative. When working in a laboratory environment, hair must be pulled back away from the work surface and/or not in contact with the patient (example: Pony tail).

- Facial hair should be neatly groomed and trimmed.
- Make-up should be conservative and limited in quantity.
- Fingernails must be short and clean at all times. Salon and artificial nails are strictly prohibited for infection control reasons. No nail polish may be used.
- Tattoos should be covered by the uniform. Tattoos or brands anywhere on the body that are obscene, advocate sexual, ethnic, racial or religious discrimination are prohibited.
- Jewelry should not be worn with the uniform for personal and patient safety
- Please consider not smoking/vaping during the clinical experiences. The odor retained in your hair, clothes, and on your breath may be offensive to colleagues and clients. Both of our clinical sites as well as ATC are tobacco free.

## VII.  MALPRACTICE (LIABILITY) INSURANCE

Malpractice insurance purchased through ATC is required of all surgical technology students enrolled in the program. The fee for this insurance is automatically added to your tuition and fees bill annually.

## VIII.  TRANSPORTATION AND PARKING

Students are responsible for having reliable transportation to attend on and off-campus classes and all clinical rotations assigned to them. Field trips to satisfy competencies or to experience different aspects of surgical technology may be arranged and may occur on days and/or times other than regular class times. Attendance will be required of all enrollees; failure to attend will result in an incomplete or failure of the course. Some clinical rotations may be outside the Athens area.

Parking at ATC:
All ATC students must pay a parking fee, which is included as part of the quarterly registration fee. Student parking passes should be picked up in the Admissions office.

## IX.  COMMUNICATION DEVICES

The use of cell phones, mobile phones, digital wireless phones, pagers, etc. is ***strictly prohibited*** in both the classroom and clinical settings. In the event of an emergency, you may be contacted during class or clinical hours through the surgical technology faculty. You may check your wireless devices during breaks and lunches.

## X.  ATTENDANCE POLICIES:

Regular and punctual attendance at all courses in which a student is registered is required. Absences prevent students from getting the full benefits of a course, seriously disrupt a student's orderly progress in a course, and significantly diminish the quality of group interaction in class. Regular attendance is an important part of preparing a student for employment. Dependability and punctuality are characteristics employers consider essential. Thus, the standard ATC attendance policy is formulated with the intent of dealing firmly and consistently with those who are absent excessively, yet it allows consideration for those who must be absent for legitimate reasons.

### The standard attendance policy for the surgical technology program is as follows:

The surgical technology program adheres to the standard ATC attendance policy with the following modifications: Attendance at every scheduled lecture and laboratory sessions is considered necessary to obtain the information and skills presented. Attendance will be monitored. Make up sessions will not be given and failure to attend any session will result in a lower course score and may result in a lower course grade. Missing a laboratory or lecture session does not release the student from his/her responsibility for lecture or laboratory content. Students will be required to demonstrate clinical competencies normally obtained during the scheduled lecture or laboratory session at a time and location convenient to the faculty instructor(s) and facility. Failure to do so will result in a final course grade of "F". In some circumstances a make-up laboratory session is impossible – failure to attend these unique laboratory experiences will result in a final course grade of "F" or "I" depending upon the

circumstances that necessitated the absence. Courses in which these unique learning laboratories occur are clearly identified in the course syllabi.

Unannounced quizzes and/or in-class projects may be assigned at any time and will be utilized in the final course grade determination; students who are not present for such events will not receive credit for those assignments.

Tardiness will not be tolerated; repeat offenders will be asked not to join the class until after the current lecture session has ended and the tardiness will be recorded as an absence.

All students are expected to be present at the scheduled starting time of a scheduled test.  **In general, there are NO excuses for missing an examination.**

Illness severe enough to warrant missing an examination, or illness in which the student is absent from the college for three or more days will need to be verified by written documentation.  A grade of "zero" will be awarded for a missed examination without a satisfactory excuse.  Validity of excuses for a student missing an unannounced quiz or in-class assignment will be left to the discretion of the instructors.  Make-up examinations will not be given without a doctor's excuse. Makeup of a scheduled exam, quiz, assignment, or lab check-off because of an absence will be left up to the discretion of the instructor. All make-up work will be completed on a pre-scheduled makeup work day towards the end of the semester.

**The attendance policy for the surgical technology clinical rotations is as follows:**
Students are expected to attend **ALL** clinical rotations and recitation sessions.  The unexcused absence is not recognized as a student privilege.  Instructors will monitor attendance.

Absence from duties is not taken lightly, and an **EXCUSED ABSENCE** does not relieve students of their academic responsibility; accordingly, excused absences will require that the student attend a "make-up" session in the clinical area to which they were assigned at the time of the absence. Scheduling of this "make-up" session is at the discretion of the clinical instructor, and may be at times other than those assigned in the standard clinical rotation.  In addition, scheduling "make-up" sessions may have to occur between quarters, necessitating a final grade of "Incomplete" (I) on the student's quarterly grade report until that session is completed.

**UNEXCUSED ABSENCES:**

**In the event of unexcused absenteeism, missing more than 2 days of ANY rotation will result in failure of the clinical rotation.  Because students must receive a passing grade in all three of the rotations assigned in SURG 2110, 2120, 2130, and 2140, failure in any one clinical block will result in failure of the course and will require that the student repeat the entire course when it is next offered assuming space is available.  This also will mean that the student will not be able to progress toward graduation from the program until that course is repeated.  Students will also be held to the conditions outline under Academic Progress (Section IV.9) in this manual.**

**Unexpected absences** must be reported, by phone or email, to your clinical instructor **no later than 7:45 AM** on the day of the absence when class is in session and **no later than 6:00 AM** on the day of the absence when clinical is in session.   During clinical, absence must also be reported to your charge nurse or nursing supervisor by 6:00 AM.  **Expected absences** should be reported to your clinical instructor by phone or email as soon as the student knows that they will occur.  Students must be excused by the clinical instructor if they are to miss any clinical rotation, recitation, or testing session.

Some examples of what may be regarded as legitimate excuses for student absences follows:

**EXCUSED ABSENCES** - An absence *may* be considered excused for one of the following reasons:
- Death in your immediate family; a parent, in-law, spouse, child, sibling, or grandparent
- Birth of *your* baby
- Ill child (no more than two consecutive days)
- Personal illness severe enough to warrant examination by a physician or health care provider.
- Program-approved scientific meeting attendance
- Jury duty (documentation required)
- Other absences formally approved by the Program Chair

**UNEXCUSED ABSENCES** – Reasons *not* considered legitimate for absence:
- Alarm clock problems and/or oversleeping
- Child care scheduling
- Transportation failure
- Work schedules
- Attending or being in a wedding, family reunion, or similar event
- Saving money on airfare
- Illness or death of a pet
- Illness, injury, or death of an acquaintance
- Vacations or Sporting events
- Routine medical or dental examinations
- Moving

## Hazardous Weather Policy:

In the event of hazardous or inclement weather on a class day, students should follow the policies outlined in the ATC Catalog and Student Handbook. In the event of hazardous or inclement weather on a day in which the student is scheduled to be in a clinical setting, the student is required to contact the Clinical Instructor or Program Chair prior to the assigned start time at the clinical site for consultation and/or absence approval.

## XI. FINANCIAL AID

All financial aid counseling is provided by the ATC Financial Aid Counselors. Information is available in the Office of Admissions and in the current ATC Catalog and Student Handbook.

**Hope (Helping Outstanding Pupils Educationally) Scholarships**
Qualifying students in the surgical technology program are eligible for Hope Scholarships. Students must maintain a cumulative grade point average of 3.0 to qualify for this State of Georgia-based program.

**Federal Pell Grant**
Qualifying students in the surgical technology program are eligible for Pell Grants. Eligibility is based on financial need. Award amounts are based on a Federal formula and the number of credit hours for which a student is enrolled.

**Workforce Development Program under Workforce Investment Act (WIA)**
This program helps provide training and job placement assistance for its participants. Individuals must be recipients of public assistance or laid off from a job to be eligible for financial support through WIA. Participants may receive assistance with daily expenses related to meals, transportation, and childcare costs. To set up an appointment to be considered for WIA, interested students should call (706)355-5015 and ask to speak to a WIA career advisor to begin the application process.

## XII. SCHOLARSHIP OPPORTUNITIES

### Robert G. Shelnutt Scholarship
- The ATC applicant who demonstrates the highest-level evidence of good citizenship, work ethics, and leadership will be selected as the recipient of this scholarship.
- Application Deadline:  March

### Charles W. Yeargin Scholarship
- An ATC student who is a resident of Elbert, Oglethorpe, or Wilkes County and who has completed a minimum of 24 quarter credit hours of study at ATC is eligible for this scholarship.
- Application Deadline:  March

### Health Science Merit-Based Scholarship
- An ATC student must be enrolled in a Health Science program major to be eligible for this scholarship and have completed a minimum of 24 quarter credit hours of study at ATC.
- Application Deadline:  March

For additional information, interested students should consult the current ATC Catalog and Student Handbook and/or the ATC Financial Aid Counselors.

**ACKNOWLEDGEMENT FORM**

I acknowledge that I have received a copy of the**:**

# SURGICAL TECHNOLOGY HANDBOOK
an addendum to the
## Athens Technical College Catalog & Student Handbook

By signing below, I agree to the following statements:

- **I have reviewed the Essential Functions (Technical Skills) List included in the Surgical Technology Handbook.**

- **I have reviewed all of the Program Policies and Procedures included in the Surgical Technology Handbook.**

- I understand the manual as written, or have sought clarification on any item that I did not understand by speaking directly with the Athens Technical College Surgical Technology Program Chair or other appropriate Athens Technical College administrator.

- I hereby agree to abide by the policies to the best of my ability.

- I understand that the program chair reserves the right to make changes to the surgical technology handbook when necessary. All changes that are made will be given to me in writing which will include a date for when the change will be in effect.


_____            _____
Name (print name)                                                      Date


_____
Signature