

School of Surgical Technology

Student Handbook

School Specific Section

July 1, 2009

The contents herein reflect the current policies and processes in effect at time of printing; however, because of our progressive development through continuous evaluation and revision practices those presented are subject to change. Therefore, the BAPTIST HEALTH Schools reserve the right to make revisions at any time and without prior notice. In addition, notice is hereby given that this *handbook* and the provisions contained do not represent, in any way, a contract between an applicant, student or graduate, and shall not be regarded as such.

First Printed in 1999

Eighth Edition
BAPTIST HEALTH Printing
9601 Interstate 630, Exit 7
Little Rock, AR 72205-7299
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CERTIFICATION STATEMENT

BAPTIST HEALTH Schools and the administrators reserve the right to either restrict or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this handbook when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration or School. This *handbook* replaces all *handbooks* previously published.

FORWARD

This *handbook* is provided to the student to serve as an overall guide to the BAPTIST HEALTH SCHOOLS LITTLE ROCK, School of Surgical Technology. The policies, procedures and information contained herein require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice. All new and revised policies are posted on appropriate and designated student bulletin boards.

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SCHOOL OF SURGICAL TECHNOLOGY

NEW STUDENT WELCOME

The BAPTIST HEALTH SCHOOLS LITTLE ROCK School of Surgical Technology welcomes you as a student. Your purpose in coming here is to learn about the interesting career which you have chosen and about the important place this profession plays in helping humanity.

The next year will be an exciting time in which you will learn the fundamentals of Surgical Technology, put these principles to work in the clinical area, and develop a sense of pride and achievement in your career.

As the months pass, you are expected to acquire skills through theoretical and practical clinical experience and to apply that knowledge to the interest of humanity. Great satisfaction can be obtained and will be in direct proportion to the way you use these learning opportunities.

May you find fulfillment in this profession and acquire not only scientific skills, but also those which will lead to your cultural and intellectual advancement.

Sincerely,

Gretchen Bates, CST
Program Director
School of Surgical Technology

ADMINISTRATIVE

HISTORY

The BAPTIST HEALTH Schools Little Rock School of Surgical Technology (BHSLR-SST) was established from a study of the increasing shortage of surgical technologists in the community. The BHSLR-SST made application to the Arkansas Board of Private Career Education for a license in November of 1998. Upon evidencing documentation, approval for the license was granted by the Arkansas Board of Private Career Education in December, 1998. The first class entered February 1999 and the Commencement Ceremony was November 3, 1999 at Geyer Springs Baptist Church in Little Rock, Arkansas.

MISSION

BHSLR-School of Surgical Technology exists to provide quality perioperative care; provide quality perioperative health education and respond to the changing surgical health needs of the citizens of Arkansas with Christian compassion and personal concern.

PHILOSOPHY

BHSLR-SST as an educational unit of BAPTIST HEALTH, supports BAPTIST HEALTH Philosophy, Belief, Mission, Values, and Vision Statement and those of affiliating institutions.

The School strives to prepare graduates who demonstrate professional behaviors in the role of Surgical Technologist. Emphasis will be placed on communication skills and interpersonal relationships in the Operating Room. The school expects the graduate to respect the worth and dignity of individuals receiving perioperative care and to respond to their needs with Christian compassion.

The Surgical Technologist is an integral member of the surgical team who maintains quality perioperative patient care while under the supervision of the surgeon or registered nurse. This is accomplished through the roles of the surgical technologist. As a scrub surgical technologist, the individual understands the procedure being performed anticipates the needs of the surgeon and utilizes the

equipment necessary during the surgical procedure. As a circulating technologist, the individual monitors conditions in the environment and assesses the needs of the patient and surgical team. As a second assisting technologist, the individual assists the surgeon or first assistant during the operation.

Education includes classroom, skills laboratory, and clinical learning experiences which will ensure the acquisition of knowledge and skills necessary to provide quality perioperative care. The BHSLR-SST faculty is committed to providing an environment which enables the learner to acquire the knowledge and skills needed by the surgical technologist. The faculty strives to recognize and accept the differences in needs and learning abilities of the individual student.

SCHOOL PIN

The BHSLR-SST Pin was designed especially for the School of Surgical Technology in 2006. The design is royal blue and green colored metal with letters of the school name. The inner design includes a scalpel and a pair of surgical scissors.

The scalpel and surgical scissors represent the surgical instrumentation that the Surgical Technologist is so closely involved in during the surgical procedure.

The BAPTIST HEALTH Logo is a graphic attempt to express intent and purpose. It contains the symbol of a Swiss cross that is a form of the cross. It is a circle centered within a Swiss cross formed by figures with outstretched and interlocking arms, illustrating that individuals are at the center of our healthcare focus and at the very core of our philosophy for existence. The individual, whether a patient, employee, physician or visitor, is endowed with strengths, weaknesses, talents and needs that must be recognized and addressed.

Use of the Swiss cross, the most recognized symbol in the world for medical care, demonstrates our basic mission of caring for the sick and injured. However, the figures encircling the center and forming the cross symbolize our ultimate goal for all individuals, which is togetherness, wholeness and wellness.

The Swiss cross design with its exits and entrances graphically portrays the sharing of expertise and services throughout the system, while the inner circle which forms the head for all the figures symbolizes that while we are many, we are also one.

PROGRAM GOAL

The BHSLR-SST prepares a graduate who performs competently in their role and demonstrates professional behavior while participating as a member of the surgical team.

PROGRAM OVERVIEW

The Assistant Vice President of the BAPTIST HEALTH SCHOOLS LITTLE ROCK has overall administrative authority and responsibility for all schools and employee development within the department. The Program Director of the School has overall operational responsibility with specified administrative authority.

BHSLR-SST is comprised of faculty, students, administrative support staff and a Program of Studies that reflects a curriculum model for a student to achieve the educational goal of a surgical technologist.

Faculty is responsible for planning, implementing and evaluating the total Program of Studies in accordance with Arkansas State Board of Private Career Education and the commission on Accreditation of Allied Health Programs: Joint Review Committee for Education Review of Program in Surgical Technology.

The faculty has the authority and responsibility to accomplish the goal of the school by participating in the planning, development, implementation and evaluation of school outcomes. All faculty are members of the Department Team. Student representatives are invited, when appropriate, to serve on standing committees, sub-committees and task force.

The School is committed to providing the highest standards of education, training, and continuous development opportunities to the students= and, attracts highly qualified applicants because of its reputation for excellence.

The School exemplifies the philosophy and Values of BAPTIST HEALTH by emphasizing the values of Respect, Service, Honesty, Stewardship, and Performance, and by a commitment to providing quality patient care.

Christian beliefs, attitudes, and spiritual perspectives as they apply in providing care for the ill are emphasized, as well as personal and professional conduct.

A competent individual surgical technologist in the healthcare field of today must prove to be proficient in the profession and also possess an appreciation of his or her role within the healthcare field and demonstrate an understanding of the organizational culture within the setting of practice.

The faculty is committed to providing entry level job competent graduates to the healthcare community by promoting high standards of education and for the professional development of students.

ACCREDITATION

The school is professionally accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) which sponsors the Accreditation Review Committee for Education in Surgical Technology.

LICENSE

The school has full approval and is licensed to operate by the Arkansas State Board of Private Career Education, in Little Rock, Arkansas.

STUDENT PROFESSIONAL DEVELOPMENT

The school is a member of the Association of Surgical Technologists. This organization is open to all students. Involvement in AST creates a networking system for students by providing access to scholarships, book discounts, health insurance, opportunity to develop friendships and camaraderie within the state and national chapter.

FACULTY

Gretchen Bates, C.S.T.
Program Director
S.T., U.S.A.F.

Angee Bowie, C.S.T.
Faculty
UAMS

FACULTY CLASS SPONSORS

Each class is assigned two (2) faculty sponsors on entry to the school. The sponsors are faculty members who consider it a privilege to contribute time, knowledge and expertise to reward student professional development. The general role of class sponsors follows:

1. Attend class and Student Council meetings.
2. Coordinate class officer elections,
3. Assist class as needed,

4. Interpret policies (BAPTIST HEALTH, and Affiliating College or University) that relate to class business.

5. Follow Class Sponsor Guidelines and work closely with Director and designee.

ACADEMIC

The school expects a student's highest performance in the area of academics. The process of becoming a surgical technologist begins with the basic principles of perioperative care incorporated with those of sciences and general education. At graduation point, the provision of perioperative care, with emphasis on health maintenance and the implementation of perioperative care to critically and chronically ill patients requires transference of knowledge into a high level of perioperative care delivery, critical thinking and overall decision-making.

TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

The technical standards (non-academic) established by the school are physical abilities that ensure the "essential functions" that must be demonstrated by the student. Essential functions reflect requirements for the student able to engage in educational and training activities in such a way, which shall not endanger other students or the public, including patients. Students may also have exposure to potentially infectious agents

Technical Standard Essential Function

1. Visual Differentiate colors, read orders, policies, procedures, test results, charts, graphs, instrument printouts, number sequence, etc. Demonstrate sufficient visual ability to load a fine suture, the size of a human hair, onto a fine needle holder.

2. Communication/behavioral Remain calm and exercise good judgment under stressful and/or emergency situations. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Able to detect odors sufficient to maintain environmental safety and patient needs. Able to refrain from nourishment or restroom breaks for periods up to 4 hours. Communicate and understand fluent English both verbally and in writing. Exhibit positive interpersonal skills during patient, staff, and faculty interactions. Comply with safety regulations; e.g., potential exposure to infectious organisms, body fluids, and toxic chemicals such as latex, etc.. Be free of reportable communicable diseases and chemical abuse.

3. Fine Motor/movement Perform duties requiring manual and finger dexterity, e.g., handling of surgical instruments, regulating and adjusting gauges, operating specialized equipment, and using microscopes.

4. Locomotion Stand and/or sit for prolonged periods. Reach surgical table tops and shelves, operating beds and patients lying in hospital beds or gurney. Perform major lifting tasks; e.g., lifting , moving patients (awake and anesthetized), pans of surgical instruments, surgical equipment, etc..

5. Intellectual/conceptual Possess these intellectual skills: comprehension, measurement, mathematical reasoning, and critical thinking. Exercise sufficient judgment to recognize and correct performance deviations.

6. Personal Safety Have ability to function in an environment that contains glove powder, latex and infectious diseases.

SCHOOL OBJECTIVES

1. Demonstrate understanding of biomedical sciences and technology as it applies to the patient focused events that occur in the operating room.
2. Practice professional, value directed actions based on theoretical knowledge, ethical principles and legal standards as a member of the surgical team.
3. Utilize principles of aseptic technique for physical preparation and maintenance of the surgical environment.
4. Demonstrate knowledge of the needs of the perioperative patient.

STUDENT CLASSIFICATION AND IDENTIFICATION

An individual is classified according to the level of study associated with the program.

The school is divided into two semesters, students are classified as follows:

Freshman - 1st half of first semester of study
Sophomore - 2nd half or first semester of study
Junior - 1st half of second semester of study
Senior - 2nd half of second semester of study

Identification

A student is identified by a visible student identification badge worn at all times in upper left shoulder area, with photo, name and title visible.

PROGRAM OF STUDY

The program of study is divided into two semesters, I and II and leads to Diploma Certificate at graduation. The curriculum consists of classroom instruction on theory and principles of surgical technology core skills practiced in the Skills Laboratory, and skills practicums in a hospital clinical setting. The student at completion, has invested 1100 clock hours in his/her education. The program is designed to provide a sound fundamental basis for the dynamic contemporary health care program consisting of twelve courses and forty-one credit hours.

Semester I CREDITS

ST1009 Fundamentals of Surgical Technology	9
ST1102 Fundamental Operating Room Techniques Laboratory	2
ST1201 Fundamentals of Medical Terminology	1
ST1004 Anatomy and Physiology for Surgical Technology	4
ST1001 Microbiology for Surgical Technology	1
ST2003 Fundamental Clinical Practicum I	3
Subtotal	20

Semester II CREDITS

ST3008 Advanced Surgical Techniques: Surgical Procedures 8

ST3002 Advanced Surgical Instrumentation Laboratory 2

ST3006 Advanced Clinical Practicum II 6

ST3101 Advanced Medical Terminology 1

SP0001 Spiritual Perspectives in Healthcare 1

ST4023 Professional Practicum III 3

Subtotal 21

Total: 41**COURSE DESCRIPTIONS****ST1009****Fundamentals of Surgical Technology 9 Credit Hours**

The course is designed for the beginning student. Course content includes: orientation to Surgical Technology, sterile technique, basic instrumentation, creation and maintenance of the sterile field, legal, ethical, and moral aspects related to the perioperative patient, hazards in the operating room, handling of surgical specimens and patient property, operating room records, required counts, professional behavior, organizational structure and professional roles. The preoperative preparation of the surgical patient includes preoperative assessment, patient safety, surgical positioning, and fundamentals of preoperative care and didactic instruction of surgical procedures. Corequisites: ST1102, ST2003, ST1011, ST1004, ST1001. The course includes the following number of contact hours: Classroom (Theory) - 137 contact hours.

ST1102**Fundamentals of Operating Room Techniques Laboratory 2 Credit Hours**

Fundamental techniques of perioperative patient care. This laboratory provides the student with individual instruction and practice of operating room techniques prior to the clinical experience. Corequisites: ST1009, ST2003. The course includes the following number of contact hours: Skills Laboratory – 63.75 contact hours.

ST2003**Fundamental Clinical Practicum I 3 Credit Hours**

Provides students the opportunity to apply knowledge and skills obtained in previous and concurrent courses in the clinical setting. During the supervised clinical experience the student works side by side with experienced surgical technologists in the operating room. Corequisites: ST1009, ST1102. The course includes the following number of contact hours: Clinical laboratory - 135 contact hours.

ST1201**Fundamentals of Medical Terminology 1 Credit Hour**

Concentration on the fundamentals of medical terminology; prefix, suffix, word roots, combining forms and abbreviations. The course includes the following number of contact hours: Classroom (Theory) - 15 contact hours.

ST1004**Anatomy and Physiology for Surgical Technology 4 Credit Hours**

This course is designed to provide students entering the field of surgical technology with a basic understanding of anatomy and physiology. Anatomy is taught from the perspective of topographic or surgical anatomy and topics covered will include organization of the human body, basic chemical concepts, the cell, tissues, glands and membranes, skin, bones and joints, muscles,

coordination and control, sense organs, the circulatory system, the lymphatic system, respiration, digestion, the urinary system and reproduction. The course includes the following number of contact hours: Classroom (Theory) - 60 contact hours.

ST1001

Microbiology for Surgical Technology 1 Credit Hour

A basis for understanding of sterile technique and asepsis is provided through an introduction to microbiology. Topics covered include: historical background, cellular structure, fluid movement, microorganisms, immunology, hypersensitivity, process of infection and inflammatory processes. The course includes the following number of contact hours: Classroom (Theory) - 15 contact hours.

ST 3008

Advanced Surgical Techniques 8 Credit Hours

The course builds on the knowledge base and skills gained in ST1009, ST1102, and ST2003. Course content includes: pharmacological aspects of perioperative care, interpersonal relationships and communications with the surgical team, advanced levels of perioperative care, pathophysiology, and advanced surgical procedures for each surgical specialty. Prerequisites: Successful completion of all semester one courses. Corequisites: ST3002 and ST3006. The course includes the following number of contact hours: Classroom (Theory) – 129.5 contact hours.

ST3002

Advanced Surgical Instrumentation Laboratory 2 Credit Hours

Builds on the basic instrumentation knowledge gained in ST1009. Instrumentation for each of the surgical specialties are covered. Laboratory includes care and handling, identification, function and usage of instrumentation, equipment and supplies. Course includes classroom lecture and self directed study. Prerequisites: successful completion of all Semester one courses. Corequisites: ST3006 and ST3008. The course includes the following number of contact hours: Skills Laboratory – 74.75 contact hours.

ST3006

Advanced Clinical Practicum II 6 Credit Hours

Provides students the opportunity to apply knowledge and skills obtained in previous and concurrent courses in the clinical setting. During the supervised clinical experience the student works side by side with experienced surgical technologists in the operating room. Prerequisites: successful completion of all Semester one courses. Corequisites: ST3008, ST3002. The course includes the following number of contact hours: Clinical Laboratory - 296 contact hours.

SP 0001

Spiritual Perspectives in Health Care 1 Credit Hour

A study of the concept of spiritual perspectives of the whole person and the relationship of this to health care practice. It is examined from the perspective of an individual's quest for purpose and meaning as well as an examination of the major religions as avenues of spiritual expression. BAPTIST HEALTH Schools of Nursing and Allied Health required course. The course includes the following number of contact hours: Classroom (Theory) - 15 contact hours.

ST3101

Advanced Medical Terminology 1 Credit Hour

A study of complex forms of medical terminology, including: Medical terms, abbreviations, surgical procedures, anatomy, diagnostics, and pathophysiology. Prerequisite: ST1201. The course includes the following number of contact hours: Classroom (Theory) - 15 contact hours.

ST4003

Professional Practicum III 3 Credit Hours

This internship provides the opportunity for the student to assimilate all the knowledge and skills learned throughout the Program and incorporate them into the clinical setting. The supervised clinical allows the student to work directly with a preceptor to function as an independent member of the surgical team. Prerequisites: successful completion of all Semester one courses and ST3006. The course includes the following number of contact hours: Clinical laboratory - 144 contact hours.

By the completion of ST2003, ST3006, and ST4003, the student must have logged 125 cases at the assistant or solo level.

TRANSFER OF CREDIT

Applicants desiring to transfer credit from another accredited school or institution may request consideration by the Program Director and the Selection Committee on an individual basis. Transfer will be considered on the required science courses only. Due to the variations among surgical technology programs, surgical technology courses cannot be transferred into the school. A final grade of AC@ or better is required for transfer. A fee is charged for recording transfer credit(s) on BHSLR-SST Official Transcript.

GRADING SYSTEM

It is the primary responsibility of a student to learn the maximum. It is the primary responsibility of the faculty to evaluate the extent of that learning. It is the primary responsibility of the school to provide a teaching and learning environment and promote a culture that ensures student maximum learning.

Credentialed faculty, with records of long standing experiences in the teaching and evaluation of student learning, judge the quality of student learning and progressive development toward a minimum competency level required for patient safety and public protection. It is the professional faculty who determines the final evaluation of the student=s progress and assigns the final corresponding grades.

Faculty have discretion, both subjective and objective, in the evaluation and judgment of a student=s performance in all areas of learning. Students and graduates, in turn, provide information and data to the school and faculty related to their level of satisfaction regarding the program of studies, teaching and learning environment and the culture within.

The grading system adopted by the faculty and the school is for the purposes of grade determination and ultimately the progression, promotion and graduation of students. The grading system offered by affiliating colleges and universities are reflected in their respective course syllabi and publications.

The school utilizes a grading system to signify student progression and the quality of learning as the student moves through the Program of Studies. A final letter grade is determined and assigned through an established and approved process for each surgical technology course. A final letter grade has a corresponding value that denotes the quality level of student learning reflected in performance. A percent range is used to determine the letter grade. Value points are used in the computation of the Grade Point Average (GPA). The GPA is used for many purposes: to mention a few, but not limited to: Honor recognition at commencement, scholarship awards, the BAPTIST HEALTH Student Loan Program Application approval and student academic record on the Official School Transcript.

Final surgical technology course grades are calculated by using the percent scores on written examinations (tests), ratings of performance reflected on the clinical laboratory evaluation tools, and ratings of performance reflected on the skills laboratory rating record.

THEORY GRADE:

1. Faculty evaluate student learning and assign a final theory grade at the end of the course based on student achievement of course objectives in the classroom.
2. Final Theory Grade is assigned according to the Grading scale below:

Grade	Percentage Range	Value
A	94 - 100	4
B	86 - 93	3
C	77 - 85	2
D	70 - 76	1
F	0 - 69	0
I	Incomplete	0
W-P	Withdraw Passing	0
W-F	Withdraw Failure	0

AW-P	Admin. Withdraw Passing	0
AW-F	Admin. Withdraw Failure	0

3. To determine the Theory Grade of a course, the following process is used:

3.1 Total Points Possible for theory examinations for each course are determined by the faculty.

3.2 The faculty prepares a Akey@ with correct item responses, which is then compared to the student's responses. The number of incorrect responses are counted, and subtracted from the total number of points possible (questions) on the exam, resulting in a raw score. This raw score is then divided by the total points possible to determine the percentile grade for the exam. (see example below):

3.3 At course end, all percentile scores are summed and divided by the total number of exams to achieve a final exam percentile.

4. Course faculty may use theory examinations, course assignments and/or a final exam to determine the Final Theory Grade. The following process is used:

4.1 Theory exams constitute 80-90 percent of the theory grade. The comprehensive final exam given in each course constitutes 10-20 percent of the theory grade.

5. To determine the Percent Score of an examination, final examination, or assignment.

5.1 The Percent Score is calculated using the following process:

5.2 A Raw Score (RS) is first determined by use of an instructor prepared Akey@ and the student's answers on the examination. The number of incorrect answers are counted, and subtracted from the total number of items (questions) on the exam, resulting in a raw score:

Example: 50 items on the exam or assignment

10 incorrect responses
40 Raw Score

5.3 The Raw Score is divided by the number of possible points on the examination or course assignment and carried to the 3rd decimal place.

Example: raw score or 79 = 0.774
Possible score 102

5.4 The decimal score which was carried 3 places to the right of the decimal is then multiplied by 100 to obtain the Percent Score (PS)

Example: 0.774
x 100
77.4% Percent Score

5.5 The percent score is then rounded to the nearest whole number.

Example: 77.4% = 77%

5.6 The Percent Score is recorded as the theory grade for the Comprehensive Final Examination or Course Assignment.

Example: 77%

6. To calculate the Course Examination Percent Score Average (CEPSA) the following process is used:

6.1 All percent scores on course examinations are summed.

Example: 77% Exam 1
79% Exam 2
90% Exam 3
246% Sum of Examination Scores

6.2 The sum total of the Course Examination percent scores is divided by the number of required course examinations and carried to the 10th place and then rounded to the nearest whole number. If the score is 0.5 or greater round up, and if it is less than 0.5 round down.

Example: $246 \div 3 = 82$ (CEPSA)

7. To calculate the Aweighted score@ to determine the Final Theory Grade the following process is used:

7.1 Multiply the Course Examination Percent Score Average by the predetermined weighted percent. The score obtained is carried to the 10th place and rounded to the whole. If the results are 0.5 or greater round up, and if it is less than 0.5 round down.

Example: 82 Course Examination Percent Score Average
x 0.90 Predetermined Weighted Percent
73.8 (decimal form)

73.8 = 74 Course Examination Weighted Score

7.2 The Course Examination Weighted Score is added to the Comprehensive Final Examination Weighted Score when these are the two weighted scores used to determine the Final Theory Grade.

Example: 74 Course Examination Weighted Score
8 Comprehensive Final Examination Weighted Score
82% Final Theory Grade = C

8. The Final Theory Grade is recorded on the Final Course Grade Record to be used in determining the Final Course Grade. (Refer to the Final Course Grade Calculation)

9. A Final Theory Grade of 77% or above is required for promotion.

10. A student dismissed Afor cause@ is assigned either the status of AAWP@ or AAWF@ for the surgical technology course enrolled in at the time when the action was taken. The action is recorded in the Student Record as Adismissed@; however, on the student=s official School Transcript the action is recorded with the appropriate symbol as designated in the above schedule.

SKILLS LABORATORY GRADE: See specific course syllabi.

CLINICAL LABORATORY GRADE: See specific course syllabi.

INCOMPLETE GRADE:

1. The assignment of an incomplete grade is at the sole discretion of the faculty. An incomplete AI@ grade indicates the student has not yet fulfilled course requirements and that either additional course work is needed or make-up work is to be completed. A final judgment and final grade determination of the student=s performance or

progress is made after the student fulfills the specified course work.

2. The incomplete grade must be cleared by satisfactory completion of all course work designated in writing and within the established time frame set by the faculty.
3. If the incomplete grade is not cleared as described, the AI@ shall be converted by the faculty to a final grade of AF@.
4. All policies related to expenses incurred by the school associated with a student=s clearance of an incomplete grade apply. The Bookkeeper must be contacted by the student for information and payment of the fee. Payment must be made prior to beginning the specified course work. Personal checks are not accepted. The receipt is displayed to the faculty member when the course work is submitted or to the proctor prior to the taking of an examination

GRADE POINT CALCULATION:

1. The Grade Pont Average (GPA) is the statistic generally used in decision making about applicants, students and graduates. Those decisions usually include selection for entry of applicants; progression, promotion and graduation of students and the awarding of honors and scholarships. The school faculty adopted the following GPA schedule, policies and formulas for the calculation of Total Value Points (TVP), Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA):

1.1 Grades and corresponding value points:

Grades	Value Points
A	4
B	3
C	2
D	1
F	0
I	0

- 1.2. The Total Value Points (TVP) is based on the final grades of science courses, the required surgical technology courses and other required courses reflected in the Program of Studies.

1.3 The Grade Point Average (GPA) is based on the final grades of all courses completed at an established point-in-time. The statistic reflects all science courses (either taken or transferred), current grades of all required surgical technology courses and the current grades of all other courses required in the Program of Studies. The CGPA is typically calculated at the end of a semester.

- 1.4 The highest final grade of a repeated required course is included in the calculations of the TVP, GPA and CGPA.

CUMULATIVE GRADE POINT CALCULATION:

1. Grade Point Average (GPA) is calculated by dividing the Total Value Points (TVP) by the total credits completed to date. The dividend is the GPA. Example:

Course Credits Grade (Value) Value Points

ST 1019 9 B (3) = 27

ST 1014 4 A (4) = 16

Total credits 13 Total value points 43

(Divide total Value Points (43) by the total credits (13) = 3.30 GPA) The GPA (dividend) is recorded to the hundredth (two integers past the decimal point to the right). Rounding is not used in the calculation.

2. Cumulative Grade Point Average (CGPA) is calculated by dividing the TVP by the total credits of all required courses (only those reflected in the Program of Studies) completed to date. The dividend is the CGPA. Example:

Cumulative Grade Point Average Example Computation
Spring Semester

Course	Credits	Grade (Value)	Value Points
ST 1019	9	B (3)	27
A&P ST 1014	4	A (4)	16
Total	13		43

Fall Semester

ST 3029	9	B (3)	27
SP 0001	1	A (4)	4
Total	10		31

(Divide the TVP (74) by the total credits (23) = 3.21 CGPA) The resulting CGPA(Dividend) is recorded to the hundredth (two numbers past the decimal point to the right). Rounding is not used in the calculation.

HONORS

Student recognition for academic excellence, Honors (3.75-3.89 GPA), High Honors (3.9-4.0 GPA), are announced during the commencement ceremony.

EXAMINATIONS

1. The student is expected to take all exams on the dates and times scheduled and the student is expected to be punctual for all exams. Students will be admitted to exams already in progress at the discretion of the proctor.
2. Identification badges must be worn and clearly visible on the upper chest for admission into all exams.
3. Students will keep their eyes on their own monitor and keyboard and/or exam. Any glancing around the room or at another student workstation, monitor, keyboard etc. will be interpreted as cheating.
4. The student will quietly exit the room and not return until all students have finished the exam. Any questions concerning the exam will be answered during the test review. Students that have completed the exam are expected to be quiet in the areas outside of the examination room.
5. Exam results will be posted on-line, within one week after the exam is taken.
6. All exams will remain the property of the school.
7. Students will be instructed how to access the examination software and the procedures necessary to complete the exams specific to the testing day. Any student found in any other files, directories, programs, etc will be interpreted as cheating.
8. The only personal items allowed in the computer lab will be a pencil or pen. All materials given to the student by the

proctors will be returned before the student leaves the room. The student is responsible for securing personal items in a safe location; the School will not be responsible for any lost or missing items.

9. The student may review questions and change answers as long as there is time remaining. Once the student exits the exam section they cannot return or edit the exam section.
10. If a student must exit the exam room during an exam they must raise their hand and receive permission. There will not be any additional time allowed for the exam.
11. In the event of a paper exam, electronic answer sheets will be used as the official answer sheet. Answers marked on the test booklets are used for test review purposes only. Answers marked on answer sheets are scored by computer.

TEST REVIEW

1. Test review is offered as a learning experience. Time will be provided at the end of each examination.
2. Analysis of each test item for validity and level of difficulty is also a computer function. This analysis is distributed to each instructor having items on the exam. Instructors make final decisions about any item that validity or level of difficulty is called into question according to established criteria.
3. If the student is not present for test review, no additional opportunity is offered.
4. If the student is questioning the grade received on any exam the scoring will be reviewed upon request.

MAKE-UP COURSE WORK

The opportunity to make-up missed course work, including examinations may be available to an absent student. Faculty has the sole discretion in permitting the student to make-up missed course work, including examinations. Two factors have paramount importance in the consideration of a make-up request: the student's follow-through with policy regarding the absence and the student's previous attendance recorded. A fee is charged for make-up work to cover the school's expense associated with the make-up work or examination preparation, proctoring and grading. The following process is followed:

1. The student completes the Make-up Course Work Request Form obtained from the Forms Rack outside of room 1004.
2. Submit the completed form to the respective faculty for consideration and action.
3. If approval is granted, the student pays the required fee to the Bookkeeper and obtains a receipt. No personal checks are accepted.
4. The student displays the receipt to the proctor if an examination is to be taken.
5. A fee is charged for make-up theory or skills lab exams, which will be paid to the business office. The student must be prepared to take the exam at the next scheduled learning experience at the convenience of the faculty.
6. A fee will be paid to the business office for make-up skills lab practices and check offs.
7. A fee will be paid to the business office for make-up clinical days.

REMEDIATION

A student who does not pass a skills laboratory check-off on the second attempt may be offered a remediation opportunity to achieve a minimum required score.

1. If remediation is offered by the faculty and the student accepts, the student will be given an additional

practice/instruction skills laboratory session appropriate to the specific skill being remediated, prior to the third and final checkoff.

2. The student will be given a third and final skills laboratory checkoff on the skill being remediated. The student will be observed by two instructors simultaneously and independently. After the observation, the instructors will confer in order to form a consensus on the grade to be awarded for the skill. The outcome of this conference will be final.
3. If the student is successful in passing the remediation, the original score for the skills laboratory check-off in question will remain and be recorded as the official grade for the skill.
4. If the student is successful in the remediation attempt they will progress and/or promote to the next skill if applicable.
5. Students may only be offered one remediation per skills laboratory checkoff and a maximum of two remediation attempts per course.
6. Students who choose remediation forfeit the right to appeal the remedial grade and the original grade.
7. Students who choose remediation will pay a fee, to defer costs associated with remediation, of \$25.00.

DROPPING A COURSE

A student can avoid many academic and administrative difficulties by following the process for dropping a course at the school and the respective university. If a student does not officially drop a course, a final course grade of >F= may eventually be reflected on the respective transcript(s).

1. Course(s) dropped prior to the specified drop date are reflected on transcript as >W= (withdraw).
2. Student Action Request Form must be completed and returned to Admission office staff on the last day of class attendance for all courses
3. See FINANCE: Tuition Refund, for refund policy.
4. College or University
See the institutions policies.

The BHSLR-School of Surgical Technology must be informed by the student of any required courses dropped at other institutions.

REPEATING A COURSE

1. A student, who has taken a course and not achieved at least the minimal required grade for progression or promotion, may request permission to repeat the course. If a course is repeated, the initial attempt is forgiven. The initial attempt is recorded on the transcript and the grade is surrounded by parentheses. The grade for the initial attempt in a repeated course is not calculated in the GPA, CGPA or in the credit hours. The latest attempt at a course will be calculated in the GPA, CGPA and the credit hours.

1. Complete and submit the Course Repeat Form obtained from the forms rack outside room 1004.

2. Submit the form to the head of the respective BAPTIST HEALTH School.

3. If the requested course is a science course, the student follows the respective policies and processes of the college or university involved. However, the BAPTIST HEALTH School must also be willing to accept the final grade of the repeated course.

4. Action regarding the request is taken by the individual or group as determined by the respective BAPTIST HEALTH School.

5. The student is notified in writing of the decision regarding the request: The same Course Repeat Request form is used for this purpose.

ACADEMIC ADVISING

Faculty serves as academic advisors to students. A student is notified of advisor assignment at the beginning of each course.

A student is expected to contact the assigned advisor for an initial conference. Additional conferences are initiated through advisor-advisee arrangements.

Advising is available to a student in the following areas:

1. Adjustment to student role,
2. Educational planning,
3. Socialization into Surgical Technology,
4. Study habits,
5. Test taking and,
6. Limited tutoring. If extensive tutoring is needed, the Schools Counselor should be contacted for reference.
7. Each time a student fails to pass an exam or skills lab check-off they are to see their advisor.

ACADEMIC PROBATION

The status of academic probation indicates that the student's continued enrollment in the school is at risk. Conditions are specified that must be fulfilled before the status is changed.

1. A student is placed on probation for academic reasons by the Director of the School or designee.
2. Probationary terms are determined on an individual basis by the Director of the School or designee.
3. Failure to meet designated probationary terms may result in academic suspension or academic dismissal.

4. If by the third exam in a course the student does not have a theory grade average of C or better, the student will be placed on Academic Probation and referred to the counselor.

5. If by the third skills lab check-off in a course the student does not have a skills lab grade average of C or better, the student will be placed on Academic Probation and referred to the counselor.

6. Each time a student who is on Academic Probation fails to pass an exam or skills lab they are to see the Program Director.

PROGRESSION AND PROMOTION

Progression and promotion policies give direction for the retention of high quality students as they progress through the Program of Studies.

1. A student must satisfactorily fulfill requirements for each surgical technology course as outlined in the course syllabus and packet in order to progress in the Program of Studies.

2. The minimal final course grade for progression is a >C= in all required courses.

3. A surgical technology student may be promoted to Semester II after Satisfactory fulfillment of all requirements and a minimum final grade of >C in all required courses in the Program of Studies.

4. A student may be promoted through the Program of Studies and graduate utilizing the following criteria:

4.1 Surgical Technology Course Grade: Minimum 77% or letter grade of C in all courses.

4.2 (SEMESTER I)

4.2.1 Entry Tuberculin Skin test,

4.2.2 Hepatitis B vaccine. (Series of three (3) inoculations started prior to first clinical laboratory experience and maintained until completion of series or signed waiver),

4.2.3 Current Cardiopulmonary Resuscitation (CPR), Heartsaver course, American Heart Association Standards, prior to first clinical laboratory experience,

4.2.4 Final grade of >C= in required in all courses,

4.2.5 Agreement of ability to meet Essential Functions of Surgical Technologist.

4.3 (SEMESTER II)

4.3.1 Current American Heart Association Heartsaver CPR Course, prior to first clinical Laboratory experience, and

4.3.2 Agreement of ability to meet Essential Functions of Surgical Technologist

4.4. (COMMENCEMENT)

- 4.4.1 Successfully complete Program of Studies, with minimum grade of C in all required courses and a Cumulative GPA of 2.0,
- 4.4.2 Settle financial obligations with school and BAPTIST HEALTH,
- 4.4.3 Complete Clearance Process (es),
- 4.4.4 Provide evidence of placement for first employment if on BAPTIST HEALTH Student Loan Program,
- 4.4.5 Completion of the PAE examination and,
- 4.4.6 Exit Interview, as specified by school.

GRADUATION REQUIREMENTS

All nine requirements must be fulfilled before graduate status, diploma and school pin are bestowed:

1. Successful completion of the Program of Studies and the Professional Curriculum; successful completion is evidenced by completion of all requirements for each course;
2. Participate in Commencement Ceremony Practice;
3. Participate in the Commencement Ceremony, wearing attire as required in Commencement Dress Code approved by the faculty;
4. Complete Community Service requirement;
5. Fulfill progression and promotion criteria;
6. Participate in the Senior Photo Session;
7. If on the BHSLP, clear according to policy; and
8. Complete the Graduate Clearance Form and process.

MEDICATION ADMINISTRATION

1. The faculty has authority to determine number of medication errors charged to a student in a given incident. The number of errors assigned by the Medication Safety Committee will be filed in the student's Academic record.
2. The faculty may recommend non-progression, probation, suspension or dismissal of a student citing Unsafe care as the rationale.
3. If extra clinical instructor time is needed in the form of clinical supervision, tutoring or skills laboratory teaching, the student may be charged a fee to defray the expenses of clinical instructor salary. The fee is due prior to the experience.
4. The following occurrences are defined as medication errors (list is noninclusive):

- 4.1 Incorrect medication, blood,
- 4.2 Incorrect dosage,
- 4.3 Incorrect day or time,
- 4.4 Incorrect patient,
- 4.5 Incorrect route of administration,
- 4.6 Incorrect transcription of physician=s medication order,
- 4.7 Omission of medication as ordered,
- 4.8 Medication given to patient, who has a recorded allergy to the drug,
- 4.9 Medication not ordered by physician given to patient,
- 4.10 Faculty intervention preventing a student from breaching principles of safe medication administration to a patient, and
- 4.11 A student prevented from breaching principles or processes of safe medication administration by staff intervention.

STUDENT

ACCOUNTABILITY

Guidelines related to student conduct are fundamental to patient or student safety and necessary for a high level of care and overall learning within the perioperative services.

ALL LEARNING EXPERIENCES

1. Name badge **MUST** be worn. **NO EXCEPTIONS.**
2. Cell phones and/or beepers must be turned off or on Asilent@.
3. Books and personal articles are the responsibility of the student.
4. Personal visitors are not allowed.

CLINICAL LABORATORY

1. The clinical instructor is responsible for the clinical education and conduct of his or her assigned student(s). Directions from the assigned faculty must be followed in order to maintain safe continuity of patient care: not to do so, shall result in immediate and severe disciplinary action by the school. The faculty have full authority to remove a student from the clinical laboratory and send that student home, at any time, if the situation warrants.
2. Food or beverages are not permitted in the clinical department except in the employee lounge.
3. Permission must be obtained from assigned Clinical Instructors before leaving the clinical laboratory.
4. Permission must be obtained from the assigned staff before going to break/lunch: one (1) fifteen (15) minute break in morning, and one (1) forty-five (45) minute lunch break is allowed.
5. Gum chewing is not permitted in clinical laboratory.

6. Books and personal articles are not allowed in the restricted areas.
7. Student is expected to report immediately any accident or error to the assigned clinical instructor, regardless of how minor it may seem.
8. When the assigned room is not busy, student is expected to check with the assigned staff/clinical instructor or coordinator in charge for other clinical assignment or additional learning experiences.
9. Students are responsible for having assigned OR staff complete the weekly AStaff Evaluation of Student@ and return to Instructor or designated area. Each student will receive an evaluation of performance from Clinical Instructor.
10. Students are tardy if they are not in assigned area at the beginning of their shift, for example, 0630 for the 0630-1500 shift.
11. Students will be dressed and in assigned clinical area no later than 0640.
12. All students must contact assigned clinical instructor prior to scheduled shift. The student must state the specific reason for absence. Failure to notify clinical instructor prior to absence, will result in disciplinary action.
13. Being 30 minutes tardy for clinical will result in the student being sent home. If the student is sent home, they will receive an absence for the full day.

ATTENDANCE AND ABSENCE

Directions for a student regarding attendance and absence are provided in the following policies:

1. Regular and prompt attendance at all scheduled learning experiences is expected in order for a student to meet the objectives for the surgical technology course.
2. Attendance at scheduled learning experiences during inclement weather, including winter storms, is expected unless otherwise notified by faculty or school official.
3. Faculty understand that a student may be absent from class because of situations not in student=s control. However, it is also understood that an absent student is not gaining benefit of school offerings. Therefore, an Absent Record is maintained on each student. A record of repeated absenteeism will lead to disciplinary action.
4. A student absent from classroom or scheduled clinical learning experiences three or more school days, because of a health problem that requires medical intervention, provides the course faculty a written clearance from the physician prior to resuming study.
5. Any absence created by a physician=s order requires a written clearance from that physician before the student resumes scheduled learning experiences.

6. Absent days will be made up at the discretion of the Program Director.
7. A student may be charged a fee to defray the expense of faculty salary if extra faculty time is needed to meet course objectives as a result of an absence. The fee is due prior to the experience.
8. Numbers of hours missed, as well as patterns of absence from class will be monitored. If excessive absences or patterns of absence occur, the student will meet with an assigned instructor to discuss the course of action as determined by course faculty. If a student appeals at the end of the semester, this information will be considered in the Grievance Process.
9. Absences are recorded per semester and not by course, therefore absence in any course contributes to the absences for the semester. The disciplinary steps will begin at 24 absentee hours. Verbal warning at 24 hours missed, Written warning at 32 hours missed, Probation at 40 hours missed. Absence may not exceed forty 40 hours in a semester, absence in excess of 40 may result in dismissal.
10. An absence of five (5) consecutive school days without notification to the school office may result in Administrative Withdrawal from the school by the Director or designee.
11. Being tardy three times, for any scheduled learning experience, will count as 1 absence (8 hours) .
12. Absences, from a learning experience, will be recorded according to scheduled time for that learning experience; missing a class day in which the student has any scheduled learning experience, is recorded as 8 hours.
13. Full signature will be required when signing the roster for class. The student who signs the roll sheet for someone else is considered in violation of the School Honor Code and the Baptist Health Value of Honesty.
14. In an effort to reward a student who has achieved perfect attendance by the end of a semester, the student will be allowed to miss a predetermined learning experience as outlined by the faculty. Perfect attendance is defined as no absences or tardies.
15. In the event of a funeral a student may request funeral leave in writing. Up to three days funeral leave may be granted by the faculty upon the death of a member of the student=s immediate family. This includes mother, father, child, husband, wife, brother, sister, father-in-law, mother-in-law, grandparent or grandchild. Proof such as obituary or death certificate must be submitted.

Process

The following process is expected to be completed by a surgical technology student in the event of an absence or tardy:

1. For all absences, notify by telephone the assigned class or clinical instructor prior to the scheduled class, clinical or activity starting time.
2. If absence is due to physician=s order, in addition to the above, contact instructor regarding expected date of return.
3. Obtain written clearance from intervening physician, and
4. Submit physician clearance to assigned instructor.

Tardy

Tardy is defined as not present at the scheduled time for any learning experience. Three (3) recorded tardies shall be counted as 1 absence (8 hours).

BREAK AND MEAL TIMES

Directions for break and meal times are provided in the following:

1. Classroom:

Break - Ten (10) minutes between classroom instruction hours.

Meal - Forty-five (45) minutes.

2. Clinical:

Break - Fifteen (15) minutes.

Meal - Forty-five (45) minutes

SCHOOL CALENDAR

2009-2010

Fall Semester

Registration: BHSLR - SST June 2, 2009

Class Begins July 6, 2009

Labor Day September 7, 2009

Fall Break September 21-25, 2009

Thanksgiving Break November 26-27, 2009

Fall Semester Ends December 11, 2009

Spring Semester

Registration: BHSLR - SST December , 2009

Class Begins January 4, 2010

Spring Break March 22-26, 2010

Spring Semester Ends June 10, 2010

Commencement and Graduation June 10, 2010

HOLIDAYS

The school recognizes six (6) holidays per year: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

VACATION/BREAKS

1. Five (5) weeks of Vacation/Break Time are scheduled for the student.

2. Spring Break is a five (5) day period usually scheduled in mid-spring each school year. Refer to the BHSLR-SST activities calendar for current year.
3. Fall break is a five (5) day period usually scheduled in mid fall of each school year.
4. Christmas break is three (3) weeks between the Fall and Spring Semesters.
5. Refer to BHSLR-SST schedule of current year for specific dates.

RE-ENTRY FOR RESUMPTION OF STUDY

A student who has discontinued study for any reason is returned to the applicant pool and must be approved for re-entry by the Selection Committee before resuming study. Approval for re-entry is not guaranteed for any student discontinuing study. When reviewing re-entry applicants, the Selection Committee considers, but is not limited to, the following criteria:

1. Overall academic performance and professional development prior to absence from school,
2. Evidence of behaviors that demonstrate school Values prior to and during absence from school, and
3. Clearance process completed within one (1) week of discontinued study.

Process

A student seeking approval to resume study:

1. Obtains a Reentry Packet from Admission Office,
2. Reentry must occur within one year from the break in study or the applicant must repeat the entire program of study. Individuals are only allowed to reenter the school one time.
 3. Submits the following completed documents to Admission Office four (4) months prior to preferred reentry date:
 - 3.1 Reentry Form,
 - 3.2 any applicable fees, submitted to business office,
 - 3.3 One (1) Personal Recommendation Form,
 - 3.4 Official transcript(s), if applicable and
 - 3.5 Essential Functions Form.
 4. Participates in personal interview, if requested by Selection Committee.
 5. Returning students must demonstrate competency in the skills laboratory, as outlined by the course faculty,

before re-entry into the program. The skills required are limited to those that must be mastered in prerequisite courses.

CONDITIONAL ADMISSION STATUS

A student admitted on conditional status fulfills all stipulated conditions before status is removed. The maximum enrollment time for conditional admitted students is one (1) semester.

DRESS CODE

BAPTIST HEALTH School of Surgical Technology students are expected to look professional at all times. Noncompliance with required dress code will result in inability to attend learning experience and may result in disciplinary action.

CAMPUS

Refer to Dress Code/Campus in Student Handbook General Section.

BHSLR-School of Surgical Technology students are required to wear approved scrub attire while on campus and during all scheduled classroom activities, this scrub attire must be clean, in good repair, fit properly and reflect a professional appearance.

Hose/socks are worn at all times. Socks are to be white and without ornamentation, i.e., bells, beads.

Shoes are clean, white, leather or leather-like shoes with enclosed heel and toe. Clean, white shoelaces as appropriate for shoe style. Any shoe logo not white must be small, inconspicuous and approved by the faculty. Canvas or fabric shoes are not acceptable.

SKILLS LABORATORY

Surgical attire will be worn in the skills laboratory. If the student must leave the skills laboratory; hat, shoe covers, and protective eye wear must be removed.

CLINICAL LABORATORY

Attire while in the clinical laboratory is in compliance with the following code and with the BAPTIST HEALTH School Dress code, published herein. Faculty firmly enforces the codes and applies disciplinary authority for non-compliance.

1. Female student:

1.1 Official school uniform.

1.1.1 Scrub attire of school designated styles and color only. An all white undershirt must be worn under scrub top; no other garments may be visible under scrubs.

1.1.2 Student identification badge must be worn at all times. It is to be visible at all times, on the shoulder area with picture facing out. No decorative stickers or pins are to be worn on the ID badge.

1.2 Shoes: Clean, white, polished all leather or leather-like athletic shoes with enclosed heel and toe, subject to faculty approval, clean, white shoelaces as appropriate for shoe style.

1.3 Nails are to be clean and must not extend past the end of the finger pads; nail polish, artificial nails and nail ornaments of all kinds are unacceptable.

1.4 No jewelry is permitted.

1.5 Other: Ball-point pen with black ink and notepad.

1.6 In facilities where the facility provides scrub attire; student will change from official school uniform, to scrubs provided by the clinical site, before entry into the restricted areas of the surgical suites. No undergarments may be visible while in surgical attire. The student will change back into the official school uniform before leaving the clinical site.

2. Male Students:

2.1 Official school uniform,

2.1.1 Scrub attire of school designated styles and color only. An all white undershirt must be worn under scrub top; no other garments may be visible under scrubs.

2.1.2 Student identification badge must be worn at all times. It is to be visible at all times, on the shoulder area with picture facing out. No decorative stickers or pins are to be worn on the ID badge.

2.2 Shoes: Clean, white, polished all leather or leather-like athletic shoes with enclosed heel and toe, subject to faculty approval; clean, white shoelaces as appropriate for shoe style.

2.3 Nails are to be clean and must not extend past the end of the finger pad; nail polish, artificial nails and nail ornaments of all kinds are unacceptable.

2.4 Jewelry is not permitted.

2.5 Other: Ball-point pen with black ink, and notepad.

2.6 In facilities where the facility provides scrub attire; student will change from official school uniform, to scrubs provided by the clinical site, before entry into the restricted areas of the surgical suites. No undergarments may be visible while in surgical attire. The student will change back into the official school uniform before leaving the clinical site.

STUDENT HEALTH

1. An ill student must notify the Clinical Instructor prior to the scheduled clinical time. These hours are recorded as absent time.
2. In the event of an accidental needle stick or exposure, student must report all blood and mucosa exposures and follow all policies regarding the follow-up.
3. All personal medical expenses are the responsibility of the student; therefore, the student is encouraged to have insurance coverage.

STUDENT EMPLOYMENT/WORK RELATED POLICIES

1. Students are allowed to work; however employment must not interfere with classroom or clinical assignments.
2. Time spent as an employee cannot be credited to the clinical educational program of the School. Classroom or clinical assignments are not altered to accommodate work schedule(s).
3. The student will not be scheduled for clinical assignments in order to provide coverage for the clinical area or shift.
4. Student choosing to work at BAPTIST HEALTH completes the regular hiring process of the Personnel Department of BAPTIST HEALTH and the Laboratory Department.

5. Although School Student Policies and BAPTIST HEALTH Employee Policies are in fact separate one from the other, a student=s behavior during application or a BAPTIST HEALTH employment period that results in a disciplinary action may, in turn, result in the same by the school or vice versa.
6. The Program Director or Clinical Instructor do not participate in the hiring process of students for work purposes.
7. A student must be in AGood Standing@ with the school in order to be hired for work in BAPTIST HEALTH. AGood Standing@ is defined as:
 - 7.1 having the required academic record
 - 7.2 satisfactory attendance record
 - 7.3 record void of disciplinary action by the school
8. A student maintains academic eligibility while employed at BAPTIST HEALTH.
9. The School is not responsible for unprofessional conduct by a student, while he or she is working for an employer.

STUDENT GOVERNANCE

The BAPTIST HEALTH School of Surgical Technology form of student governance is a Student Government Organization.

1. The BHSLR-SST Subteams grant each class the privilege to self-govern within the Values, policies and philosophies of the school and BAPTIST HEALTH.
2. School policies and Student Government Bylaws provide the frame work for conduction of business, projects and activities.
3. Class Presidents represent their class on the Director=s Student Council.
 4. Class Presidents serve as student representatives for situations involving a student with the same classification on their respective campus.
 5. Class meetings and activities are scheduled by the President when classes are not in session. School policies and Student Class Government Bylaws provide the framework for conduction of business, projects and activities.
 6. A class may conduct fund raising activities as approved by the Director or designee. Funds raised are reconciled and deposited into the treasury according to rules established by class sponsors and described duties of the class Treasurer. Class funds may be used only for purposes recommended by the class and approved by the Program Director.

STUDENT GOVERNMENT BYLAWS

According to the School Philosophy, the school provides the opportunity for students to participate in their own government and in the overall operation and have input in management of the school. Through the participation a student experiences leadership, citizenship development and the democratic process as part of their professional and personal growth. In addition, the school demonstrates a high degree of value and esteem held or students.

ARTICLE I - NAME

The name of the student government organization shall be the BAPTIST HEALTH School of Surgical Technology Student Government Organization.

ARTICLE II - PURPOSE

The purpose of the Organization is to provide students an opportunity to learn and participate in the democratic process, develop leadership and fellowship skills and to contribute to the overall operation and continuous improvement of the school.

ARTICLE III - GOAL

The overall goal to the Organization shall be to encourage each student to participate in the democratic process by working together toward common goals and problem solving.

ARTICLE IV - MEMBERSHIP

Membership in the Organization shall consist of surgical technology students.

ARTICLE V - OFFICERS

Officers of the class shall be elected by surgical technology students. Officers must maintain a 2.0 grade point average (GPA). Officers include:

1. President,
2. Vice-President,
3. Secretary,
4. Treasurer,
5. Historian.

In addition to the Officers, 3 members for History Committee will be elected.

Any elected class officer may attend meetings and participate on the BAPTIST HEALTH Schools Student Council.

ARTICLE VI - DUTIES OF OFFICERS

Section 1 - President

The President shall:

1. Schedule and preside at all meetings,
2. Generally supervise all activities of the class,
3. Function as liaison between the class and Director of the school by serving on the Director=s Student Council,

4. Serve on the Grievance Panel according to BAPTIST HEALTH Schools policy,
5. Co-sign all receipts of funds collected by class,
6. Meet with school official(s) as appropriate,
7. Count any monies collected with the secretary and faculty class sponsor,
8. Cosign all receipts of funds collected by class,
9. Serve on the Student Council,
10. Sign all class meeting minutes with secretary,
11. Vote only to break a tie, and
12. Complete officer clearance form prior to graduation.

Section 2 - Vice-President

The Vice-President shall:

1. In the absence of the President, assume all duties, authority and responsibility of the President,
2. Assume the responsibility of the presidency permanently if the president cannot retain position,
3. Assist with organization of class meetings,
4. Maintain order during meetings,
5. Vote on all issues,
6. Serve on the Student Council, and
7. Complete officer clearance form prior to graduation.

Section 3 - Treasurer

The Treasurer shall:

1. Manage class funds in an orderly, ethical and legal manner,
2. Establish a receipt book with sequential numbers of the receipts (obtained from school office),
3. Reconcile all funds collected and co-sign receipts with the Class President,
4. Deposit all income into the class treasury within one week of collection,
5. Balance receipt book each month, verify and co-sign balance with Class Sponsors,
6. Make check requests from the class treasury, through Class Sponsors, as directed by the class and according to process described herein these Bylaws,
7. Give Treasurer=s Report at all class business meetings,
8. Serve on Student Council, and
9. Complete officer clearance form prior to graduation.

Section 4 - Historian

The Historian shall:

1. Act as Chairman of the History Committee.
2. Develop a Class Scrapbook that includes mementos, photos and other articles of historical significance related to the class,
3. Place class Scrap book in the school Archive collection after graduation of the respected class,
4. Represent the class by serving on the BHSNAH Yearbook staff, and
5. Complete officer clearance form prior to graduation.

Section 5 -Faculty Class Sponsor

The Faculty Class Sponsor shall:

1. Be a faculty member employed by BAPTIST HEALTH School of Surgical Technology that has volunteered for the position,
2. Preside over election of officers and further class business,
3. Attend all class meetings,
4. Serve as resource for all activities,
5. Notify class officers of meeting dates, and
6. Count and reconcile all funds collected with Treasurer and President monthly.

ARTICLE VII - TERMS OF OFFICERS

Officers elected shall serve for the entire length of the program of studies.

ARTICLE VIII - MEETINGS

Activities and meetings shall be conducted within the framework of school policies and Student Government Bylaws. Attendance is strongly suggested in order to fulfill the purpose and achieve the goal of the Student Government Organization. Class meetings and activities are scheduled by the President when course classes are not in session.

ARTICLE IX - QUORUM

Members attending Student Organization Meetings shall be considered a quorum.

ARTICLE X- ELECTIONS AND VOTING

Section 1 - Elections

Nominations by the student body shall be made and voted upon.

Officers shall be elected within four (4) weeks following entry registration.

Section 2 - Voting

Elections shall occur through secret ballot. Voting outcomes shall be tallied by two faculty class sponsors. A report shall be prepared by the faculty class sponsors and submitted to the Program Director, Assistant Director and Director.

ARTICLE XI - VOTING ON CLASS ISSUES

The majority rule will prevail during class meetings. A minimum vote of 51% of class members present will determine passage of a motion. Class business voting is by show of hands, voice vote or as designated by President. Certain business matters requiring a vote can be made by secret ballot if agreed upon by 51% of those present.

ARTICLE XII - VACANCY OF OFFICE

In the event the President is unable to complete service of elected term of office, the Vice-President shall assume full duties and responsibilities of the office. A special election shall be held to fill the position of Vice-President within two (2) weeks after the presidential vacancy occurs.

In the event of vacancies in other offices, a special election shall be held within two weeks after the vacancy occurs.

ARTICLE XIII - CLASS DUES

The decision to collect class dues and the amount thereof shall be voted on by each class, for that class, at the first class meeting. Class dues are not required by the school.

ARTICLE XIV - AMENDMENTS

Student Government Bylaws may be amended, adopted or repealed as recommended by the student body at any regular class meeting. The recommendation then is forwarded to the Program Director for consideration. Revisions shall become effective after adoption by the total student body, Student Council and final approval by the Director=s Council.

ARTICLE XV - PARLIAMENTARY AUTHORITY

Roberts Rule of Order, current edition, will prevail as Parliamentary authority during meetings.

CERTIFICATION

The Liaison Council on Certification for the Surgical Technologist (LCC-ST) sets forth the eligibility requirements for the CST exam. The surgical technologist must be a graduate of an accredited surgical technology school in order to qualify to take the national certification examination.

The graduates may apply as a candidate to write the national certifying examination for surgical technologists. Candidates who achieve the required score will be certified to officially and professional use the title and credential Certified Surgical Technologist (CST).

FINANCE

SCHOOL EXPENSES

Directions related to school expenses are provided in the following policies:

1. BHSLR- School of Surgical Technology.

1.1 Tuition based on a charge per credit hour is required at registration for each required course.

2.2 If credit for a course is being transferred from another institution, course tuition and fees are not charged.. However, a Transcript Recording Fee is charged for the transferred credits.

TUITION REFUND

BAPTIST HEALTH School of Surgical Technology Tuition Refund Policy:

1. Students shall be refunded all administrative fees exceeding \$100 at any time during the semester.
2. The refund of tuition policy applies to the time period beginning with the published first scheduled learning experience according to the following scheduling.

Semester I

- Before the beginning of the first class date 100% Refund
- Weeks 1 through 8 75% Refund
- Weeks 9 through 12 50% Refund
- Weeks 13 through 18 25% Refund
- After beginning of 19th week 0% Refund

Semester II

- Before the beginning of the first class date 100% Refund
- Weeks 1 through 8 75% Refund
- Weeks 9 through 12 50% Refund
- Weeks 13 through 18 25% Refund
- After beginning of 19th week 0% Refund

Refunds of tuition are made after all outstanding balances to the school and supporting hospitals are paid. Expenses associated with, fees, fines, books, equipment, supplies and uniforms are not refunded. General fees in excess of \$100.00 are refunded.

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