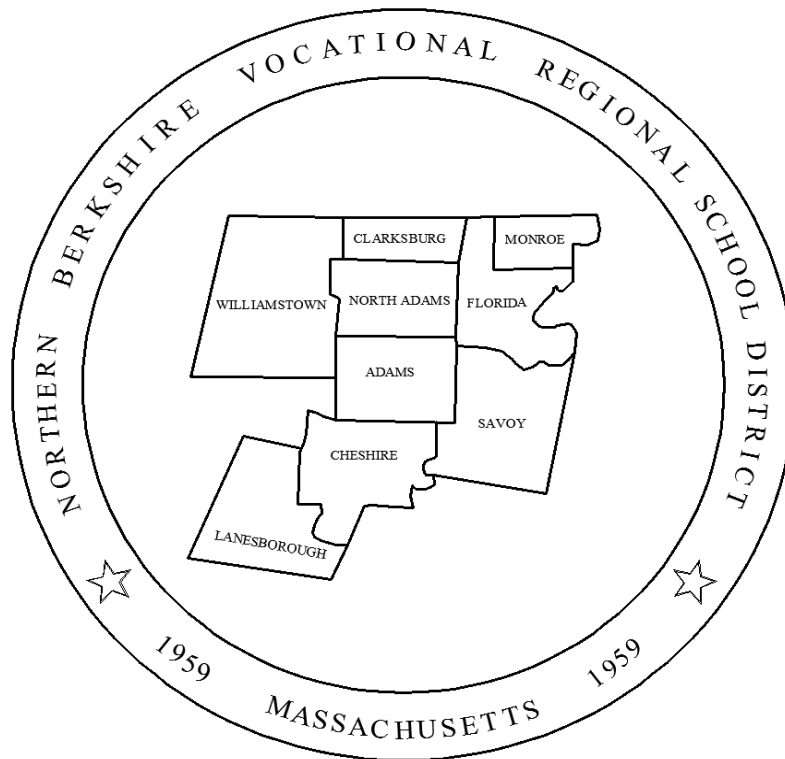


# MCCANN TECHNICAL SCHOOL

## SURGICAL TECHNOLOGY PROGRAM



**2017-2018**

**STUDENT HANDBOOK**

This handbook is designed to provide students with information concerning the policies and procedures related to the surgical technology program at the McCann Technical School. Students are responsible for reviewing the enclosed information, and sign that they have received, reviewed and agree to abide by the policies and procedures detailed within. The administration/faculty reserves the right to change or delete any of the contents of this handbook pending notification to students of the change. This handbook is designed as a supplement to the McCann Technical School catalogue. Students should be familiar with the information contained in both documents.

### MISSION

The mission of the McCann Technical School is to graduate technically skilled, academically prepared, and socially responsible individuals ready to meet the challenges of the 21<sup>st</sup> century.

### VISION

McCann Technical School is committed to being the leader of quality technical education and academic achievement in the Commonwealth of Massachusetts.

### EDUCATIONAL PHILOSOPHY

Our educational philosophy is sustained by individuals dedicated to customer focus and satisfaction through continuous improvement. The school community will create a learning environment that motivates and actively engages all students in mastering rigorous academic and technical curricula. This philosophy is implemented by adhering to our core values of communication, achievement, respect and ethics.

**Communication** strengthens partnership development and teamwork.

**Achievement** is attained through a strong work ethic.

**Respect** from all guarantees a safe learning environment.

**Ethics** ensure a dedication to honesty and integrity.

### GOALS

- To ensure curriculum quality and efficiency.
- To increase the use of data to help shape and drive school improvement efforts including performance on high-stakes tests.
- To implement new teacher evaluation methods.
- To improve school and community relations.
- To increase technological literacy and improve the use of technology in classrooms and shops.

The goal of the surgical technology program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains.

APPROVED: \_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Principal Date

\_\_\_\_\_  
Program Coordinator Date

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## ACCREDITING AGENCIES

The McCann Technical School Surgical Technology program is accredited by:  
Commission on Accreditation of Allied Health Education Programs (CAAHEP) ([www.caahep.org](http://www.caahep.org))  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL-33763  
Tel: 727-210-2350/Fax: 727-210-2354

McCann is approved by the Career/Vocational Technical Administrative Division of the Massachusetts Department of Elementary and Secondary Education ([www.doe.mass.edu](http://www.doe.mass.edu))

Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street  
Malden, MA 02148-4906  
1-781-338-3000

Council on Occupational Education (COE)  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Tel: 770-396-3898/Fax: 770-396-3790

Students are expected to follow the general rules, regulations, and policies of the school. The purpose of these rules, regulations, and policies is to protect the rights of all students and allow students to prepare for their chosen profession in a positive educational environment. Failure to follow established rules, regulations, and/or policies will result in disciplinary measures and/or dismissal from the program.

## AFFIRMATIVE ACTION STATEMENT

Northern Berkshire Vocational Regional School District maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age disability, sexual orientation, gender identity, genetic information, homelessness, marital status, and veteran status.

## CODE OF ETHICS

As a student of the surgical technology program, I will apply the following Code of Ethics to my actions and behaviors when interacting with patients, clinical staff, and faculty during my education. This code will apply to my personal and professional performance, attitudes, and conduct.

As a professional, I will:

1. Assume a professional manner in attire and conduct.
2. Establish a positive rapport with my fellow colleagues, both in school and in the clinical agencies.
3. Maintain the confidentiality of patient information.
4. Strive to promote self-efficiency and quality through organization and active participation.
5. Be willing to accept responsibility for constructive criticism related to performance of all tasks involved in the educational process.
6. Strive to incorporate the theories, standards of practice and guidelines of the profession into my professional practice.
7. Demonstrate kindness and empathy to my patients.
8. Maintain the highest degree of honesty and integrity.
9. Develop adaptability in action and attitude.
10. Demonstrate teamwork skills in the classroom and clinical settings.
11. be willing to share my knowledge to improve my profession and my community.

**Violation of the Code of Ethics will result in disciplinary action.**

## ACADEMIC REQUIREMENTS

The surgical technology program requires successful completion of the courses listed under the program description. Courses are offered in a prescribed sequence so that all prerequisite requirements can be fulfilled before entering the next term. These prerequisites are specified in each course syllabus. A minimum grade of "C-/76" is required in ALL curriculum courses to be eligible for graduation. A grade below "C-/76" will not enable the student to continue in the program. Students may choose to apply for re-admission into the following year's class, provided that all requirements of the readmission policy have been satisfied.

Grading scales are published in the student handbook. A grade of INCOMPLETE in any course will automatically be converted to an "F" if work is not completed within the time frame established in the "make-up" contract. Make-up contracts are assigned at the discretion of the program coordinator.

## GRADING SYSTEM/REPORT CARDS

The Health Programs marking system is as follows:

A	98-100	B-	84-86	F (Fail)	0-75
A-	94-97	C+	81-83	W (Withdraw)	
B+	90-93	C	78-80	I (Incomplete)	
B	87-89	C-	76-77		

Grades are issued to students at the end of each semester. A mid-semester conference with the program coordinator is scheduled to assist the student in identifying issues related to the learning process. The program coordinator is available on an as needed basis for conferencing with students. The clinical grading system is detailed in the course syllabus.

## PROBATION POLICY

All courses require a passing grade of 76. The program coordinator will counsel each student having difficulty maintaining academic progress. If after this meeting academic progress is still not adequate, a formal written schedule of remediation will be developed by the coordinator. A written progress report will be given to the student by the program coordinator as required.

## EXTRACURRICULAR EMPLOYMENT

All employment **MUST NOT** interfere with assigned class/clinical schedules. Outside work **MUST NOT** compromise course work.

## POLICY ON ACADEMIC HONESTY

All students are required to maintain academic honesty in all aspects of the educational process. Academic dishonesty includes, but is not limited to; falsification of information, cheating on tests, assignments, plagiarism, and collusion. All forms of dishonesty will result in disciplinary action. Falsification of information includes; student admission forms, student health forms, and student clinical records. Cheating includes; copying from another student's test paper, using materials during a test/demonstration not authorized by the instructional staff, knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of an un-administered or administered test material, bribing any other person to obtain test materials or information, and falsifying test results. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This does not include assisting fellow students in team-based projects.

## GRADUATION

Graduation is scheduled in early June. The ceremony includes cosmetologists, dental assistants, medical assistants, and surgical technologists. A certificate of completion is awarded. Students are eligible to purchase a school pin

with their program designation on it. The cost of the pin is included in the graduation fee. Students who have not completed all program requirements but are considered students in good standing will be permitted to participate in the graduation ceremony. All financial, time, and other obligations to the school, class, or clinical agencies must be discharged prior to the awarding of the certificate.

### **ATTENDANCE POLICY**

Students are expected to be present for all classes. However, if you are absent you must call the instructor at (413-663-5383 ext. 180) between 7:45AM and 8:15AM on academic days. If you are absent on a scheduled clinical day, you must call the instructor AND THE CLINICAL SITE. The student is responsible for any lecture notes, quizzes, tests, examinations and clinical hours as a result of the absence. Students who are late during the administration of an exam will NOT be given extra time to complete the exam. Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. All unexcused absence time in clinical externship will be made up prior to the awarding of the certificate. Make up time is scheduled at the discretion of the program coordinator and the clinical agency. Dental, medical or other personal appointments should not be scheduled during school hours.

### **LEAVE OF ABSENCE POLICY**

Students shall be granted temporary leaves of absence without accruing make-up days for the following events, under the following terms and conditions:

#### **1. DEATH IN THE FAMILY**

In the event of a death in the **immediate** family, up to two (2) school days for each death will be granted, depending on the day of the death. Students may request leave beyond that provided under this policy. Leave may be granted, but the missed time will be counted as unexcused absence time.

#### **2. JURY DUTY**

In the event a summons to appear in court for jury duty, the student will serve for the duration of the assignment, with written verification from the court.

#### **3. MILITARY DUTY**

A maximum of 17 days leave is granted, provided that the student has made a reasonable effort to schedule the duty on non-school time. The student is responsible for all class information covered during his/her excused absence.

### **WITHDRAWAL/DISMISSAL POLICY**

Should the student wish to withdraw from the program, the following procedure should be followed: the student will contact the program coordinator to discuss the reason for withdrawal, a letter of withdrawal should be submitted which includes the student's name, the date of withdrawal, and a reason for withdrawal. Any student who consistently fails to follow the policies/guidelines set forth in this handbook (more than two major infractions involving the same topic or two separate but significant topics) will be subject to dismissal after discussion/counseling by the program coordinator. Other reasons for dismissal include but are not limited to: academic failure, unsatisfactory clinical performance, or patient safety concerns.

### **REFUND POLICY**

McCann postsecondary programs adhere to the following refund policy:

- Full tuition refunds are granted for any program cancelled by McCann.
- A full tuition refund is given before the first day of class, 75% tuition refund is given for class days 1-6, 50% for class days 7-10, and no tuition refund after 10 class days.
- Refunds are processed after the end of the refund period. Refund checks are mailed to the student's home address on file in the superintendent's office. No refunds for books, fees, or kits.

## STUDENT GRIEVANCE POLICY

The student grievance policy provides a system to manage student issues involving faculty, staff, or fellow students. Students desiring to discuss or file a grievance should use the following protocols:

1. The student shall make an appointment, within three (3) days, with the instructor to discuss the issue with the objective of resolving the issue informally.
2. If the grievance is not resolved to the satisfaction of the student, the student may submit the grievance in writing to the program coordinator within three (3) days of the informal discussion.
3. The program coordinator shall investigate the grievance and report to the student both verbally and in writing within seven (7) days or receipt of the formal grievance filing.
4. Should the grievance not be resolved to the student's satisfaction, the student may appeal the decision to the principal. This appeal should be made in writing within seven (7) days of the program coordinator's report. The principal shall investigate the issue and report to the student both verbally and in writing within seven (7) days of receipt of the appeal letter.
5. Should the grievance not be resolved to the student's satisfaction, the student may appeal the decision to the superintendent. This appeal should be made in writing within seven (7) days of the principal's report. The superintendent shall investigate the issue and report to the student both verbally and in writing within seven (7) days of receipt of the appeal letter.
6. Should the grievance not be resolved to the student's satisfaction, the student may contact the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350.

## CLASSROOM POLICIES

All written assignments submitted for grading including tests, quizzes, and examinations are to be written in ink. All makeup work, including homework, quizzes, and exams must be made up within one week. Extenuating circumstances preventing this make up may be approved by the program coordinator. Emergency phone calls will be accepted in the office and forwarded to the student. Attendance is taken for each class. Classroom resources (books, reference materials, learning tools, etc.) are NOT to be removed from the classroom without the instructor's permission. Cell phone use is prohibited during class. All phones must be completely turned off, not just turned to the vibrate mode. If the fire alarm sounds, take valuables with you and file to the nearest exit, closing the doors behind the last person out. Meet in the postsecondary parking lot for attendance. Each classroom has a posted fire exit route. Students are responsible for orienting themselves to the location of the nearest exit and fire extinguishers on the first day of school.

## DRESS CODE

Uniforms are required for all students. They will be worn every day in the classroom, laboratory and to the clinical settings. Students are required to wear their name pin at all times when on school grounds or in clinical agencies. Students are required to wear eye protection during clinical, since there is a potential for exposure to blood/body fluids. Hair must be clean, neatly kept, and worn off the neck. **NO JEWELRY** is to be worn in the laboratory or in the clinical setting. Body piercing is **not** permitted. Nails must be neat and trimmed short as they may harbor microorganisms that lead to infection. Artificial nails should also **not** be worn for this reason. When street clothes are permitted, they should conform to your position as a professional. Students are not permitted to wear spandex, leggings, T-shirts, shorts or any similar clothing.

## CRIMINAL BACKGROUND CHECKS

In compliance to Joint Commission on the Accreditation of Healthcare Organizations' policy, all students will be subjected to a Criminal Offense Record Information (CORI) check prior to any direct patient contact.

## STUDENT EXTERNSHIP PROGRAM POLICY

Surgical Technology students begin clinical externship in central sterile reprocessing beginning in September. Operating room experiences begin in November and continue through May. Hours may vary with the clinical

location and department. Externships are educational experiences and not cooperative work experiences. Because of this, no remuneration is given to students for regular assignments. Students are not used in substitution for paid personnel. Students will be informally and formally evaluated by the instructor and clinical preceptors in the clinical agency in accordance with the outcomes measurement detailed in the course syllabi.

#### **CLINICAL AFFILIATE'S RIGHTS IN STUDENT'S PRESENCE IN THE CLINICAL AGENCY**

In compliance with the written affiliation agreement between McCann Technical School and affiliating clinical sites, be advised that the clinical site reserves the privilege of recommending withdrawal of any student found to be lacking in ability to develop qualities essential for the performance of patient-focused care, unsatisfactory performance, failure to maintain a patient-safe environment, violation of agency policies, or other misconduct. A student dismissed from a clinical agency for the above reasons will not be allowed to return to the clinical agency and will be referred to the program coordinator for disciplinary action.

#### **CONFIDENTIALITY**

Patients have a right to privacy. They have a right to expect that details of their condition, treatment, medical history, diagnosis and prognosis, personal and financial affairs will be kept in confidence by students whose duties require that such information be revealed to them. It is not for a student to decide what information a patient would object to having disclosed. Students who breach this duty of confidentiality by disclosing patient information other than as necessary to perform their tasks or within the confined educational setting will be subject to disciplinary action.

#### **HIPAA**

McCann Technical School may use protected health information in its possession without specific authorization from the student for treatment, quality assessment, medical review and auditing, compiling civil/criminal proceedings, and any other use required by law for public health, communicable disease, abuse or neglect, or food and drug administration purposes.

#### **PERFORMANCE OF UNAUTHORIZED PROCEDURES**

The performance of any unauthorized or unsupervised procedures during laboratory practice and/or clinical externships will result in immediate disciplinary action, which may lead to suspension from the course and/or program.

#### **MANDATORY OSHA EDUCATION**

ALL students MUST participate in mandatory OSHA standard precautions training prior to entry into the clinical agency. This in-service is provided during scheduled class time. If a student does not attend this in-service, they are responsible for attendance at the hospital-based in-service on their own time.

#### **CPR CERTIFICATION**

During the year, outside providers will be brought in to teach CPR certification. There is an additional nominal fee for this certification. Current CPR certification is required prior to entry into patient-contact clinical externships.

#### **HEALTH/HOSPITALIZATION INSURANCE**

All students are required to carry private health/hospitalization insurance for the duration of the educational experience. Students who do not have private insurance will be required to purchase coverage through a school policy at an additional cost. Documentation of the policy and number will be provided to the program coordinator prior to entry into the clinical setting. Information shall be kept current for the duration of the educational experience. Failure to do so will result in the student not being permitted to attend clinical externships. If care is needed because of injury during clinical externships, fees for services will be the responsibility of the student and



their respective insurance carrier.

### **LIABILITY INSURANCE**

Students are provided liability insurance coverage through the school ONLY while engaged in a school-approved and sponsored activity. Students are NOT covered during private transportation to or from clinical agencies.

### **STUDENT INJURIES**

Accidental injuries, both on school property and in the clinical agencies, need to be reported to the program coordinator within twenty-four (24) hours of the event. A copy of the agency incident report, if completed, should be given to the program coordinator and students are expected to complete the school accident form for injuries sustained on campus. If care is needed because of injury during clinical externships, fees for services will be the responsibility of the student and their respective insurance carrier.

### **POLICY ON ACCOMMODATION OF STUDENTS WITH DISABILITIES**

It is the policy of the program to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact their instructors to discuss their individual needs for accommodation. In order to verify eligibility for protection under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and to support requests for reasonable accommodations, in most cases, a student must initiate an initial request for services and a request for specific accommodation services through the program coordinator.

### **PREGNANCY POLICY**

If pregnancy occurs while enrolled, they MUST notify the program coordinator as soon as the pregnancy is suspected or confirmed. Pregnant students will be expected to adhere to the classroom and clinical schedules as long as her physician permits. Periodic written documentation must be provided by the physician in order for the student to continue in the program. Adjustments will be made in clinical assignments to restrict the pregnant student's exposure to potentially harmful situations.

### **DRUG/ALCOHOL POLICY**

The possession or use of alcohol or drugs on school property, or at school functions is prohibited. Any person in violation of this policy is subject to arrest, removal or, in the case of students, other punishment to include suspension or expulsion. Any student who is found in school or at school sponsored events, including athletic games, in possession of a controlled substance as proscribed by law, may be subject to expulsion.

### **SMOKING POLICY**

It is unlawful for any student enrolled in public schools in the Commonwealth to use or possess tobacco products of any type on school grounds. Non-adherence to these regulations will, for first time offender, warrant a three-day suspension. For further violations, punishment will be progressive and at the discretion of the assistant principal.

### **SECURITY/VISITORS**

In order to provide a secure educational facility all visitors must report to the principal's office immediately upon their arrival to register and receive a visitor's pass. Visitors must enter and exit through the main entrance only. In the interest of safety, students from other schools, infants, or minor children are not allowed in the corridors, classrooms or vocational areas. Visitors are subject to all McCann standards of conduct and dress while on school grounds.

## **WEAPONS**

Guns, knives, or any article which is considered to be lethal or having the capability of doing harm to oneself or another person is strictly prohibited. Possession of such weapons will involve police action and result in suspension and expulsion.

## **SEXUAL HARASSMENT**

The district affirms its commitment to preventing sexual harassment of students and has adopted a policy to cover all students within the district. It is our goal to promote a school environment that is free of sexual harassment. Sexual harassment occurring in the school or at school related events is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual complaint is similarly unlawful and will not be tolerated. We will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred we will act promptly to eliminate the conduct and impose such corrective action as is necessary, include disciplinary action as appropriate.

## **BULLYING/CYBER BULLYING**

Bullying, cyber bullying, and retaliation are prohibited. The district is committed to maintaining a school environment where students are free from bullying, including cyber bullying, the effects of such conduct, and retaliation. Bullying is conduct that is repeated by one or more students and targets another student, causing one or more of the following: physical or emotional harm to the targeted student or damage to his/her property; placement of the targeted student in reasonable fear of harm to him/herself or of damage to his/her property; a hostile environment at school for the targeted student; infringement on the rights of the targeted student at school; or material and substantial disruption to the educational process or the orderly operation of the school.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. (M.G.L. c. 71, § 37O) **District Policy HL**

## **HAZING**

It is the policy of the school district to enforce the penalties proscribed by law to whoever is a principal organizer or participant in the crime of hazing. The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.

Section 18. *Duty to Report Hazing* – Whoever knows that another person is the victim of hazing and is the scene of such crime shall, to the extent that such person can do so without danger or peril to himself/herself or others, report such crime to an appropriate law enforcement official as soon as is reasonably practicable.

Section 19. *Hazing Statutes to be Provided, Statement of Compliance and Discipline Policy Required* – Each institution of secondary education...shall issue to every student group, team or organization, which is part of such institution or is recognized by this institution....a copy of this section.

## **SCHOOL DAY**

School hours are 8:00AM to 2:45PM, Monday through Friday. Clinical hours vary according to rotation and site. Breakfast, coffee break and lunch are available for purchase for post-secondary students at a nominal fee. Breakfast is served 7:30 - 8:00AM. Coffee break is scheduled mid-morning. Hot beverages and snacks are available. Lunch is available between 11:45PM - 12:30PM (Students are requested to vacate the cafeteria after eating to permit high school students cafeteria access.) Students are permitted to leave school grounds during the lunch period.

## **SCHOOL CALENDAR**

Postsecondary students follow the same schedule as the high school, including school holidays. Vacations include Thanksgiving and Christmas recess, and mid-Winter and Spring breaks. Please refer to the school calendar for specific dates.

## **SCHOOL CANCELLATION/CLOSINGS**

When conditions warrant school cancellation/closing, notification will be given from 6:00 AM on. This information can be heard on radio stations WMNB in North Adams or WBEC in Pittsfield, and on television station Channel 6, 10, and 13. PLEASE NOTE: Listen for the McCann School closing, **not North Adams Public Schools**. Cancellations are also posted on the school web site: [www.mccanntech.org](http://www.mccanntech.org).

## **STUDENT LOCKERS**

Lockers are provided in the postsecondary area for student use. Locks are provided. Locker doors should be kept closed. No materials should be left outside, on top, or in front of lockers. Lockers remain the property of the school, and are subject to inspection by school administrators should it be deemed necessary. Lockers are not provided for students in all of the clinical areas. Some facilities provide lockers, but do not provide locks. Students should NOT bring valuables to clinical agencies.

## **LIBRARY**

The school library (D Wing) is open from 7:45AM to 2:45PM or by arrangement with the librarian. Internet access is available for research projects. Student orientation to the library collection and resources will be arranged during the first weeks of school. The librarian is available, by appointment, for assistance. All materials must be checked out at the front desk and become the student's responsibility. Loss of library materials will necessitate the payment of a replacement fee. Certificates will be held until all library obligations are met. Students may also access the library collection at Berkshire Medical Center, 9AM to 3PM, Monday through Friday. Students do not have borrowing privileges.

## **TRANSPORTATION**

Students may drive their own cars to school, provided they have filed a driver's permission form with the postsecondary office. Parking for students is permitted in the postsecondary parking lot in front of the C-wing. Students are responsible for arranging transportation to and from all assigned clinical agencies. Not all students are assigned to the same sites at the same time. Carpooling may be utilized, but allowances for illness and changes in plans must be considered.

## **SCHOOL NURSE**

The services of the school nurse are available to postsecondary students. The nurse's office is located in the "B" wing. The school nurse **CANNOT** dispense medications. Students should provide their own over-the-counter and prescription medications.

## SKILLS USA

McCann Technical School is a 100% member of SkillsUSA, an international student organization with over 54 separate state chapters with in excess of 300,000 members. Students are encouraged to actively participate in chapter activities including district, state and national skill area competitions. The school pays the cost of these competitions at the district, state and national level; however, if the student fails to attend after making the commitment, he/she will reimburse the school for any incurred expenses. The standards of the organization are based on national/vocational/technical curriculum proficiency criteria and these requirements are included in the grading in applicable subjects that will be noted by the program coordinator.

### PHYSICAL AND PSYCHOSOCIAL PERFORMANCE REQUIREMENTS OF THE PROGRAM

As a surgical technology student and practitioner, you will be required to be able to perform/demonstrate the following physical and psychosocial skills:

- a. exhibit positive interpersonal skills in patient, staff, and faculty interactions
- b. demonstrate calm and effective responses in emergency situations
- c. able to make appropriate judgement decisions
- d. hear and understand muffled communication without visualization of the communicator's mouth/lips
- e. demonstrate emotional stability
- f. manipulate instruments and supplies with speed, dexterity, and good eye-hand coordination
- g. communicate and understand fluent English both verbally and in writing
- h. to be free of communicable diseases and chemical abuse
- i. able to demonstrate immunity to rubella (MMR), chickenpox (varicella), tuberculosis (PPD), tetanus, diphtheria, pertussis (Tdap), and hepatitis B, or be vaccinated against these diseases, or willing to sign a waiver of release of liability in regards to these diseases

The school will make every reasonable effort to accommodate a student with a disability that otherwise would be qualified to meet the Essentials of the program.

### SAMPLE JOB DESCRIPTION

#### WORKING RELATIONSHIPS

- A. Title of direct supervisor:**  
Director of Operating Room-Circulating RN
- B. Additional supervision received from:**  
Vice President of surgical Services, Charge Nurse/Registered Nurse, Circulating Nurse, Service Coordinator
- C. Title of position(s) supervised:**  
N/A
- D. Contracts (external/internal):**  
Staff, physicians, patients, families, interdepartments

#### WORKING CONDITIONS

##### Uniform/Dress requirements

Follows Hospital Facility Surgical Services and Hospital Facility dress code or attire policy

##### Physical Demands:

Stand – constant more than 75% of day

Walk – frequent, 50 – 75% of day

Sit – Occasional, 25-50% of day

Manual dexterity/repetitive use of hands, wrists, arms, elbows – Constant – more than 75% of day

Climb or balance – frequent, 50-75% day

Stoop, kneel, crouch – frequent, 50 -75% day

Overhead/above shoulder reaching – frequent, 50-75% day

<b>LIFT</b>	<b>FLOOR-WAIST</b>	<b>WAIST-SHOULDER</b>	<b>ABOVE SHOULDER</b>
Less than 15 lbs.	Frequently	Frequently	Occasionally
15-25 lbs.	Frequently	Frequently	Frequently
25-40 lbs.	Frequently	Frequently	Frequently
50 lbs.	Occasionally	Occasionally	Occasionally

<b>PUSH/PULL</b>	<b>Frequency</b>
Less than 50 lbs.	Frequently
50-100 lbs.	Frequently
More than 100 lbs.* (push/pull on wheels only)*indicate weight range	Frequently 500 lbs.

Must possess sight/hearing sense or use prosthetics that will enable these senses to function adequately so the requirements of the position can be fully met. Must be able to speak.

### **HOSPITAL-WIDE**

In addition to mandatory infection control education, employee follows appropriate departmental infection control procedures.

Attends all annual mandatory education as required.

Demonstrates job skill competencies required b position as identified/monitored on a departmental basis.

### **DUTIES and RESPONSIBILITIES**

This list should include only essential job functions that comprise 5% or more of the work of the job and therefore be **limited to no more than 20 duties**. It should be written to include end results or responsibilities rather than detailed tasks. Standards that cannot be exceeded can be identified by an asterisk (\*). During evaluation, an Exceeds Standards (ES) or Needs Improvement (NI) rating will **require** specific comments.

### **ESSENTIAL JOB FUNCTIONS**

- Changes into operative clothing, scrubs hands and arms and puts on sterile gown and gloves. Adheres to OR dress code and gowning policies.
- Performs a variety of duties in the Operating Room as delegated by the Circulating Nurse and Charge Nurse.
- Assists Circulating Nurse to position patient in prescribed position for type of surgery to be performed.

## PROGRAM OVERVIEW

### PROGRAM DESCRIPTION

The surgical technology program at McCann Technical School is designed to prepare the entry-level practitioner to possess the knowledge, skills, and abilities necessary to provide services in the operating room as part of the surgical team in the role of a surgical technologist. Instruction includes components of the basic sciences, operating room practices and procedures, safe patient care, operating room techniques, surgical procedures, and clinical practice.

### PROGRAM GOALS/OBJECTIVES

Upon program completion, the graduate will be able to:

1. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a surgical technologist.
2. Demonstrate a safe level of practice and knowledge in their role as a surgical technologist.
3. Identify the purpose and principles for maintaining environmental control in the operating suite.
4. Identify the various classifications of surgical armamentarium, including instrumentation, sutures, and equipment used during the perioperative experiences.
5. Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the operating room team during the perioperative experience.
6. Identify the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
7. Demonstrate and integrate knowledge of relevant medical terminology.
8. Demonstrate safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures.
9. Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
10. Carry out the principles and techniques of medical asepsis as part of the perioperative experience.

Upon completion of the program, the graduate will:

1. Complete a total of one hundred twenty (120) surgical cases during clinical externships as defined by McCann Technical School standards.
2. Have performed a minimum of thirty (30) cases in General Surgery. Twenty (20) of them must be in the “first Scrub Role,” prescribed in the AST Core Curriculum in Surgical Technology (6<sup>th</sup> edition).
3. Complete ninety (90) cases in various surgical specialties. Sixty (60) of the cases must be in the “first scrub role” and evenly distributed between a minimum of five (5) surgical specialties, with a maximum of fifteen (15) for any given specialty.
4. Have successfully completed the NBSTSA Certified Surgical Technologist® exam.

### PROGRAM COMPETENCIES

1. Transferring the patient/client.
2. Creation and maintenance of a sterile field.
3. Provision of equipment and supplies based on patient/client need.
4. Performance of sponge, sharps, and instruments counts.
5. Transfer of medications and solutions.
6. Monitoring and controlling the environment.
7. Aid in assisting a safe environment for the patient.
8. Respect of patient/client’s rights.
9. Performance of technical actions demonstrating accountability.
10. Performance of a minimum of one hundred twenty (120) surgical procedures, 80 of which are done in the “first scrub role” per Core Curriculum 6<sup>th</sup> Edition.

### TIME ALLOTMENT

The Association of Surgical Technologists’ standards for education in surgical technology suggest a minimum of 1000 hours of instructional time.

Theoretical	489 hours	CRS Externship	42 hours
Laboratory	68 hours	Clinical	539 hours

Total 1138 Hours

#### ATTENDANCE

Attendance at all classes, conferences, and clinical externships is mandatory. All missed clinical experiences must be made up prior to receiving a certificate.

#### METHODS OF TEACHING

1. Lecture and discussion
2. Demonstration and return demonstration
3. Required and suggested readings
4. Additional handout materials
5. Audiovisual aides
6. Quizzes and examinations
7. Clinical seminars
8. Clinical externships
9. Oral written assignments

#### TEACHING PERSONNEL

Jocelyne Hescock CST, BA

#### METHODS OF EVALUATION

##### Classroom

1. Quizzes
2. Examinations
3. Related assignments
4. Dress code

Note: A grade average of 76 or above is considered passing; a grade of 75 or below is considered failing and is graded "F".

##### Clinical

1. Related Assignments
2. Instructor observations
3. Clinical performance evaluation
4. Clinical journal
5. Clinical experience record
6. Surgeon's preference cards
7. Pre-case data sheets

#### SUMMARY OF COURSES

SR 101 – Anatomy and Physiology  
SR 102 – Perioperative Issues  
SR 103 – Operating Room Techniques  
SR 104 – Asepsis  
SR 110 - Surgical Procedures I  
SR 111 – Clinical Externship I

SR 205 – Occupational Issues  
SR 210 – Surgical Procedures II  
SR 211 – Clinical Externship II  
SR 310 – Surgical Procedures III  
SR 311 – Clinical Externship III

#### BIBLIOGRAPHY

##### REQUIRED TEXTS

1. Surgical Technology for the Surgical Technologist, 5th Edition & **Accompanying Workbook** , ISBN:978-1-1110-3756-7 & 978-1-1110-3758-1
2. Microbiology for the Surgical Technologist, 2nd Edition, ISBN: 978-1-111-30666-3
3. Alexander's Surgical Procedures, 1st Edition, ISBN: 978-0-3230-7555-8
4. Pharmacology for the Surgical Technologist, 4th Edition, ISBN: 978-0-3233-4083-0
5. The Human Body in Health and Disease, 7<sup>th</sup> Edition & **Accompanying Study Guide**, ISBN: 978-0-3231-0123-3 & 978-0-3231-0125-7
6. The Language of Medicine, 11<sup>th</sup> Edition, ISBN: 978-0-3233-7081-3
7. AST Surgical Technologist Certifying Exam Study Guide,3rd Edition (Gold Bundle) ISBN: 978-0-926805-66-8
8. Surgical Technology Review: Certification and Professionalism, ISBN: 0-8036-1676-7
9. Surgical Instrumentation An Interactive Approach 2<sup>nd</sup> Edition, ISBN: 978-1-4557-0719-5

## PROGRAM COURSE LISTING

The Surgical Technology Program is designed to prepare the beginning practitioner with the knowledge, skills, and abilities necessary to provide services in the operating room as a surgical technologist. Instruction in this nine month course of studies includes components of the basic sciences, safe patient care, operating room techniques, surgical procedures, and clinical practice.

### FIRST SEMESTER

COURSE	CREDITS	HOURS
SR 101 Anatomy and Physiology	3	3 – 0
SR 102 Perioperative Issues	5	5 – 0
SR 103 Operating Room Techniques	4	3 – 1
SR 104 Asepsis	3	2 – 1
SR 110 Surgical Procedures I	4	4 – 0
SR 111 Clinical Externship I	2	0 – 6
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### SECOND SEMESTER

COURSE	CREDITS	HOURS
SR 205 Occupational Issues	1	1 – 0
SR 210 Surgical Procedures II	6	6 – 0
SR 211 Clinical Externship II	4	0 – 12
SR 310 Surgical Procedures III	4	4 – 0
SR 311 Clinical Externship III	4	0 – 12
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#### **SR 101 Anatomy and Physiology**

3 Credits

This course provides the basic knowledge and understanding of the normal structure and function of the human body, including body planes and cavities, the cell, the musculoskeletal system, the digestive system, blood and the circulatory system, the respiratory system, nervous system, and genitourinary/reproductive systems.

#### **SR 102 Perioperative Issues**

5 Credits

This course provides knowledge in the areas of patient care directly affecting the surgical experience. Included are an overview of the hospital, the operating room, its equipment, and the surgical team, principles of patient safety, identification, transportation, and positioning, medical terminology, and surgical pharmacology.

#### **SR 103 Operating Room Techniques**

4 Credits

This course introduces techniques necessary during the surgical experience. Included are scrubbing, gowning and gloving, the establishment of the sterile field with its armamentarium of sutures, instruments, and supplies. The laboratory component allows the student to observe and in return demonstrate the principles and procedures taught in the classroom.

#### **SR 104 Asepsis**

3 credits

This course provides the necessary principles of surgical asepsis that must be maintained in the clinical setting. Included are the study of microscopic life forms, the relationship of microbes to disease and illness, the principles and techniques of sterilization, disinfection, and antisepsis and the development of the ‘surgical conscience’.

#### **SR 110 Surgical Procedures I**

4 Credits

This course explores the diagnostic and surgical interventions of general surgery, including gastrointestinal, breast and hernia procedure, and OB/GYN surgery.

#### **SR 111 Clinical Externship I**

2 Credits

This experience involves the implementation of learned theory, principles and procedures taught in the classroom via patient contact as a member of the operating room team. This experience takes place in local area hospitals and focuses on minimally complex surgical cases.



**SR 205 Occupational Issues**

1 Credit

This course introduces the student to the ethical, legal, and moral values that relate to the individual patient, the surgical technologist and operating room procedures. Included are discussion of regulatory practices, the psychological aspects of stress and terminal disease, ethical issues found in today's medial practice, and employment and professional certification issues.

**SR 210 Surgical Procedures II**

6 Credits

This course explores the diagnostic and surgical interventions of orthopedic surgery, ophthalmology, ear, nose and throat surgery, and genitourinary surgery.

**SR 211 Clinical Externship II**

4 Credits

This is a continuation of clinical externship I with a focus on moderately complex surgical cases.

**SR 310 Surgical Procedures III**

4 Credits

This course explores the diagnostic and surgical interventions of thoraces, peripheral and cardiovascular, neurosurgery, pediatric and geriatric considerations, and plastic/reconstructive surgery.

**SR 311 Clinical Externship III**

4 Credits

This is a continuation of Clinical Externship I and II with a focus on the more complex surgical cases.

## **STUDENT HANDBOOK**

I HAVE RECEIVED, READ, AND HAVE HAD AN OPPORTUNITY TO CLARIFY ISSUES/QUESTIONS IN REGARDS TO THIS STUDENT HANDBOOK. I UNDERSTAND THE CONTENTS AND AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES OF THE MCCANN TECHNICAL SCHOOL SURGICAL TECHNOLOGY PROGRAM.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

I HEREBY GIVE MY PERMISSION FOR MCCANN TECHNICAL SCHOOL TO RELEASE INFORMATION ABOUT ME TO CLINICAL AGENCIES AND PERSPECTIVE EMPLOYERS CONCERNING MY ACADEMIC PERFORMANCE, ATTITUDE, APPEARANCE, HEALTH AND ANY OTHERWISE PERTINENT INFORMATION WHILE A STUDENT AT THE SCHOOL.

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SIGNATURE

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DATE

**STUDENT COPY**

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SIGNATURE

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DATE

**PROGRAM COORDINATOR/SCHOOL COPY**