FSCJ Florida State College at Jacksonville

Additional Admissions Information

Surgical Services (A.S.)

1. For new students, complete an online application to the College by the review deadline. For existing students, complete a Program Plan Change if Surgical Services is not your Active Program of study.
2. Submit all official non-FSCJ transcripts to the College when applying and prior to the review deadline date.
3. Complete the Prerequisite Courses.
4. Review and sign the **Technical Standards, Occupational Risks, and Policies and Procedures on Assignments to Clinical Sites**, located at the end of this document.
5. Complete the following **after** acceptance into the professional phase of the program:
    - Complete ten-panel drug screening*
    - Complete level two background screening with fingerprints
6. The following must be completed **after** the program orientation:
    - Medical physical
    - Immunization records and communicable disease screening
    - Healthcare provider CPR certification (American Heart Association ONLY)

Application Addendums

Submit all supporting documents to the Health Sciences department at HCIC@fscj.edu by the review deadline, with the following information included in the email:

- Student's **program of study**, **term**, and "**Attachment**" in the subject line
- Include the student's **name** and student **ID** in the body of the message
- Documents **must** be emailed as attachments

Competitive Review Process

Applicants must earn a grade of C or better in each prerequisite course and have a minimum Cumulative GPA of 2.0. Completion of General Education coursework will allow applicants to achieve additional points.

Students are ready for review upon completion of all admission criteria. The ranking rubric is included below. Please note that the admission process is highly competitive.

Students will be notified through their FSCJ Student email of their admissions status 4-6 weeks following the review deadline. Information regarding a student's admissions status

* Affiliated clinical agencies follow federal regulations and do not accept students with positive drug screening results of any kind. This includes marijuana, regardless of whether an applicant possesses a valid medical marijuana card. Applicants with a positive drug screening result will be ineligible for admission to the program.

will not be provided over the telephone.

Surgical Services Ranking Rubric				Max Points
Minimum Cumulative GPA 2.0				**60**
Only a grade of C or better will be considered for points.				
Course Grade	**Points**			
A	20			
B	15			
C	10			
Prerequisite Courses:				
Course Title	**Course Code**			
Communications	ENC 1101, ENC 1101C, or ENC 1102			
Anatomy & Physiology I	BSC 2085C			
Mathematics	MAC 1105 or higher, MAP 2302, MGF 1130, or STA 2023			
Bonus Points				
Course Title	**Course Code**	**Credit Hours**		
Anatomy & Physiology I I	BSC 2086C	4		**20**
			Total Possible Points	**80**

Estimated Expenses

These figures are approximate and subject to change. They are calculated for Florida resident tuition.

*Non-Florida Residents: Approximately $401.27 per credit hour. Note:
Tuition and fees are rounded to the nearest dollar and are subject to change.

First Year		Second Year	
Prerequisites & General Education Tuition/Fees	$1,678.00	Term 4	
Textbooks	$375.00	Tuition/Fees	$944.00
Subtotal	$2,053.00	Textbooks	$150.00
Term 1		Testing Fees	$290.00
Tuition/Fees	$1,049.00	Lab Material	$20.00
Textbooks	$225.00	Insurance	$4.00
Uniforms	$300.00	Subtotal	$1,408.00
Shoes	$90.00		
Background check	243.00	**Program Total**	**$8,743.00**
Subtotal	$1,664.00		
Term 2			
Tuition/Fees	$1,678.00		
Textbooks	$225.00		
Lab Materials	$39.00		
Subtotal	$1,942.00		
Term 3			
Tuition/Fees	$1,363.00		
Textbooks	$225.00		
Insurance Fee	$8.00		
Lab Materials	$80.00		
Subtotal	$1,676.00		

$104.88 per credit hour plus lab fees and insurance.

FSCJ Florida State College at Jacksonville

Surgical Services Program Course Requirements

Prerequisite Courses (10 credit hours)	Credit Hours
Communications (3 Credits)	
ENC 1101 – English Composition I	**3**
OR ENC 1101C – English Composition I Enhanced	
OR ENC 1102 – Writing About Texts	
Mathematics (3 Credits)	
MAC 1105 – College Algebra or higher	**3**
OR MAP 2302 – Differential Equations	
OR MGF 1130 – Mathematical Thinking	
OR STA 2023 – Elementary Statistics	
Natural Sciences (4 Credits)	**4**
BSC 2085C – Human Anatomy and Physiology I	
Total Prerequisite Credits	**10**
General Education Courses (10 credit hours)	**Credit Hours**
Natural Sciences (4 Credits)	**4**
BSC 2086C – Human Anatomy and Physiology II	
Humanities (3 Credits)	**3**
ARH 2000 – Art in the Humanities	
OR HUM 2020 – Topics in the Humanities	
OR LIT 2000 – Literature in the Humanities	
OR MUL 2010 – Music in the Humanities	
OR PHI 2010 – Philosophy in the Humanities	
OR THE 2000 – Theatre in the Humanities	
	3
Social and Behavioral Sciences (3 Credits)	
AMH 2010 – United States History to 1877	
OR AMH 2020 – United States History from 1877 to the Present	
OR POS 2041 – American Federal Government	
Total General Education Credits	**10**
General Education & Prerequisite Course Totals	**20**

Professional Courses (44 credit hours)	Credit Hours
STS 1302 – Introduction to Surgical Technology	4
STS 1302L – Introduction to Surgical Technology Lab	2
STS 1307C – Surgical Sciences and Instrumentation	4
STS 1310 – Surgical Principles and Techniques	4
STS 1310L – Surgical Principles and Techniques Lab	2
STS 1340 – Pharmacology and Anesthesia	2
STS 1538 – Medical Terminology for Surgical Technology	2
STS 2323 – Surgical Procedures I	4
STS 2323L – Surgical Procedures I Lab	2
STS 2324 – Surgical Procedures II	4
STS 2324L – Surgical Procedures II Lab	2
STS 2365 – Perioperative Professionalism and Teamwork	2
STS 2936 – Surgical Certification Symposium	1
STS 2944C – Surgical Technology Clinical I	4
STS 2945C – Surgical Technology Clinical II	4
STS 2953 – Surgical Technology Portfolio	1
Total Credits	**44**
Total Program Credits	**64**

FSCJ Florida State College at Jacksonville

Course Sequence

General Education and Prerequisite Courses (20 credit hours)	Credit Hours
Communications	**3**
ENC 1101 – English Composition I	
OR ENC 1101C – English Composition I Enhanced	
OR ENC 1102 – Writing About Texts	
Mathematics	**3**
MAC 1105 – College Algebra or higher	
OR MAP 2302 – Differential Equations	
OR MGF 1130 – Mathematical Thinking	
OR STA 2023 – Elementary Statistics	
Natural Sciences	**4**
BSC 2085C – Human Anatomy and Physiology	
Humanities	**3**
ARH 2000 – Art in the Humanities	
OR HUM 2020 – Topics in the Humanities	
OR LIT 2000 – Literature in the Humanities	
OR MUL 2010 – Music in the Humanities	
OR PHI 2010 – Philosophy in the Humanities	
OR THE 2000 – Theatre in the Humanities	
Social and Behavioral Sciences (3 Credits)	**3**
AMH 2010 – United States History to 1877	
OR AMH 2020 – United States History from 1877 to the Present	
OR POS 2041 – American Federal Government	
Credit Hours	**16**

Term 1: Fall or Spring

General Education and Prerequisite Courses (20 credit hours)	Credit Hours
STS 1538 – Medical Terminology for Surgical Technology	2
BSC 2086C – Human Anatomy and Physiology II	4
STS 1307C – Surgical Sciences and Instrumentation	4
Credit Hours	**10**

Term 2: Spring or Summer

General Education and Prerequisite Courses (20 credit hours)	Credit Hours
STS 1302 – Introduction to Surgical Technology	4
STS 1302L – Introduction to Surgical Technology Lab	2
STS 1310 – Surgical Principles and Techniques	4
STS 1310L – Surgical Principles and Techniques Lab	2
STS 1340 – Pharmacology and Anesthesia	2
STS 2365 – Perioperative Professionalism and Teamwork	2
Credit Hours	**16**

Term 3: Summer or Fall

General Education and Prerequisite Courses (20 credit hours)	Credit Hours
STS 2953 – Surgical Technology Portfolio	1
STS 2323 – Surgical Procedures I	4
STS 2323L – Surgical Procedures I Lab	2
STS 2324 – Surgical Procedures II	4
STS 2324L – Surgical Procedures II Lab	2
Credit Hours	**13**

Term 4: Fall or Spring

General Education and Prerequisite Courses (20 credit hours)	Credit Hours
STS 2936 – Surgical Certification Symposium	1
STS 2944C – Surgical Technology Clinical I	4
STS 2945C – Surgical Technology Clinical II	4
Credit Hours	**9**
Total Credit Hours for Program	**64**

Certifications and Licenses

This program enables the graduate to sit for the National Certifying Examination to become a Certified Surgical Technologist (CST). Students who pass the CST exam will be eligible for licensure in surgical technology through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Accreditation Agreements

Information regarding articulation agreements and transfer opportunities is available through the FSCJ Catalog and Academic Advising. Current agreements may be reviewed on the FSCJ website https://www.fscj.edu/admissions/transfer-services/articulation-and-transfer-agreements.

College Accreditation

SACS-COC Accreditation Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of Florida State College at Jacksonville may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Policies and programs set forth in this handbook are effective through the academic year **2024-2025.** Changes in the content of the Program *Student Handbook* may be made at any time by the college administration or Program Manager with administrative approval. Adequate notice of anticipated changes will be given to the student whenever possible. In the event of a policy change during the program, students will be notified in class and in writing. This program student handbook supersedes all previous program student handbooks where there may be a conflict. This student handbook is a supplemental governing document for the Surgical Services program-related information**.** Please become familiar with these policies and procedures. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

Program Accreditation

The Surgical Services program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
9355 113th St. N. #7709
Seminole, FL 33775
(727) 210-2350

Advanced Placement

AP Exams Overview

The Advanced Placement Program (AP) of the College Board gives high school students an opportunity to take college-level courses and exams while still in high school. Students who participate get a chance to try college-level work and to gain valuable skills and study habits for college. To find out more about participating in the Advanced Placement Program while you are enrolled in high school, contact your high school guidance counselor.

The College Board has a website which provides information to students about the program.

For more information about test preparation software, visit the AP Preparing website.

Credit by Exam (CBE)

1. Home
2. Assessment and Certification
3. Available Assessments
4. Credit by Exam (CBE)

Students may earn up to 45 semester hours credit towards a degree through credit by examination, which may be a combination of subject standardized tests and/or transfer credit.

Florida State College at Jacksonville awards credits according to the course equivalents* established by the State of Florida's Articulation Coordinating Committee (ACC). A copy of the ACC credit-by-exam equivalencies can be found at this link.

All credit-by-exam score reports must be submitted as an official record from the appropriate testing agency. FSCJ will enter all passing exams on the official score report, unless the student submits in writing a request for specific exams to be awarded.

FSCJ will follow the course equivalents outlined by the ACC; however, if the course is not offered at FSCJ, students will instead receive an elective credit. Course substitutions must be submitted to the appropriate dean or department chair for evaluation.

FSCJ accepts a number of credit-by-exams: AICE, AP, CCCE, CLEP, DSST, Excelsior, and IB.

FSCJ also provides College Course Challenge Exams (CCCE).

To schedule an appointment, please visit the assessment .

*All course equivalents are subject to change.

Credit for Experiential Learning/ Prior Learning Assessment
Receive college credit for what you already know! FSCJ's Credit for Prior Learning allows students to earn college credits for the knowledge and skills acquired outside of the college classroom, saving both time and money. For more information, see https://www.fscj.edu/academics/cpl.

Withdraw and Refund Overview

Withdrawal Grades

A Student may withdraw without academic penalty from any course up to the last withdrawal date published for each session. The student will be permitted only two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive ab A, B, C, D or F grade fir the course.

Students may request a withdrawal for extenuating circumstances after the session withdrawal date by following the grade appeal procedure.

To withdraw officially from one or more courses (withdrawal from all courses constitutes withdrawal from the College), the student must use the withdrawal process in myFSCJ.

Note: Students who receive Title IV Federal Aid and withdraw during the first 60 percent of the academic term will be subject to repayment terms as outlined by the federal agency from which the aid was awarded.

1. Home
2. Student Financial Services
3. Refund Overview

The dates to drop a course with a refund are established for each term and published on the FSCJ website. Please check the dates carefully because after these dates, it is considered a withdrawal. Refunds will not be given after the deadlines. **Students who withdraw from a course will not be entitled to a refund.** In addition, any outstanding balances must be paid in full prior to processing the refund. Students who pay for courses by cash, check or credit card will be refunded through their selected refund preference with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. For more information about BankMobile Disbursements, visit their site.

In order to receive a refund, you must select a refund preference with BankMobile Disbursements. If you have not selected a preference, please log into your myFSCJ account. Click on My Finances>Student Center. Then in the Finances section under My Account, click Bank Mobile to start your refund selection.

Tuition and Fee Refunds

If a student officially drops a class during the add/drop week (first week of the session), a full refund for that course(s) will be issued to the student. Students can drop courses by logging into the Student Center at myFSCJ. Courses dropped within this period will not appear on the student's transcript. The last days to drop without penalty are:

Summer 2026

Sessions A15, A12, A7, & A4: May 18, 2026

Session B12: June 8, 2026

Session C7: July 13, 2026

Fall 2026

Sessions A15, A12, A7, & A4: September 8, 2026

Session B12: September 28, 2026

Session C7: November 2, 2026

Financial Aid Refunds

If there is a credit balance remaining on a student's account after all obligations are paid, a financial aid refund will be generated.

When are financial aid refunds disbursed? Financial aid refunds are not generated until registration is over and until instructors have completed their attendance verifications. The attendance verifications must be complete for each class that a student is registered for or the financial aid refund will be delayed.

Any refund due to the student will be applied toward any outstanding obligations before any remaining refund is issued. In the event of a nonrefundable waiver or scholarship, or in the event of a third party sponsorship payment, the student's refund will revert back to the waiver, scholarship or third party.

For additional information regarding refunds, visit the BankMobile Disbursements Website or contact the Student Financial Services office.

For more information about Cash Management Disclosure.

FSCJ Florida State College at Jacksonville

Technical Standards

Surgical Services students shall be in reasonably good health and any disability must allow the student to administer safe patient care.

The following is a list of essential functions that you must be capable of performing while a student in the surgical services program at Florida State College at Jacksonville. These functions are standards required to perform the duties of a Surgical Technologist

ISSUE	STANDARD	EXAMPLES
Critical Thinking	Critical Thinking sufficient for clinical judgment.	Handle multiple priorities and apply reasoning and evaluation skills. Concentrate for prolonged periods of time in a sterile environment. Focus attention on task. Deal with the unexpected such as patient crisis.
Interpersonal and Emotional Stability	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Display patience, empathy, and concern for others. Deal with fear and hostility in a calm manner. Work with others in stressful situations. Adapt to changing environment/stress. Maintain Self-Control. Demonstrate the ability to deal with corrective criticism of performance from instructors, clinical preceptors and evaluators in a professional and receptive manner.
Communication	Communication abilities sufficient to convey an understanding of information being transferred to others for immediate interaction in verbal and written form.	Communication needs to be prompt, clear, and concise. In the sterile role, communicate the identity of items such as drugs, implants, and special instruction. Accurately document pertinent information and record medication usage. Communicate and use proper medical and anatomical terminology. In the clinical area communication requires verbal responses between team members.

ISSUE	STANDARD	EXAMPLES
Mobility and Stamina	Physical abilities sufficient to move from room to room and maneuver in small spaces. The ability to stand in one spot for long periods of time (4-6 hours) without a break.	Respond promptly to the surgeon/ patient needs. Equipment- lift a minimum of 30 pounds, exert a sustained force of 20 pounds, push/pull mobile equipment weighing up to 300 pounds, stand in sterile scrub attire for prolonged periods (sometimes wearing a 12-20 pound lead apron underneath the gown). Walk an equivalent of 5 miles per day.
Motor Skills	Gross and fine motor abilities sufficient to safely and effectively perform surgical technology skills.	Ability to grasp, hold, grip, seize, turn or otherwise work with hands. Examples include working with fingers to thread or load delicate suture needles, power driven tools and saws, fire alarms, etc. Accurately and safely pass sharp instruments.
Hearing	Auditory ability sufficient to monitor and assess health needs and to assess and comprehend verbal commands, orders and communication from all staff members on a surgical team without the need for repeated clarification or readdress.	Detect and evaluate the sounds of advanced surgical equipment such as gas, video, and cardiac monitors, power driven tools, fire alarms, etc. Evaluate and comprehend correctly the communications provided by other team members when they are wearing a mask and/or who may articulate English with a heavy accent as it relates to their origin of birth. Hear monitor alarms, emergency signals, and cries for help and responding in a timely manner.
Visual	Visual ability sufficient for observation and assessment necessary in surgical technology.	Observe and monitor patients, assist in surgery in full and dimmed light. Visual near acuity of 20 inches or less with clarity.

ISSUE	STANDARD	EXAMPLES
Tactile	Tactile ability sufficient for physical assessment and handling of tissues.	Perceive attributes of an object via touch, palpate, and handle tissue/ organs with gentle accuracy as instructed. Feel vibrations (Pulses), Feel differences in sizes and shapes (sutures, palpate tissue and body landmarks).
Smell	Ability to detect various odors, smoke and chemicals.	Detect the odors present in a Surgical Suite environment, foul smelling drainage, alcohol breath, smoke, gasses and noxious odors.
Reading/Writing and Comprehension	Read and understand written documents; Communicate in written form.	Using proper English and Medical Terminology be able to communicate and comprehend policies, medical documents, and directions.

Occupational Risks

Environmental Risk

Pregnancy Risk

The disclosure of a pregnancy is completely voluntary and it is the exclusive right of the student to declare herself as pregnant. If the student does choose to voluntarily inform program officials of her pregnancy, she must do so in writing. If pregnancy is documented the student may exercise one of the following options:

1. The student may elect to withdraw from the program. Students who choose this option should meet with the program manager to discuss readmission procedures.
2. The student may elect to continue in the program. If so, the student will be counseled as to the risks of ionizing radiation exposure to the embryo/fetus and advised that permanent, irreversible damage to the unborn child may result from exposure to even relatively low dosages of radiation. In addition, the student will be encouraged to consult with her primary physician for assistance in making a decision of whether or not to remain in the program during pregnancy. If the student elects to continue in the program during pregnancy, she may do so at her own risk. Documentation of this decision will be placed in her file. The student has the right to "undeclare" the pregnancy at any time. The student may be required to wear an additional radiation monitor to be worn at abdominal level to monitor fetal exposure.

Accident Insurance

If a student sustains an injury during the program hours you must notify your instructor and the Program Manager. The program instructor will notify Risk Management and Campus Security. Both you and your instructor must complete a "Student Notification of Injury Form". The original copy of the form will be sent to the College Risk Management Department by the instructor with additional copies going to the student, the instructor, and Campus Security. You must contact Campus Security within 24 hours of the incident.

Potential Infectious and Environmental Hazards in Surgical Technology Practice

As a surgical services student you must adhere to hospital policies and the guidelines of the Centers for Disease Control (CDC) and Prevention (United States Public Health Service) regarding **"universal standards/precautions and the use of PPE (personal protective equipment)"** during clinical experiences.

Blood and Body Fluids Exposure

A student who is exposed to blood or other body fluids directly or indirectly while in the

clinical area must report this to the clinical educator/supervisor for immediate attention. The student will follow the facility protocol. Notify your instructor so an incident report may be completed.

Treatment of an Exposure Site (from CDC Guidelines): Wounds and skin sites that have been in contact with blood and body fluids should be washed with soap and water. Mucous membranes should be flushed with water. No evidence exists that using antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk of blood borne pathogen transmission; however, the use of antiseptics is not contraindicated.

FSCJ Florida State College at Jacksonville

Policies and Procedures on Assignments to Clinical Sites

Clinical Performance, Evaluation and Conferences

During the clinical rotation it is expected that you will **demonstrate consistent progress** in skill proficiency transitioning from less complex to more complex procedures and skill attainment.

1. Clinical performance is measured and documented by faculty, clinical preceptors, and clinical managers/educators. As you attend clinical you are required to obtain performance evaluations from your assigned preceptors. You will work with a variety of clinical personnel who will provide written and verbal evaluations regarding your performance and behavior. The faculty will make rounds observing your performance.
2. **Unsatisfactory evaluations** of your performance either in writing or verbally by clinical staff or instructors will require you to meet with the program faculty to review the circumstances surrounding the evaluations. If the student's performance is considered unsafe practice and it is determined, you will benefit from lab remediation then a remediation process will be implemented. Remediation is utilized to focus on **a specific skill or set of interrelated skills** with the designated purpose to improve student performance in the clinical. Remediation is **not** designed to **retrain** students in **all lab skills**. Additionally, remediation is conducted within a defined time schedule that will include an established number of practice sessions. If the student's performance is considered unsafe practice after remediation or it is determined remediation will not improve, enable the student to progress or address the extent of inefficiencies surrounding the student's performance then it will be determined that the student has failed the course and should be exited from the program.
3. Instructors will have individual conferences with you to discuss clinical and academic performance as needed.
4. **Deficiencies**
    a. Student progress must be demonstrated to indicate the student is moving from simple to complex procedural case set up, developing the entry level skills to perform the duties of a surgical technologist independently of preceptors.
5. **Probation**
    a. The following deficiencies may result in a student being placed on probation
        i. Excess absenteeism or tardiness
        ii. Jeopardizing Patient Safety or operations at a clinical affiliate
        iii. Academic or technical deficiencies documented through evaluations

iv. Failure to demonstrate retention of instructions
v. Failure to demonstrate development of professional attributes

Clinical Placement Policy: Mandatory Participation

To ensure that students receive comprehensive, real-world training aligned with the standards of Surgical Technology education/accreditation and Central Sterile Processing Technology education:

- **All assigned clinical placements are mandatory and may not be refused or declined.**
  Clinical sites are carefully selected to meet both the educational objectives of the program and the competency requirements set forth by accrediting bodies.
- **Students must be prepared to travel to any assigned site** within the program's established geographic parameters, regardless of personal preference or convenience.
- **Refusal to participate in assigned clinical placements** may result in disciplinary action, delay in program completion, or dismissal from the program.
- Requests for special accommodations (e.g., related to documented medical conditions or disabilities) will be reviewed on a case-by-case basis in accordance with institutional policies and applicable laws.

Clinical Learning Practicum

1. Students must maintain **the highest level of professionalism** during clinical rotation. Remember you are a **guest** for the express purpose of learning and developing clinical skills.
2. Clinical sites have different requirements for admission for clinical rotations at their facilities and may require you to attend orientation processes, may require you to participate in an interviewing process for acceptance at their facility or may require health insurance etc.
3. Homework/classwork will be assigned throughout the program. Clinical rotations will require, along with homework/assignments, additional reports to be completed which are important for program completion.
4. The program instructor(s) will visit the clinical facility often on a weekly basis. The instructor(s) will also be available during these hours by telephone if any needs or questions arise.

Transportation

1. Students must have reliable transportation to be successful in this program. Special arrangements regarding clinical placement to accommodate students with limited transportation is not an option and will not be considered.

2. Students will need to consider your transportation needs and financial commitments as some clinical locations may require travel over a 20-mile distance one way.

Clinical Requirements

1. **Orientation to Clinical Agencies**
   a. Orientation to clinical agencies may be mandatory. If a student fails to attend orientation sessions, he/she will not be allowed to attend clinical until the orientation requirement is met. This could result in a clinical absence or clinical failure.
2. **Clinical preparation**
   a. Clinical experiences are designed to meet specific learning objectives. Students need to be aware of these objectives and be prepared to fully participate in all activities. This includes the completion of assigned readings and/or written work and reports. See course syllabi for specific policies.
3. **Punctuality**
   a. Students are expected to report to the clinical unit at least 15 minutes before scheduled clinical time in order to change into facility scrubs, go to the restroom, and report for assignment at the required time. If the student is going to be absent or tardy it is the student's responsibility to contact both the instructor and clinical facility as soon as possible prior to the beginning of class/clinical time.
   b. Students must remain on the unit assigned while in a clinical facility.
   c. Students are to notify the instructor and the clinical site manager if they leave (and return) due to an emergency.
   d. Students are expected to be at the clinical site during the hours assigned.
4. **Additional Expectations**
   a. The student should come equipped for the clinical activity. Only bring books, worksheets, and equipment needed for that day's experience. Purses and other valuables should be left at home, in the car or in a locker if one is provided.
   b. Students may not work on other assignments during the clinical experience without prior communication and approval from your instructor. (The only time this will be permitted is in the event the surgery coordinator does not have clinical training for you to participate in).

c. You are **not** to use agency computers or copy machines for personal or other schoolwork.

d. **Gum chewing and tobacco** use are **not permitted** in any clinical experience.

5. **CPR Certification**

a. The training must be for **BLS** and must approved by the "American Heart Association". CPR certification **must** remain current throughout enrollment in the Surgical Services program.

6. **Criminal Background**

a. Background checks and drug screens may be periodically requested by the College.

b. Data provided therein may be a basis for denial of admission or denial for continuation in the Surgical Services Program. Students are responsible for the cost of the drug screening and background check. Some clinical sites may also require additional drug and background screening to attend their facility.

c. **In addition, there may be a second background check required by the clinical facilities. This will not be and must be completed prior to clinical rotations.**

d. Positive drug screening will result in denial of admission or continuance in the program. Positive background checks are sent to the clinical agencies used by the program. Positive background checks sent to the clinical agencies used by the ST program may result in a student being declined from attending clinical. This will impact a student's ability to achieve timely progression and continuance in the program.

Confidentiality

All client information, verbal or written, is confidential. Failure to protect the "patient bill of rights" exposes **you**, faculty, the ST program, and the College to litigation by the patient, his/her family, and/or the clinical facility. **Clinical agencies are required by federal law and HIPAA rules** to ensure each student sign **confidentiality contracts** before entering the clinical setting. Any breach of confidentiality on campus or in the clinical setting may be grounds for dismissal from the surgical services program.

Students Must:

1. Protect any client information that comes to them i.e., adhere to HIPAA regulations
2. Refrain from leaving any information in client rooms, on desks, in classrooms, in the cafeteria, or out for any public viewing
3. Avoid taking anything with a client's name affixed in any manner out of the Surgical Department or other work areas where assigned.
4. Abstain from identifying clients, nursing staff, doctors, or other persons by name for any reason other than previously approved by program faculty or other exercises for learning purposes. Use initials if identifying information that is needed
5. Avoid discussing clients, staff or care issues in public places (i.e. with friends or family, such as cafeterias, elevators, lounges, bars, restaurants, etc.)
6. Never discuss client problems with other clients or patients' family members
    a. Never discuss your own personal problems with clients
    b. Do not witness legal documents during your role as a student surgical technologist

FSCJ Florida State College at Jacksonville

Technical Standards, Occupational Risks, and Policies and Procedures on Assignments to Clinical Sites for the Surgical Services Program

I, _____, have read the "**Technical Standards**", "**Occupational Risks**" and "**Policies and Procedures on Assignments to Clinical Sites**" for Admission into the Surgical Services Program and attest that I am physically and mentally capable of performing the required duties of a Surgical Technologist.

Student's Signature Date