# Surgical Technology Handbook
## Table of Contents

Accreditation
- Institutional .................................................................................. 1
- Programmatic .................................................................................. 1

Missions
- University ...................................................................................... 1
- College of Health Sciences ............................................................... 1
- Program ............................................................................................ 1

Program Goals and Objectives ........................................................... 2

Faculty Goals .................................................................................... 3

Academic Calendar/Curriculum ............................................................. 4

Criteria for Completion & Graduation .................................................. 5
  - Clinical Case Requirements ............................................................ 5

Surgical Technologist Code of Ethics .................................................... 8

Student Policies
- Admissions Policies and Practices ..................................................... 9
- Tuition, Fees, & Other Costs ............................................................... 9
- Student Health & Skills Requirements .............................................. 10
- Policy & Procedure for Withdrawal .................................................. 10
- Policy for Refunds of Tuition/Fees .................................................... 11
- Non-discrimination Policy ............................................................... 11
- Reporting Sexual Misconduct ......................................................... 11
- Grade Appeals .................................................................................. 11
- Student Grievance Policy ............................................................... 11
- Faculty Grievance Policy ................................................................. 11
- Student Work Policy ...................................................................... 12

Revised March 2021
Institutional Accreditation

The University of Memphis is accredited through the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

1866 Southern Lane
Decatur, GA 30033
404.679.4500
sacscoc.org

Programmatic Accreditation

The Surgical Technology Program is projected to be accredited by CAAHEP by no later than May 2022 following the initial on-site accreditation review in August 2021.

Missions

University
We provide the highest quality education by focusing on research and service benefiting local and global communities.

College of Health Sciences
The mission of the College of Health Sciences is to prepare future leaders in health sciences through excellence and innovation in teaching, research and service.

Program
The mission of the Surgical Technology Program is to provide didactic and clinical instruction that will allow students to perform as competent, entry-level Surgical Technologists in the cognitive, psychomotor, and affective learning domains; and to fill the need for Surgical Technologists in all local and regional communities.
PROGRAM GOALS & OBJECTIVES

The Surgical Technology program prepares competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students develop knowledge to integrate the Surgical Technology knowledge base in all of these domains. The curriculum design is based on the core curriculum in which major concepts of Surgical Technology form the foundation. Clarity is given to the major concepts through sub-concepts as they relate to the practice of surgical technology. These concepts are integrated throughout the curriculum and include assessment, reactive intervention, communication skills, critical thinking, and professionalism.

After completing the Surgical Technology Program, the student should be able to:

- Integrate the Surgical Technology knowledge base in the cognitive, affective, and psychomotor domains.
- Demonstrate skills following established criteria, protocols, and objectives in the cognitive, affective, and psychomotor domains.
- Apply basic scientific principles related to anatomy, physiology, and pathophysiology for safe transfer, positioning, prepping, and draping of the surgical patient.
- Apply knowledge of interpersonal skills and communications relative to procedures and protocols from a Surgical Technologist’s perspective when working with patients, colleagues, and other members of a healthcare team.
- Apply principles of asepsis in an operating room setting.
- Demonstrate appropriate use and care of basic and specialty instruments and supplies.
- Describe the essential working aspects of a successful Surgical Technologist.
- Recognize the importance of confidentiality when dealing with surgical patients.
- Develop a familiarity with commonly used surgical instruments in various procedures.
- Analyze and adapt to the ever-changing operating room environment.
- Perform practical proficiency in the surgical suite with an understanding of the basic procedures involved.
- Demonstrate the ability to perform in a healthcare environment while meeting OSHA regulations.
- Demonstrate effective communication and decision-making skills for successful performance in the surgical environment.
- Demonstrate the ability to work under pressure and stress, including the ability to keep composure and think critically.
- Use the knowledge of personal and medical ethics in the surgical setting.
- Apply, establish, and maintain high standards of aseptic technique at all times.
- Apply Surgical Technology functions within the healthcare setting by providing clinical and administrative skills in a surgical environment.
- Apply a strong work ethic through reliability and dependability, time management skills, teamwork, and communication skills.
FACULTY GOALS

- To prepare students to function in a safe, effective, and efficient manner as a Surgical Technologist.

- To provide students with a foundation of basic science and various subject matters unique to the operating room to allow them to utilize critical thinking skills in various circumstances (Cognitive).

- To instruct students and refine their practice in the necessary manipulative skills that will enable them to function as a Surgical Technologist (Psychomotor).

- To teach students the concept of personal responsibility and accountability for their actions in the operating room while functioning as a part of the healthcare team (Affective).
The current academic calendar can be found on our website at surgicaltechnology.memphis.edu.

There are a total of four 12-week terms as well as one 10-week term.
All coursework, except for the lab and clinical time, will be delivered through an online method.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>TERM I</th>
<th>TERM II</th>
<th>TERM III</th>
<th>TERM IV</th>
<th>TERM V</th>
<th>TOTAL HOURS/TOTAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>48 hours/4 credits</td>
<td></td>
<td></td>
<td></td>
<td>48 hours/4 credits</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>24 hours/2 credits</td>
<td></td>
<td></td>
<td></td>
<td>24 hours/2 credits</td>
<td></td>
</tr>
<tr>
<td>Pharmacology</td>
<td></td>
<td>24 hours/2 credits</td>
<td></td>
<td></td>
<td>24 hours/2 credits</td>
<td></td>
</tr>
<tr>
<td>Microbiology</td>
<td></td>
<td>24 hours/2 credits</td>
<td></td>
<td></td>
<td>24 hours/2 credits</td>
<td></td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>48 hours/4 credits</td>
<td>48 hours/4 credits</td>
<td>48 hours/4 credits</td>
<td>48 hours/4 credits</td>
<td>192 hours/16 credits</td>
<td></td>
</tr>
<tr>
<td>Certification Exam Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24 hours/2 credits</td>
<td>24 hours/2 credits</td>
</tr>
<tr>
<td>Clinical Rotations</td>
<td></td>
<td>192 hours/5 credits</td>
<td>192 hours/5 credits</td>
<td>160 hours/4 credits</td>
<td>544 hours/14 credits</td>
<td></td>
</tr>
<tr>
<td><strong>TERM TOTAL</strong></td>
<td>120 hours/10 credits</td>
<td>96 hours/8 credits</td>
<td>240 hours/9 credits</td>
<td>240 hours/9 credits</td>
<td>184 hours/6 credits</td>
<td>880 hours/42 credits</td>
</tr>
</tbody>
</table>

Transfer credit from other educational institutions is unacceptable, as the Surgical Technology Program at the UoM is not a traditional credit bearing program. This program must be completed in its entirety to obtain a diploma of completion.
CRITERIA FOR
COMPLETION & GRADUATION

Students must finish all didactic courses as well as complete the required 120 clinical cases in order to graduate. Students are required to complete all courses with a “C” grade or higher in all academic and clinical requirements contained within the program curriculum/syllabus in the sequence outlined. Each course is a prerequisite for subsequent courses and must be taken in the designated order. The goals and objectives of the program correlate with the current Edition of the Core Curriculum for Surgical Technology. Once the curriculum and clinical requirements have been fulfilled, students are required to take the Certified Surgical Technologist Exam given by the NBSTSA.

*All cohorts graduating before CAAHEP accreditation has been achieved must first take the NBSTSA practice exam. After accreditation, those students will then take the certifying exam.

Clinical Case Requirements

To graduate from the University of Memphis Surgical Technology Program, a total of 544 hours and 120 clinical cases must be completed that include a designated variety of specialized settings.

Students will track and account for their cases using an official spreadsheet provided by the program. Only cases having a preceptor evaluation form completed and signed by the preceptor will be logged on the spreadsheet. Students should log their cases daily and always have the current log available for referral. This enables students to know what they need for clinical cases in the event their schedule must be modified because the originally assigned case is no longer viable.
A. General Surgery Cases
Students must complete a minimum of 30 cases in general surgery; 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either the First or Second Scrub Role.
*See below for description of Roles.

B. Specialty Cases
Students must complete a minimum of 90 cases in various surgical specialties, excluding general surgery.
  o A minimum of 60 cases must be performed in the First Scrub Role and evenly distributed between
    a minimum of 4 surgical specialties.
    - A minimum of 10 cases in the First Scrub Role must be completed in each of the required
      minimum of four surgical specialties (40 cases total required).
    - The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical
      specialty or multiple surgical specialties.
  o The remaining 30 surgical specialty cases may be performed in any surgical specialty either in the
    First or Second Scrub Role.

C. Optional Surgical Specialties
  o Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10
    diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum
    number of Second Scrub Role cases.
  o Diagnostic endoscopy cases must be documented in the category of "Diagnostic Endoscopy",
    rather than by specialty.
  o Vaginal delivery cases must be documented in the category of "Labor & Delivery" rather than in
    the OB/GYN specialty.

D. Counting Cases
  o Cases will be counted and documented according to surgical specialty in one of the following
    categories: General Surgery, Cardiothoracic, ENT, Eye, GU, Neuro, Ob-Gyn, Oral/Maxillofacial,
    Orthopedics, Peripheral Vascular, Plastics, Procurement/Transplant, Diagnostic Endoscopy, or Labor
    & Delivery.
  o Examples of counting cases:
    - Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be
      counted and documented since the splenectomy is a general surgery specialty and repair of
      LeFort I is an oral-maxillofacial surgical specialty.
    - Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer,
      and the specialty is general surgery. Therefore, it is counted and documented as one case.
    - Endoscopic cases that convert to an open case will be counted as only one case. For example:
      a laparoscopic cholecystectomy converted to an open cholecystectomy.
    - Case experience in the Second Scrub Role is not mandatory.
First and Second Scrub Role & Observation

First Scrub Role

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the First Scrub Role. A student not meeting the five criteria below cannot count the case in the First Scrub Role and the case must be documented in the Second Scrub Role or Observation Role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and Solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role

The Second Scrub Role is defined as the student who is at the sterile field who has not met all criteria for the First Scrub Role, but actively participates in the surgical procedure by performing one or more of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

Observation Role

The Observation Role is defined as the student who is in the operating room performing roles that do not meet the criteria for the First or Second Scrub Role. These observation cases are not to be included in the required case count, but must be documented.
The Association of Surgical Technologists Code of Ethics position statement is:

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

The Association of Surgical Technologists (AST) is the professional organization nationally recognized by practicing surgical technologists in the United States. More information about the profession of surgical technology and the AST can be found at [www.ast.org](http://www.ast.org).

Association of Surgical Technologists
6 West Dry Creek Circle
Littleton, CO 80120
800.637.7433
STUDENT POLICIES

Admissions Policies & Practices

All applicants must complete the following to be considered for the Surgical Technology Program:

- Complete interest form on the University of Memphis website
- View “Information Sharing” session at Methodist Le Bonheur Healthcare (MLHC) Note: MLHC is our clinical partner for this program.
- Complete and submit application through MLHC
- Panel interview at MLHC, if selected in top 30+
- Submit essay

Top 20 candidates will be chosen based on the following:

- Must meet all eligibility requirements
- Performance evaluations from current employment
- Duration of employment with MLHC
- Panel Interview
- Essay
- Leader/Manager reference scores

*Selections will include a diverse/inclusive group of individuals and will not discriminate based on age, race, gender, or current position.

Tuition, Fees, & Other Costs

Tuition costs for each current MLHC employee will be a total of $7000 for the entire program. MLHC will pay in two installments for each student with a contract on the current payback method set forth by MLHC.

Students will be responsible for the purchase of scrubs for labs and books required for the program. After accreditation has been achieved, the students will pay for the national certification exam (approximately $250). The students will be reimbursed by MLHC for this cost upon passing the certification exam.
Student Health & Skills Requirements

Students must:
- Be at least 18 years of age or older
- Submit an official transcript indicating high school diploma or equivalency
- Be in good physical and mental health
- Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum breaks
- Have the ability to clearly hear and understand muffled communication from a minimum of 10 feet away without being able to see who it is coming from
- Have the ability to hear activation/warning signals on different equipment
- Have the ability to clearly communicate verbally to the perioperative patient
- Communicate and understand fluent English both verbally and in writing
- Be able to lift a minimum of 25 pounds
- Have the ability to assist in transporting a patient of 150 lbs. on/off a stretcher
- Have the ability to demonstrate basic computer, word processing and internet skills for academic applications
- Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination
- Possess short and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies, and performing anticipation skills intraoperatively
- Exhibit positive interpersonal skills during patient, staff, and faculty interactions
- Demonstrate calm and effective responses especially in emergency situations
- Demonstrate the use of positive coping skills under stress
- Ability to maintain personal health and personal hygiene in accordance with the established guidelines of the healthcare institutions assigned

Other requirements are listed on the application from MLHC.

Policy & Procedure for Withdrawal

Students will only have the first two weeks of the program to withdrawal from the program without financial consequences.

After this grace period, students who drop out or fail out during the first two terms will be responsible for what has been paid by MLHC. Any dropouts after this time will be responsible for the entire amount.
Policy for Refunds of Tuition/Fees

As tuition is being paid for by the student’s current MLHC employer, all policies regarding refunds of tuition and fees are provided by MLHC. Any questions regarding this should be directed to the human resource department at the student’s current hospital/clinical location.

Non-Discrimination Policy

University policy prohibiting discrimination and harassment based on protected characteristics and classes. Complaints of discrimination and harassment can be reported to the Office for Institutional Equity (OIE). Students may contact OIE by phone at 901.678.2713 or by email at oie@memphis.edu. The full text of the policy can be found at GE2030 - NONDISCRIMINATION AND ANTI-HARASSMENT.

Reporting Sexual Misconduct

For information regarding sexual misconduct, please visit the following website: memphis.edu/oie/title9/sexualmisconduct.php

Grade Appeals

Instructions regarding grade appeals can be found on the following document: memphis.edu/osa/pdfs/csrr.pdf

Student Grievance Policy

While cases of interpersonal conflict and academic misconduct are uncommon in the College and across the University, resources exist to resolve disputes. The Student Academic Success Office offers resources and outlines procedures for reporting and resolving grievances. Visit: memphis.edu/report/submit-a-report

Students with course-related concerns may discuss the matter with their classroom instructor or with the Program Director. If a student has a concern about the Program Director, they should contact the Dean of the College of Health Sciences. Faculty advisors serve as a mentor and can provide guidance in identifying appropriate university procedures for addressing a grievance. Note that confidentiality cannot be guaranteed on all matters: all University of Memphis personnel are required by law to report accusations of sexual harassment to the Office of Institutional Equity.

Faculty Grievance Policy

To discuss issues with faculty in the Surgical Technology Program, please contact the College Dean: Richard J. Bloomer, PhD at rbloomer@memphis.edu.
Student Work Policy

Clinical time is an extension of the classroom. Clinicals include assisting team members with daily preoperative, perioperative, and postoperative duties of a surgical technologist trainee while under the supervision of a staff surgical technologist. Trainees are oriented to a surgical suite and the daily routine of the facility.

The total number of hours for clinicals is 544 hours and 120 cases. Clinical hours are usually accrued 8 hours per day at an assigned hospital from approximately 7 a.m. - 3 p.m. Trainees are required to attend all clinical hours. One day per term with a written excused absence may be missed without time being made up. Clinical hours may be made-up only at the discretion of the Program Director and/or clinical site with valid verifiable documentation of absence. Any trainee who does not complete all clinical hours may fail the clinical component of the class. Lunch is 30 minutes long. Due to the nature of scrubbing surgical cases, lunch is scheduled according to the availability of relief personnel and the status of the case. Lunch will be taken as recommended by your preceptor.

Many assignments may be completed earlier than the allotted time, thus leaving the trainee free time. This “free time” is still part of the total hours allotted to the clinical and must be utilized constructively. There will be more than ample scholastic work that could be studied. Additionally, time could be spent in the department assisting with cleaning, restocking, pulling cases and working in central sterile supply. All trainees are encouraged to use free time to their own discretion. Any questions regarding free time should be directed to the Program Director. Trainees will not leave a clinical hospital under any circumstances without the explicit permission of their Program Director.

Clinical cases are offered as part of the program. All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Trainees will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist.