



Surgical Technology

**Program Handbook**

2025

Nancy Dupee, Program Director

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# Welcome to Mid-State Technical College Surgical Technology Program

Welcome to Mid-State Technical College and thank you for choosing the Surgical Technology Program.

You belong here. The faculty and staff in the Mid-State Technical College Surgical Technology program bring the right balance of industry knowledge, professional experience, and teaching expertise to you. Your instructors are dedicated to assisting you in becoming successful in the classroom and the industry. However, it is your responsibility to put in the weekly effort to meet the demands of your courses. You are entering an industry built on the shoulders of hard-working people and critical thinkers. Developing that mindset now will carry you far in your career.

## Basic Needs Statement

If you are facing challenges with basic needs such as food, housing, technology, or mental health, please reach out to us. We are here to connect you with resources available at Mid-State. While we are passionate about teaching and our course content, your well-being is our priority. Please don't hesitate to contact us by email, phone, or Teams if you need assistance.

We are happy to have you here. We strive to make Mid-State a welcoming and supportive environment. Be proud of your accomplishments, be proud of your school, and enjoy this time of personal growth.

## Staff Directory

Name	E-mail	Office	Phone
Suzanne Rathe Associate Vice President Academics	<a href="mailto:suzanne.rathe@mstc.edu">suzanne.rathe@mstc.edu</a>	Wisconsin Rapids Campus	715-342-3124
Daniel Wall Dean of Allied Health	<a href="mailto:daniel.wall@mstc.edu">daniel.wall@mstc.edu</a>	Marshfield Campus	715-389-7016
Renae Guldán Academic Advisor	<a href="mailto:Renae.Guldán@mstc.edu">Renae.Guldán@mstc.edu</a>	Academic Advising	715-389-7015
Nancy Dupee CST/CFA, B.S. CTET Program Director & Instructor	<a href="mailto:nancy.dupee@mstc.edu">nancy.dupee@mstc.edu</a>	Marshfield Campus	715-389-7030

# Mid-State Technical College Surgical Technology Program

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Credits: 61

Division: Allied Health

Instructional Level: Applied associate degree.

## The Purpose of This Handbook

This Surgical Technology Program Handbook has been developed for you by the Mid-State Technical College (Mid-State) faculty, leadership, students, and advisory board members to address potential questions about the Surgical Technology program. It is also designed to help you understand and uphold the standards required for successful program completion. As a student, you are expected to familiarize yourself with the content of this handbook. The Surgical Technology Program Handbook is reviewed and revised annually by program faculty. In addition, program faculty will consider input for manual revisions from students, college administration, Surgical Technology program advisory committee members, and college staff. Students and the administration will be notified of the updates and changes.

You should retain this handbook; it will be a valuable resource and reference for the Surgical Technology program. If you have any questions about the information or materials in this handbook, please contact the Surgical Technology Program Director or the Allied Health Dean.

This handbook supplements the [Mid-State Technical College Student Handbook](#) with information specific to the Surgical Technology program. It is designed for use in conjunction with the instructors' Surgical Technology course-specific syllabi and the course schedules.

After reviewing the Surgical Technology Program Handbook, please sign and date the **"Statement of Understanding"** at the end of this handbook. Included is an agreement acknowledging that you understand the contents of this handbook and agree to follow the policies and procedures outlined during your time as a Surgical Technology student.

### **Program Compliance** with CAAHEP, ARC/STSA, AST

The Mid-State Technical College Surgical Technology is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in collaboration with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

### **CAAHEP** Contact Information:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 – 113th St. N. #7709

Seminole, FL 33775

727-210-2350

[www.caahep.org](http://www.caahep.org)

ARC/STSA Contact Information:

ARC/STSA Contact  
19751 E. Mainstreet,  
Suite 339,  
Parker, CO 80138  
Phone: 303-694-9262  
Fax: 303-741-3655  
Email: [info@arcstsa.org](mailto:info@arcstsa.org)

## Professional Organization Student Membership

Students are encouraged to become involved in professional organizations. Professional organizations promote leadership skills, expand interest, and provide opportunities for professional networking.

**Association of Surgical Technologist (AST)** is a national professional organization for surgical technologists. primary purpose is to ensure that surgical technologists possess the knowledge, and skill sets to administer the highest quality of care to every patient.

AST Contact Information:

6W Dry Creek Cir #200  
Littleton, CO 80120  
Phone: 303-694-9130  
Email: Member Services - [memserv@ast.org](mailto:memserv@ast.org)

## Our Commitment to You

Mid-State Technical College complies with all state and federal laws regarding equal rights in education and employment. The College has established both Affirmative Action and Disability Services Offices to assure that equal opportunity is available without regard to race, color, national origin, creed, gender, sexual orientation, age, marital status, ancestry, arrest/conviction record, or other protected status in employment of staff and in admission to educational programs and activities sponsored by the College.

Inquiries or complaints regarding equal opportunity may be directed to:

**Equal Opportunity Officer**  
**Mid-State Technical College**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**  
**715.422.5325**

**Disability Services Coordinator**  
**Mid-State Technical College**  
**500 32nd Street North**  
**Wisconsin Rapids, WI 54494**  
**715.422.5452**

If you have a recognized disability or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services Staff located in Student Services and Information Center (SSIC). Course standards will not be lowered however accommodations may be available for you. Adequate and reasonable time will be required to develop and provide appropriate accommodation therefore it is important to contact Disability Services as soon as possible. It is Mid-State's goal to assist you in your education plan.

Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Contact Student Services and Information Center (SSIC) for assistance.

### **Please find additional resources on the Mid-State website**

Mid-State Student Services/Disability Services - [Student Services - Disability Services](#)

Mid-State Student Services/Disability Resources - [Disability Resources](#)

Mid-State Disability Services FAQ - [Student Services Disability Services - FAQ](#)

Mid-State Complaint Procedure - [Complaint Procedure - Students & Employees](#)

# Mid-State Technical College Mission, Vision, and Core Values

## **Mission Statement**

Mid-State Technical College transforms lives through the power of teaching and learning.

## **Vision Statement**

Mid-State Technical College is the educational provider of first choice for its communities.

## **Core Values**

The College and all of our employees are guided by a set of core values that are part of Mid-State's past and will continue to be part of its future. We are convinced that the key to creating a truly great learning organization is an intense focus on the values that guide our actions.

As members of the Mid-State Technical College community, we work diligently to weave our core values into the fabric of everything we do to positively impact those who seek our services. Mid-State Technical College and its employees operate with allegiance to core our values: Student Centeredness, Integrity, Commitment, Accountability, Respect, and Exceptional Service.

## **Student Centeredness**

We value and respect each student as a unique individual. We assist students in identifying and realizing their educational goals and work hard to create an accessible and dynamic learning environment. Providing students with a positive educational experience is of vital interest to each of us.

## **Integrity**

Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision-making on a combination of high ethical standards and practical considerations.

## **Commitment**

Our actions reflect our dedication to the people we serve and to the College. The success of Mid-State depends upon our skills and abilities to communicate, promote, and support our educational offerings, and meet the current and emerging needs of our students and other stakeholders. We invest the time and energy necessary to fulfill the mission of the College and provide a healthy and safe environment.

## **Accountability**

We understand and value our individual roles in the College. We take responsibility for processes, decisions, and outcomes within our scope of influence. We work hard to communicate effectively and apply our expertise to continuously improve our systems and strengthen organizational performance.

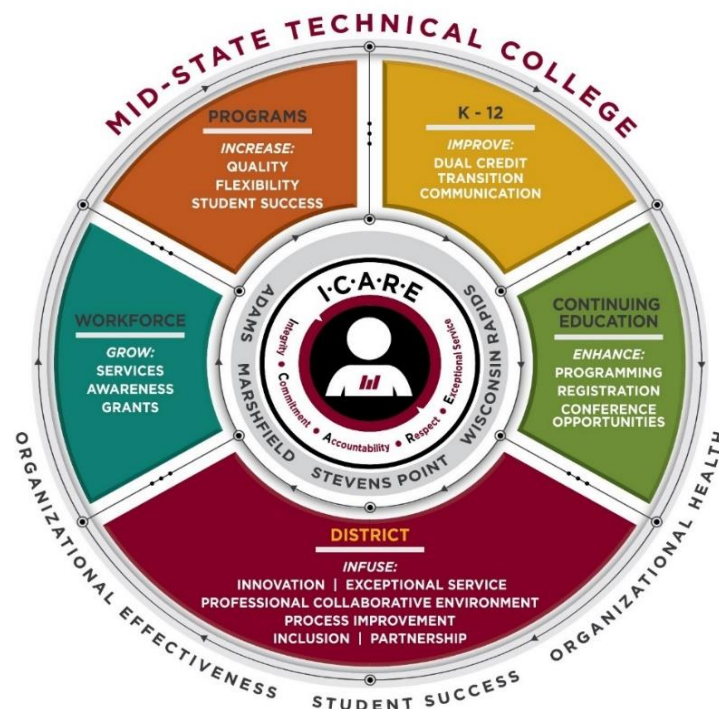
## Respect

We embrace individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate the contributions of all.

## Exceptional Service

We create and improve relationships through positive interactions with others. United by a common purpose to support and improve learning, we collaborate to provide lifelong learning opportunities that enhance the well-being of individuals, businesses, and communities.

Mid-State Mission, Vision, and Core Values - [Mid-State Mission, Vision, and Core Values Website](#)



# Surgical Technology Program Mission

## Surgical Technology Mission Statement

The mission of the Mid-State Surgical Technology program is to respond to the needs of the community by educating students to become qualified technicians who are competent, ethical, and professional, and who meet the needs of the patient and the organization. “To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

### Cognitive Domain

The student will:

- Apply healthcare and technological science principles to the perioperative environment
- Perform postoperative case management
- Apply fundamental concepts of Human Anatomy and Physiology to principles of safe patient care.
- Recognize potential hazards in the operating room environment.

### Psychomotor Domain

The student will:

- Maintain principles of sterile technique in the surgical environment
- Prepare the patient, operating room and surgical team for the preoperative phase
- Perform intraoperative case management in the scrub role
- Demonstrate effective use of verbal and written communication skills as a member of the surgical team.

### Affective Domain

The student will:

- Provide a safe, efficient, and supportive environment for the patient
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

## Description of the Profession

Essentials/Standards initially adopted in 1972; revised in 1991, 2000, 2002, 2004, 2013, 2021, 2023 (Appendix B only). CAAHEP-Template 2023 Approved 3/17/23

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

## Employability Skills

Employability skills are broad outcomes or skills that every graduate of a Mid-State Technical College Surgical Technology program is expected to demonstrate.

The Mid-State supports the following skills for all graduates:

- Behave Responsibly: Ethical Behavior, Self-Responsibility, Conflict Resolution, Collaboration
- Communicate Effectively: Writing, Technical Documentation, Listening, Speaking, Interpersonal Communication, Reading
- Critical & Creative Thinking: Inquiry, Evidence Collection, Analysis, Reasoning, Reflection (Metacognition)
- Cultural, Social, & Global Awareness: Global Awareness, Social & Cultural Awareness, Social Responsibility
- Use Appropriate Technology: Use of Technology, Confidentiality, Security, Digital Civility

Learn more about [employability skills](#) at Mid-State.

## Program Goals, Accreditation, & Outcomes

The minimum expectation of the Surgical Technology Program is to prepare entry-level Surgical Technologists who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. Students are required to pass the required program curriculum with a “C” or better and meet the required program outcomes outlined in the college’s Technical Skills Attainment. Upon completion of curriculum, all graduates must sit for the national certification exam administered by *The National Board of Surgical Technology and Surgical Assisting (NBSTSA)*.

**Outcomes Assessment Exam (CST Exam)**

Reporting Year	Academic Year	Mid-State Pass Rate
2024	2022-2023	40%
2025	2023-2024	56%

\*ARC/STSA Exam Pass Rate Threshold is 70%

## Regional Accreditation

The Higher Learning Commission regionally accredits Mid-State Technical College. Mid-State was first accredited by the Higher Learning Commission in 1979 and has been continually accredited since then.

You may contact our accreditor at the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411 (Phone: 800.621.7440 / 312.263.0456, Fax: 312.263.7462, Website: <https://www.hlcommission.org>).

Accreditation means that Mid-State has been found to meet the Commission's requirements and criteria and that there are reasonable grounds for believing it will continue to do so. Accreditation provides public certification of acceptable institutional quality and an opportunity and incentive for Mid-State to improve continuously.

## Program Description

### **Surgical Technology 61 Credits**

The Surgical Technology program at Mid-State prepares graduates to work as part of the surgical team in operating rooms, providing proper handling and use of equipment, assisting the surgeon during procedures, and ensuring patient safety. Students learn skills and techniques used in sterile processing.

Training encompasses both classroom and lab instruction. You will gain hands-on clinical experience in surgery, ambulatory centers, sterile processing, and other related areas. After successful completion of the program and certification exam, you will be a Certified Surgical Technologist (CST).

Graduates are prepared to take the NBSTSA national certification exam. However, taking and passing a national exam is not a graduation requirement.

Upon successfully completing the Surgical Technology program requirements, the individual will be awarded the associate in applied science (AAS) degree.

## Program Outcomes

Employers will expect you, as a Surgical Technology graduate, to be able to:

- Apply health care and technological science principles to the perioperative environment.
- Maintain principles of sterile technique in the surgical environment.
- Provide a safe, efficient, and supportive environment for the patient.
- Prepare the patient, operating room, and surgical team for the preoperative phase.
- Perform intraoperative case management in the scrub role.
- Perform postoperative case management.
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

## Curriculum

### Curriculum Overview

The curriculum for the Surgical Technology program at Mid-State prepares students to be entry level Surgical technologist, and to successfully take national certification exams. Teaching and learning activities include theory, demonstrations, discussions, laboratory sessions, competency skill evaluations, oral and written assignments, and written exams.

#### Term: 1

Catalog#	Title	Credits
10512125	<u>Intro to Surgical Technology</u>	4
10512126	<u>Surgical Tech Fundamentals 1</u>	4
10512127	<u>Exploring Surgical Issues</u>	2
10501101	<u>Medical Terminology</u>	3
10806177	<u>General Anatomy &amp; Physiology</u>	4
Term Total		17 Credits

#### Term: 2

Catalog#	Title	Credits
10512128	<u>Surgical Tech Fundamentals 2</u>	4

Term: 2

	Catalog#	Title	Credits
	10512129	<u>Surgical Pharmacology</u>	2
	10512130	<u>Surgical Skills Application</u>	2
	10806197	<u>Microbiology</u>	4
	10801136	<u>English Composition 1</u>	3
-or-	10801195	<u>Written Communication</u>	3
	Term Total		15 Credits

Term: 3

	Catalog#	Title	Credits
	10512131	<u>Surgical Interventions 1</u>	4
	10512132	<u>Surgical Technology Clinical 1</u>	3
	10512133	<u>Surgical Technology Clinical 2</u>	3
	10809172	<u>Introduction to Diversity Studies</u>	3
-or-	10809166	<u>Introduction to Ethics: Theory and Application</u>	3
-or-	10809196	<u>Introduction to Sociology</u>	3
	10801198	<u>Speech</u>	3
-or-	10801196	<u>Oral/Interpersonal Communication</u>	3
	Term Total		16 Credits

Term: 4

	Catalog#	Title	Credits
	10512135	<u>Surgical Technology Clinical 3</u>	3
	10512136	<u>Surgical Technology Clinical 4</u>	3
	10512142	<u>Surgical Interventions II</u>	4
	10809198	<u>Introduction to Psychology</u>	3
-or-	10809188	<u>Developmental Psychology</u>	3

Term: 4

Catalog#	Title	Credits
Term Total		13 Credits
Program Total		61 Credits

### Course Descriptions

See the [Surgical Technology](#) webpage for course descriptions.

## Surgical Technology Clinical Guide

### Surgical Technology Clinical Overview

The Surgical Technology program at Mid-State prepares graduates to work as part of the surgical team in operating rooms, providing proper handling and use of equipment, assisting the surgeon during procedures, and ensuring patient safety. Students learn skills and techniques used in sterile processing. Training encompasses both classroom and lab instruction. You will gain hands-on clinical experience in surgery, ambulatory centers, sterile processing, and other related areas. After successful completion of the program and certification exam, you will be a Certified Surgical Technologist (CST).

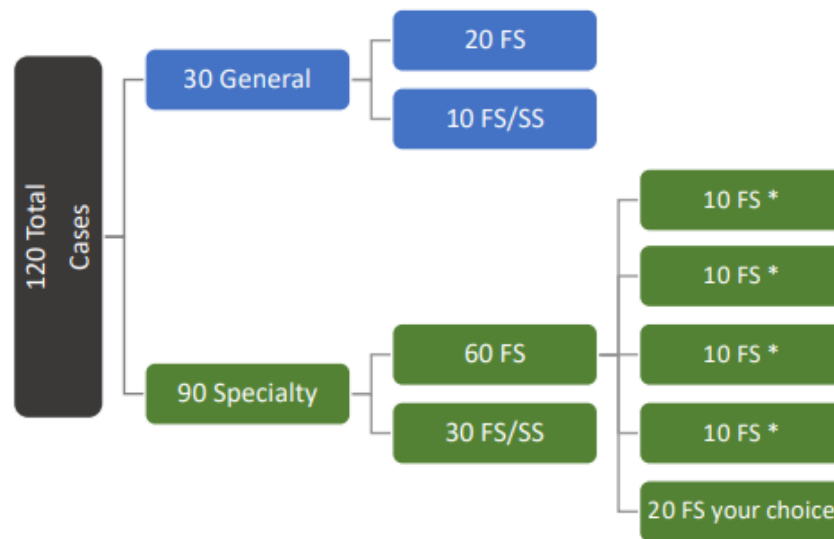
## Surgical Scrub Roles from the 7e Core Curriculum for Surgical Technology; AST

Students must complete a minimum of 120 cases as delineated below.

- A. General Surgical Cases
  - Students must complete a minimum of 30 cases in General Surgery; 20 of which must be performed in the first scrub role. The remaining 10 cases may be performed in either the first or second scrub role.
- B. Specialty Surgical Cases
  - Students must complete a minimum of 90 cases in various surgical specialties, excluding general surgery; 60 of which must be performed in the first scrub role. The additional 30 cases may be performed in either the first or second scrub role.
    - A minimum of 60 surgical specialty cases must be performed in the first scrub role and distributed amongst a minimum of four surgical specialties.
      - A minimum of 10 cases in the first scrub role must

be completes 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.
- The remaining 30 surgical specialty cases may be performed in any specialty either in the first or second scrub role.



### 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 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.
- Setup 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 or Assignment 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 by the program.

*\*Please know that each surgical procedure witnessed or participating within must be documented.*

## CLINICAL SITES

The Mid-State Surgical Technology program has affiliation agreements with the following hospitals and clinics. This list may change from semester to semester.

- Marshfield Clinic Health System, Marshfield, WI
- Aspirus Wisconsin Rapids Hospital, Wisconsin Rapids, WI
- Aspirus Stevens Point Hospital, Stevens Point, WI

## Introduction to Clinical

Clinical rotations are a large portion of the program and will measure individual skill performance daily at selected perioperative clinical sites. Students will be observed and assessed by onsite instructors and precepting staff as they work with surgical teams within the operating room. Daily evaluations will capture a student's progression with skills along with their ability to communicate, case plan, work with a surgical team, and overall awareness of patient safety.

## **Position**

The surgical technology student will be in the position of “student” during clinical rotations.

## **Position Statement**

The student will be enrolled in the correct clinical Surgical Technology course and will participate in clinical practice in assigned clinical sites. This clinical practice will provide experience for job entry skills. The student will be classified as a learner and will not be used to replace clinical staff. The student will be under the supervision of a clinical instructor.

## **PRIOR TO SURGICAL TECHNOLOGY CLINICAL PLACEMENT - REQUIREMENTS**

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work to Mid-State Technical College. This health work may include immunizations and vaccinations records which must be up to date. They will need to be provided before attending clinicals. Our clinical affiliates may have additional requirements; they will be emailed in advance and be discussed during your onboarding session with them. Students who do not meet the requirement will not be permitted to attend clinical.

### **CPR**

Students are required to be certified in CPR prior to clinical rotations. Only the following CPR certifications will be accepted:

- American Heart Association Basic Life Support (BLS) Healthcare Provider
- American Red Cross CPR/AED for the Professional Rescuer
- Red Cross Basic Life Support for Healthcare Providers

CPR certification must be maintained throughout the program.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student’s placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

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# Functional Ability Categories & Representative Activities

## Essential Functions and Attributes

Carefully read the physical and sensory abilities listed below to ensure you can perform as the surgical profession does require these activities.

A change in your ability to perform any of the Essential Functions must be reported to the Allied Health Dean or to your instructor immediately.

### Gross Motor Skills:

- Move within confined spaces.
- Maintain balance in multiple positions.
- Reach above shoulders (e.g., adjust overhead lights)
- Reach below waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

### Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands firm and slight (ex. Surgical instruments, sutures)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser and surgical scrub)

### Physical Endurance:

- Stand for long periods of time from 2-4 hours.
- Maintain same position for long periods of time.
- Sustained repetitive movements.
- Function in a fast-paced work environment for hours

### Physical Strength:

- Push and pull 50 pounds (e.g., carry instrument pans, position client, move equipment)
- Support 50 pounds of weight (e.g., hold arm or leg)
- Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment / supplies (e.g., lift instrument pans)
- Use upper body strength (e.g., retraction, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguishers)

#### Mobility:

- Ability to
  - Stand
  - Walk
  - Twist, turn
  - Bend, stoop, squat
  - Sit
  - Climb stairs
  - Move quickly

#### Hearing:

- Ability to hear normal speaking level sounds (e.g., person to person conversation, request for instrument).
- Hear faint voices and body sounds (e.g., heartbeat)
- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips (e.g., masks are worn in the operating room)

#### Visual:

- See objects up to 20 inches away (e.g., information on monitor screen, identification of small needles)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)
- See in darkened room (e.g., during endoscopic procedures, eye surgery)

#### Tactile:

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., solutions)
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environment temperature

Environment:

- Tolerate exposure to allergens (e.g., latex gloves, chemical / substances)
    - NOTE: You may be unable to attend labs and clinical rotations if you are latex sensitive or have a latex allergy. We do not provide a latex free environment at school or in our clinical hospital sites at this time. You will be required to provide a doctor's written statement confirming it is safe to continue in the program if you are latex sensitive or have a latex allergy.
  - Tolerate strong soaps
  - Tolerate strong odors
  - Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
  - Tolerate working in confined spaces for extended periods of time
  - Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses, laser, radiation)
  - Tolerate working indoors
  - Tolerate working in extreme temperatures
- 

Reading:

- Read and understand written documents
- Read digital displays

Math:

- Ability to count, add, subtract, multiply and divide whole numbers Compute fractions and decimals
- Document numbers in records
- Tell and measure time
- Read measurement marks (e.g., rulers, scale)

Emotional Stability:

- Establish professional relationships
- Adapt to changing environment / stress
- Deal with the unexpected (e.g., client condition, crisis)
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently

- Cope with strong emotions in others (e.g., grief, anger, stress)
- Accept constructive feedback
- Accept responsibility for own actions

#### Analytic Thinking:

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources (written or oral)
- Analyze and interpret abstract and concrete data
- Evaluate outcomes
- Problem solve
- Prioritize tasks (e.g., time management)
- Use long-term memory
- Use short-term memory

#### Critical Thinking:

- Identify cause-effect relationships
- Plan / control activities (organizational skills)
- Sequence information
- Make decisions independently
- Adapt decisions based on new information
- Comprehend and follow instructions
- Follow a process from start to finish (e.g., 2 or more step instruction)

#### Interpersonal Skills:

- Establish rapport with individuals (e.g., surgeons, staff members) and groups
  - Respect / value diversity in others
  - Negotiate interpersonal conflict
  - Demonstrate tolerance in working with others Function as part of a team
- 

#### Communication Skills:

- Speak English
- Write English
- Listen / comprehend spoken / written word
- Collaborate with others (e.g., health care workers, peers)
- Comprehend and exhibit non-verbal communication

*This Essential Functions document was developed as part of the transition to an Associate-level degree program and is shared across all schools in the Wisconsin Technical College System. The Accreditation Review Council on Education in Surgical*

*Technology and Surgical Assisting (ARC/STSA) approved these functional abilities as part of that process. Any changes to this document will require review and approval by ARC/STSA.*

## **CLINICAL SITE SCHEDULING**

The student will be given a list of clinical site options and will rank the clinical sites in order of preference on the Student Application for Clinical Site. The Program Director/Clinical Coordinator will assign the student to a clinical site. Student preferences will be used to help determine site assignments, but there is no guarantee that a student will be placed in a preferred site. Final clinical placement decisions are at the discretion of the Program Director/Clinical Coordinator and will be based on student capabilities and the need for additional support from mentors and staff at the assigned clinical site.

## **CLINICAL SITE PLACEMENT POLICY**

1. To be assigned to a clinical site, the Program Orientation and Clinical Requirements (Background Information Disclosure Form and Health Work Requirements) must be completed and documented in the Surgical Technology Clinical Orientation
2. Student must have successfully all prerequisite/co-requisite classes with a grade of C or better to attend Clinical.
3. Student must have successfully completed non-core program which are prerequisite/co-requisite courses currently enrolled in with a C or better to attend Clinical.
4. It is expected that clinical sites will continue to affiliate with Mid-State, however it is each clinical site's right to terminate their affiliation agreement or refuse a student for a particular semester. In the event clinical placement cannot be immediately guaranteed, alternative clinical rotations will be sought at other affiliate institutions. In the unlikely event alternative clinical rotations are unable to be secured, affected students will be assigned to the first available rotation site.

## **TRAVEL**

Students in the Mid-State Surgical Technology program will be required to travel to attend classes, labs, and clinical rotations. It is the responsibility of the student to have transportation to meet program requirements. Students with concerns over travel please reach out to the program director.

## SERVICE WORK POLICY

Students will not be substituted for paid staff when scheduled for Surgical Technology Clinical at the clinical site. Students may become employed in the facility outside of regular Clinical education hours, provided that the work is limited, so it does not interfere with typical academic responsibilities, and the work has no connection to the Surgical Technology Clinical course. Students may not receive any monetary remuneration/payment for their clinical work, nor will they be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist. This statement applies to all clinical, preceptorship, or internship rotations related to program requirements.

## CONFIDENTIALITY POLICY

You have been instructed on the importance of maintaining patient confidentiality through your coursework. It is your responsibility to protect the privacy of all patients in the facility. Therefore, no privileged information can be repeated or disseminated inappropriately (including recording audio or taking photographs of patients or confidential patient information).

## DRESS CODE (CLINICAL SITE)

Personal hygiene and appearance are paramount in any healthcare profession because healthcare professionals interact with patients, family members, coworkers, etc. In addition, as a student at the clinical site, you will be representing the healthcare facility, Mid-State Technical College, and the Surgical Technology profession. Therefore, your appearance and hygiene must be a priority.

Scrubs will be provided by the clinical site. Students must wear closed-toe shoes and should have a dedicated pair specifically for clinical use. Please discuss any concerns regarding dress code policies with the Mid-State Technician Program Director.

## OCCUPATIONAL HAZARDS

Surgical Technologists work directly with providers and patients, with the goal of providing health care and ensuring patient safety. They can perform both administrative and clinical services, filling several roles in a variety of healthcare environments.

As with any healthcare position, there are certain occupational risks or hazards while performing their duties, including the following:

- Exposure to infectious diseases

- Sharps injuries
- Blood-borne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

Nevertheless, there are protections set up by the Occupational Safety and Health Administration (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients. As an accredited program, Mid-State Technical College's Surgical Technology program teaches students about the hazards they may face on the job and protocols that can be put into place to ensure a workplace culture that prioritizes safety.

If a student has an exposure, the student must immediately notify the Program Director and clinical site supervisor. The supervisor will complete the Bloodborne Pathogen Exposure Report and the First Report of Injury Form with the student.

## **STUDENT HEALTH MAINTENANCE**

The student is responsible for following infection control guidelines in the clinical facilities, maintaining safe practices, and providing their own health insurance. In addition, students must comply with the current COVID-19 protocol.

If the student is injured or becomes ill during Surgical Technology Clinical, the student will immediately notify the clinical site supervisor and the Program Director. It is the student's responsibility to seek medical attention if necessary and take care of the resulting financial responsibilities.

## **STUDENT MISCONDUCT OR BEHAVIOR DISMISSALS**

A student may not be successful in the Surgical Technology program for reasons such as academic misconduct (cheating), behavioral misconduct, and unsafe behaviors. These students are not eligible for re-entry into the Mid-State Surgical Technology program. Unacceptable conduct is outlined in the [Student Code of Conduct Policy](#).

Students are required to follow the clinical site's procedures and policies, particularly those related to patient care, confidentiality, and lab safety. Unsafe clinical behaviors are cause for immediate removal from the clinical site. Depending on the specific instance, the student may be prohibited from returning to the clinical site and program progression may not be possible. If this were to occur, a meeting between the student, Allied Health Dean, and Program Director will be held. The student has the right to file an appeal.

## APPEAL PROCESS

Mid-State seeks to ensure fair and just treatment of students. Therefore, opportunities are available to [appeal academic and non-academic decisions](#). Before an academic appeal is filed, the student must contact the instructor or other staff member directly involved with the decision to clarify the issue(s). Every effort to resolve the issue(s) should be made at this level.

## RECORD RETENTION FOR ENROLLED STUDENTS

Currently enrolled students have a student file (communications, competency skill check documents, Application for Clinical Site, Clinical Competency Notebook) with the Program Director. Student files are stored:

- In the faculty office areas on the Marshfield campus. The office area is a limited access space.
- Files are not to be removed from the faculty office area.
- Files contain confidential information and are in a locked drawer accessible by the Program Director or in locked faculty offices.
- Student files are kept for a minimum of five years. After five years, the files are shredded and destroyed.

## Surgical Technology Program Progression Advising

Academic advising is mandatory at Mid-State Technical College. Students are required to attend an advising session prior to registration to ensure courses are taken in the correct sequence, to prevent students from enrolling in courses not required for the program, and ensure students are on track for graduation. Advisors work with students to develop a plan for success. Mid-State policy ensures student confidentiality in accordance with the federal Family Education Rights and Privacy Act (FERPA).

Students are encouraged to meet with their [Academic Advisor](#) and/or with the Surgical Technology Program Director while progressing through the program. The Academic Advisor can assist with course and program advising, academic concerns, credit for prior learning, developing educational plans, or referral to campus and community resources. The Program Director can assist with academic concerns, tutoring advice, program progression, and any program concerns.

## Academic Progress

Instructors will maintain the student's grades in Blackboard. It is also the student's responsibility to monitor their progress. Student progress reports may be issued if the student encounters difficulty in the course. The student will work with the instructor to formulate a plan of action. It is the student's responsibility to communicate with the course instructor concerning the

progress of the action plan. The instructor may also submit an early alert referral when concerns are persistent.

If the student feels a grading error was made, it must be brought to the instructor's attention via email within one week for reconsideration.

## Successful Progression

Students should follow the course progression as published in the [Surgical Technology Program Information Guide](#). Options for full-time and part-time curriculum are available.

To progress in and successfully complete the program, students must:

- Repeat courses not completed with a C or better before progressing in core courses or other courses with co-requisites.
- Receive a grade of C or better in all courses required for graduation.

## Progression with Course Failure or Withdrawal

Students must receive a "C" or better in class in the Surgical Technology program. If a passing grade of C or better (see grading scale below) is not achieved in three attempts, the student will be permanently withdrawn from the program or program waiting list. A withdrawal grade of "W" counts as one attempt for the course. Requests for special consideration should be directed to the Dean of Allied Health.

If a student is considering withdrawing from a course, it is recommended that the student discuss this with the Surgical Technology Program Director and/or Academic Advisor to discuss options prior to withdrawing from the course.

If a time lapse of one or more years occurs between the completion of the core courses Basic Lab Skills, Surgical Technology, and/or Surgical Technology, it will be necessary to reevaluate competencies and skills attained in previous core courses. All previous competency evaluations and checklists must be repeated within the first four weeks of the semester. Individualized refresher plans are developed with the assistance of the Program Director.

## Returning after Program Withdrawal or Multiple Failures

Readmission is evaluated on an individual basis. The eligibility for readmission is determined after the applicant's meeting with the Dean, Allied Health, Academic Advisor, and Program Director. If interested in readmission to a program, the first step is to schedule an appointment with the Academic Advisor. If a student is permitted to re-enter the Surgical Technology program, a learning contract will be developed with the student outlining the student's plan for success. The plan will include assessment of theoretical, skill, and clinical knowledge to

determine the appropriate placement within the Surgical Technology program. The student may need to demonstrate competencies, written exams, repeat of course(s), or start the Surgical Technology program over to improve the student's ability to be successful in the program. Consideration will be given to the length of time elapsed since the course was originally taken. This applies only to students who were unsuccessful academically and not dismissed for [Student Code of Conduct](#) violations.

## Classroom and Laboratory Guidelines

### Attendance

Students are encouraged to attend all classroom and laboratory sessions. It is critical to attend all lab sessions to obtain hands on experience and practice of lab procedures. Attendance includes being on time. If a class is missed due to illness or other legitimate reason (family emergency, death in family, lack of transportation, etc.) the student is required to notify the instructor via phone, text, or email prior to the start of class. Many lab sessions require students to work together so this is necessary for planning purposes. The student is responsible for material missed due to absence. Arrangements should be made with the instructor to receive any materials for the missed class and to schedule a make-up lab. The student must demonstrate all lab competencies to pass the course.

### Excessive Absence

Excessive absence is defined as missing more than three days in one semester. This may include classroom, lab sessions, or scheduled days at the clinical site. Excessive absences will be reviewed by the Program Director and may result in the student being unable to progress in the Surgical Technology program.

## Laboratory Guidelines and Standard Precautions

### Guidelines

You will not be allowed in lab without meeting these criteria

- OR Attire-Scrubs (top and bottom), name badge, booties and hair covering
- Handwashing needs to be completed at the beginning of session
- Nails- short and clean, No nail polish or artificial nails
- Jewelry- No rings, bracelets, or watches
- No long sleeve shirts under scrubs- no jackets/sweatshirt.
- Earrings- one pair, they need to be inside of your hair covering.

At the end of class, the lab needs to be clean, items put away. This is a team effort; it is part of your weekly checklist. If you do not participate in the clean-up, it will not be signed off on your checklist.

## Standards

- Hand hygiene
- Use of gloves, gown, mask, eye protection or face shield. (PPE)
- Safe use of sharps
- Safe work practices
- Safe waste management
- Proper cleaning and disinfection
- Clean equipment between patient use
- Complying with cough etiquette

## Dress Code (on campus for lab sessions)

### Clothing

- Scrubs are required to be worn during lab sessions
- Closed toe shoes must be worn
- Name badge
- Booties
- Hair covering

## College Policies

Please refer to [Mid-State Student Handbook](#) and Mid-State website for [Student Policies and Procedures](#) for specific (not an all-inclusive list):

- Academic Support Services
- Academic Integrity
- Admission and Enrollment
- Appeals
- Disability Services
- Financial Aid
- Veterans Benefits
- General College Information
- Graduation
- Transcript Requests
- Privacy
- Student and Employee Right to Know Report
- Student Records and Privacy Rights
- Student Activities
- Student Code of Conduct
- Technology

## Code of Conduct

Mid-State believes that all college community members are responsible for contributing to a positive learning environment. Every student has the right to be educated under the [conditions of respect, dignity, and safety](#).

## Email Responsibilities

Students are responsible for checking their Mid-State email account for communications from instructors on a routine basis (at least once daily is recommended) to help ensure the student's success in the courses. Mid-State instructors will only email the student's Mid-State Email. The healthcare field requires staff to check emails regularly to keep up with the latest communications.

## Issuing of Degree

Students who complete all required course work with grades of C or above will be awarded the Surgical Technology associate degree. Issuing of the degree is not contingent upon passing an external certification exam.

## Grading Scale

### Surgical Technology

Grade	Percentage	
A	95-100	Achieved cumulative points & all competencies
A-	93-94.99	Achieved cumulative points & all competencies
B+	91-92.99	Achieved cumulative points & all competencies
B	87-90.99	Achieved cumulative points & all competencies
B-	85-86.99	Achieved cumulative points & all competencies
C+	83-84.99	Achieved cumulative points & all competencies
C	80-82.99	Achieved cumulative points & all competencies
C-	78-79.99	Achieve cumulative points and does not demonstrate one or more lab skills
D+	76-77.99	Achieve cumulative points and does not demonstrate one or more lab skills
D	74-75.99	Achieve cumulative points and does not demonstrate one or more lab skills
D-	70-72.99	Achieve cumulative points and does not demonstrate one or more lab skills
F	0-69.99	Achieve cumulative points and does not demonstrate one or more lab skills

## Wisconsin Technical College System (WTCS) TSA Scoring Guide

This summative assessment scoring guide will determine if you have met the Surgical Technology program outcomes. This assessment, called Technical Skill Attainment (TSA), is essential because

it objectively measures the student's ability to meet industry-recognized skills. The instructor will notify the student how and when the program TSA will be done.

To meet the requirements of the scoring guide, the student will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field.

This scoring guide may evaluate your performance at your practicum, project check sheets, or other activities identified by your instructor.

The instructor will provide detailed instructions. After the instructor completes this scoring guide, the student will receive feedback on their performance, including their areas of accomplishment and areas that need improvement.

## TSA Scoring Guide for Performance Assessment

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Course instruction and assessment, as well as supportive lab and clinical experiences, contribute towards students' success in meeting the target program outcomes. The following scoring guide is a tool to identify and acknowledge those outcomes and the graduating student's competence in those areas. This scoring guide is administered to the student during program completion.

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WTCS Repository



### 10-512-1 Surgical Technology WTCS TSA Scoring Guide

#### Directions

This summative assessment scoring guide will be used to determine if you have met the program outcomes at the end of the program. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field. Your instructor will provide detailed instructions on how this rubric will be used. After your instructor completes this scoring guide, you will receive feedback on your performance.

#### Target Program Outcomes

1. Apply healthcare and technological science principles to the perioperative environment

3. Maintain principles of sterile technique in the surgical environment
5. Provide a safe, efficient, and supportive environment for the patient
7. Prepare the patient, operating room and surgical team for the preoperative phase
9. Perform intraoperative case management in the scrub role
11. Perform postoperative case management
13. Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

#### Rating Scale

Value	Description
MET	Performs skill relatively independently at entry level.
NOT MET	Does not perform skill relatively independently at entry level.

#### Scoring Standard

	Criteria	Ratings	
1	<b>Apply healthcare and technological science principles to the perioperative environment</b>	Met	Not Met
2	Use proper medical terminology		
3	Apply principles of anatomy, physiology, microbiology, pharmacology, and pathophysiology		
4	Demonstrate safe use of electrical equipment		
5	Use a computer to access information and complete work assignments		
6	Follow standard precautions		
7	<b>Maintain principles of sterile technique in the surgical environment</b>	Met	Not Met
8	Adhere to the principles of sterile technique		
9	Demonstrate a surgical conscience		
10	Recognize and correct contamination		
11	<b>Provide a safe, efficient, and supportive environment for the patient</b>	Met	Not Met
12	Put the patient first		
13	Adjust practices according to patient needs		
14	Communicate in order to maintain safe and supportive environment		
15	Recognize hazards and apply safety principles including emergency preparedness		
16	Provide safe patient care in a timely manner		
17	<b>Prepare the patient, operating room and surgical team for the preoperative phase</b>	Met	Not Met
18	Attire appropriately for procedure		
19	Perform basic handwashing and surgical scrub		
20	Assist with circulating duties as appropriate		
21	Gather supplies and equipment utilizing available resources		
22	Open sterile supplies utilizing sterile technique		

23	Gown and glove self and others	
24	Count efficiently and accurately	
25	Prepare equipment, instruments and supplies for assigned procedure	

You must achieve a rating of MET on all program outcomes to demonstrate competence (passing). A rating of NOT MET on any program outcome results in a NOT MET score for that program outcome and for the TSA Assessment.

### Scoring Guide

26	Demonstrate safe practice with medications and solutions	
27	Ensure accessibility of the operative site with proper draping	
28	Move furniture and equipment into position	
29	<b>Perform intraoperative case management in the scrub role</b>	<b>Met      Not Met</b>
30	Identify instruments, equipment and supplies	
31	Pass instruments ready and in position for use	
32	Manage sharps before, during and after use	
33	Respond to surgeon efficiently and effectively	
34	Anticipate sequence and prioritize needs of the surgical process	
35	Handle specimens and cultures according to facility policy and procedures	
36	Maintain organization of the sterile field	
37	Manage tasks related to the end of the surgical procedure	
38	Perform counts	
39	Prepare dressings and drains	
40	<b>Perform postoperative case management</b>	<b>Met      Not Met</b>
41	Handle instruments and supplies according to OSHA guidelines and hospital policy and procedure	
42	Demonstrate safe and efficient decontamination and disinfection principles	
43	Turn over the room in a timely manner	
44	Utilize appropriate technique and various sterilization methods	
45	<b>Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies</b>	<b>Met      Not Met</b>
46	Follow program, college, and facility policies and procedures	

## Statement of Understanding

I acknowledge that I have received the Mid-State Technical College Surgical Technology Program Handbook. I accept the responsibility of understanding and complying with all guidelines and procedures outlined in the handbook and any materials referenced within it.

If I have any questions or require clarification about the guidelines, I understand that I can contact the Program Director or the Dean of Allied Health for assistance.

I understand that the Surgical Technology Program Handbook may be updated, and any changes will be communicated and made accessible to me. Additionally, a link to this handbook will be provided in the Surgical Technology core courses.

I acknowledge that I must sign and date the Program Handbook Verification Section, confirming that I have reviewed, understood, and agreed to abide by the guidelines and procedures outlined in the handbook.

*Note: You are encouraged to refer to this handbook regularly as a resource.*

## Statement of Understanding Student Handbook Verification

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Student Name (Please Print) \_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Term Entering \_\_\_\_\_

\*\*\*Please sign this page and email or turn into your instructor\*\*\*