

**2024–2025**  
**Surgical Technology**

**Program Handbook**

**Program is accredited by Commission on Accreditation  
Of Allied Health Education Programs (CAAHEP)**

## Western Iowa Tech Community College

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.

If you have questions or complaints, please contact Dean of Human Resources (employees) 4647 Stone Avenue, Sioux City, IA 51106; [712.274.6400](tel:712.274.6400) ext. 1406; [equity@witcc.edu](mailto:equity@witcc.edu) or Dean of Opportunity and Engagement (students) 4647 Stone Avenue, Sioux City, IA 51106; [712.274.6400](tel:712.274.6400) ext. 2887; [equity@witcc.edu](mailto:equity@witcc.edu) or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number [312.730.1560](tel:312.730.1560), fax 312.730.1576, TDD 800-877-8339; email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

Individuals using assistive technology (such as a screen reader, Braille reader, etc.) who experience difficulty accessing information on this web site, should send an email to the Webmaster at [webmaster@witcc.edu](mailto:webmaster@witcc.edu). The e-mail should include the nature of the accessibility problem and the individual's e-mail address for a response. If the accessibility problem involves a particular Web page, the message should include the URL (Web address) of the page. We will contact individuals having accessibility problems within three business days to assist them and to provide them with the information being sought.

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Students are encouraged to read the WITCC general catalog for information regarding student rights, services, activities, and special programs which may be available to them. A copy of the catalog is available by calling Enrollment Services, WITCC, 712-274-8733, Ext. 1325 or 800-352-4649 or on our web site at [www.witcc.edu](http://www.witcc.edu).

# Directory

## Admissions Office

Western Iowa Tech Community College  
4647 Stone Avenue  
P.O. Box 5199  
Sioux City, Iowa 51102-5199  
Phone: 712-274-6404  
Fax: 712-274-6412  
E-mail: [info@witcc.edu](mailto:info@witcc.edu)  
Website: [www2.witcc.edu](http://www2.witcc.edu)

## Financial Aid Office (Surgical Technology program-specific scholarships are available)

712-274-6403 or  
800-352-4649

## Surgical Technology Program Instructors

**Renee Nemitz, CST, RN, AAS, FAST**  
712-317-3403  
E-mail: [renee.nemitz@witcc.edu](mailto:renee.nemitz@witcc.edu)

**Jenny Jolin, CST, AAS**  
712-317-3192  
E-mail: [jenny.jolin@witcc.edu](mailto:jenny.jolin@witcc.edu)

NOTE: Only available during the Fall and Spring Semesters

## Surgical Technology Program Advisor

**Fran DeJong**  
712-317-3345  
Email: [fran.dejong@witcc.edu](mailto:fran.dejong@witcc.edu)

## Professional Organizations

For more information or application, contact:

AST  
6 West Dry Creek Circle, Suite 200  
Littleton, CO 80120  
(800) 637-7433  
[www.ast.org](http://www.ast.org)

NBSTSA  
3 West Dry Creek Circle  
Littleton, CO 80120  
(800) 707-0057  
[www.nbstsa.org](http://www.nbstsa.org)

ARC-STSA  
19751 East Main Street, Ste. 339  
Parker, CO 80138  
(303) 694-9262  
[www.arcstsa.org](http://www.arcstsa.org)

## **Surgical Technologists**

*Surgical technologists, also called operating room technicians, assist in surgical operations. They prepare operating rooms, arrange equipment, and help doctors during surgeries.*

### ***Duties:***

Surgical technologists typically do the following:

- Prepare operating rooms for surgery
- Sterilize equipment and make sure that there are adequate supplies for surgery.
- Ready patients for surgery, such as by washing and disinfecting incision sites
- Help surgeons during surgery by passing them instruments and other sterile supplies
- Count supplies, such as sponges and instruments
- Maintain a sterile environment.

Surgical technologists work as members of a healthcare team alongside physicians and surgeons, registered nurses, and other healthcare workers. Before an operation, surgical technologists prepare the operating room by setting up surgical instruments and equipment. They also prepare patients for surgery by washing and disinfecting incision sites, positioning the patients on the operating table, covering them with sterile drapes, and taking them to and from the operating room. Surgical technologists prepare sterile solutions and medications used in surgery and check that all surgical equipment is working properly. They help the surgical team put on sterile gowns and gloves. During an operation, surgical technologists pass instruments and supplies to surgeons and first assistants. They also hold retractors, hold internal organs in place during the procedure, or set up robotic surgical equipment. Technologists also may handle specimens taken from laboratory analysis.

Once the operation is complete, surgical technologists may apply bandages and other dressings to the incision site. They may also help transfer patients to recovery rooms and restock operating rooms after a procedure.

### ***Work Environment***

Surgical technologists are trained to maintain the sterile field, preventing the risk of infection during surgery.

Surgical technologists held about 107,700 jobs in 2016. The largest employers of surgical technologists were as follows:

Hospitals; state, local and private	71%
Offices of physicians	11
Outpatient care centers	11
Offices of dentists	4

Ambulatory surgical centers are included in outpatient care centers. Surgical technologists wear scrubs (special sterile clothing) while they are in the operating room. Their work may be physically demanding, requiring them to be on their feet for long periods. Surgical technologists also may need to help move patients or lift heavy trays of medical supplies. At times, they may be exposed to communicable diseases and unpleasant sights, odors, and materials

### ***Work Schedules***

Most surgical technologists work full time. Surgical technologists employed in hospitals may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than 8 hours.

### ***How to Become a Surgical Technologist***

Surgical technologists work as members of a healthcare team alongside physicians and surgeons, registered nurses, and other healthcare workers. Surgical technologists typically need a postsecondary nondegree award or an associate's degree. Certification can be beneficial in finding a job. A small number of states regulate surgical technologists.

### ***Education***

Surgical technologists typically need postsecondary education. Many community colleges and vocational schools, as well as some universities and hospitals, have accredited programs in surgical technology. Programs range in length from several months to 2 years, and they grant a diploma, certificate, or associate's degree upon completion. Admission typically requires a high school diploma or the equivalent.

Surgical technology education includes courses in anatomy, physiology, biology, medical terminology, pharmacology, and other topics. Surgical technologists are trained in the care and safety of patients, sterilization techniques, how to set up technical or robotic equipment, and preventing and controlling infections. In addition to classroom study, students also work in supervised clinical settings to gain hands-on experience.

Surgical first assistants may complete a formal education program in surgical assisting. Others may work as surgical technologists and receive additional on-the-job training before becoming first assistants.

In 2016, there were about 500 surgical technologist programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

### ***Important Qualifications.***

**Detailed oriented.** Surgical technologists must pay close attention to their work at all times. For example, they need to provide the correct sterile equipment for surgeons during an operation.

**Dexterity.** Surgical technologists should be comfortable working with their hands. They must provide needed equipment quickly.

**Integrity.** Because they are trusted to provide sterile supplies and quality patient care during surgical procedures, surgical technologists must be ethical and honest.

**Physical stamina.** Surgical technologists should be comfortable standing for extended periods.

**Stress-management skills.** Working in an operating room can be stressful. Surgical technologists should work well under pressure while providing a high level of care.

**Surgical Technologists**  
**Median annual wages, May 2016**

**Surgical Technologists**

**\$45,160**

Health technologists and technicians

**\$42,750**

Total, all occupations

**\$37,040**

Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

The median annual wage for surgical technologists was \$45,160 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$31,720, and the highest 10 percent earned more than \$64,800.

In May 2016, the median annual wages for surgical technologists in the top industries in which they worked were as follows:

Outpatient care centers	\$46,960
Offices of physicians	45,730
Hospitals; state, local, and private	44,740
Offices of dentists	44,050

Most surgical technologists work full time. Surgical technologists employed in hospitals may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than 8 hours.

## Licenses, Certifications, and Registrations

Certification can be beneficial in finding a job. Surgical technologists may earn certification through credentialing organizations. Certification through the **National Board of Surgical Technology and Surgical Assisting** allows the use of the title “Certified Surgical Technologist (CST).” Certification typically requires completing an accredited formal education program or military training program and passing exam. Certification through the **National Center for Competency Testing** allows the use through formal education, military training, or work experience. All require documenting critical skills and passing an exam. Both certifications require surgical technologists to become certified in CPR or basic life support (BLS), or both. A small number of states have regulations governing the work of surgical technologists or surgical first assistants, or both. The **National Board of Surgical Technology and Surgical Assisting**, the **National Commission for the Certification of Surgical Assistants**, and the **American Board of Surgical Assistants** offer certification for surgical first assistants.

**Advancement.** Surgical technologists may choose to advance to other healthcare occupations, such as *registered nurse*. Advancement to other healthcare occupations would usually require additional education, training, and/or certifications or licenses. A technologist may also choose to become a *postsecondary teacher* of health specialties.

## Job Outlook

### Surgical Technologists

Note: All Occupations includes all occupations in the U.S. Economy.  
 Source: U.S. Bureau of Labor Statistics, Employment Projections program.

Employment of surgical technologists is projected to grow 12 percent from 2016-2026, faster than the average for all occupations. Advances in medical technology have made surgery safer, and more operations are being done to treat a variety of illnesses and injuries.

In addition, the aging of the large baby-boom generation is expected to increase the need for surgical technologists because older people usually require more operations to seek medical treatment to improve their quality of life. For example, an individual may decide to have a knee replacement operation in order to maintain an active lifestyle or to have cataracts removed to improve vision.

**Job prospects.** Job prospects should be best for surgical technologists who have completed an accredited education program and hold a certification.

## Sources of Additional Information

For additional information on a career as a surgical technologist and for a list of CAAHEP-accredited programs, contact:

**Association of Surgical Technologists**  
**3 West Dry Creek Road, Suite 200**  
**Littleton, CO 80120**  
**Internet: <http://www.ast.org>**

For information on becoming a Certified Surgical Technologist, contact:

**National Board of Surgical Technology and Surgical Assisting (NBSTSA)**  
**3 West Dry Creek Road**  
**Littleton, CO 80120**  
**Internet: <http://www.NBSTSA.org>**

For information on becoming a Tech in Surgery-Certified, contact:

**National Center for Competency Testing**  
**7007 College Blvd., Suite 250**  
**Overland Park, KS 66211**

# **Western Iowa Tech Community College Surgical Technology Program's Mission Statement**

*We educate our learners in the field of surgical technology to strengthen our communities by playing an active role in enhancing surgical care under the direction of the surgeon.*

The surgical technology program incorporates the mission statement of WITCC, which is:

*“We elevate our diverse learners and strengthen our communities through inclusive and innovative education.”*

## **Surgical Technology Program Goals**

The Surgical Technology Program goal is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

## IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	<ul style="list-style-type: none"> <li>• Identify changes in patient/client health status</li> <li>• Handle multiple priorities in stressful situations</li> </ul>
Critical Thinking	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations</li> <li>• Develop plans of care as required</li> </ul>
Interpersonal	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	<ul style="list-style-type: none"> <li>• Establish rapport with patients/clients and members of the healthcare team</li> <li>• Demonstrate a high level of patience and respect</li> <li>• Respond to a variety of behaviors (anger, fear, hostility) in a calm manner</li> <li>• Nonjudgmental behavior</li> </ul>
Communication	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	<ul style="list-style-type: none"> <li>• Read, understand, write and speak English competently</li> <li>• Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods</li> <li>• Explain treatment procedures</li> <li>• Initiate health teaching</li> <li>• Document patient/client responses</li> <li>• Validate responses/messages with others</li> </ul>
Technology Literacy	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	<ul style="list-style-type: none"> <li>• Retrieve and document patient information using a variety of methods</li> <li>• Employ communication technologies</li> <li>• to coordinate confidential patient care</li> </ul>

*Reviewed and Approved April 2018*

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> <li>• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available</li> </ul>
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation	<ul style="list-style-type: none"> <li>• Position patients/clients</li> <li>• Reach, manipulate, and operate equipment, instruments and supplies</li> <li>• Electronic documentation/ keyboarding</li> <li>• Lift, carry, push and pull</li> <li>• Perform CPR</li> </ul>
Hearing	Auditory ability to monitor and assess, or document health needs	<ul style="list-style-type: none"> <li>• Hears monitor alarms, emergency signals, auscultatory sounds, cries for help</li> </ul>
Visual	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	<ul style="list-style-type: none"> <li>• Observes patient/client responses</li> <li>• Discriminates color changes</li> <li>• Accurately reads measurement on patient client related equipment</li> </ul>
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<ul style="list-style-type: none"> <li>• Performs palpation</li> <li>• Performs functions of physical examination and/or those related to therapeutic intervention</li> </ul>
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	<ul style="list-style-type: none"> <li>• Move quickly and/or continuously</li> <li>• Tolerate long periods of standing and/or sitting as required</li> </ul>
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>• Adapt to rotating shifts</li> <li>• Work with chemicals and detergents</li> <li>• Tolerate exposure to fumes and odors</li> <li>• Work in areas that are close and crowded</li> <li>• Work in areas of potential physical violence</li> <li>• Work with patients with communicable diseases or conditions</li> </ul>

Reviewed and Approved April 2018

# **Surgical Technology**

## **Admission Requirements**

**All students must submit the following items for application to the program to be considered:**

- A copy of a Final Official High School, GED or HSED transcript with date of graduation. For applicants currently in high school, please present a current high school transcript and then later submit the Final Official High School Transcript with the date of graduation.
- Official college transcripts of previously attended institutions.
- ACT Scores (if completed) listed on HS Transcript or other official documentation.

**All students must meet the following criteria for admission/acceptance to the surg tech program:**

- Verification of high school, GED, or HSED official transcript

**All students must meet one of the following criteria for admission/acceptance into the surg tech program:**

### **CRITERIA 1 FOR ACCEPTANCE**

- Submitted documentation of composite ACT score of at least 20.

### **OR CRITERIA 2 FOR ACCEPTANCE**

- Completed an associate's degree or higher from an accredited institution

### **OR CRITERIA 3 FOR ACCEPTANCE**

- Completion of BIO 168 & BIO 173 with a grade of "C" or higher

### **OR CRITERIA 4 FOR ACCEPTANCE**

- Verification of high school official transcript of GPA 2.7 or higher AND
- Completion of (1) year high school Biology or science equivalent with a grade of "C" or higher

**Western Iowa Tech Community College**  
**Program of Studies**  
**Surgical Technology**  
**Associates of Applied Science Degree**

The Surgical Technology program is designed to prepare students to function as members of the surgical team in Hospitals and clinics with registered nurses and surgeons in the operating room. The graduate is qualified to prepare the surgical environment and function as a team member during the operative procedures. National certification is available to graduates. The surgical technology program is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP). Job openings are available nationwide for graduates of the surgical technology program. Employment of surgical technologists is projected to grow 12 percent from 2016 to 2026, much faster than the average for all occupations. (Bureau of Labor statistics). Admission to the surgical technology program requires applicants to meet program-specific criteria. For information on application procedures and acceptance, contact the Admissions Office at WITCC. Students must achieve a grade point average of 2.00 (C) or above in all program requirements.

<b>Catalog Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
SDV 108	The College Experience	1
BIO 168	Anatomy and Physiology I	4
SUR 130	Introduction to Surgical Technology	2
SUR 138	Surgical Practice	6
SUR 133	Surgical Asepsis and Instrumentation	3
SUR 111	Surgical Procedures I	3
<b>Semester Total</b>		<b>19</b>
BIO 173	Anatomy and Physiology II	4
SUR 112	Surgical Procedures II	3
SUR 145	Patient Care Concepts	3
SUR 423	Pharmacology for the Surgical Technologist	3
<b>Semester Total</b>		<b>18</b>
BIO 213	Surgical Procedures III	8
BIO 186	Microbiology	4
ENG 105	Composition I	3
<b>Semester Total</b>		<b>15</b>
SUR 214	Surgical Procedures IV	7
SUR 350	Surgical Board Review	1
SUR 535	Surgical Preceptorship	2
PSY 111	Intro to Psychology	3
<b>Semester Total</b>		<b>13</b>
<b>Program Total Credits</b>		<b>64</b>

Course descriptions may be found in the WITCC Catalog.

**Program Instructors:**

**Renee Nemitz, CST, RN, AAS, FAST**  
 Phone: 712-317-3403  
 Room L307  
 renee.nemitz@witcc.edu

**Jenny Jolin, CST, AAS**  
 Phone: 712-317-3192  
 Room L307  
 jenny.jolin@witcc.edu

# College Policies

Please refer to the student handbook and the college catalog for information or policies related to:

- Discrimination, Sexual Harassment, Americans With Disabilities Act Compliance
- Sexual and Gender Harassment
- Discrimination
- Discipline
- Disability
- Release of Student Information
- Drug-Free College Community
- Transfer Students
- Financial Aid and Payment Options

*The college handbook and the college catalog information may be acquired on-line at [witcc.edu](http://witcc.edu) and then click on student services; or, a printed copy can be requested or acquired at the main Sioux City Campus Enrollment Services Office.*

## Student Organizations

Surgical Technology students are encouraged to participate in college-wide organizations and specific program organizations within the Surgical Technology program:

Once admitted to the Surgical Technology program, students will be eligible for student membership into the Association of Surgical Technologists, 3 West Dry Creek Circle, Littleton, CO 80120. Ph: 800-637-7433. ([www.ast.org](http://www.ast.org)), with membership fees paid for by the College.

Comet CLASS, formally known as Student Senate, represents Cultivating Leadership, Advocacy, and Student Success. Students may apply to become a Comet CLASS leader or may be nominated by a staff or faculty member. Students selected for Comet CLASS are expected to actively participate in campus meetings and events, maintain good academic standing, and represent numerous programs and student populations.

## Injury Policy

A student who incurs an injury during clinical or practicum should report it to the clinical site immediately and then notify their supervising instructor as soon as possible.

***Academic Review Procedure  
Program/Course Appeal Process  
Health Sciences Programs***

This process provides students with a mechanism to channel concerns related to departmental/program policies and procedures within the Health Sciences Department. These may include concerns and/or violations of department, program, course, laboratory, and/or clinical policies and procedures.

***Step 1: Informal Process:***

- Students are encouraged to discuss specific concerns with the course instructor involved within five (5) instructional days of occurrence of the issue. This is in an effort to resolve issue(s) by a prompt and effective means with free and informal communications.
- If at this point, the issue(s) is/are not resolved to the mutual satisfaction of both parties, the student should proceed to the formal process **Step 2**.
- Documentation of the discussion will be generated. (i.e. email, verbal, phone, etc.)

**Step 2: Formal Process:** (Student, Course Instructor)

- Student may initiate a formal appeal process by submitting the “Student Appeal Process Form”-detailing the policy they’re appealing, as well as the reason for their appeal request, to the appropriate instructor.
  - Appeal process form must be submitted within five (5) instructional days of the informal process meeting.
- Instructor will initiate a formal conference with a student to discuss and develop a plan of action related to academic performance, behavior, or discipline.
  - Schedule meeting with student within five (5) instructional days of receiving written notification.
  - Documentation will be completed on the “Student Conference Form”
  - Instructor will submit completed “Student Appeal Process Form” to the Associate Dean of Health Sciences or the designated program administrator.
- If the issue is not resolved, the student may initiate **Step 3** of the appeal process.

**Step 3: Formal Process:** (Student, Department Administrator, or Associate Dean of Health Sciences)

- If issue is not resolved between student and instructor, the student will request an appointment with the Associate Dean of Health Sciences or designated program administrator within five (5) instructional days.
  - The student will submit a “Student Appeal Process Form” detailing the policy they’re appealing, as well as the reason for their appeal to the Associate Dean of Health Sciences.
  - Associate Dean of Health Sciences or designated program administrator will provide appeal decision within five (5) instructional days.
  - Associate Dean or designated program administrator will review all documentation.
  - Associate Dean or program administrator will send formal written notice to student within five (5) days from step 2.
- If the issue is not resolved, the student may initiate **Step 4** of the appeal process.

**Step 4: Formal Process:** (Health Sciences Review Committee)

- If the issue is not resolved, the student may petition to meet with the Health Sciences Review Committee within five (5) instructional days of appeal decision notice from Associate Dean of Health Sciences or designated program administrator.
  - Student will email request to the Associate Dean of Health Sciences to schedule a meeting with the Health Sciences Review Committee within five (5) instructional days of appeal decision notice.
  - Student will submit all documentation related to the issue for the Health Sciences Review team to the Associate Dean of Health Sciences or designated program.
- Health Sciences Review Committee (Associate Dean of Health Sciences and/or Health Administrator; 2 health instructors; 1 student)
  - Committee will convene meeting within five (5) instructional days of request.
  - Committee will review documentation and receive testimony from all parties.
  - Committee will render a decision and/or resolution within five (5) days
  - If the student is not satisfied with the resolution, they may initiate the college “Academic Review Procedure.”

**Step 5: Formal Process:** (College Academic Review Procedure)

- Students may initiate the college “Academic Review Procedure.” For procedural steps, refer to the “College Catalog” and/or “Student Handbook.”

Adopted 12/10/2018  
Approved Academic Council 11/24/2015  
Revised January 2024

**WESTERN IOWA TECH COMMUNITY COLLEGE  
HEALTH SERVICES PROGRAMS  
STUDENT – INSTRUCTOR CONFERENCE RECORD**

**Student Name** \_\_\_\_\_ **STUDENT ID** \_\_\_\_\_

**Program** \_\_\_\_\_ **Course** \_\_\_\_\_ **Date** \_\_\_\_\_

**SUMMARY OF CONFERENCE**

\_\_\_\_\_ **Academic (GPA)**    \_\_\_\_\_ **Laboratory**    \_\_\_\_\_ **Clinical**    \_\_\_\_\_ **Personal**

**WITCC Instructor Summary of Conference:**

**Plan of Action and/or Referrals:**

**WITCC Instructor Plan of Action and/or Referrals:**

**Student Comments: (Use back of sheet if needed):**

\_\_\_\_\_  
**Instructor Signature (if necessary)    Date**

\_\_\_\_\_  
**Signature of Student    Date**

Revised January 2024  
Reviewed and approved 2020



**WESTERN IOWA TECH COMMUNITY COLLEGE  
HEALTH SCIENCE PROGRAMS  
STUDENT APPEAL PROCESS FORM**

**Student Name:** \_\_\_\_\_ **Student ID** \_\_\_\_\_

**Program** \_\_\_\_\_ **Course** \_\_\_\_\_ **Date** \_\_\_\_\_

**Statement of the issue (policy or procedure) must address the following (attach the following):**

- State which policy or procedure you are appealing.
- Clearly and concisely state/describe the resolution you are seeking.
- When did you first become aware of the issue?
- Identify any extenuating circumstances related to the issue.
- What steps have you already taken to address the issue?
- Identify resources or supports that may help you improve or correct the issue.

**Resolution (check one):**

- Issue resolved
- Issue not resolved; student advised to move to next step – Program Administrator or Associate Dean of Health Sciences.
- Issue not resolved; student advised to move to next step – Health Science Review Committee.
- Issue not resolved; student advised of the College Academic Review Procedure.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Indicates only that student has prepared the documentation and consulted with the instructor.

**\*Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*-Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Indicates only that student has consulted with Instructor and/or Program Administrator or Associate Dean of Health Sciences and does not indicate, express, or imply approval.

Revised January 2024  
Adopted 12/10/2018  
Approved Academic Council 11/24/2015



## **Surgical Technology Program – Campus Location**

The Sioux City Campus offers the Surgical Technology program each fall semester. On-campus laboratory/clinical simulation facility is located in the Advanced Sciences Building, rooms L230, L228, and L229. Clinical sites include Mercy Medical Center, UnityPoint Health-St. Luke's, Pierce St. Same Day Surgery and Dunes Surgical Hospital.

### **Academic Advising**

Academic advising assists students in realizing the maximum educational benefits available by helping them to better understand themselves and to learn to use the resources available at WITCC to meet their specific educational needs.

Renee Nemitz, Surgical Technology Instructor, will be your advisor throughout the program.

### **Role of Student in Advising**

The student is to contact his or her advisor regarding all academic issues. It is necessary to make advance appointments with advisor for efficiency in scheduling. Faculty are available to meet new students taking either support courses or surg tech courses prior to registering.

Faculty are available at the Sioux City Campus for advising and program inquiries in Room #L307, Advanced Sciences Building, Main Campus, Sioux City, Iowa. Contact the WITCC Admissions Office at 712-274-6403 to schedule an appointment.

Advisor signatures are required on all course schedules, drop/add slips, transfer of program and credit forms, and forms for withdrawal from programs or the college.

The student is ultimately responsible to meet **all** requirements for graduation.

### **Academic Process**

To ensure Clinical competency, Surgical Procedures (SUR 111), Introduction to Surgical Technology (SUR 130), Surgical Asepsis and Instrumentation (SUR 133), Surgical Practice (SUR 138), Surgical Procedures II (SUR 112), Patient Care Concepts (SUR 423), Surgical Procedures III (SUR 213), Surgical Procedures IV (SUR 214), Surgical Preceptorship (SUR 535) **Must** be completed within three academic years.

### **Eligibility for Board Certification**

The WITCC Surgical Technology program is CAAHEP accredited. Graduates from the program are eligible to obtain certification from the National Board of Surgical Technologist and Surgical Assistants (NBST SA).

### **Program Board Results**

90% of the WITCC Surgical Technology Program graduates who attempted the National certification Exam in 2023 achieved the status of Certified Surgical Technologist(CST).

For more information or application, contact:

**NBSTSA**  
**3 West Dry Creek Circle**  
**Littleton, CO 80120**  
**(800) 707-0057**  
[www.nbsta.org](http://www.nbsta.org)

**CAAHEP**  
**9355 113<sup>th</sup> St. N. #7709**  
**Seminole, FL 33775**  
**(727) 210-2350**  
[www.CAAHEP.org](http://www.CAAHEP.org)

### **Requirements for Surgical Technology Clinical Courses:**

1. CPR Certification – American Heart Association BLS Health Care Provider Course
2. Child Abuse – Mandatory Reporter Training
3. Adult Abuse – Mandatory Reporter Training
4. Health Evaluations
5. Criminal and Abuse Background Checks
6. Flu Vaccination

Photocopies of all clinical requirements must be uploaded to the online health compliance tracker prior to the start of clinical. (Students are responsible for obtaining their own photocopies.) If these requirements are not completed, students **cannot** be allowed to participate in the clinical rotation. Students must keep the original copy of their documents.

### **Cardiopulmonary Resuscitation**

You are required to have a current CPR card and must have completed the American Heart Association BLS Health Care Provider course. This course is specifically for health professionals. If you now hold a card and it is due to expire halfway through the year, you should renew it early so that your card is current during the total clinical phase of the surgical technology course. For information on CPR courses offered at WITCC, contact 319-254-6772.

# Criminal Background - General Information

## **Pre-Clinical**

WITCC will complete criminal background checks on all health students. Based on the findings, a determination will be made if the student is eligible to participate in clinical activities. See the program handbook for additional information. After the background check has been run and approved, the student must self-report all potential violations of misconduct, abuse, or any pending charges. Failure to self-disclose may result in being removed from the program.

## **Post-Graduation Exams**

Criminal charges/convictions, abuse charges (adult or child), or a substance abuse history may impact a graduate's ability to obtain registration or licensure in the graduate's profession. Each licensing board will make the determination if a criminal background check will be completed before the graduate is eligible to write licensing/registration exams.

## **Employment in Health Care Professions**

Employers have varied hiring policies based on their review of an applicant's criminal background history. Graduates/students need to be aware that:

- \* Clearance for clinical while a student
- \* Graduation from the program
- \* Successful passage of licensing or registration exams

does not guarantee graduates will be eligible for employment at some agencies. Employment eligibility is determined by the hiring policies at each health care agency.

Accepted Fall 2015  
Revised January 2024

## Child and Dependent Adult Abuse — Mandatory Reporter Training

All health personnel are mandatory reporters of child and dependent adult abuse. You must complete the Iowa Department of Human Services (DHS) mandatory reporting training courses. You can access the two-hour child abuse and the two-hour dependent adult abuse courses on the DHS website free of charge using the link below.

<https://dhs.iowa.gov/child-welfare/mandatoryreporter>

## Criminal and Abuse Background Checks

When a student starts the program, the College will initiate the background check process and the student must be cleared by the internal state agencies prior to clinical experience.

## Grading (All Campuses)

All students accepted into the Surgical Technology program may **re-enroll only once** in the Surgical Technology program. Failure to comply will result in program dismissal. Surgical Technology courses included are:

SUR 111	Surgical Procedures I
SUR 112	Surgical Procedures II
SUR 130	Introduction to Surgical Technology
SUR 138	Surgical Practice
SUR 133	Surgical Asepsis and Instrumentation
SUR 145	Patient Care Concepts
SUR 213	Surgical Procedures III
SUR 214	Surgical Procedures IV
SUR 350	Surgical Board Review
SUR 423	Pharmacology for the Surgical Technologist
SUR 535	Surgical Preceptorship

## Graduation

The Surgical Technology program at WITCC can impose requirements for program acceptance, grading, promotion, and graduation that may be higher than College policies.

The requirements for graduation from the Surgical Technology program supersede the College requirements. Students enrolled in the Surgical Technology program **must** achieve a final grade of “C” or better in all program requirements to be eligible for graduation.

## I have read and understand the grading and graduation policies of the Surgical Technology Program.

Please print:

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature

Date

*This form will be filled out and submitted the first day of class to your Surgical Technology instructor.*



# **Western Iowa Tech Community College Surgical Technology Program's Clinical/Work Policy**

Clinical experience is a part of the student's educational program.

Students may not be paid for their required clinical experience hours that are part of their program. Should a student be working for the same facility, they may only be paid for hours that are not part of their clinical experience.

Clinicals are designed to teach the student how to transition into the role as a Surgical Technologist in the surgical environment. Your participation in the O.R. will progress from observation to working independently as a Surgical Technologist. The clinical instructor will supervise you in the O.R. You will be assigned a preceptor for every surgical case you are assigned. You will be under direct supervision at all times. You are not a substitute for regular staff. If you are employed by any of Western Iowa Tech Community College's clinical affiliation sites:

- You will clearly define clinical hours and work hours. These hours should not overlap.
- Your work hours do not fulfill your clinical hours.
- You will not be paid for hours that you are in the O.R. in the student role.

*I have read and understand the WITCC Surgical Technology Programs Clinical/Work Policy and agree to abide by the policy as written above.*

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Laboratory and Clinical Dress Code

## 1. Program Uniform: (Must be kept clean)

<i>Scrubs:</i>	Forest green (shirt and pants)
<i>Lab Coat:</i>	Must be <b>entirely</b> white, not below the knee
<i>Shoes:</i>	Must be <b>entirely</b> white, clean, and <b>only</b> worn for Surgical Technology duties.
<i>WITCC Name Badge:</i>	Will be provided by the institution. <b>(If lost, the student will be charged a fee for replacement.)</b>
<i>Hair:</i>	Must be clean, off the collar, pulled back and secured. Only natural hair color will be allowed (i.e., no pink, green, orange, purple, etc.). <b>No</b> ornamental hair accessories are allowed. If barrettes, combs, or ponytail holders are needed, they should be white or the same color as the hair. Beards, mustaches, and sideburns must be clean, well-manicured, and closely trimmed to the face.
<i>Cosmetics:</i>	Fingernails must be clean, short, and neatly filed. <b>No</b> nail polish or acrylic nails are allowed. Makeup should be applied in moderation. No perfume, cologne, or aftershave is permitted.
<i>Jewelry:</i>	No jewelry of any kind is permitted in clinical or laboratory.
<i>Hygiene:</i>	Any offensive body odor and/or bad breath will be dealt with on an individual basis by the instructor. Chewing gum, eating, and the use of tobacco are not acceptable in the clinical or laboratory area.
<i>Laboratory Activities:</i>	begin the <b>first week</b> of classes and the student will be required to comply with the program dress code.

## Uniform Purchase

Uniforms for Western Iowa Tech Community College's Surgical Technology program are available at the WITCC Bookstore. Students should order uniforms ahead of time and are to be sized at the Bookstore.





## IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
<b>Cognitive-Perception</b>	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	<ul style="list-style-type: none"> <li>• Identify changes in patient/client health status</li> <li>• Handle multiple priorities in stressful situations</li> </ul>
<b>Critical Thinking</b>	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations</li> <li>• Develop plans of care as required</li> </ul>
<b>Interpersonal</b>	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	<ul style="list-style-type: none"> <li>• Establish rapport with patients/clients and members of the healthcare team</li> <li>• Demonstrate a high level of patience and respect</li> <li>• Respond to a variety of behaviors (anger, fear, hostility) in a calm manner</li> <li>• Nonjudgmental behavior</li> </ul>
<b>Communication</b>	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	<ul style="list-style-type: none"> <li>• Read, understand, write and speak English competently</li> <li>• Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods</li> <li>• Explain treatment procedures</li> <li>• Initiate health teaching</li> <li>• Document patient/client responses</li> <li>• Validate responses/messages with others</li> </ul>
<b>Technology Literacy</b>	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	<ul style="list-style-type: none"> <li>• Retrieve and document patient information using a variety of methods</li> <li>• Employ communication technologies to coordinate confidential patient care</li> </ul>
<b>Mobility</b>	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> <li>• The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available</li> </ul>
<b>Motor Skills</b>	Gross and fine motor abilities to provide safe and effective care and documentation	<ul style="list-style-type: none"> <li>• Position patients/clients</li> <li>• Reach, manipulate, and operate equipment, instruments and supplies</li> <li>• Electronic documentation/keyboarding</li> <li>• Lift, carry, push and pull</li> <li>• Perform CPR</li> </ul>
<b>Hearing</b>	Auditory ability to monitor and assess, or document health needs	<ul style="list-style-type: none"> <li>• Hears monitor alarms, emergency signals, auscultatory sounds, cries for help</li> </ul>
<b>Visual</b>	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	<ul style="list-style-type: none"> <li>• Observes patient/client responses</li> <li>• Discriminates color changes</li> <li>• Accurately reads measurement on patient client related equipment</li> </ul>
<b>Tactile</b>	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<ul style="list-style-type: none"> <li>• Performs palpation</li> <li>• Performs functions of physical examination and/or those related to therapeutic intervention</li> </ul>
<b>Activity Tolerance</b>	The ability to tolerate lengthy periods of physical activity	<ul style="list-style-type: none"> <li>• Move quickly and/or continuously</li> <li>• Tolerate long periods of standing and/or sitting as required</li> </ul>
<b>Environmental</b>	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>• Adapt to rotating shifts</li> <li>• Work with chemicals and detergents</li> <li>• Tolerate exposure to fumes and odors</li> <li>• Work in areas that are close and crowded</li> <li>• Work in areas of potential physical violence</li> <li>• Work with patients with communicable diseases or conditions</li> </ul>

*Reviewed and Approved April 2018*

### **Student Information**

Be sure to answer and then sign all personal information on the top of the WITCC Clinical Health Evaluation.

### **Health Care Provider Completes The Following:**

This part of your WITCC Clinical Health Evaluation is to be completed by a medical doctor, a nurse practitioner or a physician's assistant. **No other forms will be accepted.**

### **Flu:**

- Required to be uploaded during flu season, September through March (optional for Dental Assisting students)

**Covid-19** – May be required by clinical affiliates. You will need to provide one of the following:

- vaccination dates
- signed decline form, which will be approved or declined by affiliate

**Measles/Mumps/Rubella (MMR)** – You will need to provide one of the following:

- two vaccination dates
- positive titre for measles, positive titre for mumps and a positive titre for rubella

**Tetanus/Diphtheria/Pertusis (Tdap)** – A Tdap is current for 10 years.

**Chickenpox** – You will need to provide one of the following:

- two vaccination dates
- positive titre

**Hepatitis B (Hep B)** – You will need to provide one of the following:

- vaccination dates
- positive titre
- signed decline form, which will be approved or declined by affiliate

**Tuberculosis** – You will need to provide one of the following:

- Tuberculosis Skin Test (TST) – An initial baseline two-step TST is required. The second TST can be given one week to one year after the first TST, as long as the first TST has not expired. A TST is current for one year. The first and second TST must be turned in before the start of clinical.
- If you have had a past positive TST, you will need to provide documentation of a negative chest x-ray. If the negative chest x-ray is more than one year old, you will also need to turn in a TB Symptom Assessment form.
- Negative TB QuantiFeron

**Students: Please upload completed health forms to the electronic health tracking compliance system.**



## Information About Hepatitis B Vaccine

**NOTE:** This form should be discussed with the physician of your choice, *signed and returned with all other health forms.*

### The Disease

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV) which causes death in 1-2% of infected patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people develop chronic active hepatitis and cirrhosis. HBV also appears to be associated with the development of liver cancer.

### The Vaccine

Hepatitis B vaccine is produced from the plasma of chronic HBV carriers. The vaccine consists of purified, inactivated Hepatitis B antigen. It has been extensively tested for safety and efficiency in large scale clinical trials with human subjects. A high percentage of healthy people who receive three doses of vaccine achieve protection against Hepatitis B. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine. Full immunization requires 3 doses of vaccine over a six-month period, although some persons may not develop immunity even after 3 doses. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

### Possible Vaccine Side Effects

The incidence of reported side effects is low. A small percentage of persons receiving the vaccine experience tenderness and redness at the site of injection. Low grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. Few cases of serious side effects have been reported with the vaccine, including Guillain-Barre Syndrome, although the possibility exists that more serious side effects may be identified with more extensive use.

You may check with your insurance company concerning coverage.

**If you have any questions about Hepatitis B or the Hepatitis B vaccine, please discuss with your physician.**

## Consent Form

I have discussed with my physician and have read the above statement about Hepatitis B and the Hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have 3 doses of vaccine to confer immunity. However, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I **request** that it be given to me. My decision is voluntary. I understand that all arrangements for receiving the vaccine are my responsibility.

	Date	Lot #	Site	Nurse
_____ Name of Person to Receive Vaccine (Please Print)	(1) _____	_____	_____	_____
_____ Signature of Person Receiving Vaccine	(2) _____	_____	_____	_____
_____ Date Signed	(3) _____	_____	_____	_____

**UPLOAD TO THE ELECTRONIC HEALTH TRACKING COMPLIANCE SYSTEM**

## Information About Hepatitis B Vaccine

**NOTE:** This form should be discussed with the physician of your choice, *signed and returned* with all other health forms.

### The Disease

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV) which causes death in 1-2% of infected patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people develop chronic active hepatitis and cirrhosis. HBV also appears to be associated with the development of liver cancer.

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### Possible Vaccine Side Effects

The incidence of reported side effects is low. A small percentage of persons receiving the vaccine experience tenderness and redness at the site of injection. Low grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. Few cases of serious side effects have been reported with the vaccine, including Guillain-Barre Syndrome, although the possibility exists that more serious side effects may be identified with more extensive use.

You may check with your insurance company concerning coverage.

**If you have any questions about Hepatitis B or the Hepatitis B vaccine, please discuss with your physician.**

## Decline to Accept

I have discussed with my physician and have read the above statement about Hepatitis B and the Hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccination. I understand the benefits and risks of the Hepatitis B vaccine and **I do not** wish to receive the vaccine.

Name of Person Declining Vaccine (Please Print)

Signature of Person Declining Vaccine

Date Signed

**UPLOAD TO THE ELECTRONIC HEALTH TRACKING COMPLIANCE SYSTEM**

# Clinical Participation Requirements

WITCC uses external affiliated agencies for clinical experiences for our students. Affiliated agencies may impose requirements for students in order that they be allowed access to clinical experience. Additional expenses will be the student's responsibility.

## Students may be required to provide the following information to external affiliated agencies:

- Health Screening/Immunizations
- CPR—BLS American Heart Association
- Mandatory Reporter—Adult and Child
- Criminal and Abuse Background Checks
- Drug Test: Students may need to consent for drug testing and release of that information to external affiliating agencies for clinical experience. Western Iowa Tech Community College is uncertain of what drugs may be screened.

The student should maintain copies of the documents listed above. *Affiliating agencies may require the student to provide a copy of the documentation.*

Revised January 2023

## NOTICE AND RELEASE - READ CAREFULLY BEFORE SIGNING

I, the undersigned student in a health occupations program at Western Iowa Tech Community College, understand that participation in a clinical experience is part of the health occupations program and that participation in a clinical experience includes working at an affiliating agency. I further understand that affiliating agencies have the right to establish requirements for participation in clinical experience. I understand that I am responsible for providing copies of the documentation requested by the affiliated agency. I understand and agree that if I am rejected for participation in a clinical experience by an affiliating agency or if I refuse to submit to checks or tests that are required by an affiliating agency in order to participate in a clinical experience, I may be unable to complete my program of study and graduate from a health occupations program. I hereby release Western Iowa Tech Community College, its employees, and all affiliating agencies from any liability with regard to my participation in a clinical experience and decisions made concerning my participation in a clinical experience.

Print name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student's Name

Program

Date

Revised January 2023



# Confidentiality Agreement

## Please read and sign the following statement

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), it is the policy of WITCC that confidentiality and privacy of information is of utmost importance for health occupations students. Confidential information is any client, physician, employee, and business information obtained during the course of your clinical experiences associated with WITCC. Please read and sign the following confidentiality statement.

I will treat all confidential information as strictly confidential, and will not reveal or discuss confidential information with anyone who does not have a legitimate medical and/or business reason to know the information. I understand that I am only permitted to access confidential information to the extent necessary for client care and to perform my duties. Information that may be construed as a breach of confidentiality includes but is not limited to:

- 1) client's name and other identifying information
- 2) client's diagnosis
- 3) type of care being provided
- 4) reason for seeking health care services, treatment, and response to treatment
- 5) personal problems or actions

I will not access, use or disclose confidential information in electronic, paper, or oral forms for personal reasons, or for any purpose not permitted by agency policy, including information about co-workers, family members, friends, neighbors, celebrities, or myself. I will follow the required procedures at all agencies to gain access to my own confidential patient information.

In preparing papers, presentations, and other course work I will de-identify protected health information. I will not remove any individually identifiable health information from the facilities in which I am completing my clinical experience. The following are guidelines to be followed in order to be compliant with standards.

- The HIPAA Privacy Rule allows health care providers to use and disclose Protected Health Information (PHI) without a patient's written authorization for purposes related to treatment, payment, and health care operations. It further defines "health care operations" to include *"to conduct training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve their skills as health care providers."*
- **Minimal Information:** The amount of PHI used must be the minimum amount necessary to conduct the training. Allowable information can include race, age, other medical conditions, prior medical conditions, and other background information only if necessary to accomplish the prescribed assignment. **Do not include the patient's name and medical record number. In addition, do not talk about other identifying characteristics, for example the patient's job, job title, where they work, where they live, their community activities, etc.**

HIPAA Program Office; The University of Chicago Medical Center; GUIDANCE (February 18, 2008)

I agree to use all confidential information and the information systems of the facilities I am assigned in accordance with facility policy and procedure. I also understand that I may use my access security codes or passwords only to perform my duties and will not breach the security of the information systems or disclose or misuse security access codes or passwords. I will also make no attempt to misuse or alter the information systems of the facilities in any way.

I understand that I will be held accountable for any and all work performed or changes made to the information systems or databases under my security codes, and that I am responsible for the accuracy of the information I input into the system. I understand that violation of such policies and procedures may subject me to immediate termination of association with any facility, as well as civil sanctions and/or criminal penalties.

Any student who fails to maintain confidentiality and/or directly violates confidentiality may risk expulsion from the program in which they are enrolled.

*I have read and understand the WITCC confidentiality policy and agree to abide by the policy as written above.*

Student ID: \_\_\_\_\_

Print name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed 2/2022

# Social Media Policy

Western Iowa Tech Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in WITCC programs will uphold the legal and ethical standards of their prospective professions and the WITCC Health Science programs when using such technology, including social media. State and Federal laws regarding privacy, such as HIPAA and FERPA, apply to all communication, whether educational or personal.

Students may not post or otherwise publish confidential or protected information. No information identifying a patient, patient situation, or clinical facility may be posted on any social media platform. Social media platforms include, but are not limited to: Facebook, LinkedIn, Snapchat, YouTube, Twitter, Instagram, TikTok, or any other social media platform in the future. Student use of photography and/or recording devices is prohibited in all classroom, laboratory and clinical sites, unless formal permission from the instructor of record is granted in advance.

Students are expected to maintain professional boundaries in their communication with others. Students should not give healthcare advice on social media platforms. Students should not “follow” or become a patient’s “friend” on a social media platform.

Any violation of this policy must be promptly reported to the program faculty. Disciplinary actions, up to and including student removal, will be taken accordingly. Students may be banned from the clinical facility, and/or subject to immediate expulsion from the Health Science Program. Students may also be subject to civil and/or criminal actions.

Student ID: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed 2/2022



# Signature Sheet of Understanding

**I have reviewed and understand the Surgical Technology Program Admission Information Booklet and agree to abide by these policies.**

**I have also reviewed and understand the WITCC Student Handbook and agree to abide by these policies.**

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_