

# Maine Medical Center School of Surgical Technology

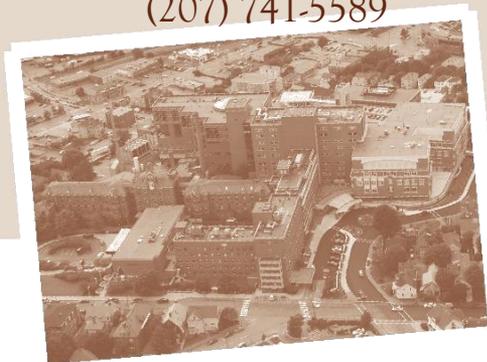
## Course Catalog

### MMC School of Surgical Technology

at Southern Maine Community College

2 Fort Road, South Portland, Maine 04106

(207) 741-5589



Maine Medical Center

MaineHealth

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*Maine Medical Center is a 637-bed, voluntary, not-for-profit general medical and surgical hospital located in Portland, Maine. It is a primary care facility for the Greater Portland community and serves as the major teaching hospital and tertiary healthcare center for Maine. The ultimate governing authority of Maine Medical Center is a volunteer Board of Trustees, with members elected to represent the community.*



## General Information

### Description of the Surgical Technologist's Role

A surgical technologist is an integral member of the surgical team who works closely with the surgeon, anesthesiologist, and registered nurse delivering direct patient care before, during, and after surgery.

### Qualities of the Surgical Technologist

A surgical technologist must possess such qualities as stamina, emotional stability, stable health, manual dexterity, good humor, and team spirit along with a genuine concern for the well-being of patients.

### History of the School

The Maine Medical Center School of Surgical Technology was established in 1969 and has since graduated more than 1,000 students. It maintains full accreditation as awarded by the Commission on Accreditation of Allied Health Programs (CAAHEP).

## Program Description

The Maine Medical Center School of Surgical Technology is designed to prepare qualified individuals to become surgical technologists. It is a one year, self-contained program. Credits from other post-secondary institutions may not be transferred.

The program is divided into two six-month semesters. The first semester classes are held at Southern Maine Community College (SMCC) where the basic sciences, care and safety of the patient, and principles of operating room technique are taught and demonstrations are presented. Students are given the opportunity to practice techniques and procedures in the laboratory setting. The latter portion of this semester is spent introducing the student to the common basic surgical procedures. Students are evaluated on a daily basis. The semester is designed to give the student a strong background in the knowledge, skills, and attitudes which are necessary for clinical practice.

The student spends the second six months of the program in the operating room to develop practical experience. Each student spends time in each of the surgical services. At the completion of the service, a written exam is given. The student is also evaluated daily on his/her clinical performance.

During the course of the program, the students have the opportunity to rotate through several specialty areas in the hospital and nearby surgi-centers. Some of these include Post-anesthesia Care Unit, Delivery Room, Cardiac Catheterization Lab, Central Service Department, the Ambulatory Surgical Unit, Endoscopy and Cardiopulmonary Perfusion. Students gain experience outside the hospital setting by observing patient care in nearby surgi-centers. Before graduating, students will sit for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

### Program Goals

1. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychological (skills), and affective (behavior) learning domains.
2. To provide the community with qualified surgical technologists.
3. To serve as a resource to the hospital and community.
4. To maintain CAAHEP Accreditation/Re-certification.

## Student Expectations

There are certain standards, policies, or expectations which apply at all times at all levels of proficiency. The following objectives apply throughout the entire one year program. The student is expected to:

- state the hours he/she is expected to attend.
- follow the O.R. and hospital dress code. Appropriate street clothes must be worn to and from MMC and SMCC. Rings and watches must be removed when “scrubbing” in the operating room. Earrings must be covered or removed.
- recall policies on tardiness, absenteeism, coffee breaks, lunch breaks, and study times.
- demonstrate responsibility for homework and clinical record documentation, in relation to time and requirements.
- display appropriate conduct in the O.R., throughout the hospital, and off-site locations.
- seek assistance on homework and doctor’s preferences from instructors, O.R. personnel, and preceptors.
- accept constructive criticism as a means for self-improvement.
- apply the principles of asepsis to provide optimum patient care.
- develop initiative in order to inquire, challenge and explore new procedures and subjects relating to the operating room and to the surgical patient.
- provide a safe, efficient environment for the surgical patient.
- demonstrate respect for the patient’s right to confidentiality, privacy, dignity, and safety.
- develop and improve skills in assisting the operating room team.
- organize work by learning to use economy in time, motion and materials.
- demonstrate operating room technique in both routine and specialty procedures, and apply them in a professional manner.
- relate operating room technique to the total hospital environment.
- recognize the importance of teamwork, consideration and respect.
- anticipate the needs of the surgeon in order to expedite the procedure.

- recognize the limits of individual responsibility and operate within the identified scope of practice.
- differentiate sterilization methods for special equipment and instruments necessary for specific surgical procedures.
- state the actions and use of common anesthetic agents and other drugs, and the student’s responsibility in administering them.
- display dexterity in the handling of surgical instruments and equipment for surgical procedures.
- demonstrate the ability to function independently by seeking increased knowledge through his/her actions.

## Program Outcomes

Upon completion of this program, graduates will be able to:

- provide safe care to the patient in a surgical setting
- function as an integral part of a surgical team
- perform proper aseptic technique
- practice as a surgical technologist in multiple clinical settings
- work in related medical settings such as research, infection control and medical sales
- sit for the national certification examination for surgical technologists

## Length of Program

The twelve month course in surgical technology is divided into two six month semesters. The typical hour involvement for each semester is listed below. This is a full time program of study. Part time and evening classes are not available.

First semester: Monday–Friday (8:00 AM - 3:00 PM) with some variance

Formal classes, demonstration and practice:  
Monday–Friday

Clinical operating room experience:  
Wednesday, Thursday, and/or Friday

Second semester: Monday–Friday (6:45 AM - 2:30 PM) with variance

Clinical operating room experience: Monday - Friday

## Vacations and Holidays

There are 2 weeks of vacation in the first semester and 2 weeks in the second semester. The following holidays will be observed:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Class schedules are distributed upon acceptance to the program.

## Employment Opportunities

The certified surgical technologist may seek employment in the operating room, as a private scrub for a surgeon, in the delivery room, in the orthopedic and emergency departments, physician and dentist offices, central service department, infection control department, cardiac catheterization laboratory, clinics, surgi-centers, organ and tissue banks, or medical sales. The Faculty will guide the student through the employment process. Instruction will be provided on resume writing and interviewing skills.

## Salary

At MMC, the starting pay for a Surgical Technologist I is \$19.00 per hour. Incumbent employees have the ability to move to \$20.00 per hour when they successfully transition to the Surgical Technologist II role.

## Admission Requirements

- Completed application form with non-refundable fee
- Psychological Services Bureau (PSB), **Health Occupations Aptitude Examination** with scores above the 50th percentile.
- Successful completion of High School diploma or equivalent (remittance of **official transcripts** required)
- Remittance of other **official transcripts**, i.e. college, vocational school, nursing assistant course
- Two work and three character references indicating that an applicant is a good candidate (to be listed on application and contacted by us)
- State of Maine criminal background screen clearance

- Personal interview with a member of the admission committee, provided all criteria are met
- Current certification in Cardio-Pulmonary Resuscitation for Healthcare Providers through the **American Heart Association** (if admitted, must be valid prior to start of classes for duration of program)
- Must have access to a computer and internet
- Must be able to meet dress code requirements.
- A medical clearance and appropriate operating room attire are provided by MMC
- Adequate transportation to clinical rotation sites throughout senior semester

Applicants with biology, general science, and health-related background or work experiences may receive preference, although these are not prerequisites for acceptance.

## Physical Requirements

The Student:

- must be in good physical and mental health, have good manual dexterity, communication skills, and a concern for others
- must be able to stand for 6 hours without nourishment
- must be able to sit for 2 hours at a time
- must be able to lift and/or carry 25 pounds
- must be able to respond to verbal requests without benefit of visual cues
- must be able to manipulate surgical instruments immediately, when requested
- with or without reasonable accommodation, must have vision to be able to manage and account for sutures and needles finer than a human hair
- with or without proper amplification, must be able to hear from 20 feet

## Applications

Applications close when a complete class of qualified applicants is achieved. Applications from qualified individuals received after closing will be considered on a space available basis or for the succeeding class. There is a \$50.00 non-refundable application fee.

A limited number of students are selected for each class. The school reserves the right to refuse applicants at its discretion.

## Course Descriptions

### Introduction and Orientation to Surgical Technology

This course is designed to provide the student with an overview of the surgical environment and operating room team. Emphasis is placed on the history of surgery, hospital organization, the O.R. team, communication, teamwork, group dynamics, leadership, conflict resolution, professional organization and management, professionalism, ethical, moral and legal obligations, risk management, patient confidentiality (HIPAA), legal documentation, specimen care, computer skills and fire safety. An in-depth study of medical terminology is included.

### Anatomy and Physiology for Surgical Technologists

This course is designed to provide the student with an in depth study of basic human anatomy, physiology and pathophysiology. A body systems approach is utilized, beginning with the organizational structure of the body and continuing through each body system.

### Microbiology and Pharmacology

This course provides the student with the basic fundamentals of microbiology and pharmacology. Emphasis is placed on physiology of injury and wound healing, process of infection and the prevention and control of infection. The basic concepts of anesthesia and anesthesia equipment are presented.

### Care and Safety of the Patient

This course introduces the student to perioperative care of the surgical patient. Areas of study include: transportation of the patient, surgical positioning, electrosurgery, robotics, perioperative considerations, radiation safety and therapy, laser safety, latex allergy, death and dying, and post-mortem care. Care of the pediatric and geriatric patient is included.

### Principles of Operating Room Techniques

This course provides a detailed study of the principles of asepsis and sterile technique. These principles are coordinated with laboratory practice. Emphasis is placed on the surgical hand scrub, surgical preparation of the skin, urinary catheterization, gowning and gloving, draping the operative field and duties of the scrub and circulating technologists. Basic instrumentation, wound closure material, sponges, dressings, drains and catheters, and counts are included.

## Surgical Procedures

This course provides the student with a review of anatomy, physiology and pathophysiology. Emphasis is placed on an in-depth study of basic surgical interventions, including endoscopic surgery; general surgery; obstetric and gynecologic; otorhinolaryngologic, genitourinary; orthopedic; ophthalmic; oral and maxillofacial; plastic and reconstructive; cardiothoracic and peripheral vascular, and neurosurgery.

### Senior Rotation

The students observe patients in the Cardiac Cath Lab, in the Delivery Room, and the Post Anesthesia Care Unit. The student participates in preparation and sterilization of supplies in Central Service, assists in various diagnostic procedures and Perioperative care in the Ambulatory Surgical Unit and nearby surgi-centers. **\*Students are responsible for providing their own transportation to and from these facilities.**

### Practicum (Clinical) I

This unit provides an opportunity for the student to observe and practice surgical procedures in the operating room. Emphasis is placed on correlating his/her academic knowledge and skills in clinical settings under supervision.

### Practicum (Clinical) II

This course is intended to provide the senior student with the opportunity to perform scrub and circulating duties under the direct supervision of faculty and/or staff preceptors. Students are assigned to each of the eight surgical services (open heart/vascular, general/pediatrics, genitourinary, gynecology, neurosurgery, ophthalmology/otorhinolaryngology, orthopedics, and plastic/dental/reconstructive) in order to obtain exposure to, and clinical practice in, common surgical procedures categorized under each service. Students will perform assigned duties at the discretion of the instructors, cluster/service leaders, and preceptors. Additionally, students are assigned to a variety of satellite sites in order to obtain broad exposure to smaller health care facilities, surgi-centers and supportive health care departments. Students are evaluated by clinical instructors on a daily basis and feedback is furnished as necessary. Students are formally evaluated by preceptors daily and receive formal evaluations from the clinical instructors every six weeks.

## Policies

### Standards of Academic and Clinical Progress

#### First Semester:

- A written test will be given at the end of each unit.
- All students are required to maintain an 80 average in each course and an 80 academic average overall. Progress will be evaluated regularly.
- A student will receive a written evaluation after each clinical practice session.
- Additional educational assistance will be provided for those who request it.
- Any course average below 80 will be treated in accordance with the provisions set forth in the Student Handbook.

#### Second Semester:

- All students must achieve an 80 in each of the eight surgical services.
- The student will receive a written clinical evaluation by a clinical instructor every 6 weeks.
- Satisfactory clinical performance must be maintained in accordance with provisions set forth in the student handbook.
- A written test will be given at the end of each clinical service.
- Any surgical service grade below 80 will be treated in accordance with the provisions set forth in the Student Handbook.
- The student will present a written case study on an assigned Peri-operative experience. The perioperative case study will be graded as a service test.
- In order to graduate, the student must achieve an overall didactic average of 80. There are 8 surgical service tests, and a perioperative case study, which counts in equal weight to a service test, resulting in nine grades for the second semester. The minimum passing score is 80. A student may fail only one surgical service test or perioperative case study. A second failure will result in dismissal from the program.

## Work Policy

- The School recommends that students work no more than 16 hours per week outside of school hours, due to the intense nature of the program.

## Grading System

<i>Grade</i>	<i>Rating</i>	<i>Percentage</i>	<i>Value Description</i>
A	3.6-4.0	96-100	Excellent – shows ability to use factual knowledge in reaching independent conclusions and can organize facts into a logical and coherent pattern. Achievement is outstanding for level of experience. Performance is detailed.
B	3.0-3.5	90-95	Very Good – knowledge and achievement are above expectations for level of experience.
C	2.5-2.9	85-89	Good – knowledge and achievement meet assignment and are within expectations for level of experience.
D	2.0-2.4	80-84	Fair – level of experience and achievement do not meet assignment, essential information is lacking or false information is given.
F	0-1.9	0-79	Unacceptable – knowledge and achievement are below standards.

## AST Honor Society

Eligible students may be nominated for the Association of Surgical Technologists' (AST) National Honor Society in the second semester. To be eligible, students must have a 95 or greater grade average, have no disciplinary actions (including make-up time), have a 95% or greater attendance rate, and must demonstrate integrity and leadership in academic and extracurricular activities. Students also must be a member of AST. See a faculty member or the Program Director for more information.

## Library

The library will supplement classroom and clinical experiences. The MMC Library is staffed Monday through Friday, 8a.m. to 4:30p.m. The Library is open and accessible 24/7 with badge access after-hours, and is located on the 5th floor of Pavilion C. It can be reached by taking the Admitting elevators to the 5th floor and turning right.

At SMCC, the library is located in the Campus Center. Library hours are made available at orientation.

## Attendance

### General

- A student is limited to three excused and three unexcused absences per semester.
- The student is limited to three late days. All subsequent tardiness will be treated as an absence.
- Appointments are expected to be scheduled outside of school hours.
- Each student's attendance record will be considered by potential employers.
- All attendance requirements must be fulfilled before a diploma is awarded.
- In the event a student has a serious illness or injury requiring prolonged absence from class or clinical, the faculty will determine the necessity for the student's withdrawal from the program or assigned make-up time. A physician's written release must accompany the student upon returning to class or clinical.
- For the protection of the student, pregnancy or the use of medication must be reported to the program director and the clinical instructor as there are physical requirements and potential hazards in the operating room that require consideration.

### First Semester

Absences beyond the three excused days must be made up at the rate of five hours of make-up time per absent day. Make-up time will be scheduled by the faculty. All assignments, tests, and demonstrations due or assigned on an absent day are required to be completed on the day of return. Absences in excess of 6 days total may result in dismissal from the program.

## Second Semester

A student who is absent is responsible for obtaining his/her assignment for the following clinical day. Assigned homework papers are due on the day of return. All absences beyond the excused three day limit must be made up on a day for day basis when classes resume after graduation. Absences may not be made up during vacation weeks. A student with more than 3 unexcused absent days may be dismissed from the program.

### Withdrawal

If a student wishes to withdraw from the program, he/she must have an exit interview with the Director or designee. The student must relinquish his/her parking stickers and ID badge at the time of departure.

### Dismissal

A student will be immediately dismissed for the following offenses:

- Stealing
- Cheating
- Possession of or under the influence of alcohol or drugs
- Professional misconduct
- Violations of hospital policies, rules, or regulations, any physical or verbal abuse/slander directed toward or about any patient, or any breach of patient confidentiality anywhere in or out of the hospital (An appropriate forum will be provided to discuss clinical matters.)

Southern Maine Community College (SMCC) is committed to maintaining a safe and secure environment for all faculty, staff, students and visitors. Therefore, SMCC does not permit the possession of weapons, firearms, ammunition, or any other type of explosive device in its buildings, campus grounds and extension centers. Discharging of firearms or any other type of projectile weapon or use of other forms of weapons is prohibited on College property. In addition, firearms, any blade greater than 3 inches, or any other weapons that is inconsistent with workplace safety will not be allowed on MMC property (See Program Manager for MMC Institutional Weapons Policy).

### Criteria for Re-Admission

If an enrolled student withdraws from the program during the first semester, he/she may be considered for re-admission into another class at the discretion of the Program Director. Updated references and transcripts must be submitted.

If an enrolled student has been dismissed from the program during the first semester, he/she may re-apply. If a second semester student withdraws or is dismissed from the program he/she may be considered for re-admission into another second semester class at the discretion of the Program Director.

## Payment of Tuition and Other Fees

Tuition for the program is \$3,750.00. Upon acceptance into the program a \$500.00 non-refundable tuition deposit is required. The remainder of the first semester tuition, \$1,400.00, is due one month before the first semester. \$1,850.00 is due one month before the second semester. Textbooks are additional. Tuition for each semester must be paid in full before a student may begin that semester. Additional information on current tuition is available upon request.

MMC will make available initial emergency care for a student who is injured or becomes ill while at school. It is understood that a student (or his/ her parents or guardians, as the case may be) shall be responsible for his/her own medical expenses whether incurred in the hospital or elsewhere.

## Financial Aid

The school does not participate in Federal Title IV Financial Aid Programs.

Aid may be available from one or more of the following sources:

- Veterans Educational Benefits
- U.S. Naval Reserve Program
- U.S. Army Reserve Program
- Women's Board Scholarship (2nd semester only)
- Friends of MMC Scholarship

## Housing

The school does not have the access to dormitory space.

## Tuition Refund Policy

The Tuition Refund Policy is as follows:

If a student withdraws during the first semester,

in the first week.....	80% refund
in the second week.....	60% refund
in the third week.....	40% refund
in the fourth week.....	20% refund
thereafter.....	No refund

## Graduation Requirements

Upon completion of the program, a student will be awarded a diploma provided that all the following criteria are met:

- an 80 average in both clinical and didactic areas
- attendance requirements
- all financial obligations met
- scrubbed on a minimum of 120 surgical procedures
- completion of CST examination

Students will sit for the National Certification Examination prior to graduation. All financial obligations must be fulfilled before a diploma is awarded or grades and transcripts released. All students are expected to attend graduation.

## Placement of Graduates

The school assists students in seeking employment opportunities.

## Student Records

Records of student progress are maintained by the school and are available to the student for review upon written request. Final transcripts and certification are issued based upon the completion of academic and financial obligations. Additional fees are charged for duplicate copies.

Transcripts will be issued to all students at the end of each semester. Additional transcripts may be obtained from the school office by written request and will be sent directly to the intended institution. There is a fee for each official transcript.

## Refusal to Provide Transcript Copies

This institution reserves the right to deny transcripts or copies of records in any of the following situations:

1. The student has an unpaid financial obligation to the School.
2. There is an unresolved disciplinary action against the student.

## Educational Records Inspection Procedure

Students may inspect and review their educational records upon request to the School Director.

Students should submit to the Director a written request which identifies as precisely as possible the records he/she wishes to inspect. The Director will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. The requested meeting will occur within forty-five days from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only those records which relate to himself/herself.

## Right of School to Refuse Access

This institution reserves the right to refuse the student the right to inspect the following records:

1. Letters and statements of recommendation for which the student has waived his/her right of access, or which were placed in the file before January 1, 1975.
2. Records connected with an application to attend this institution, if that application was denied.
3. Any personal records of instructors, alumni records, etc.

## Associate Degree Program

Graduates of the program may apply for acceptance into the Associate of Applied Science Degree One-Plus-One Program at Southern Maine Community College (SMCC), South Portland.

For further information contact the SMCC Office of Admissions at (207) 741-5800.

## Student Advisor

A faculty member will be assigned to each student to provide advice and guidance as needed.

## Handicapped Facilities/Services

Maine Medical Center and SMCC have facilities designed to accommodate handicapped persons, including lavatories, drinking fountains, and elevators.

The School of Surgical Technology's classrooms and laboratories are housed on one floor at SMCC. Access to the clinical sites requires walking a distance of up to 200 yards from the entrances.

## Services for Students with Disabilities

In accordance with Title II of the Americans with Disabilities Act of 1990, MMC School of Surgical Technology is committed to helping qualified students with disabilities achieve their educational goals. Upon request and with documentation of a need for accommodation, the School of Surgical Technology will make reasonable efforts to meet specifically identified accommodations.

## School of Surgical Technology Contact Information

The School's office number is (207) 741-5589.

Website: [www.mmc.org/surgtech](http://www.mmc.org/surgtech)

Email Address: [surgtech@mmc.org](mailto:surgtech@mmc.org)

Maine Medical Center School of Surgical Technology is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

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Maine Medical Center is accredited by the Joint Commission.

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630-792-5000 [www.jcaho.org](http://www.jcaho.org)

Maine Medical Center is a designated Magnet Hospital from the American Nurses Credentialing Center, recognizing Excellence in Nursing Services.

It is the policy of the educational programs of Maine Medical Center not to discriminate against any person on the basis of sex, race, national origin, sexual orientation, color, religion, age or handicap in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1972 (Executive Order 11246), Title IX of the Higher Education Act of 1972, the Age Discrimination Act of 1967 (as amended) and Section 504 of the Rehabilitation Act of 1973.

