Surgical Technology Program

STUDENT HANDBOOK

Revised September 24, 2018

This Surgical Technology Program Student Handbook and its policies therein will be applicable to the surgical technology program cohort accepted in the Fall 2018 and thereafter. Surgical technology program students accepted in semesters prior to Fall 2018 will follow the Surgical Technology Program Student Handbook in effect at the time of their admission into the program with the exception of policies as mandated by industry and requiring immediate implementation.
CONTACT INFORMATION

Surgical Technology Program
Kapi‘olani Community College Nursing Department
4303 Diamond Head Road, Honolulu, HI 96816

Nursing Department at KCC, Kōpiko 201, phone number ............................. 734-9305
Nursing Department at KCC, fax number .................................................................. 734-9147
Kapi‘olani Community College web site........................................www.kcc.hawaii.edu

Kapi‘olani Community College’s Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP):

25400 U.S. Highway 19 North, Ste 158
Clearwater, FL 33756
727.210.2350
www.caahep.org

The Surgical Technology Student Handbook Committee has made every reasonable effort to determine that information in this handbook is current. However, the Nursing Department may make changes without notice based on college decisions that directly affect the department’s policies and procedures.

Student Handbook Committee Members:

Chris Nadamoto ............................................ Program Coordinator
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Wesly Maekawa ............................................ Nursing Department Counselor
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MISSION STATEMENT

The goal of the surgical technology education at Kapi‘olani Community College is to develop safe, caring and competent practitioners who recognize the responsibility for life-long learning. The program is designed to prepare the surgical technologist to function as a sterile member of the surgical team and to take the national certification exam. Consistent with KCC’s philosophy, the Surgical Technology Program may be the terminal point in the student’s formal education or it may provide an opportunity for the student to pursue additional training and education in a related health care field.

SURGICAL TECHNOLOGY PROGRAM PHILOSOPHY

The Kapi‘olani Community College Department of Nursing is committed to educating future competent, caring, and safe-practicing surgical technologists that will serve our island community. The Surgical Technology Program’s goals for its graduates are to nurture their ability to and promote human health, to act on informed practices, to develop their professional identity, and to maintain a continuous need to learn about the surgical technology profession.

Surgical Technology Program graduates will advocate and promote health in order for their patients to flourish in health and ultimately in their lives. The surgical technology graduate will exercise judgment developed through constant learning of real world events. From this experience, their knowledge will provide safe and quality care to their patients and their families. The surgical technology graduate will develop a professional identity that is based on integrity, responsibility, and ethical practices. The spirit of constant learning underlies clinical practice and will help the graduate toward new surgical technology practices and gain insight for improved patient care. The core values within the Nursing Department philosophy are caring, diversity, ethics, excellence, understanding of holistic principles, integrity, and patient-focus.

Surgical Technology Program students are unique and caring individuals with their own passion and personal motivation. The Kapi‘olani Community College nursing faculty engages in a collaborative relationship with students by offering guidance and support in their surgical technology student’s professional development. The Kapi‘olani Community College Surgical Technology educational program is based on concepts relating to humans, health, illness, and the environment.

Humans: Humans are unique beings with biological, psychological, sociological, cultural and spiritual dimensions. These dimensions are in constant interaction and inseparable. In order to function optimally and maintain a state of wellness, needs related to these dimensions must be met. Every human, throughout their lifespan, has the potential for growth and development in each of these components. Age and stage of development affects the nature and intensity of specific needs, as well as the ability to independently meet and/or communicate them.

Our program believes humans are unique with inherent qualities including dignity and worth. Humans have the right to direct their own lifestyle and are encouraged to communicate their needs and feelings to members of the health care team. They have the right to obtain health care services that will assist them in achieving the highest attainable standard of wellness. Humans have the right
and responsibility to participate in the maintenance of their health and in the planning of related care during altered states of wellness.

**Health and Illness:** We believe that each human exists on a health-illness continuum that may move from high level wellness to severe illness and death. Humans are in a constant state of adjustment to internal and external environmental stresses as they strive to meet their personal needs. A common goal for all humans is to flourish as each defines their own state of being.

**Environment:** We believe that movement on the health-illness continuum is caused by internal and external stressors, which can affect humans and the attainment of their needs. The physical environment is an important aspect to understand how humans adapt within their environment. Successful adaptation leads to a state of optimal function and wellness. Unsuccessful adjustment may lead to changes in wellness, to illness, and possibly to death.
Upon graduation, the Surgical Technology student will be able to:

1. Apply background knowledge of the basic sciences, surgical anatomy and aseptic technique in surgical procedures.

2. Describe operating room techniques and their relation to patient care.

3. Practice good personal hygiene habits and state their effect in reducing infection.

4. Describe the interdepartmental relationships between the operating room and other hospital services.

5. Identify the need for adhering to hospital policies and procedures, ethics, and medical, moral and legal codes.

6. Demonstrate a rigid surgical conscience when functioning as a member of the surgical team.

7. Apply, and when necessary, modify aseptic principles when encountering unexpected emergency situations.

8. Demonstrate knowledge and understanding of entry level procedures in order to function as a member of the surgical team.

9. Demonstrate awareness of the responsibilities and limitations of the role of the Surgical Technologist and work within these limits.

10. Demonstrate responsible behavior as a health care professional.

11. Demonstrate the ability to perform the role of the first scrub on entry level surgical procedures.

12. Successfully pass the National Certification Exam given the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
1. Students must pass the theoretical component of the program with a letter grade of "C" or higher.

2. Students must pass the Lab Check-off.

3. Students must perform at a "Satisfactory" level in Clinicals.

4. Students must complete the required number and type of clinical cases.

5. Students must complete the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting, while in the program.

6. If a student is not permitted to continue in a clinical rotation by a clinical facility, the student will be required to withdraw from the Program.

7. Students must conduct themselves according to the Kapi'olani Community College Student Conduct Code.

8. All badges, books and property of the Program must be returned prior to Graduation.
ACADEMIC POLICIES

All students enrolled in the Surgical Technology Program at Kapi‘olani Community College must abide by this handbook and the general KCC policies in effect for all students.

Kapi‘olani Surgical Technology Program Policies are revised periodically. A copy of the revised and current policies is made available to each student at that time. It is each student’s responsibility to read and clarify his/her understanding of the policies.

ACADEMIC STANDARDS

A satisfactory grade must be obtained in the theoretical and clinical components of the course to pass each Surgical Technology Program phase. This means a grade of “C” or higher in the theory portion of the course and a “Pass” in the clinical portions. A failing grade in either theory or clinical results in a failing grade for the course. Grading for clinical experience is on a pass/non-pass basis. (Refer to course syllabus for grading criteria).

ATTENDANCE

1. Students should attend all scheduled classes and skills/clinical laboratories. Although the grade earned is based on the student’s attainment of the course objectives, regular and punctual attendance is expected as habitual tardiness and/or absences will result in failure.

2. Students are responsible for all classroom activities, assignments, and handouts. Handouts will be given out only in class or immediately after class. If an absence is unavoidable, arrange with another student to pick up handouts.

3. The surgical technology student is to be on time at the assigned time of clinical/lab as defined by the clinical instructor. The student who is tardy may be given only one warning or sent home. For all subsequent tardiness, the student will be sent home and an absence will be recorded for that day.

4. Clinical absences can be made up on non-clinical days with prior permission of the clinical facility and the KCC instructor.

5. In order to be eligible to take the national certification exam, students must attend lectures and complete all hours of clinical. Unexcused absences will place the student at risk of not meeting these requirements.

6. Each student is expected to come to the clinical experience appropriately prepared to carry out his/her assignment. Students who are not adequately prepared will be sent home from a clinical experience. This will be deemed as a clinical absence and will be treated as such. If the student lacks the requisite skills, the student should formulate a plan for meeting those learning needs.
7. Only those students currently registered for the class will be allowed in the classroom, campus lab, and clinical sites.

**EXAMINATIONS**

**Examination Procedures**

Students are expected to take the course examinations on the scheduled dates. If a student anticipates being absent, he/she must notify the instructor prior to the day of the exam. If an emergency arises, it is up to the student to notify the instructor as soon as possible. In all cases, it is up to the instructor to determine if a make-up exam will be given. Note: The format/style for a make-up exam/quiz is at the discretion of the instructor and may differ from the regular exam. Exams are considered property of the instructor.

During examinations you will be asked to abide by the following:

1. Spread out in the classroom as much as possible.

2. Bags & all personal items will be kept in the front or outside of the classroom. If you are anticipating an emergency contact, please inform those persons to call the front office to make contact with you or request that the faculty monitor your cell phone or pager (on vibrate mode please).

3. Attend to all personal needs before the exam. Most tests are between 30-60 minutes long and most adults can manage without a break during that time frame.

4. Department issued calculators will be provided for tests containing math items.

5. Notes may not be taken during the exam review.
CLINICAL EXPERIENCE

CLINICAL PRACTICUM PERFORMANCE

1. Students are expected to scrub on all assigned cases with a preceptor, gradually increasing the scope of responsibilities during the surgical procedure. Students will begin by acting as the second scrub person, and move into the first scrub position as deemed appropriate by the instructor, preceptor and operating room staff.

2. Elements constituting unsatisfactory performance include but are not limited to those actions which place the patient in physical or emotional jeopardy such as:

   a. Not maintaining a safe environment such as not reporting broken equipment or a hazardous condition
   b. Violation of sterile technique without making the necessary correction
   c. Failing to observe for and use Universal Precautions in the care of all patients, especially hand washing before and after donning and removing gloves
   d. Ignoring the privacy of patient
   e. Breaching patient confidentiality
   f. Failing to handle one’s own anxiety appropriately

CLINICAL PRACTICUM RULES AND REGULATIONS

1. Eating may be permitted in the clinical setting in designated areas only.

2. No smoking is permitted in the clinical setting.

3. When in the clinical area outside of scheduled clinical hours, professional attire is required, including name pin. Preferred attire will be defined in those instances when uniforms are not required. No mini-skirts, shorts, bare midriffs or open-toe or heel shoes are allowed when on hospital premises.

4. Clinical facility phones shall NOT be used for personal calls.

5. Interactions with staff, faculty and peers must be professional, courteous and diplomatic at all times.

6. Taking of photographs is prohibited in all clinical settings.

7. Students are advised that any sharing of clinical information on a social networking site, or through email is a violation of HIPAA, and is forbidden.

Clinical evaluations are done continuously and are based upon student performance and progress. The evaluations are based on course objectives.
CLINICAL UNIFORM ATTIRE AND REGULATIONS

1. Uniform scrub tops and bottoms will be provided by the clinical practicum facility.
2. Shoes and laces must be clean and in good repair. Footwear must include clinical or sport shoes, leather or leather-like (no canvas) and low cut. Sandals or open toed shoes or open-back shoes are not allowed.
3. Students should maintain proper hygiene and be neat in appearance.
4. Men must be clean shaven or facial hair must be closely cropped.
5. Conservative use of make-up is allowed.
6. No perfume or body cologne will be permitted in clinical setting.
7. Attention to oral and personal hygiene is expected in the lab/clinical settings.
8. Students cannot wear rings in the clinical area.
9. One pair of small, inconspicuous posts may be worn as earrings but must be covered by surgical caps.
10. Fingernails must be short and clean. No nail polish may be worn. No artificial nails allowed.
11. Chains, necklaces, bracelets or body piercing ornaments (including tongue, lip and nose studs) are not to be worn.
12. Eyelash extensions are not allowed.
13. The student identification badge and agency required badges will be worn when in the clinical facility and removed when the student is not in a student role.

AFFILIATION TO AGENCIES

Due to the complex nature of the health care industry, various rules, policies and procedures have been instituted by hospitals that must be met and adhered to by KCC surgical technology students. If a clinical facility does not give permission for a KCC surgical technology student to conduct clinical in their facility, the student will not be allowed to continue with their clinical assignment and course. Furthermore, the Nursing Department is not obligated to find an alternative clinical placement for the student. The student will be required to withdraw from the surgical technology program.

In the clinical setting, the instructor and preceptor will, with agency staff, provide for the direct supervision of students. The agency requires that assigned instructors and students abide by the policies of the Agency while using its facilities, including confidentiality of all client information as set forth by HIPAA guidelines. The affiliating agency reserves the right to exercise its sound discretion, after consultation with the college, to excuse any student from its premises in the event that such person’s conduct or state of health is deemed objectionable or detrimental to the best interest of the agency and to the clients. This includes behavior, dress and hygiene. Violation of this policy may result in program dismissal.

Effective January 1, 2004, the Joint Commission for Accreditation for Healthcare Organizations required all TJC approved agencies to require similar procedures for all “staff, employees and
volunteers” which includes students with respect to health clearances and employment screening exams. Employment screening exams may include criminal background checks and urine drug screening.

The University of Hawai‘i system has examined this requirement and it is now addressed in current UH publications regarding health and related programs. The University Legal Council in support of this requirement has issued the following statement:

“It is the responsibility of the student to satisfactorily complete affiliated hospital background checks and drug testing requirements in accordance with procedures and timelines as prescribed academic requirements that involves clinical practice in a University affiliated hospital setting with no substitution allowable. Failure of a student to complete the prescribed University nursing clinical practice in a University affiliated hospital shall be deemed as not satisfying academic program requirements.”

If the student does not meet all the requirements established by the hospital, the University will not be responsible to provide a substitute clinical facility or clinical experience. Therefore, refusal of a hospital or clinical facility to allow a student in their clinical facility due to negative information will result in the student not being allowed to continue and may prevent any future readmission in the surgical technology program.

CONFIDENTIALITY

All client information, which comes to the attention of the student or faculty member, is considered “Confidential.” This includes, but is not limited to the following: talking about patients while outside of the immediate clinical areas, accessing private health information on anyone other than the patient the student cares for, inputting information with the client’s name or other identifiable data onto a personal computer, removal of any part of the medical record, duplicating any part of the patient’s records, including photocopying and/or photographing, any form of patient information transmission over the internet, email and/or social media sites, and removing any document (physical or electronic) from the clinical area. Breach of confidentiality may lead to course failure, program dismissal, and HIPAA sanctions as effected by the host agency.

ELECTRONIC DEVICES

Pagers, cellular phones and other electronic devices are to be OFF during class and clinical hours. Receiving and making personal phone calls are not allowed on the clinical unit.
HEALTH AND SAFETY

HEALTH REQUIREMENTS

All students must meet current health requirements. Those who are deficient in any one requirement will not be permitted to enter the clinical area and/or may not be able to register for nursing courses. A student may be asked to leave the program if the deficiency is not cleared. It is the responsibility of each student to keep these requirements and certifications current throughout the duration of enrollment.

Please submit all copies of documents to the nursing office. The Nursing Department will not provide copies back to the student. It is the student’s responsibility to keep original documents prior to submitting duplicated copies to the Nursing Department. With the student’s consent, their health/records will be released to specific clinical facilities.

Criminal background check and urine drug screening results are to be kept by the student and shown to the designated person at the agency requiring the information by a specified date.

The nursing department has established health document guidelines so as to respond to the health care facilities’ expectation that students are cleared to participate in their clinical practicum on a timely basis. Therefore, newly-admitted surgical technology students will be required to submit their health documents by deadlines to be confirmed within their acceptance letter.

1. **Tuberculosis Clearance**
   a. A two-step TB skin test (PPD) OR documentation of two consecutive years (not > 12 months apart) of negative skin tests OR a current negative chest x-ray within one year of clinical assignment.
   b. Skin test (PPD) must be completed yearly and current throughout the semester.
   c. Students who have had a positive skin PPD skin test must provide documentation on the date of the positive reading.
   d. Additional health data may be required by the host agency.

2. The student must show current immunization records or titers for Measles, Chicken Pox (Varicella), and Mumps. **A positive titer for Rubella must be submitted.** A titer is a blood test that indicates the level of your immunity to a particular disease. Measles immunity can be shown by either a positive titer or proof of 2 MMR vaccinations. Mumps immunity can be shown by either a positive titer or an MMR vaccination as an adult, or 2 MMRs as a child. The provider must sign the dates of the injections. Immunity for Varicella (Chicken Pox) can be shown by either a positive titer, or documentation of 2 Varivax vaccinations. Students attending clinical at Tripler Army Medical Center must show proof of Hepatitis B vaccinations or immunity.

3. **The Hepatitis B vaccine shots** are recommended for all students. If a student refuses to have the series of three shots, the student must sign the “Declination of Hepatitis Immunization” form.

4. **Tetanus Immunization**—the tetanus immunization is required of all entering students and must have taken place within the last 10 years.
5. **Professional Liability Insurance** is required of all students and helps to protect the student in case of a lawsuit. Forms are available at the nursing office. Insurance must be renewed every academic year. Proof of payment is required at time of registration/orientation.

6. **Personal Health Insurance**—Students are required to have basic health insurance coverage throughout the nursing program. Student Medical Plan Application forms are available at the Student Activities Office.

7. **Current CPR**—Students must have the Healthcare Provider Level or Professional Rescuer, Basic Life Support level (one-man, two-man, infant and child rescuer, AED use, and obstructed airway) and must be current throughout the semester.

**TECHNICAL STANDARDS**

Before entering the KCC Surgical Technology Program, a student shall provide documentation of sensory and mobility standards that support the student’s ability to perform basic surgical technology functions. The technical standards assessment must be current and performed within twelve months prior to the first day of instruction. At any given time, reassessment of the student’s ability to perform basic technical standards may be required at the discretion of the nursing faculty. Continued evidence of minimal function standards is required to safeguard the student, the client, fellow classmates and other health care agency staff. **It is the student’s responsibility to inform the nursing faculty of any change in physical or mental status which may alter basic sensory/mobility functions.**

**OCCUPATIONAL SAFETY**

1. Any accident or injury in the clinical area and/or campus to any student or patient must be reported to the instructor immediately. When there is an accident, needle-stick, exposure to body fluids or injury to a student in the clinical area, the student shall inform the instructor in charge, report for emergency care as indicated and, if necessary, the personal physician will be informed. The student must comply with the policies of the clinical facility by reporting the incident to the charge/ supervisory nurse and completing any facility forms as requested. In the case of an injury, the surgical technology program requires the submission of an incident report form. The report form is obtained from the faculty instructor and is collaboratively completed by the student and instructor. Treatment costs and subsequent testing for infectious disease are the responsibility of the student. (In the case of injury, tetanus immunization within the last five years is recommended.)

2. Students must always use **Standard Precautions** and follow policies regarding the handling of needles and other sharps in order to minimize the risk of HIV, Hepatitis and other infectious diseases.

3. Students are not covered by Workers’ Compensation. Therefore, any medical care costs from accidents, injuries or illness are the student’s responsibility.

4. Students may be exposed to a variety of illnesses while enrolled in the program. Students are urged to maintain good health practices and to obtain medical care and treatment as needed.
5. Students are expected to observe all safety regulations as instructed when working with clients and staff and when handling supplies and equipment.

6. Students smelling of alcohol or other substances will not be able to participate in the lab/clinical setting.

7. Students are required to carry health insurance.

8. **Change in health status:** Students must submit written verification approving return to clinical if prolonged illness, a change in physical status, and/or surgical procedures that may affect the student’s health occur within the duration of the course.

9. **Pregnancy**
   
a) Students must notify the clinical instructor as soon as pregnancy is confirmed to ensure protection of themselves and the fetus. There are potential risks to the fetus during clinical rotations.

b) Pregnant students must provide a written statement from the primary care provider verifying the duration for the pregnancy and approving continuation in the program. Students must submit permission to return to clinical if delivery occurs within the duration of a nursing course.

**ACADEMIC AND HEALTH RECORDS**

Academic and Health Records are kept at the KCC Diamond Head campus site. Students may review their files by making an appointment with the appropriate office personnel.

**OUTSIDE EMPLOYMENT**

Due to the academic demands within the Surgical Technology Program, students are encouraged to limit their employment outside of the program to 20 hours or less per week.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.
**DISABILITY SUPPORT SERVICES**

**DISABILITY ACCESS**

If you are a student with a documented disability and have not voluntarily disclosed the nature of your disability so that we may coordinate the accommodations that you need, you are invited to contact the Disability Support Services Office (DSSO) in ‘Ilia 107, phone 734-9552, or e-mail kapdss@hawaii.edu for assistance. For students whose primary disability is deaf or hard of hearing, contact the KCC Deaf Center in Manono 102, phone 734-9210 (V) or 447-1379 (videophone).

Please note that you will need to contact Kapi‘olani Community College’s DSSO or Deaf Center to request accommodations in a Kapi‘olani Community College course even if you’ve already registered or receiving services at another UH campus’s disability support program.

The information found in this handbook is available in alternate formats upon request by calling the Nursing Department. Advance notice of approximately two weeks is required.

**STUDENT SUCCESS CONTRACT AND REFERRALS**

It is recognized that the KCC Surgical Technology program is rigorous due to its accelerated content and sequence of courses. If a student has difficulty in theory, clinical or the laboratory area, an instructor will ask the student to seek assistance through various avenues such as counseling, remediation exercises and theory review.

In the event that the student is in jeopardy of not passing the theory requirements of the course, a “Success Contract” will be issued to the student by the instructor. The contract notifies the student in a written format that the student is in jeopardy of failing the course due to unsatisfactory performance.

In the event that the student is in jeopardy of not passing the clinical practicum, a “formal warning” will be issued and/or the Lab Check-off repeated. If the Lab Check-off is not passed or another clinical infraction occurs or if the student is not able to achieve the benchmarks for the clinical practicum, the student will be dismissed immediately from the program.

**PHASE OR PROGRAM WITHDRAWAL**

1. Students must take the necessary steps to formally withdraw from their Surgical Technology Program phases by meeting with the surgical technology instructor and/or nursing department counselor.

2. Students must have had an exit interview in order to be eligible for readmission. During the exit interview, the student, course instructor and/or nursing department chairperson will complete a “Change of Enrollment Form” indicating the recommended plan of action for readmission. During the exit interview, the student, instructor and/or nursing department chairperson will explore the reasons for withdrawal/failure and discuss a plan whereby the student can correct factors contributing to deceleration.
CANCELLATION AND REFUND POLICY

Students may withdraw and receive a 100% refund before the start of the phase. The request to withdraw must be done in writing (either by e-mail or hard copy letter with postmark by the U.S. postal service) and addressed to the KCC Nursing Department before the first day of the phase. Mailing Address: KCC Nursing Department, 4303 Diamond Head Road, Honolulu, HI 96816. E-Mail Address: kapnurs@hawaii.edu.

Students may withdraw on the first day or after the first day of the phase, but will not receive any refund. The request to withdraw must be done in writing with explanation for the withdrawal (either by e-mail or hard-copy letter) and address to the KCC Nursing Department.

PHASE OR PROGRAM READMISSION

1. When a student withdraws or fails from the Surgical Technology Program due to theory failure, he/she must reapply through the program admission process and must qualify and be selected again for admission into the program.

2. All students withdrawing or failing the Surgical Technology Program due to theory failure will be allowed a maximum of one readmission to the Surgical Technology program.

3. Students must seek readmission within one year of disenrollment to facilitate continuity in learning, wherein they must repeat the entire sequence of phases regardless of which phase they decelerated from.

4. When a student fails from the Surgical Technology Program due to clinical/lab failure, he/she is not eligible for readmission into the Surgical Technology Program.

5. Students must meet overall admission criteria and complete all readmission conditions for the Surgical Technology program as confirmed by the course instructor and/or nursing department chairperson and affirmed within the “Nursing Department Change of Enrollment Form.” These conditions for readmission are universally applied to all of the KCC nursing programs should a student decide to apply for another nursing program other than the nursing program for which the readmission conditions were written.

PROCEDURE FOR READMISSION

1. Student must submit a dated and signed letter requesting program readmission to the Nursing Department, wherein the letter describes and documents activities undertaken since withdrawal. The letter must completely address the conditions for readmission as recommended by the instructor and/or program coordinator during the exit interview.

2. Deadlines to submit readmission letter will be stipulated within the “Nursing Department Change of Enrollment Form.” A If deadline falls on a weekend or holiday, the deadline will be extended to the following working day.
3. The completed letter and relevant documents are submitted for review by a readmissions committee consisting of nursing faculty; after which the committee will render its decision on the student’s request for readmission.

4. The student is notified by mail or phone of the Committee’s decision and is also informed that readmission is on a space available basis.

5. A student may request reconsideration of the Committee’s decision within seven working days.

RESOLVING STUDENT CONCERNS

CHANNELS OF COMMUNICATION

A student having difficulty with a surgical technology course should consult with his/her instructor regarding his/her concerns. If additional input is required, or if the student is not satisfied with the situation, the student should consult with the nursing department chairperson. If the student is not satisfied with the department chair’s decision, the student may consult with the Dean of Health Academic Programs. Students may also seek additional assistance from the nursing department counselors.

STUDENT ACADEMIC GRIEVANCE PROCEDURE

The College has adopted procedures by which students may seek remedy if they feel they have been treated arbitrarily and capriciously in academic-related matters. Copies of the procedures are available by request to the Vice-Chancellor for Student Affairs.

In instructional activities, students are responsible for meeting all of the instructor’s attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college’s codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.
**CERTIFICATION/EXAMINATION**

Prior to graduating from the Surgical Technology Program, the student will complete a national certification exam before the end of the fifth and final phase of the KCC Surgical Technology program in order to become a certified surgical technologist. The national certification exam is administered via the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

In preparation for the national certification exam, students will purchase a national certification exam bundle that includes an exam study guide, the exam application materials and membership into the Association of Surgical Technologists. As part of the exam application, students will also be required to provide a photo of themselves similar to a passport photo.

For additional information on the national certification exam as administered by the NBSTSA, please reference the information with the URL address below.

http://www.ast.org/membership/certification.aspx

**GRADUATION**

A graduation ceremony may be held for each graduating class. A planning committee will be comprised of the graduating class and faculty members.

**COLLEGE POLICIES**

**UNIVERSITY POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION**

The University of Hawai‘i is an Equal Opportunity/Affirmative Action Employer. It is the policy of the University of Hawai‘i to comply with Federal and State laws which prohibit discrimination in University programs and activities. Individuals designated to coordinate the University of Hawai‘i Community College’s nondiscrimination and affirmative action programs are:

Office of the Vice-Chancellor for Student Affairs (Education/Civil Rights matters) 734-9522, Kapi‘olani Community College.

Human Resources Officer (Employment matters) 734-9575, Kapi‘olani Community College

Mary Perreira (EEO/AA) 956-4550, Community Colleges, University of Hawai‘i System
**TITLE IX DISCLOSURE**

Kapi‘olani Community College (KCC) faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. To know more about Title IX, please visit KCC’s Title IX website: [http://tinyurl.com/titleixkapcc](http://tinyurl.com/titleixkapcc).

**Reporting:** If a student chooses to confide in a faculty member or if a faculty member observes an incident regarding an issue of sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, and gender-based bullying and hazing, **faculty are required by federal law to report these issues** to KCC’s Title IX Coordinator, Brenda Ivelisse – (808) 734-9522, kapvcsa@hawaii.edu, ‘Ilima 205.

**Confidentiality:** If a student does not wish to formally report an incident to a faculty member, but wishes to speak to someone confidentially about any of the behaviors listed above, the student can speak to the confidential space counselors on campus: Cathy Wehrman, Student Affairs Counselor – (808) 734-9504, cwehrman@hawaii.edu, ‘Iliahi 201 or Brook Conway, Student Affairs Counselor – (808) 734-9503, bconway@hawaii.edu, ‘Iliahi 201.

**Filing a complaint:** If you have experienced or observed discrimination or harassment you may make a formal complaint by contacting the Title IX Coordinator, Brenda Ivelisse at (808) 734-9522. You may also report concerns online at [http://tinyurl.com/KCCconcern](http://tinyurl.com/KCCconcern) or contact KCC security at 734-9900.

**PROFESSIONAL BEHAVIOR AND CONDUCT**

Students are expected to conduct themselves in accordance with academic and behavioral performance standards as set forth by the Kapi‘olani Community College Student Conduct Code which prohibits academic dishonesty, cheating, plagiarism, disruptive behavior, lethal weapons, smoking (in specific areas of the campus), illicit drugs and alcohol.

In addition to adhering to the performance standards as defined by Student Conduct Code as well as all other performance standards described within this Handbook, surgical technology students are expected to demonstrate courtesy and respect when interacting with their peers and instructors as well as licensed health professionals in the didactic, laboratory and/or clinical practicum settings within their nursing program.

Professional behavior and conduct is expected of all surgical technology students during class, laboratory and clinical settings. Student conduct that violates the professional behavior and conduct as described will not be tolerated.

**DISRUPTIVE BEHAVIOR POLICY**

Kapi‘olani Community College defines disruptive behavior as speech or action which: 1) is disrespectful, offensive, and/or threatening; 2) interferes with the learning activities of other students; 3) impedes the delivery of College services; and/or 4) has a negative impact in any learning environment—including department and staff offices, the Library, the Computing Center,
the Learning Assistance Centers, labs, clinical sites, service learning sites, etc. Disruptive behavior includes physically or verbally harassing, threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by the College.

Disciplinary actions, which the College may impose, include a formal warning; require mediation, probation, suspension, and/or dismissal. An instructor referring a student for disciplinary action does so under the provisions of the Student Conduct Code. This stipulates that the Chancellor may impose disciplinary sanctions upon a student only after a Student Conduct Committee hearing has taken place. However, students whose behavior is disruptive may be subject to immediate disciplinary action in an emergency situation. In such cases, the Chancellor may impose the sanction of suspension prior to a hearing. For further information, please refer to the Student Conduct Code available at the Vice Chancellor for Student Affairs.

ACADEMIC DISHONESTY

The University cannot condone academic dishonesty. Such dishonesty includes cheating and plagiarism (examples of which are given below, but are not limited to these examples), which violate the Student Conduct Code and may result in expulsion from the University.

CHEATING

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting facts in order to obtain exemptions from course requirements.

PLAGIARISM

Plagiarism includes but is not limited to submitting any document, to satisfy an academic requirement, that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style; paraphrasing a passage so closely that the reader is mislead as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved. This includes plagiarism in the dry-lab setting, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results, and (d) dictation papers to or copying from others.

In cases of suspected or admitted academic dishonesty, the instructor involved shall attempt to discuss the matter with the student. If appropriate, the instructor may bring the matter to the attention of the Department Chair & the Student Services Office. Additionally, an instructor may make use of campus mediation services or may refer any case of academic dishonesty to the Student Conduct Administrator for action under the Student Conduct Code. The instructor may require the student to redo the assignment, give a failing or reduced grade for the course, and/or refer the student to the Vice Chancellor for student affairs -Student Conduct Administrator for possible University Sanction. The student conduct Administrator shall pursue such cases to
determine appropriate disciplinary actions if, after a preliminary investigation it is his/her
determination that probable cause exists to establish that an act of academic dishonesty took place.

**FINANCIAL OBLIGATIONS**

Students who have not satisfactorily adjusted their financial obligations (tuition and fees, traffic violations, library fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, refunds, and/or registration.

**UH POLICY ON EMAIL COMMUNICATION**

The electronic communications policy adopted in December 2005 establishes the University of Hawai‘i Internet service as an official medium for communication among students, faculty, and staff. Every member of the system has a hawaii.edu address, and the associated username and password provide access to essential Web announcements and email. You are hereby informed of the need to regularly log in to UH email and Web services for announcements and personal mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others. Failure to read email is not a defense for not knowing about announcements and information about the nursing courses or nursing program.

Email is a form of individual communication, not a public forum, and should not express opinions or forward views to those who have not expressed a wish to receive such email. For the above reason, the nursing faculty and students may use their electronic Nursing Department listserv to facilitate or promote the learning process within a Nursing Department-sanctioned activity, but may not use the Nursing Department e-mails for personal expression. In addition, e-mail correspondence of a confidential nature should be shared via Laulima or the UH Filedrop Service.

**PRIVACY RIGHTS**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students should consult the current Schedule of Classes for a copy of the University of Hawai‘i’s policy on student rights with respect to their educational records or request a copy from the Office of the Vice-Chancellor for Student Affairs.

**STUDENT ACADEMIC GRIEVANCE PROCEDURE**

The College has adopted procedures by which students may seek remedy if they feel they have been treated arbitrarily and capriciously in academic-related matters. Copies of the procedures are available by request to the Vice-Chancellor for Student Affairs.

In instructional activities, students are responsible for meeting all of the instructor’s attendance and assignment requirements. Failure to do so may affect their final grade. In all college-related activities, including instruction, they must abide by the college’s codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.
TOBACCO PRODUCTS POLICY

During Academic Year 2012-2013, the use of cigarettes and other tobacco products, including e-cigarettes, on the campus of Kapiʻolani Community College, except in posted areas, is not permitted and violates Hawaiʻi State Law. Beginning in August, 2013, a total ban on tobacco products will be in effect at KCC.