



Elgin
Community
College

Health Professions Division

Sterile Processing and Distribution Program Student Handbook **2023-2024**

ELGIN COMMUNITY COLLEGE
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Accessible Version: [SPD Handbook](#)

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Introduction

Welcome to the Elgin Community College Sterile Processing and Distribution Program! You have chosen a program and profession which will stretch your abilities to reach your fullest potential as a sterile processing technician. We understand the work and effort required of you to complete this program. The faculty in this program are ready and willing to assist you in achieving your goals. We recognize students may have unique and varying needs, learning styles, capabilities, and experiences. We are interested in your educational growth which will lead to your professional growth. ECC has numerous resources to assist you with academic planning, studying, time management, test-taking skills, increasing your reading skills, along with stress, anxiety, and mental health counseling. We hope your time spent here will be a positive and memorable experience for you. Keep in mind, your success within this program will tie in with the efforts you put forth to accomplish your goals. We are committed to helping you reach your educational and life goals. We encourage you to communicate with program instructors, administrators, and academic advisors who can be reached by phone, e-mail, or in person during office hours. It is important you are well informed about your sterile processing program. In order to stay informed, you should carefully read through this SPD Program Handbook and the Health Professions Policies and Procedures Manual. All students are subject to the policies of the college which can be found in the ECC Catalog. Because the Sterile Processing and Distribution Program is unique, this handbook has been developed as a specific information resource for you.

Sterile Processing and Distribution Program Mission

The mission of the ECC Sterile Processing and Distribution Program is to develop and support learning over the course of a lifetime leading to positive change in the lives of individuals, families, and communities. The primary goal of sterile processing and distribution education is the student's acquisition of knowledge and abilities correlate with entry-level professional practice as a sterile processing technician. A Sterile Processing and Distribution technician must demonstrate the following:

- dynamic, cognitive, behavioral, technical process with distinct functions and desired outcomes so that national standards of practice are maintained
- dedication to the improvement of the profession
- promotes enhancement of the safety and protection of personnel and patients
- promotes health for patients
- requires observation of a code of ethics
- supports the dignity and rights of the patient
- assesses and meets the needs of the healthcare personnel and patients
- promotes life-long learning

The motto of the Certified Board for Sterile Processing and Distribution is "Quality is Our Commitment and Patient Safety is Our Goal." This is facilitated through caring, critical thinking, and effective communication. Sterile Processing Technicians are allied health professionals who are an integral part of the surgical team. The mission of the Healthcare Sterile Processing Association is "Promote patient safety worldwide by raising the level of expertise and recognition for those in the Central Service profession."

Please refer to the Association of Surgical Technologist Student Association "Code of Conduct"

<https://www.ast.org/Resource/ASTSADocuments/ASTSASStudentManual/4/>

Please refer to the Association of Surgical Technologist "Code of Ethics"

https://www.ast.org/uploadedFiles/Main_Site/Content/About_Us/Position_Code_of_Ethics.pdf

Professional Organizations for Sterile Processing and Distribution

The professional organizations for Sterile Processing and Distribution are HSPA and CBSPD. Both organizations are highly regarded throughout the nation. Illinois healthcare facilities do not require certification; however, they do prefer it. Most Illinois facilities will hire a new graduate and request certification to be completed within a certain timeframe.

Healthcare Sterile Processing Association (HSPA) *formally known as International Association of Healthcare Central Service Materiel Management (IAHCSMM)*

55 West Wacker Drive, Suite 501

Chicago, IL 60601

(800) 962-8274

mailbox@myhspa.org

www.myhspa.org

The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)

1392 US Hwy 22W, Suite 1

Lebanon, NJ 08833

(908) 236-0530

mailbox@sterileprocessing.org

www.cbspd.net

Note: *Elgin Community College operates under the Illinois Community College Board within the Illinois Board of Higher Education structures and is accredited by the [Higher Learning Commission](#) (HLC).*

Sterile Processing and Distribution Program Goals and Expectations

The goals and expectations of the Elgin Community College Sterile Processing and Distribution Program are to prepare its graduates as entry-level Sterile Processing and Distribution technicians who are knowledgeable, skilled, and have developed the essential behaviors of the profession. To accomplish this and to remain compatible with sustaining the needs of the communities of interest, the healthcare providers and employers, the graduate of the Elgin Community College Sterile Processing and Distribution Program will be able to:

- Apply their knowledge of the biologic sciences and biomedical technology to their role in the Sterile Processing and Distribution department.
- Demonstrate and value the skills that are required for quality patient care, safe practice, and aseptic techniques in the Sterile Processing and Distribution department.
- Communicate effectively with team members and other facility ancillary departments.
- Assume responsibility as a member of the profession of Sterile Processing and Distribution by applying established standards of practice, professional ethics, and ongoing self-evaluation.
- Maintain an “Ethical Conscience” and accountability for personal actions.

Health Professions Division Mission and Vision Statements

The mission of the Health Professions division is to provide quality education that supports the development of health and wellness practitioners. The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Health Professions Division Statement on Safety

Elgin Community College (ECC) students must adhere to the Health Professions Student Code of Conduct Policy. In addition, during on-campus laboratory sessions and clinical experiences, the Health Professions Department requires health profession students to practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times while on campus or in the clinical setting. These additional requirements are necessary because health professions programs require students to perform procedures on patients in the clinical setting. Program directors or faculty may immediately remove a student from an educational experience on or off campus, and recommend to the Dean of Health Professions a failing grade for a student in the clinical or laboratory setting for drug or alcohol use, background check violation, or the demonstration of unsafe or unprofessional behavior or technique (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person’s consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

Program Essential Functions/Potential Risks of the Profession

The Sterile Processing and Distribution program student must be able to demonstrate critical, logical and analytical thinking while also possessing motor, auditory and visual skills that enable them to meet program objectives and perform job duties required by the profession. The program student must also be aware of the common risks associated with the profession which can possibly occur while in the program.

Gross Motor Skills:

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders
- Reach below waist
- Reach out front

Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands with firm or slight pressure
- Write with pen or pencil
- Key/type (use a computer)
- Pinch/pick or otherwise work with fingers (manipulate small screws and pins)
- Twist (turn objects/knobs using hands)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Possess eye-hand and eye-hand foot coordination

Physical Endurance:

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

Physical Strength:

- Lift, push and pull 50 pounds (lift instrument pans, push/pull carts)
- Carry equipment/supplies
- Use upper body strength
- Squeeze with hands (operate fire extinguishers)

Hearing:

- Ability to hear normal speaking level sounds
- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips

Visual:

- See objects up to 20 inches away
- See objects up to 20 feet away

- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (color codes on instruments/supplies)

Tactile:

- Feel vibrations
- Detect temperature (solutions)
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environment temperature

Environment:

- Tolerate exposure to allergens (latex gloves, chemical substances)
- Tolerate strong soaps and strong chemicals
- Tolerate strong odors
- Exposure and tolerate of unpleasant sights and sounds
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment
- Tolerate working indoors
- Tolerate working in extreme temperatures

Communication Skills:

- Speak English
- Write English
- Listen/comprehend spoken and written words
- Collaborate with others (healthcare workers, peers, etc.)
- Comprehend and exhibit non-verbal communication

Common Risks:

- Physical (falls, body mechanics injury, latex allergies and/or sensitivities)
- Electrical (electrical cords and outlets)
- Mechanical (equipment/device preparation and handling)
- Thermal burns (steam, autoclave)
- Fire
- Chemical (antiseptic agents, chemical agents, sterilization solutions)
- Bloodborne pathogens (exposure to sharps injuries)
- Psychological (physical, mental, and social well-being)

Student Code of Ethics

Because health professionals should exemplify high moral and ethical standards, sterile processing and distribution students will uphold an honor code relating to the ECC Student Code of Conduct Policy, the HSPA/IAHSCMM Code of Conduct, and the CBSPD Ethics Policy. Simply stated an honor code is a process by which students, having knowledge of any violations of moral or ethical standards or are expected to first counsel the offender(s), and then report any additional occurrences to the course instructor and/or the program director. Violations of the ECC Code of Conduct will not be tolerated and will be considered grounds for dismissal from the program. ECC and the Sterile

Processing and Distribution Program's beliefs, principles, values, and ethics are concepts reflected in the following philosophy and code of ethics and are interrelated and mutually dependent. The following Student Code of Ethics shall be followed throughout the Sterile Processing and Distribution Program. The student shall:

- Use own knowledge and skill to complete examinations without referring to others' answers, old examinations, class notes, or other references, unless specifically permitted by the instructor. The student shall not cheat.
- Use own knowledge and skill to write papers or compile research information. Shall not plagiarize, quote or copy other persons' work without giving proper recognition as stated in a standard manual on style.
- Respect the opinions of instructors and other learners. Shall not insult, slur, or degrade instructors, other health professionals, or students.
- Respect the limited resources of textbooks, library books, reprints, and journals. Shall not mutilate, deface, damage, or withhold resources for own use.
- Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. Shall not waste supplies or misuse equipment.
- Assist in maintaining class and laboratory rooms in good order. Shall not leave these rooms dirty or in disarray or disorder.
- Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. Shall not expect to receive equal consideration in grading unless such arrangements are made.
- Observe all safety procedures when working with students, patients, and equipment whether in the operating room, class, or laboratory. Shall not endanger the safety and welfare of patients, other students, or faculty and staff.
- Shall not attend class, laboratory, or clinical rotation under the influence of alcohol or drugs and/or exhibit signs of alcohol or drug abuse.
- Observe all policies and procedures established by the Surgical Technology Program and all off-campus facilities. Shall not be exempt from class/clinical without specific permission by a faculty member or clinical supervisor.
- Respect the confidentiality of patient information regardless of source (patient/physician, records, charts, etc.) Shall not repeat information outside of the classroom, surgery department, or health facility. Shall not make written reports outside the clinic or facility in which any part of the patient's name appears except initials.
- Work in cooperation with and with respect for other health care professionals. Shall not interfere with or obstruct the rendering of the treatment and/or services provided by other health care professionals.
- Protect the property and property rights of the facility, laboratory, and patient. Shall not remove or borrow property without permission and shall not damage or misuse property while in the facility or clinic.
- Respect other students' projects. Shall not handle, steal, alter, deface or otherwise harm another patient's project, especially in a manner, which might cause the project to receive a lower grade by the instructor. Must also respect classmates' confidentiality.

Program Curriculum

The ECC Sterile Processing and Distribution curriculum is designed to assist the student in accomplishing program goals and expectations. The organizing framework includes unifying concepts, core abilities, and program outcomes. Each module in the course contributes to the knowledge and skills needed in the development of a Sterile Processing and Distribution technician employed in today's medical facility.

Unifying Concepts

- Incorporate the essential components of the curriculum. These concepts include human needs, caring, and the environment.
- A need is an individually defined deficiency with complex components. Major categories include needs for survival, closeness, and freedom.
- Caring is a moral imperative, comprehensive, incorporating commitment, compassion, conscience, competence, and confidence.
- The environment is recognized as having a tremendous impact on health needs.

Core Abilities

- Incorporate critical thinking and use of problem-solving techniques.
- Act responsibly.
- Demonstrate honesty and integrity.
- Interpret and communicate information.
- Recognize patient rights, needs, and values.

Program Outcomes

- Incorporate basic patient-care concepts related to infection prevention.
- Integrate the principles of asepsis in practice to provide optimum patient care.
- Incorporate basic sterilization preparation skills and methods.
- Incorporate sterilization standards, guidelines, and best practices.
- Facilitate and promote infection prevention and infection control.
- Apply basic knowledge of surgical instrumentation.
- Integrate responsible behavior as a health care professional.

Prerequisites:

Proof of high school diploma or high school equivalency **and** one of the following within the last five years:

- ECC Reading Placement Score of 95 or higher, or
- ACT Reading Score of 19 or higher, or
- SAT/PSAT Reading Score of 480 or higher, or
- High School GPA of 3.0 or higher (unweighted, based on at least 6 semesters excluding summer), or
- Grade of C or better in RDG 091 or LTC 099, or
- Grade of C or better in HPE 112

Required Course:

SGT 100 Sterile Processing & Distribution 5 Credits **Program Total = 5 Credits**

This course, including other required prerequisites are foundational for the surgical technology program and must receive a "C" or higher.

Testing/Grading

Grades are computed using the total points earned from coursework, quizzes and exams, and clinical attendance, then divided by the total possible points for a percent (%) grade. This percent grade is converted to a letter grade according to the following scale:

- 92-100% A
- 85-91% B
- 75-84% C
- 70-74% D
- Below 70% F

- Students must receive a minimum grade of "C" which is required to pass the course.
- Students must meet clinical expectations and objectives.
- A student's ongoing grade average will be provided in D2L. Grades will be posted on D2L within a reasonable length of time following submitted and graded work.
- Multiple choice examinations will occur according to the schedule in the course syllabus.
- Students are expected to be in class for each scheduled exam or quiz. It is the student's responsibility to refer to the syllabus and/or course calendar for his/her scheduled assignments, exams, and quizzes.
- If you are absent for a scheduled exam/quiz, or for clinical you may schedule a make-up time with the instructor according to the instructor's availability. If the instructor is not available, you can schedule a time with the Testing Center (for quizzes and exams). This should take place either before or on the first day that the student returns to campus or clinical (no later than 1 week from the original date of the missed exam/quiz, or clinical day).
- Only two late exams/quizzes will be allowed in a semester. A zero will be given for any missed exams/quizzes. Cell phones will be placed in a designated area during testing and must be turned off or remain on silent mode.

Retention and Promotion

Students must obtain a minimum grade of "C" in SGT-100 in order to obtain the Basic Vocational Specialist (BVS) certificate; and progress into the Surgical Technology Program, along with other prerequisite and course requirements.

Spartan Alert System

A Spartan Alert will be initiated for students who score below 75%. If a Spartan Alert referral is initiated by the instructor, the student is required to meet with the Health Professions Academic Advisor and complete recommendations, which may include scheduled appointments to improve student success. The Health Professions Academic Advisor is available to all students to be successful in the program. The Academic Advisor provides individual supportive services in developing time management skills, note taking, test taking skills, campus referrals, as well as coordinating personal, academic, financial, and career-related assistance. ICAPS students should also meet with their

Student Support Specialist.

Withdrawal from Courses

Students must follow the college withdrawal policy as outlined in the ECC catalog.

Graduation

It is the responsibility of the student to know and fulfill all academic requirements and graduation procedures. Information regarding requirements is found in the ECC catalog. In order to qualify for the Basic Vocation Specialist certificate in Sterile Processing and Distribution, the student must complete the SGT-100 course with a minimum of a “C” grade, complete all prerequisite requirements, and meet both lab and clinical expectations of the course. **Graduation candidates must complete a formal “Notice of Intent to Graduate” in the Office of Registration and Records by March 1st for a May graduation and October 1st for a December graduation.** Students are encouraged to participate in the graduation ceremony held each year in May and December. This is an especially important day for you and your family.

National Certification Exam Process

Upon successful completion of the SGT 100 course, the student will be eligible to obtain the Basic Vocational Specialist certificate from Elgin Community College. Students are also eligible to take a national sterile processing and distribution certification exam established through The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD), and through Healthcare Sterile Processing Association (HSPA). There is an exam application process and an exam fee with these organizations. Exam payment and exam scheduling must be made with the organization of your choosing.

Note: These organizations schedule and proctor their own exams and testing for these exams are not held at ECC.

Class Behavior

Students are expected to come to class having read the assigned textbook selections. The syllabus and other course documents are posted on [Desire to Learn](#) (D2L). Students are expected to be respectful of the instructor and each other. Behavior that violates this policy will not be tolerated. Examples of unacceptable behavior include making derogatory comments about other people, falling asleep in class, interrupting someone else who is speaking, monopolizing the discussions, asking questions or volunteering information unrelated to the topic, yelling, physical actions that can cause injury, sexual harassment, racial slurs, etc. If your behavior is unacceptable, you will be warned once; the second time you will be given a written statement of unacceptable behavior and a timeframe in which to comply to respectful behavior. **Cell phones** are to be turned off during class and lab or placed on silent mode. Please see the instructor if you have a potential emergency that may require you to receive a call during class time. **Use of cell phones is not allowed in the classroom or laboratory at any time.** No eating or drinking is allowed in the classroom at any time. A break will be scheduled to permit time for these activities.

Campus Laboratory

The lab provides a setting for students to practice and demonstrate skills in a mock sterile processing and distribution/central service department under faculty supervision. ECC Sterile Processing scrubs (purchased at the ECC bookstore) and closed toe shoes are the apparel worn during SGT-100 lab

sessions, along with shoe covers, surgical face mask, and head cover. The PPE is provided to you by the college. On-Campus lab content is designed to prepare sterile processing and distribution students to function safely and effectively at the clinical facility. Students are to actively participate in on-campus lab learning activities.

Sterile Processing and Distribution students are required to successfully complete all lab skills in order to move on to their clinical rotation. Students are given a sufficient amount of time to master each skill. Extra lab time (open lab) and office hours are available for extra lab practice in order to master each individual skill. Demonstrated skills are based on the assigned learning objectives and textbook readings. The following skills will be demonstrated, practiced, and tested:

SGT 100: Sterile Processing and Distribution Competencies

1. Basic Hand Wash
2. Donning and Doffing Personal Protective Equipment
3. Assemble an Instrument Set
4. Assemble and disassemble a Container System
5. Packaging: Peel Packaging Technique
6. Packaging: Wrap (Envelope Fold) Technique
7. Knowledge of Basic Surgical Instrumentation

Clinical Behavior

Professional Conduct and Behavior

All students are expected to follow Standards of Professional Conduct and adhere to the Sterile Processing Technician Code of Conduct, the Patient's Bill of Rights, HIPAA regulations, and individual health care facilities policies and procedures, and dress code. Failure to comply will result in clinical deficiency or failure.

Behavior that is considered professional dictates that we treat all patients, staff, clinical instructors, clinical preceptors, classroom instructors, and fellow students with the utmost respect. Displaying attitudes of cooperation, eagerness to learn, caring, and high regard for your staff preceptor will be helpful to you in your relationships with the staff. If you are having difficulties, you are to discuss them with your clinical or classroom instructor. It is never acceptable to lose your temper or exhibit aggressive behavior toward anyone and may result in clinical failure.

The instructors in the Sterile Processing and Distribution program are well-educated professionals who have many years of operating room experience. Their roles are those of a teacher, student advocate, and evaluator. They are responsible to you, and they are also responsible to the staff, hospital administration, and most importantly to the patient. If you have concerns regarding the impact of their roles on you, please talk directly to your ECC clinical instructor in conference or the program director. Complaining to classmates is unacceptable.

Ethics and Confidentiality

All patient records (chart, verbal or written information) are confidential. Violations of confidentiality may be subject to litigation. Patients and hospital staff members must not be identified by name in assignments or other exercises used for learning purposes. Patients, hospital staff members, and care issues are not to be discussed with others in the corridors, cafeteria, elevator, lounge, or other public

places, and are not topics of discussion with friends, classmates, or family. Surgical cases may only be discussed as part of a classroom activity. However even at that time, staff or patients are not to be identified by name. Cases should never be discussed at home, hospital cafeteria, in the school lounge, or in any other setting.

Personal integrity is expected of all Sterile Processing and Distribution students that includes maintaining a “Professional Performance” and adhering Ethics Policy and Code of Conduct of CBSPD and IAHCMM.

Social Media Conduct Guidelines

Students are not to post or discuss any clinical experience or information regarding the experience with the clinical facility, its staff, or its clients/patients on any internet social media platforms.

Students will be prohibited from returning to the clinical site if these guidelines are violated in any way. Students are prohibited from all forms of video/audio recording of the clinical facility, its staff, or its clients/patients. Students will be prohibited from returning to the clinical site if these guidelines are violated in any way. Such violations may result in disciplinary action. Students are not to carry personal or work-related beepers/cell phones in any of the departments they experience during clinical. Students should contact their course instructor and program director if they must be notified of a family emergency.

Cell Phones

Cell phones are not allowed in the Operating Rooms and in the Sterile Processing and Distribution department. Leave your phone in your locker and check any missed calls on break. It is acceptable to give the clinical site phone number to a family member and to your child’s school for emergency purposes.

Student Work Policy

The clinical experience is an educational experience and an opportunity to gain skill and knowledge within the profession. Students are not considered employees of clinical facilities during the time they are students in the program. Students shall not be substituted for personnel during their clinical rotations. Students shall not be paid by the clinical affiliation sites during the clinical component of the program.

Clinical Assignments

Clinical assignments are made by the program director. While efforts are made to provide you with an effective clinical learning experience, we cannot guarantee you will be assigned to a site close to your home. These assignments will be based on student learning needs and clinical availability. There are to be no complaints or refusals to accept the assigned clinical. Each day, students are to keep a paper timesheet in order to track the students’ hours at the clinical site, along with signatures from

the clinical staff verifying the students' time for the day. These paper timesheets must be uploaded to Platinum Planner a digital time tracking and clinical skills tracking system. This procedure permits students to be accountable for their learning needs. Entering information of clinical hours and clinical skills on Platinum Planner may be done at home.

Failure to accurately record in the programs digital time tracking and skills tracking system (Platinum Planner) will result in a deficiency notice. The course instructor will personally determine and approve student timesheet and any clinical skills entered into Platinum Planner.

Transportation and Parking

While efforts are made to provide you with an effective clinical learning experience, we cannot guarantee you will be assigned to a site close to your home. You must be prepared to drive to an assigned clinical site that may be forty-five minutes to an hour away from the college campus or from your home. Students are to provide their own transportation to and from all clinical agencies. Carpooling with classmates is not allowed. You must have a functioning reliable vehicle to participate in clinical rotations. Students are to follow clinical agency parking regulations and park only in the designated areas deemed suitable by the hospital.

Weekly Preceptor Evaluation

Hospital employees will evaluate the clinical student on a bi-weekly basis. Students will personally hand a preceptor evaluation form to a clinical employee they were assigned to work with or to a clinical employee who assigns the students to complete departmental tasks. Students will ask the hospital employee to fill out the bi-weekly evaluation form and complete it with signature. Once the form is completed and includes signature, students will submit the form to an ECC instructor or to the program director. One preceptor evaluation form every other week is required.

Morale

During your clinical rotation, you may witness human behaviors and responses from employees that result from working in a stressful, fast-paced environment. It is important for you to understand that these behaviors also occur in your absence and should not be taken personally. If you need someone to talk to about your concerns, it is imperative that you seek out your clinical instructor, program director, or an ECC wellness professional. All are advocating for you to be successful and can assist you in adjusting to the many personalities in the operating room. Complaining to your classmates only results in lowering morale for the entire group and does not make the situation better for you. Your personal stress may be reduced by diligently preparing for your assigned cases. Get a good night's rest before each clinical lab day and plan time for a nutritious breakfast. Look upon the clinical day as a privilege and a time of discovery and learning. Do not get caught up in any of the work difficulties, work gossip, or unethical behaviors the staff may be having with each other. Remember, you are a guest in the clinical facility and are not there permanently. However, your rotation will also be viewed as if you are applying for a position. Professionalism is paramount.

Dress Code

You should arrive at your clinical site in business casual attire or in ECC scrubs. Always look

professional. The clinical site will supply you with hospital scrub clothing each day you are there. These garments are not to be taken from the facility. Students must return hospital scrubs each day upon leaving. This policy is mandated by OSHA and supported by professional honesty.

- Students are to supply their own shoes and those shoes should not be worn outside the clinical facility. Shoes designated specifically for clinical are preferred. The shoes should allow for adequate support since Sterile Processing technicians stand most of the day. Canvas shoes and shoes with openings near the toes are considered to be unsafe.
- Jewelry is not to be worn at the clinical site. It is prudent to leave all jewelry at home. All objects used in body piercings that can be seen must be removed. These include facial and ear piercings.
- Artificial nails and nail polish are **not** permitted (even if you see hospital staff wearing this).
- Fingernails should be well cared for, must be unpolished, trimmed, and be no longer than the distal end of the digit.
- Artificial eyelashes are **not** permitted.
- Depending on the clinical facility, you may be required to cover all tattoos.
- An ECC student ID and badge holder is to be purchased at ECC and worn on the scrub shirt. Students are responsible for replacing any lost student ID badges. These include student IDs from clinical sites or from ECC.
- Gum chewing is **not** a professional behavior and is **not** allowed at the clinical.
- It is expected that each student will follow basic rules of hygiene: daily bath/shower, shampoo, clean underclothing, use of deodorant.
- Strong scented perfume or cologne is not permitted.

Physical and Health Requirements

Required Immunizations

Evidence of immunity (titers) or current immunization status will need to include:

- Measles (Rubeola), Mumps & Rubella (MMR)
- Varicella (Chicken Pox)
- Tetanus, Diphtheria & Pertussis (TDaP)
- yearly Tuberculosis testing (TB)
- yearly Influenza vaccine
- Hepatitis B series
- COVID-19
- A complete Physical with written permission from your healthcare provider

All the above are required prior to all clinical experiences. All documentation must be submitted through the CastleBranch portal (a medical document and screening management system). It is strongly suggested that all Sterile Processing and Distribution students receive the complete series of Hepatitis B immunizations. If students choose not to receive this vaccine, the student must sign a declination statement prior to attending their first clinical experience and submit the declination form to Castlebranch. *A student who has any change in their physical and/or psychological condition that requires medical attention and/or affects their physical or emotional endurance (*including but not limited to, pregnancy and postpartum time*) must have written permission signed by a physician to continue in the Sterile Processing and Distribution program.

Medical Insurance

Students must carry personal medical insurance. A copy of the students' medical insurance card (front and back) is to be kept on file with CastleBranch.

Working in the healthcare field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event of an injury, or if a bloodborne exposure occurs, the Bloodborne Pathogens Exposure Report Form must be completed and the student assumes the responsibility for testing, treatment, and any other expenses. The cost of medical care is the student's responsibility.

Criminal Background Check and Drug Testing

The results of all individual criminal background checks and drug testings will be kept on file with CastleBranch. All individual test results will be considered confidential. Please see [Administrative Procedure 3.406 Criminal Background Checks and Drug Testing of Health Professions Program Students](#) found in the Health Professions Policies and Procedures Manual.

Academic Integrity and Honesty

Academic honesty is expected of each Surgical Technology program student. Abuse of academic integrity and honesty will result in failure of the course.

Withdrawal/Failure Process

Students must follow the college withdrawal policy as outlined in the ECC catalog. Surgical Technology program students who fail a course within the program or choose to withdraw must inform the course instructor and the program director. The student and program director must fill out a program Withdrawal/Failure contract which will be kept in the student's file. The following should occur:

- Meet with the program director
- Complete the SGT Withdrawal/Failure contract
- Return hospital ID badge and/or parking permit to program director or clinical instructor
- Drop from any future registered SGT course in your ECC student portal

Platinum Planner cellphone app each day when arriving and when leaving the clinical site. The Platinum Planner cellphone app is provided by the college.

Students will enter completed surgical case information into Platinum Planner at their home after the clinical day has concluded. Failure to accurately record surgical cases and clinical hours in Platinum Planner **and** on the paper case log forms will result in a written warning. Failure to meet the expectations of the written warning will lead to a "Notice of Probation and Remediation". If the student breaches the probation contract, the student will be dismissed from the program due to

clinical deficiency.

Transportation and Parking

Professional Conduct and Behavior

All students are expected to follow Standards of Professional Conduct and adhere to the Surgical Technologist's Code of Ethics, the Patient's Bill of Rights, HIPAA regulations, and individual health care facilities policies & procedures, and dress code. Failure to comply will result in clinical deficiency or failure. Behavior that is considered professional dictates that we treat all patients, clinical staff, program faculty, and fellow students with the utmost respect. Displaying attitudes of caring, cooperation, eagerness to learn, and high regard for your clinical staff and program faculty will be helpful to you in your relationships with the staff and program instructors. If you are having difficulties, you are to discuss them with your clinical/classroom instructor, program director, academic advisor, or an ECC Wellness professional. It is never acceptable to lose your temper or exhibit aggressive behavior toward anyone, as this may result in clinical failure and program dismissal. The clinical instructors in the surgical technology program are well-educated professionals who have many years of operating room experience. Their roles are those of a teacher, student advocate, and evaluator. They are responsible to you, and they are also responsible to the staff, hospital administration, and most importantly to the patient. If you have concerns regarding the impact of their roles on you, please talk directly to your ECC instructor or the program director. Complaining to classmates or other clinical staff about another person is unacceptable.

Ethics and Confidentiality

All patient records (chart, verbal or written information) are confidential. Violations of confidentiality may be subject to litigation. Patients must **not** be identified by name in assignments or other exercises used for learning purposes. Patients, hospital staff members, and care issues are **not** to be discussed with others in the corridors, cafeteria, elevator, lounge, or other public places, and are **not** topics of discussion with friends, classmates, or family. Surgical cases may only be discussed as part of a classroom activity. However, even at that time, staff or patients are not to be identified by name. Patient's personal information should never be discussed at home, in hospital cafeterias or break rooms, in the school lounge, or in any other setting. Personal integrity is expected of all surgical technology program students which includes maintaining a "Surgical Conscience" and adhering to the [Code of Ethics of the Association of Surgical Technologists](#).

Student Work Policy

The clinical experience is an educational experience providing an opportunity to gain skill and knowledge within the profession. Students are **not** considered employees of clinical facilities during the time they are students in the program. Students shall **not** be substituted for personnel during their clinical rotations. Students shall **not** be paid by the clinical affiliation sites during the clinical component of the program. Only cases and hours completed by students during program timeframes will be allowed to be entered and counted towards the 120 minimum case requirements as deemed by the AST and ARC/STSA. If a student accepts a position at the clinical agency while still in the program and before program completion, the cases and hours completed on the hired time clock cannot be accepted and counted towards the AST and ARC/STSA 120 minimum case requirement.

Cell Phones

Cell phones are **not** allowed in the Operating Rooms or in the Sterile Processing and Distribution department. Leave your phone in your locker and check for any missed calls during your break time. It is acceptable to give the clinical site phone number to a family member and to your child's school for emergency purposes. Students should contact their clinical instructor and/or program director if notified of a family emergency.

Social Media Conduct Guidelines

Students are **not** to post or discuss any clinical experience or information regarding the experience with the clinical facility, its staff, or its clients/patients on any internet social media platforms. Students will be prohibited from returning to the clinical site and may be dismissed from any Health Professions programs at ECC if these guidelines are violated in any way. Students are prohibited from all forms of video/audio recording of the clinical facility, its staff, or its clients/patients. Students will be prohibited from returning to the clinical site and may be dismissed from any Health Professions programs at ECC if these guidelines are violated in any way. Such violations may result in criminal disciplinary action. Students are not to carry personal or work-related beepers/cell phones in the operating room.

Program Attendance Policy

Attendance is important and essential to your success! Attendance in the operating room is crucial. Many people, most importantly the patient, depend on the punctuality and attendance of the OR team. To train for the attendance demands of the operating room, each student is expected to attend all scheduled learning experiences which include classroom time, lab sessions, and clinical rotation attendance. Continued enrollment in the surgical technology program depends on consistent attendance.

In academic courses, grades are earned on the basis of the student's attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinic-based courses, attendance is one of the factors that will be evaluated weekly. Failure to comply with attendance policies may result in an instructor/director- initiated withdrawal. If you miss a class, lab, or clinical experience, you are expected to notify the clinical instructor, the lecture/lab instructor, and the program director in advance according to the guidelines established for the course. The program director, lab instructor, or clinical instructor may require documentation of illness, only because of the importance of attendance in the surgical technology program. Students are expected to adhere to the following attendance policies. You are responsible for any missed course work and missed surgical cases due to being absent.

Remote or Face-to-Face Classroom Attendance

Each lecture has been designed to include important information necessary to become a Surgical Technologist. Classroom attendance will be logged in D2L. No more than three absences per semester will be allowed. Absences must be communicated with the instructor or program director. The third absence requires a meeting with the director and a written warning. Four or more absences receives a "Notice of Probation and Remediation", a score of 0% on class work or quizzes that were missed, along with no make-up work accepted. It is at the instructor's discretion to accept late course work. **Call in procedure:** *Student must email or text lecture instructor and/or program director no later than 1 hour before the start of class. At that time, make-up work arrangements should be made.*

Lab Attendance

There are approximately 15 hours of lab time held during SGT-102 and 40 hours of lab time held during the first 5 weeks of SGT-111. Students must attend and complete **ALL** lab hours. If a lab is missed, the student must arrange a make-up day with the lab instructors. A student will not move on to SGT-111 operating room clinical rotation (starting in week 6) if less than 40 hours of lab has not accrued within the first 5 weeks of the semester. **Call in procedure:** *Students must email or text the lab instructor and program director no later than 1 hour before the start of class. At that time, make-up lab arrangements should be made.*

Clinical Attendance

Your clinical rotation should be looked at as the interview process. Every rotation should be treated as if you are applying for a job position. Attendance is one of the top ways to prove your professionalism and commitment to the clinical department and the patients they serve. Program faculty and clinical staff expect students to strive for qualities of reliability and punctuality in order to ensure employability in the profession after graduation.

Depending on the calendar year and how observed holidays coincide with the clinical schedule, you are assigned approximately 240 clinical hours for your first operating room clinical rotation (SGT-111).

Only three clinical absences are allowed during SGT-111. The third clinical absence will require a meeting with the program director and a written warning will be issued. Four clinical absences will result in an automatic “Notice of Probation and Remediation” and with five clinical absences, you will fail the course due to clinical deficiency.

You are assigned approximately 300 or more clinical hours for your second operating room clinical rotation (SGT-120). **Only three clinical absences are allowed during SGT-120.** The third clinical absence will require a meeting with the program director and a written warning will be issued. Four clinical absences will result in an automatic “Notice of Probation and Remediation” and with five clinical absences, you will fail the course due to clinical deficiency.

If a student was issued a written warning during their first operating room rotation (SGT-111), that written warning applies to the students’ second operating room rotation (SGT-120) and an automatic “Notice of Probation and Remediation” will be issued on the third clinical absence in SGT-120 (a new written warning would not take place on the third absence as it would already be in place from rotation one). If a fourth absence occurs while on probation in SGT-120, the student then fails the course due to clinical deficiency.

If a “Notice of Probation and Remediation” was issued during their first operating room rotation (SGT-111), that notice of probation and remediation applies to the second operating room rotation (SGT-120) and an automatic failure due to clinical deficiency would take place on the third absence in SGT-120.

Clinical absences for both SGT-111 and SGT-120 may be made up if applicable. Make up days are scheduled at the discretion of the clinical facility and program faculty to assure availability of appropriate supervision.

Call in Procedure

Students must call the Operating Room contact person AND text/email clinical instructor and program director no later than 6am the day of the clinical, lab, or classroom absence.

Tardy and Leave Early

Being tardy and leaving early are unacceptable. Being tardy or leaving early more than twice to class, lab, or to your clinical site equals one absence and follows the same guidelines found in the Class, Lab and Clinical Attendance section.

No Call No Show

If a student fails to report an absence of any kind, this will be counted as a “no call no show.” One no call no show results in a meeting with the director and a “Notice of Probation and Remediation”. Two no call no shows results in failure of the semester.

Snow Day Policy

If the college is closed due to inclement weather, students are not required to attend clinical. Any missed days due to campus closure may be re-assigned if applicable. Local radio and TV stations may report college closings. Students may also call 847-697-1000 or log on to the [college website](#). It is recommended that students register for ECC’s emergency alert system in which students, faculty and staff will receive text messages if there is a campus emergency or cancellation of classes due to inclement weather. Step 1) Log on to [emergency.elgin.edu](#). Step 2) Enter your name, cell number/email address. Step 3) Click to register Excused Absences.

Funeral Leave and Jury Duty

Funeral leave is only excused for members of the immediate family. Immediate family is considered: spouse, children, mother, father, brother, sister, grandparents, in-laws. Documentation must be provided for either type of leave for those days to be excused, only because of the importance of attendance in the surgical technology program. Jury duty absence(s) are also excused if proof of jury duty documentation is provided.

Emergency Leave

A student may have up to three days of emergency leave due to special circumstances. The student must submit a written request to the program director. The program director may require documentation, only because of the importance of attendance in the surgical technology program. The student must make-up missed clinical time and/or class assignments during the emergency leave.

Graduation

It is the responsibility of the student to know and fulfill all Associate of Applied Science degree academic requirements and graduation procedures. Information regarding requirements is found in the ECC catalog. To qualify for the Associates of Applied Science in Surgical Technology, the student must complete each program required course with a minimum of a “C” grade, complete all AAS course requirements, and meet clinical expectations in each clinical laboratory course. Graduation candidates must complete a formal “Notice of Intent to Graduate” in the Office of Registration and Records by March 1st for a May graduation. Students are encouraged to participate in the graduation ceremony held each year in May. This is an especially important day for you and your family.

National Certification Exam Process

Upon successful completion of the ECC Surgical Technology AAS degree program, the student will be eligible to take the national certification exam established through the National Board of Surgical Technology and Surgical Assisting (NBSTSA). There is an application process and the program instructor and/or program director will assist you in completing that process.

There is a fee for this exam and payment must be made to ECC Student Accounts Office by the payment deadline which takes place before the end of the third semester (in December). Students are required to submit payment, complete the application process, and be present for the scheduled exam which is proctored on campus approximately two weeks following graduation. This exam is required.

Note: *There are no refunds for passing or for failure of the national certification exam.*

Policies and Procedures

Discrimination Prohibited

ECC is an equal opportunity educational institution and does not discriminate based on age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA.

Americans with Disabilities Act Statement

Students in this program who, due to a disability, have a need for non-standard note taking, test taking, other course modifications, or require special services should notify Student Disabilities Services (B115) and the instructor or program director as soon as possible.

Withdrawal from Courses

Students must follow the college [withdrawal policy](#) as outlined in the ECC catalog.

Blood-borne Pathogen Exposure Policy

The Bloodborne Pathogen Exposure Policy is found in the Health Professions Policies and Procedures Manual. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event a bloodborne exposure occurs on campus or during clinical rotations, the student assumes the responsibility for testing, treatment, and any other expenses. The cost of medical care is the student's responsibility. The Bloodborne Pathogen Exposure Report Form must be completed and kept in the student's file on campus. This form will be completed in addition to any other forms required by the clinical rotation medical facility and submitted to a program official.

Clinical Incident Policy

A clinical incident occurs when there is a violation of professional standards, requirements, and/or an incident of unsafe patient care. Following safety practices and professional behavior at the clinical sites and at Elgin Community College, is the responsibility of health professions faculty and students to recognize and inform if an incident(s) occurs. All incidents must be reported immediately to the appropriate personnel and the Clinical Incident Report Form must be completed. The Clinical Incident Procedure can be found in the Health Professions Policies and Procedures Manual.

Clinical Failure Policy

Students must perform at a safe level, demonstrating evidence of transfer of theory to practice, attentiveness to asepsis, and client safety. Satisfactory progress toward meeting clinical objectives and competencies must be evident. A behavior pattern that demonstrates poor preparation for the clinical day or inconsistent application of theory is considered unsafe for patient care. Clinical failure is defined as clinical behaviors that fail to demonstrate a consistent level of competency and safety commensurate with current placement in the program. A clinical failure occurs if the instructor

observes a continued pattern of deficient performance and/or unsafe behavior that continues to be uncorrected after the student is notified of deficiencies.

The student will be advised of deficiencies at the regularly scheduled instructor/student evaluation conference or, if necessary, at a time earlier than the regularly scheduled evaluation conference. Identified deficiencies must be immediately corrected and the student's performance must demonstrate a consistent level of competency appropriate for the student's current placement in the program. The student will be provided with a written copy of the identified deficiencies. If a student fails to correct deficiencies in the expected time period or is deficient in the final evaluation, his/her performance will be considered unsafe/unsatisfactory and will result in a clinical failure for the course, regardless of the theory grade. Clinical failure may occur prior to the scheduled conclusion of the semester if the identified deficiencies are not corrected and/or clinical performance remains inconsistent or unsafe.

General Disciplinary Policy

While enrolled in the Surgical Technology Program, all students must conduct themselves professionally. Students must abide by the Association of Surgical Technologists Code of Ethics and comply with the policies and procedures of Elgin Community College and the clinical affiliates of the Program. Any student who does not comply with policies and standards is subject to disciplinary action. The program director determines the type and severity of disciplinary action employed. The Surgical Technology program faculty are included in the decision process regarding student dismissal. Students who have grievances regarding faculty or an instructor of the program should discuss them first with the faculty member or instructor involved. A problem that is not resolved at this level should then be brought to the Program Director's attention. If a problem is not resolved informally at this level, the student should follow [Administrative Procedure 4.408 Appeal for Complaint Procedure](#) or [Administrative Procedure 4.403 Appeal of Final Grade Policy](#) (also outlined in the College Catalog).

Health Professions Dismissal Policy

Students must comply with all expectations regarding professional behaviors while in the Surgical Technology program. Students are responsible for maintaining appropriate standards of conduct as described in this Student Handbook and the [Administrative Procedure 4.402 Student Code of Conduct](#) found in the ECC College Catalog and in the Health Professions Policies and Procedures Manual. Students are expected to comply with Surgical Technology Program regulations and meet professional standards as a Surgical Technology student by following the standards as outlined by the Association of Surgical Technologists' Code of Ethics.

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence, with respect to the patient's beliefs, all personal matters.
- To respect and protect the patient's legal and moral rights to quality patient care.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technologists and other professional health groups to promote harmony

and unity for better patient care.

- To always follow the principles of asepsis.
- To maintain a high degree of efficiency through continuing education.
- To report any unethical conduct or practice to the proper authority.
- Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.
- A written warning will be issued for infractions of program regulations or professional standards.
- A copy of the written warning will be kept in the students file in the program director's office.
- Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Surgical Technology program.
- When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Surgical Technology program permanently without a written warning.
- In the event that a clinical site requests removal of a student from participation in clinical education at that facility, the student may be dismissed from the program
- Students who have been permanently dismissed from the Surgical Technology program will not be allowed enrollment in any of the Health Professions Division programs at ECC.

Causes for dismissal include, but are not limited to:

- Unprofessional or dishonest behavior
- Actions which jeopardize patient safety
- Infractions of clinical facility policy
- Academic or clinical failure
- Abusive treatment of classmates, instructors, clinical staff, patients, or visitors on campus or at a clinical facility
- Discrimination against anyone associated with the hospital because of race, color, national origin, gender, handicap, creed, or disabilities
- Willful damage of college or hospital property
- Threatening, intimidating, harassing or coercing other persons
- Unauthorized possession of any weapon on hospital or college premises
- Being under the influence of drugs, narcotics, or intoxicants on hospital or college property
- Insubordination or refusal to perform assigned duties and tasks
- Disorderly conduct or fighting on hospital premises
- Malicious gossip or derogatory attacks concerning anyone associated with the clinical facilities or the college
- Unauthorized disclosure of hospital acquired confidential information (i.e., HIPAA violations), including information regarding patients, their families, physicians, hospital staff members and fellow students
- Accumulation of three reprimands
- Excessive absenteeism (please see *lecture attendance* and *clinical attendance* in this Handbook)

Dismissal Procedure

- Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards
- If warranted, the program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal
- The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from the Surgical Technology Program will not be permitted to attend any further Surgical Technology classes and clinical assignments. The student will receive a failing grade in the Surgical Technology course(s) in which they are enrolled.

Due Process/Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution.

Students should follow the appropriate [Administrative Procedure 4.408 Appeal for Complaint Procedure](#) or [Administrative Procedure 4.403 Appeal of Final Grade Policy](#) as outlined in the ECC College Catalog.

Student Rights and Responsibilities

- Students have the right to institutional policies and procedures safeguarding the freedom to learn.
- Students are responsible for knowledge and application of the policies and procedures.
- Students have the right to admission without discrimination on the basis of race, creed, national origin, gender, marital status or handicap.
- Students have the responsibility to accept others without discrimination based on race, creed, national origin, gender, marital status or handicaps.
- Students have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgement.
- Students are responsible for knowing material offered in any course of study.
- Students have the right to orderly procedures of academic evaluation without prejudice.
- Students are responsible for maintaining standards of academic performance for each course.
- Students have the right to confidentiality by all Program and College employees.
- Students have the responsibility to respect the confidentiality of others.
- Students have the right to a carefully considered policy regarding the information that is part of the student's permanent educational and financial record and the conditions of records disclosure.
- Students are responsible for maintaining confidentiality of their records.
- Students have the right to discuss appropriate issues and to express opinions in a professional and considerate manner.
- Students are responsible for maintaining positive public relations for Elgin Community College and the Surgical Technology Program and its clinical affiliates.
- Students have the right to printed institution clarification of standards of behavior that are considered essential in appropriate situations.
- Students are responsible to know these policies for disciplinary action may result from violations of these policies.
- Students have the right to adequate safety precautions within the hospital and its facilities.
- Students are responsible for practicing safety measures within the College and its clinical

affiliates.

- Students have the right to participate with faculty in periodic review of the grading system.
- Students are responsible for seeking clarification or assistance from faculty regarding academic status.

Readmission Policy

Readmission and placement back into the surgical technology program is dependent upon available space within the program. Students who withdraw or fail SGT 100, 102, 111, 120 or any of the required biology courses may be readmitted on a space available basis only. The SGT withdrawal/failure contract must be completed, and the readmission process will include the following steps:

- Submit an email to the program director with your request for readmission.
- Meet all course admission requirements for the academic year in which readmission is requested.
- Submit a new online application by the application deadline. Your application will be included among the other applicants seeking admission. Your application will be scored among the other applications for the next enrollment period or before the start of the desired course.
- Meet program compliance requirements by submitting proof of immunizations, background check and drug screen to CastleBranch before the start of the semester.
- For students requesting re-entry to clinical based SGT courses, you must schedule lab time with the program director to demonstrate and meet the SGT lab competency skill(s). Competency skills must be met to be placed back into the course.

In addition, prerequisite courses and previously completed SGT courses contain a 5year expiration. Students who wish to return to the surgical technology program and have completed prerequisite courses or SGT courses that are older than 5 years must retake those courses and submit a new online program application.

Appendix Listing

- A1. Administrative Procedure 1.103-Student Grades
- A2. Administrative Procedure 4.104 -Extended Absence Notification for Students
- A3. Notice of Probation Form
- A4. Notice of Probation and Remediation Form
- A5. SGT Course Failure/Withdrawal Contract
- A6. Surgical Technology Handbook Agreement
- A7. Confidentiality Statement/Photography Release/Permission to Survey Future Employer
- A8. Voluntary Assumption of Risk & Release of Liability

Administrative Procedure 1.103: Student Grades

Subject: Student Grades

Adopted: January 29, 1996

Amended: March 22, 2006, February 14, 2008, April 30, 2014, July 2, 2015, April 9, 2018; August 26, 2019; June 7, 2021

Review: This procedure will be reviewed by the Vice President of Teaching, Learning and Student Development by June 30 of every odd-numbered year.

Grade Point System for Elgin Community College

Letter Grade	Performance	Grade Points Per Semester Hour
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
E	Failure (ended Spring 2005)	0.0
F	Failure (started Summer 2005)	0.0
WF	Withdrawal-Failure (ended Fall 2004)	0.0

Other Grades & Symbols not used in GPA Calculation

- AU Audit
- AW Administrative Withdrawal (started Spring 2005)
- CIP Course in Progress
- CR Satisfactory for Proficiency, CLEP, Advanced Placement, & courses designated as Pass/No Credit
- I Incomplete
- NC No Credit for courses designated as Pass/No Credit
- NR Not Reported
- R Course Repeated
- S Satisfactory
- U Unsatisfactory
- W Withdrawal
- Z Drop Grace Period (started Summer 2014, ended Spring 2020)

Course instructors are exclusively responsible for grading their student's coursework and submitting midterm and final grades.

The Senior Director of Admissions and Registrar is responsible for recording the proper grade(s) and appropriate grade points on each student's permanent record and will post each student's assigned grade.

Midterm and final grades are required for all students.

Midterm Grades

- Midterm grades are due by 7:00 p.m. the Monday following the midterm date as indicated on the Drop Dates by Section spreadsheet on the [ECC Website](#).
- A midterm grade of CR or NC is only appropriate for students eligible for a final grade of CR or NC (e.g. pass/no credit) or those participating in approved experiential learning programs (e.g. internships, study abroad, clinicals).
- A midterm grade of AU is only appropriate for students who are auditing a course.
- Midterm grade of W (Related [Administrative Procedure 1.202 Schedule Changes and Course Withdrawal](#)):
 - Students who have never attended or who are not actively pursuing the course should be assigned a midterm grade of W by the 10th day of the semester. Actively pursuing the course is defined by each instructor and is according to the attendance policy stated on the course syllabus.
 - The W grade can be used from the beginning of the section, but should be assigned no later than the midterm due date. For sections shorter than 16 weeks, the W should be assigned by the 80% refund date, but no later than midterm.
 - Instructors reserve the right to withdraw a student from section prior to the last day to drop due to excessive, unexcused absences or if the student is not actively pursuing completion of the course as stated in the syllabus.

Final Grades

- Final grades are due by 4:00 p.m. the Monday following the last day a section meets.
- A grade of W cannot be assigned as a final grade or at any point after the last day to drop.
- A grade of AW is assigned only after the last day to drop and is based on extenuating circumstances assessed by the Associate Dean of Student Success (see [Administrative Procedure 1.202 Schedule Changes and Course Withdrawals](#)).

Incomplete Grades

All courses for which an incomplete grade (I) has been assigned must be completed by the due date assigned by the faculty member teaching the course. The college recommends completion within 120 calendar days after the last day of the course. A failing grade (F) will be recorded for courses not completed by the due date assigned. Under extreme circumstances, a student may obtain an extension if the instructor involved submits an updated expiration date using the Grade

Changes function in the employee portal.

Plagiarism, Cheating and other Forms of Academic Dishonesty

For handling issues of plagiarism, cheating and other forms of academic dishonesty, faculty should refer to Administrative Procedure 4.407 Academic Integrity.

Grade Changes

All grade changes, including incompletes, must be completed within one calendar year of the course end date. (Related [Administrative Procedure 4.403 Appeal of Final Grade Policy](#)).

Grade Reports

Midterm grade reports are mailed to students receiving a D, F, NC or, for students who have been withdrawn, a W grade at midterm. Students earning a D or F at midterm should meet with their instructor, academic advisor, or tutor in the Learning Centers to discuss success strategies. Midterm grades are assigned for all students and are available on the portal.

Final grade reports are available electronically through the ECC Student [Portal](#) at the end of every semester or session. Final grades are recorded on the student's permanent record in the Records Office.

Academic Honors

Academic Honors are based on undergraduate level courses (100 level or above).

A student will be listed on the President's List at the college when a semester grade point average of 4.0 with a minimum of 6 semester hours is earned.

A student will be listed on the Dean's List at the college when a semester grade point average of 3.5-3.99 with a minimum of 6 semester hours is earned.

A student will be listed on the Academic Honors List at the college when a semester grade point average of 3.0-3.49 with a minimum of 6 semester hours is earned.

Graduation Honors

Graduates who achieve a cumulative grade point average of 3.5 to 4.0 for their degree or certificate receive their diplomas with high honors while those achieving a cumulative grade point

average of 3.0 to 3.49 receive their diplomas with honors.

During graduation evaluation, the cumulative grade point average for students earning the Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Liberal Studies and Associate in Engineering Science degrees is determined by using all grades received from all courses numbered 100 and above taken at Elgin Community College and all grades A-D accepted from other colleges/universities. For students earning an Associate of Applied Science degree and/or any of the occupational certificates, only the grades received in the courses which apply to the Associate of Applied Science degree or certificate are counted for purposes of determining cumulative grade point average at the time of graduation.

For the commencement ceremony and in the printed, hard copy commencement program, candidates are listed in their respective programs and announced with honors based on the grade point average up to but not including the current semester grades. Updated final honors are posted on diplomas and transcripts.

Administrative Procedure 4.104: Extended Absence Notification for Students

References Board of Trustees Policy: EP1

Subject: Extended Absence Notification for Students

Adopted: March 20, 2009

Amended: August 23, 2010, December, 2011; August 21, 2013; April 9, 2015; August 3, 2017; August 26, 2019; June 7, 2021

Review: This procedure will be reviewed by the Vice President of Teaching, Learning and Student Development by June 30th of every even- numbered year.

The Office of the Dean of Students may provide assistance to students who experience a family or personal emergency (e.g., death in the family, unplanned hospitalization, etc.) resulting in more than three consecutive absences or significantly impacting active learning/participation (attending class, participating in online activities) by notifying the student's faculty via email. The dean will inform the student or family member that documentation to support the absence is required and should be forwarded to the Dean of Students' office to be kept in a confidential file. The dean can be contacted at DeanofStudentServices@elgin.edu or 847-214-7715.

It is also highly recommended that students contact their instructor via email and/or phone for any absences. The faculty may request documentation to support the absence.

Each faculty member has discretion to determine if the absence is excused according to their attendance policy. Notification from the Dean of Students for extended absences does not constitute an excused absence. Faculty members and some grant funded programs have individual and specific attendance requirements listed in the course syllabus, which students are expected to know and by which they are to abide.

SGT Notice of Probation

Surgical Technology is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the Surgical Technology Program will be placed on probation. The student will remain on probation until the completion of the course.

Listed below are some, but not all, of the offending infractions. Please review your Surgical Technology Program Student Handbook for more detailed information.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor and clinical facility with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that are beyond the surgical technologist scope of practice.
- Violates professional and/or ethical behavior with regards to patient (HIPAA) and peer confidentiality.
- Displays inconsistency with compliance on facility policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior, incivility, or communication while enrolled in the Surgical Technology Program.
- Displays insubordinate behavior.
- Other: _____

This probation contract will be placed in the student's file in the Health Professions Office.

Student Signature: _____ Date: _____

Program official signature: _____ Date: _____

Cc: Student File



SGT Notice of Probation and Remediation Form

Student's name: _____ ECC ID Number: _____

Program: _____ Course: _____

A verbal warning took place on _____.

Description of infraction(s) of program policy/regulations/professional standards:

Infraction 1:

Infraction 2:

Remediation Plan and Deadline(s):

Consequences for Failure to Meet Remediation Plan:

I understand that any other documented complaint regarding _____ will result in dismissal from the program.

By signing this document, you are stating that you understand the reason you are on probation and the necessary steps to take in order to ensure passing SGT _____.

Student Signature: _____ Date: _____

Program official signature: _____ Date: _____

Cc: Student File

SGT Course Failure/Withdrawal Contract

Student's name: _____ ECC ID Number _____

Course Number: _____

Student email address: _____

Student's cell phone number: _____

Final grade or grade at time of withdrawal: _____

Previous SGT course failure: _____

Policy Statement

- Students must achieve an (SGT) course grade of 75% to advance to the next course.
- Students receiving a grade below "C" in any SGT course must repeat the entire course.
- A student may repeat only one SGT course.
- **Two** (2) SGT course failures **and/or** withdrawals with a failing grade in the Surgical Technology program or Sterile Processing and Distribution program will result in dismissal from the Surgical Technology.
 - Any type of withdrawal from an SGT course with a grade below "C" will be considered an internal course failure. An exception to this policy is the granting of a military or administrative withdrawal.
 - Any type of withdrawal from an SGT course with a grade of 75% or higher will not be considered a course failure in the Surgical Technology Program.
- A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory (This includes clinical and/or lab).

Procedure

Students who fail a course are required to meet with the following individuals:

1. A faculty member of record
2. Health Professions Academic Advisor
3. Director of Surgical Technology Program

Step 1: Meet with a faculty member and answer the questions below

- Why do you think this course failure/withdrawal has occurred?

- What are you planning to do so that you are successful when you repeat the SGT course if you are approved to return?

Faculty Recommendation:

Date: _____ Faculty member signature: _____

Student signature: _____

Step 2: Meet with the Health Professions Advisor to formulate a successful academic plan for completion of the Surgical Technology Program. If registered for an SGT course the following semester, this course must be dropped by the student on the ECC student portal.

Academic Plan:

Date: _____ HP Academic Advisor signature: _____

Student signature: _____

Step 3: Meeting with the program director to obtain permission to repeat an SGT course. SGT students who have failed or withdrawn from any SGT course must contact the program director to be considered for the next admission screening. Eligible students who do not complete this contract within 1 week after withdrawing and/or failing an SGT course will not be considered for re-entry into an SGT program course.

Director Recommendation:

Date: _____ HP Academic Advisor signature: _____

Program Director signature: _____

Student signature: _____

Revised April 2021. Copies: Student, Faculty member of record, Student File, HP Advisor, Director of the SGT Program

SPD Program Student Handbook Agreement

Elgin Community College's Sterile Processing and Distribution (SPD) Student Handbook provides information regarding the policies and procedures in effect for the SPD program. Students will be fully informed of any changes to this document. Students must indicate agreement with each of the following statements by initialing on the lines below. By signing the signature page of this Handbook, the student agrees to abide by the policies, procedures and regulations of the College and the Program.

I have received a copy of SPD student handbook.

I am aware that it is my responsibility to ask questions about the contents of the Sterile Processing and Distribution student handbook and have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Sterile Processing and Distribution student handbook may result in my dismissal from the Surgical Technology program.

I agree to fully participate in the lab and clinical portion of the Sterile Processing and Distribution program. I understand that this requires hands-on participation and that parts of my body will be exposed and touched.

I agree that while enrolled in the Sterile Processing and Distribution, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Surgical Technician but also strive to develop professional behaviors and attitudes.

I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Sterile Processing and Distribution program.

Student (signature)

Date

Student (print name)

ECC Student ID Number

Statements and Releases

A12 Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Sterile Processing and Distribution Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Sterile Processing and Distribution Program Director.

Student (signature)

Date

Student (print name)

A13 Photography Release

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Sterile Processing and Distribution Program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name)

A14 Permission to Survey Future Employer

I give permission to survey my future employer as part of the Sterile Processing and Distribution Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program in meeting its goals.

Student (signature)

Date

Student (print name)

Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

_____, freely choose to participate in the (print your program name)

_____ program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage.

Health and Safety: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

Assumption of Risk and Release of Liability: Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

Student Signature

Date

Witness Signature

Date