



# HUNTSVILLE HOSPITAL

## SURGICAL TECHNOLOGY PROGRAM

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### *Surgical Assistant Trainee Handbook*

*- February 2026 Edition -*

*Student:* \_\_\_\_\_



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*The Huntsville Hospital School of Surgical Technology does not discriminate because of race, color, creed, age, sex, national origin, disability, veteran status or other reasons in accordance with state and federal statutes.*

*The Huntsville Hospital School of Surgical Technology reserves the right to alter, change, amend or modify any part of this catalog, at any time, for justifiable reasons.*



## **Mission Statement - Huntsville Hospital**

*Provide high quality care and services that will improve the health of those we serve.*

## **Mission Statement - Huntsville Hospital School of Surgical Technology**

*"The Huntsville Hospital School of Surgical Technology is dedicated to the pursuit of excellence in the field of Surgical Technology Education accomplished through a structured, but diverse didactic and clinical experience."*

### **I. What is a Surgical Assistant (SA)?**

The Surgical Assistant is an allied health professional in the operating room responsible for preparing instrumentation, equipment, and assisting the surgeon. They are part of the surgical team with surgeons, nurses, and other health professionals. The titles used to describe a Surgical Assistant are also Scrub Tech, Surgical Tech, Surgical Technologist, ORT or Operating Room Technologist. The purpose of the Surgical Assistant Program is to provide education to prepare the graduate to function in the entry level role of a surgical assistant in the operating room.

### **II. Program Goals:**

1. Promote skills in problem solving, critical thinking, and communication.
2. To provide the profession with competent Surgical Assistant for employment on the entry level.
3. Provide an environment that promotes professional development and growth.

### **III. Employment Eligibility Verification**

The Human Resources Department is responsible for verifying new employees' eligibility to work in the United States, in accordance with the Immigration Reform and Control Act. New employees must complete a Form I-9, Employment Eligibility Verification provided by the Human Resources Department, and provide acceptable supporting documents within three business days after they begin employment with HH Health System. The information reported on Form I-9 will be used to determine the eligibility of the employee to work in the United States via E-Verify.

New employees are required to present the documentation to satisfy the Form I-9 requirements within three days from the date they begin employment. In most cases this date is the employee's orientation date. If these requirements are not met in this timeframe the employee will be removed from payroll. Human Resources will accept a receipt of proof that the employee has applied for the required documents, however the original document must be produced within ninety days from the date the employee begins employment or the employee will be removed from payroll. In accordance with federal law, new employees will not be permitted to work if they fail to provide the proper documentation within a reasonable timeframe or citizenship cannot be proven via E-Verify.

No employee is authorized to state or imply that HH Health System will obtain visas or United States citizenship for alien employees or alien prospective employees.

### **IV. Tuition Fees and Other Costs**

- There is no tuition. When accepted into the program you are a full-time Huntsville Hospital employee based on a 36-hour work week with full benefits.
- A commitment by a contract to Huntsville Hospital for 3 years is required for the education.
- Textbook costs will vary.
- Uniform costs will vary. The required uniform (scrub suit) is ceil blue in color and fully enclosed shoes.

### **V. Cellular Phones, Camera Phones and Electronic Devices**

While at school students are expected to exercise discretion in using personal cellular phones. Cell phones, headphones, or any other electronic device such as iPods, MP3 players, watches etc. may **not** be used in the clinical setting, presence of patients or any public areas to include hallways and public elevators.

The clinical setting is defined as operating rooms, OR hallways, sub sterile rooms, sterile storage, turn center areas, PACU, pre op areas, public hallways or public elevators.

Acceptable areas of use are the cafeteria, break rooms, and parking garages/lots.

Excessive personal calls/texting during the workday can interfere with student productivity, be distracting to others, and may interfere with the clinical monitoring equipment used for patients.

**Cell phones and other electronic devices are not to be used in the classroom setting.**

A reasonable standard is to limit personal calls/texting to authorized rest or meal periods. Students are therefore asked to make personal calls/texting on non-class time and to ensure that friends and family members are aware of the hospital/school policy.

Flexibility will be provided in circumstances demanding immediate attention with instructor approval.

Huntsville Hospital strictly prohibits use of cell phone cameras when such use might potentially breach employee, patient or customer confidentiality or privacy. Therefore, use of cameras in the clinical setting (anywhere within Huntsville Main, Women's and Children's, GMT, Madison Hospital, and Sivley Tower) is strictly prohibited.

Use of cameras in the classroom setting is permissible at selected times, as long as it is not disruptive.

Students found in violation of this policy will receive disciplinary action and /or immediate dismissal using the code of conduct policy. (The complete Cellular Phone and Personal Electronic Device Policy can be located on HH Health System's Intranet)

## **VI. Functional Abilities for Surgical Assistant**

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; write with pen or pencil; key/type (use a computer); pinch/pick or otherwise work with fingers; twist (e.g., turn objects/knobs using hands); squeeze with fingers (e.g., eye dropper)

Physical Endurance: Stand (e.g., at operative field for long periods of time doing surgical or therapeutic procedure); sustain repetitive movements (e.g., CPR); maintain physical tolerance (e.g., work on your feet a minimum of eight hours)

Physical Strength: Push and pull 50 pounds (e.g., carry instrument pans, position patient, move equipment); support 50 pounds of weight (e.g., hold extremity for prep); lift 50 pounds (e.g., pick up a child, transfer patient, bend to lift an infant or child); carry equipment/supplies; use upper body strength (e.g., perform CPR, physically restrain a child); squeeze with hands (e.g., operate fire extinguisher)

Mobility: Twist; stoop/squat; bend; move quickly; climb stairs; walk

Hearing: Hear normal speaking-level sounds; hear faint voices; hear faint body sounds; hear in situations when not able to see lips (e.g., when masks are used); hear auditory alarms

Visuals: 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 (e.g., flushed skin/paleness) ; see in darkened room (e.g., during endoscopic procedures, eye surgery)

Tactile: Feel vibrations (e.g., palpate pulses); detect temperature; feel differences in surface characteristics; feel differences in sizes, shapes (e.g., identify body landmarks); detect environmental temperature

Smell: Detect odors

Environment: Tolerate exposure to allergens (e.g., latex gloves, chemical substances); tolerate strong soaps; tolerate strong odors; tolerate cool temperatures of the operating room suites

Reading: Read and understand written documents; read digital displays

Math: Comprehend and interpret graphic trends; calibrate equipment; convert numbers to and from metric, apothecaries,

and American systems (e.g., dosages); count rates; read and interpret measurement marks; add, subtract, multiply, and/or divide whole numbers; compute fractions and decimals; document numbers in records

Emotional Stability: Establish professional relationships; provide client with emotional support; adapt to changing environment/stress; deal with the unexpected (e.g., patient condition, crisis); focus attention to task; cope with own emotions; perform multiple responsibilities concurrently; cope with strong emotions in others

Analytical Thinking: Transfer knowledge from one situation to another; process and interpret information from multiple sources; analyze and interpret abstract and concrete data; evaluate outcomes; problem solve; prioritize tasks; use long-term memory; use short-term memory

Critical Thinking: Identify cause-effect relationships; Plan/control activities for others; synthesize knowledge and skills; sequence information; make decisions independently; adapt decisions based on new information

Interpersonal Skills: Establish rapport with individuals and groups; respect/value cultural differences in others; negotiate interpersonal conflict

Communication Skills: Teach; influence people; speak English; write English; listen/comprehend spoken/written word; communicate in an understandable manner; collaborate with others; manage information

## **VII. Program Classroom Objectives:**

The learner will:

1. Demonstrate professional behavior while performing the duties and responsibilities of an entry level Surgical Assistant.
2. Discuss legal implications involved in the operative experience.
3. Demonstrate an understanding of the principles of sterile and aseptic technique.
4. Demonstrate an understanding of microbiology and sterilization and disinfection while performing the job requirements of a Surgical Assistant.
5. Demonstrate manual dexterity in handling surgical instruments and equipment
6. Identify the duties and responsibilities of each member of the surgical team.
7. Perform in the role as a cooperative team member
8. Identify safety precautions required in the surgical environment.
9. Demonstrate basic knowledge of anatomy and physiology
10. Demonstrate knowledge of instrumentation, equipment, and supplies that are necessary for various surgical procedures.
11. Demonstrate knowledge of policies and procedures related to the Operating Room
12. Demonstrate the ability to prepare for a procedure in a timely and efficient manner
13. Discuss current trends in relation to practicing in the surgical setting (i.e. changes in practice, new equipment, new procedures)
14. Discuss communication skills utilized in the surgical environment

## **VIII. Program Clinical Objectives:**

The learner will:

1. Demonstrate anticipation of the needs of the surgical team.
2. Demonstrate the handling of instruments, supplies and equipment correctly and appropriately during the surgical procedure.
3. Demonstrate the ability to create and maintain a sterile field.
4. Demonstrate behavior that exemplifies a team member in the surgical suite.
5. Exhibit knowledge of anatomy and physiology during preparation and performance of a surgical procedure.
6. Demonstrate correct use of equipment in the surgical suite, i.e. autoclaves.
7. Demonstrate understanding of hospital policies and protocols in surgical suite.
8. Demonstrate the ability to prepare and function in a basic procedure for each specialty.
9. Demonstrate skills in prioritizing and multi-tasking during a surgical procedure.
10. Demonstrate capabilities to manage physical and emotional stress.

11. Demonstrate knowledge and practice of basic patient care concepts.
12. Demonstrate successful communication skills with the surgical team.

## **IX. Appearance and Attire Policy**

The purpose of the dress code is to provide guidelines and rules of dress and appearance. The policy is designed to provide guidelines for professional, competent, and clean appearance for students; while allowing for comfort, affordability and appropriateness for students.

Due to close contact with patients and others, practicing good hygiene is important. Showering and the use of antiperspirant or deodorant are required. For the same reasons, the use of strong, heavy scents and fragrances (lotions, powders, etc.) is not permitted. Huntsville Hospital and its affiliate's facilities are smoke free as of February 2013. If you use tobacco products, please be considerate to see that your clothing fibers, skin, and breath are free of smoke scent. Hand washing after smoking is required. Hair is to be clean, well groomed, and a natural color. Mustaches, beards, and goatees are permitted but must be neatly trimmed, clean, and not present a bushy or uncombed appearance. Mustaches must not extend over the lip.

Earrings must not be larger than 1 inch in diameter or length. It is recommended not to be worn in the restricted area. They must be contained in a bouffant if in the semi-restricted or restricted area.

Visible facial piercings (other than earrings) - – No more than two visible facial piercing will be permitted. This includes eyebrow piercing, nose piercing, visible septum piercing, medusa and any other facial piercing not listed. Allowable piercings must be small and not distracting. Visible facial piercings must be covered by a mask in the semi-restricted and restricted areas.

Adhesive body embellishments must be confined or removed. No watches or rings are worn by scrubbed persons.

Fingernails are to be kept clean, well-cared for and short not to exceed 1/4 inch from the tip of the finger. Chipped nail polish is not allowed. Artificial nails are not permitted, including but not limited to: acrylic nails, all overlays (shellac/gel/powder/dip), tips, bonding (press on/jam berry/color street), extensions, tapes, nail art, inlays (stones, silk, fiberglass), and wraps. HH Health System reserves the right to identify any nail product of any kind as inappropriate for use.

Eye lashes - False/fake eyelashes may not be worn by employees working in any sterile environment or in any reprocessing area.

Tattoos on the face are not permitted. Employees who have a visible tattoo that could reasonably be considered degrading, offensive, or demeaning to patients, family members, co-workers, or management must have the tattoo covered at all times while on health system property. Department Directors have the authority to ask employees to cover tattoos if they feel the tattoo is extreme or distracting. In addition, extreme body altering and branding must not be visible.

### **A. Uniforms:**

Ceil Blue scrub attire is provided by the student. For students from hospitals outside of Madison County, hospital attire color can be worn.

Scrub attire shall be lint free. Jackets, when worn, must be fastened to prevent potential contamination. Warm up jackets must be of non-linting material, without buttons, no hoods and either Ceil Blue or white. Hospital approved black jackets can be purchased at the Uniform Corner, Parkway Scrubs, and the Foundation Uniform sale with Hospital logo. It is advised to have your name monogrammed on the jacket but not required. As long as you wear the correct color, you may purchase your scrubs wherever you like. Sweat shirts and toboggans (beanies) cannot be worn in the classroom or the clinical area (semi-restricted and restricted).

Shoes should have enclosed toes and backs and be made of a material that does not have holes or perforations. While in the OR it is recommended to wear disposable shoe covers. Shoe covers should be removed and discarded when soiled and are not to be worn outside the OR suites.

### **B. Caps and Masks:**

All possible head and facial hair, including side burns and neck hair, should be covered by surgical hoods or caps. Cloth hats may be worn, but must be covered with a disposable bouffant cap. No skull caps are allowed. Scrub Hats cannot have any logo on them, including sport teams.

High filtration efficiency disposable masks are to be worn at all times when inside Operating Rooms and/or sterile areas. Masks are to cover the mouth and nose entirely and must be completely secured to prevent venting at the sides. Masks should be changed following each procedure and should not be left hanging around the neck or tucked into a pocket for future use.

### **C. Protection Barriers when in the Operating Room:**

Gloves (sterile or unsterile) should be selected and utilized depending on the task to be performed. The Hospital advocates double gloving during sterile procedures.

Protective Eyewear or face shields must be worn whenever activities could place one at risk for a splash to face or eye. Protective eyewear must be worn during all surgical procedures by all scrubbed personnel with the exception of cataract procedures.

Laser Eyewear that meets the American National Standard for the Safe Use of Lasers in Health Care Facilities should be utilized for laser procedures.

Additional attire such as fluid-resistant aprons, gowns, and shoe covers should be utilized when contact with blood or body fluid may be anticipated.

## **X. Attendance and Tardy Policy**

**Guidelines for missed clinical days are established and failure to comply may result in dismissal from the program.** The Surgical Assistant Program operates Monday-Friday 7:00am – 2:30pm during the didactic (classroom) period.

The clinical rotation hours are dependent on clinical location. Scheduling will either be:

- 6:30am – 2:15pm, Monday through Friday; or
- 6:30am – 4:00pm, 4 days a week, fall within Monday through Friday, with schedule repetition

A student's clinical rotation schedule will be determined during clinical rotation assignment.

While enrolled in the Surgical Assistant Program each student is allowed three absences.

An absence is defined as missing class or clinical for a complete shift, a partial shift, or more than one hour past their scheduled start time. A maximum of three (3) absences will be allowed for the Surgical Assisting Program. Upon the fourth absence, the student will be dismissed from the program. Unexpected emergencies will be addressed on a case by case basis with the Program Director. Pre-arranged or approved time off and accommodations are not considered unscheduled absences.

Students are expected to arrive on time (7:00am), and not be tardy. A tardy is defined as arrival to class later than 7:05am. A tardy for clinical rotations is defined as arriving after 6:50am, without prior approval from the program instructor. Failure to clock in does not automatically constitute a tardy, as long as the program instructor / director is aware of your arrival before the scheduled start time. A student is also considered tardy if late returning from rest and lunch periods. Upon the fifth tardy, the student will be dismissed from the program.

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the Surgical Assisting Program depends, in part, 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 and will be evaluated weekly.

Attendance policies for the program are in place to reflect the level of dependability and commitment required in the operating room environment.

Because of the importance of attendance in the Surgical Assisting curriculum, students will be expected to adhere to the following attendance policies:

1. Absences exceeding the course established criteria printed in the course syllabus and handbook will be brought to the attention of the Program Director and Director of Surgery. The student will be expected to participate in a conference with the Program Director and/or Director of Surgery.
2. Instructor-initiated withdrawal may result if the absence limits are exceeded.

3. It is the student's responsibility to keep track of his/her absences and to discuss concerns with the Program Director and/or Director of Surgery.
4. The program recognizes the following major holidays for students: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.
5. Make- up time will be scheduled at the discretion of the Program Director and/or Director of Surgery.
6. Leaving early during clinical rotations is **not** permitted without the prior approval of the Instructor.

#### **XI. Sick Time Policy**

- During the didactic portion of the program, students are required to notify the program instructor/director of any unscheduled absences.
- During the clinical portion of the program, students are required to notify the program instructor/director and POD coordinator of any unscheduled absences.
- All unscheduled absences need to be reported to the Huntsville Hospital Leave Support 256-265-0000.
- Earned Time Off (ETO) may be used for illness of a minor child or spouse.
- Routine dental and doctor appointments should be made on non-class days or after rotation scheduled shift hours.
- Students who are absent 3 or more consecutive days will be required to notify the Employee Occupational Health Office and present a physician excuse.
- Each day a student is absent, he/she must notify the Program Director/ instructor unless duration of the absence is known.

#### **XII. Policy for Students Working Outside of the Program**

The Program strives to ensure that students are successful in completing the didactic and clinical learning of the Program time. During the Program students may work additional hours, as long as that worked time adheres to the Program guidelines.

- Worked time is not to exceed a 60 hours per week; and if worked time exceeds 40 hours the student must have permission from the Program Instructor.
- Students are not allowed to work a shift that ends less than 8 hours prior to their scheduled Program time (in the classroom or in clinical rotations).

#### **XIII. Inclement Weather Policy**

The Program follows Huntsville City School's inclement weather closures, in the event that inclement weather impacts adverse driving conditions. Should a student not be able to get to school, due to inclement weather, the student must contact the Program Director/Instructor to let them know.

This absence can be excused and counted as a weather day. Depending on the circumstances, the student may be given an opportunity to make up lost time.

#### **XIV. Attendance Exceptions**

- Three days bereavement will be granted due to death in the immediate family. Immediate family is defined as spouse, parent or legal guardian, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, children, grandparent, grandchildren, and step parents.
- Jury Duty
- Military Duty

## XV. Classroom Requirements

To progress to the clinical portion of the program, the student must be successful in the classroom and simulation content. Success is defined as meeting an 80% or higher score in all four graded components of the program.

COMPONENT	MINIMUM SCORE
Anatomy and physiology tests*, curriculum tests, homework, classroom assignments	80%
Comprehensive Final Exam	80%
Instrument Exam	80%
Lab Practical	80%

*\*Weekly learning crossword activities, if all are completed, allow the student to drop their lowest A&P test.*

## Final Grading System

Before a student can enter into their clinical rotation, all required computer-based courses must be completed or the student will not be allowed to progress.

During the clinical rotation, the student is required to complete a digital weekly check-in and case log submission. While it is important to receive feedback daily from the student's preceptor, a minimum of one digital evaluation form must be completed each week by a preceptor. Failure to complete weekly forms will result in disciplinary action.

The student must be able to meet the clinical objectives satisfactorily. If a student is not progressing in the clinical rotation, and feedback from evaluations and observed practice are unacceptable; the instructor and/or Program Director may place the student on a process improvement path. If unsuccessful, this may lead to dismissal from the program.

## XVI. Clinical Guidelines

The clinical rotation is a key time for students to learn in the operating room environment, under the guidance of one or more preceptors. Preceptors are chosen for their level of proficiency in the operating room environment. The program does not allow students to be precepted by a family member or spouse.

Students who must miss a clinical experience are expected to notify the program instructor, POD coordinator, and leave support in advance according to the guidelines established for the course. Documentation of illness may be required by the POD Coordinator or the Instructor.

1. The student must notify the Program Director/ Instructor, and the POD coordinator/preceptor of a clinical absence no less than **sixty (60) minutes** in advance of the scheduled start time.
2. The student must notify the Program Director/ Instructor **EACH DAY** he/she is absent.
3. Time missed for arriving late, **6 minutes** or more, will count toward a tardy.
4. Medical or other documentation may be required for verification.
5. Time missed for leaving early must be approved by the Program Director/Instructor prior to leaving. Upon approval to leave early, the student must communicate with their preceptor/coordinator before leaving.
6. Leaving the POD is not permitted without the approval of the instructor and coordinator.

## XVII. Employee Identification Badge

- Employees must wear a HH Health System issued employee identification badge at all times when at work and in such a manner that their picture and name is easily visible and readable. Wearing the badge at or below the waist is not permitted.
- Employees are not permitted to attach anything to the badge, including stickers, decals, pins, or similar items, unless the items are HH Health System hospital-issued, issued by an academic institution, or approved by Human Resources.
- Employees who lose their badge will be required to purchase a replacement. There will be no charge for replacing identification badges due to name or department changes or for badges that have become unserviceable through normal usage, damaged from hospital equipment or have become old and worn. The hospital does not charge a

fee for replacing worn badges, but a \$20 fee is charged to replace a lost badge.

## **XVIII. Classroom and Clinical Conduct**

Students will receive disciplinary action and/or immediate dismissal upon any of the following, but not limited to, examples:

- Conduct that is dangerous or hazardous to another person's health, safety, or personal well-being, including physical abuse or immediate threat of abuse.
- Disorderly conduct, including behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, argumentative, or inappropriate for the classroom or operating room.
- Misuse or damage to property of Huntsville Hospital or personal property of instructors/teachers, patients and their families.
- Failure to cooperate with or violation of Huntsville Hospital policies and procedures.
- Failure to cooperate with Huntsville Hospital supervisors and/or instructors.
- Plagiarism, cheating, or other forms of academic dishonesty.
- Inefficiency, inability and/or gross or repeated negligence in performance of assigned clinical duties
- Abandoning or neglecting a patient requiring care.
- Altering, falsifying or making a willful misstatement of facts on any patient's record or chart.
- Tardiness or absences beyond the approved number as stipulated under the above policy.
- Discussing confidential information regarding a patient on or off premises.
- Students are required to badge in upon arrival and badge out upon departure – excessive failure to do so will result in one warning and if the behavior continues, the student will be dismissed from the program.

**Unsafe and Unprofessional Clinical Practice Defined** Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to his/her care. This also applies to all staff members.

The following are examples which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive:

- **Physical Safety:** unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.
- **Biological Safety:** unsafe behaviors: fails to recognize errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.
- **Emotional Safety:** unsafe behaviors: threatens patient/staff, make patient/staff fearful, provides patient/staff with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Assisting (SA) program or Huntsville Hospital.

Examples of unprofessional practice (not inclusive): verbal or non-verbal language, bullying actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal or ethical standards.

Students are to be on their best behavior and act Professional at all times with no exceptions.

Students are to follow all Huntsville Hospital policies, rules and guidelines and all Surgical Assisting (SA) Program policies and rules.

Talking in the operating room is not tolerated. If it is not case related then there is no need for talking. Students should learn when it is appropriate to talk.

## **XIX. Disciplinary Process**

- 1<sup>st</sup> Offence: Verbal Warning with a Performance Improvement Plan**
- 2<sup>nd</sup> Offence: Written Warning with a Performance Improvement Plan**
- 3<sup>rd</sup> Offence: Dismissal from the Program.**

## **XX. Probation:**

When a student is not maintaining satisfactory performance in any of the following areas: classroom grades, clinical performance, attendance, or conduct; the student will be placed on probation. A Performance Improvement Plan will be completed by the faculty member. The faculty members will conference the student regarding the unsatisfactory performance, any follow-up action, and time until re-evaluation.

The student will be re-evaluated at the next evaluation period or sooner, at the discretion of the instructor or director.

## **XXI. Termination:**

If the unsatisfactory performance continues while the student is on probation, the student will be referred to the program director. At this time, the director will make the determination to terminate the student from the program.

## **XXII. Academic Honesty**

All HHSST students must maintain academic honesty in all aspects of their training. Academic honesty is actions and conditions that encourage scholarship, subject mastery, intellectual growth and development.

## **XXIII. Academic dishonesty is defined as:**

1. Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids; copying from another student's work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or any similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme or other material submitted to meet course requirements. Plagiarism is the act of using in one's own work the work of another without indicating that source.
3. Use of texts or papers prepared by commercial or noncommercial agents and submitted as a student's own work.
4. Any student who displays academic dishonesty will be dismissed from the program.

## **XXIV. Academic Probation:**

Academic probation results when a student:

1. Fails to maintain at least an 80% average in any class
2. Is behind in clinical check-offs for the required period.
- 3.
4. Has received any School action that required a written warning.
5. Has been suspended for any reason.

## **XXV. Grounds for Dismissal**

The Program reserves the right to dismiss any student at any time for any action listed below. The list below is not entirely inclusive of all actions that might warrant dismissal. Actions less than dismissal are an option in certain extenuating cases; however, it is the sole discretion of the Program Director, Human Resources, and Director of Surgery to even consider options less than dismissal.

1. Failure to maintain at least an 80% overall GPA in required classes.
2. Failure to meet required number of clinical competencies for assigned time-frame
3. Excessive Absences
4. Patient abuse

5. Invasion of privacy
6. Theft
7. Unprofessional conduct
8. Reporting to school under the influence of drugs or alcohol
9. Possession of a weapon
10. Fighting or provoking a fight
11. Excessive tardies or absences.
12. Insubordination
13. Conviction of a felony or equivalent charge
14. Immoral conduct
15. Indecency
16. Falsification of personnel or other records
17. Clocking in or out prior to approved time
18. Clocking in or out of another student
19. Improper use of any System or School computer system
20. Failure to maintain a hygienic and clean appearance at all times
21. Failure to report to school without notification
22. Violation of HIPAA regulations
23. Smoking in an undesignated area
24. Selling or possession of illegal drugs
25. Failure to submit required clinical forms, weekly and on time.
26. Inappropriate cell phone use (during procedure, in patient areas, etc.)

#### **XXVI. Tobacco Use**

Huntsville Hospital and all of its facilities are tobacco free. This policy applies to all persons, including staff, physicians, patients and visitors; and it covers all buildings and parking decks which are owned or leased by the hospital. All employees are prohibited from smoking or using any tobacco products (including tobacco-less electronic cigarettes) anywhere within and on the grounds of any hospital owned campus and facility. Violations of the Smoking and Tobacco Products Policy will be addressed promptly and may result in disciplinary action, up to and to include discharge.



