



HUNTSVILLE HOSPITAL SURGICAL TECHNOLOGY PROGRAM

Surgical Assistant Trainee Handbook

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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. HHSST 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, 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) 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. Upon Successful Completion of this course, the learner will be able to:

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
 1. 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 co-operative 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.

As a student and hospital employee, you are to follow all policies of Huntsville Hospital and the Surgical Assistant Program.

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, 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 anti-perspirant 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.

Visible body piercings (other than earrings) is not permitted. Within the classroom setting, earrings are allowed, but not in the Operating Room suites. Fingernails are to be short and clean. Nail polish is prohibited in clinical settings. In addition, artificial nails are not allowed in the Operating Room suites – this includes acrylic overlays, gel, wraps and anything not removable by acetone. Jewelry is allowed in the classroom setting but not in the Operating Room suites.

Tattoos on the neck and 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. 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.

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 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. High filtration efficiency disposable masks are to be worn at all times when inside Operating Rooms and/or sterile cores. 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. Cloth hats may be worn but must be covered with disposable bouffant cap. No skull caps are allowed. Scrub Hats cannot have any logo on them, including sport teams.

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 hours (Clinical Rotations) will begin at

6:30a.m and finish at 7:00p.m (12hr shift) 3 day rotation.

6:30a.m and finish at 4:00p.m (9hr shift) 4 day rotation.

6:30a.m and finish at 2:15p.m (7hr shift) 5 day rotation.

Each student will be assigned to 2 different preceptors during this time. The student will work the same days as the preceptor for each clinical rotation.

While enrolled in the Surgical Assistant Program each student is allowed three absences and four tardies. A tardy is defined as any arrival to class or clinical seven (7) minutes but less than one hour past the scheduled start time without prior approval from the school instructor. Each student that accrues four (4) tardies will receive an absence. Failure to clock-in is not considered a tardy as long as the instructor knows that the student arrived prior to seven (7) minutes but less than one hour past their 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.

Absence is defined as any absence from 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.

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.

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
 1. Director of Surgery.
4. Huntsville Hospital recognizes the following major holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day,
 2. Christmas Eve, Christmas Day and New Year's Day.
5. Make- up time will be scheduled at the discretion of the program director or clinical instructor.
6. Tests missed during an absence will be made up immediately upon return with a 10-point penalty. Test not made up will be recorded as a "0". It is the responsibility of the student to schedule all make up tests. The test will differ from the original test.
7. Leaving early during clinical rotations is **not** permitted without the prior approval of the Instructor.

XI. Sick Time

- Students are required to notify the Program Director and assigned clinical area of any unscheduled absence.
- Sick time 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 unless duration of the absence is known.

XII. 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:

Huntsville Hospital is a 7-day a week, 24 hour a day facility and circumstances of inclement weather only make manpower more critical. In the event of inclement weather or adverse driving conditions, the student will be notified by the Program Director and/or Instructor. Should a student not be able to get to school during times of inclement weather he/she can take an absent weather day. There will be no penalty for this, but the weather day will be made up if possible during the same pay cycle. The student must contact the Program Director/Instructor to let them know. These policies are in place as a pattern of absences and/or tardies reflects a lack of dependability and commitment and may result in corrective action and discussion about opportunities available for improvement.

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 earn a minimum of a “B” or “80” in the course and successfully complete all required skill check-offs. The course average will be determined by exams, class and homework assignments and computer modules. The grading scale will be:

A= 90 – 100
B= 80 - 89
C= 70 - 79
D = 60 – 69
F = Below 59

Prior to advancing to the clinical rotation, the student must complete the OR simulation practicum with a minimum grade of 85.

Final Grading System

Before a student can enter into the clinical setting for their first rotation, all required CBLs must be completed or the student will not be allowed to start clinical rotations.

During the clinical rotation, the student must be able to meet the clinical objectives satisfactorily and maintain a “B”

average. The student will be evaluated daily but receive a written evaluation every week from each preceptor while rotating in the specialty areas. If the student receives an overall unsatisfactory for 2 evaluations they will be subject to dismissal. It is the student's responsibility to have all clinical evaluations given to the instructor each week.

XVI. Clinical Guidelines

Students who must miss a clinical experience are expected to notify the POD Coordinator, the preceptor and the Instructor 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 or Instructor and the POD coordinator or 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 or Instructor **EACH DAY** he/she is absent.
3. Time missed for arriving late, **7 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 or Instructor prior to leaving. Upon approval to leave early, the student must communicate with their preceptor and coordinator before leaving.
6. Leaving the POD is not permitted without the approval of the instructor or coordinator.
7. Notify the POD coordinator and preceptor prior to leaving the area.

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.

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

- 1st Offence: Verbal Warning with a Teaching Performance Improvement.**
- 2nd Offence: Written Warning with a Teaching Performance Improvement.**
- 3rd Offence: Dismissal from the Program.**

XX. Probation:

When a student is not maintaining satisfactory performance in any of the following areas: theory grades, clinical performance, attendance, or conduct, the student will be placed on probation. A Student Progress Analysis form 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. Has received below an 80% in a clinical evaluation.
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 (below an 80%) of any required class
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. Unexcused absence
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 maintain at least an 80% overall GPA due to excessive tardies or absences.
26. Inappropriate cell phone use (during procedure, in patient areas, ect.)

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.