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## Surgical Technology Program Student Handbook

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**Please read this Handbook in its entirety, as it contains important information to ensure your success in the program. You are responsible for all of the guidelines outlined here and should contact [SurgTech@franklin.edu](mailto:SurgTech@franklin.edu) with any questions.**

### Welcome & Introduction

On behalf of the faculty and staff, we are thrilled to welcome you to Franklin University and congratulate you on taking this important step toward your future in healthcare. You have chosen a path dedicated to service, innovation, and making a meaningful impact on the lives of others—and we couldn't be more excited to support you on this journey.

For more than a century, Franklin University has been committed to educating, developing, and mentoring students like you, equipping them with the skills and knowledge needed to thrive in their chosen fields. As a student in the College of Health and Public Administration (COHPA), you are joining a dynamic community of learners, faculty, and professionals who share a passion for excellence and a commitment to improving the health and well-being of individuals and communities.

Your journey here will be both challenging and rewarding, and we are here to guide you every step of the way. Welcome to Franklin University—we can't wait to see all that you will accomplish!

### Purpose of the Handbook

This handbook is a comprehensive guide for students enrolled in the Surgical Technology Program at Franklin University. It includes essential information on policies, procedures, and expectations that govern the program. Students are advised to read the handbook thoroughly to understand their responsibilities, the support available to them, and the requirements for successfully completing their program.

### Message from Department Chair

Congratulations on starting your journey towards a challenging and rewarding healthcare career; one that allows you to grow as an individual while helping others attain better health outcomes. Your dedicated faculty members are highly qualified in their fields, with many years of experience helping patients as well as teaching students like you to achieve their goals. We all look forward to challenging and supporting you towards academic and career excellence.

## Mission Statement

The mission of the College of Health and Public Administration, which houses the Allied Health Division, is to provide a relevant, high-quality, lifelong education that will enable our students to:

- Enhance the quality of healthcare and public service
- Advance healthcare and public service careers
- Succeed in providing leadership that improves the quality of life in communities

## Background Screening

Allied Healthcare programs typically require an experiential learning component. This learning occurs within a healthcare environment, working among professionals, and performing services for real patients. As such, healthcare institutions have the right to determine who performs services within their institution.

**Students are strongly cautioned that healthcare institutions may refuse to accept them for experiential placements based on the results of the required screening assessments (which may include criminal background checks, drug screenings, immunization verification, and other healthcare screenings).**

Each student should be aware that successful completion of a supervised placement is a required element of the program and the inability to do so for any reason, will result in the student's failure to satisfy the requirements of the major as specified in the Academic Bulletin. If a student has any questions about program completion, please contact [SurgTech@franklin.edu](mailto:SurgTech@franklin.edu).

## Obtaining a Field Experience Placement

Each student is expected to secure a site to complete their 120 Surgical Cases with the support of our clinical coordinating team and approval from your Program Chair. You will be provided with a step-by-step process for accomplishing this early on in your program and are encouraged to arrange an appointment to discuss potential Field Experience opportunities with the Program Chair by contacting [SurgTech@franklin.edu](mailto:SurgTech@franklin.edu). Examples of appropriate sites are:

- Hospitals
- Surgical Centers

## Tuition, Fees & Refund Policy

For Tuition and Financial Aid information, please visit [Franklin University Tuition and Financial Aid information page](#).

For program specific fees, please see the Program Webpage.

## Professional Behavior and Ethics

### Appearance

Students should practice professionalism by presenting an appropriate Clinical Practicum appearance.

- Adhere to the facility's dress code
- Students work in close proximity with professional staff, and as such must be aware of personal hygiene. Issues such as the use of strong perfumes/colognes, tobacco odors, deodorant issues and the like must be considered.
- Students should wear th an official identification badge at all times.
- If students have questions regarding proper attire and Clinical Practicum Appearance, such questions should be discussed with the Clinical Coordinator and or Clinical Faculty.

### Protected Health Information (PHI)

Protected Health Information (PHI) refers to any information within an individual's medical record that can personally identify them and was generated, utilized, or shared during diagnosis or treatment. This definition extends to various identifiers and diverse information documented throughout routine care and billing processes. Proper safeguards must be implemented when collecting PHI as it is an essential aspect of the healthcare sector.

### HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that protects the security and confidentiality of patient health information. "Individually identifiable health information" is information, including demographic data, that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual,

and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

Students must, at all times, ensure the protection of patient information by adhering to the "minimum necessary" doctrine: only search, read, use, or discuss patient information as little as possible to perform your designated function. In plain language, DO NOT:

1. Search a patient's record out of curiosity about their condition.
2. Read more than the data necessary to perform your assigned duty.
3. Ask patients for information unrelated to your assigned duty.
4. Discuss a patient, even if you don't identify them by name, with anyone other medical professionals who specifically need to know to perform their assigned duty.

## Use of Technology / Social Media Platforms

The Privacy Rule protects all "*individually identifiable health information*" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information (PHI)."

**The use of social media, photography, or any means of sharing PHI is strictly prohibited and will result in disciplinary actions, up to and including termination from the program.**

## Academic Policies

Franklin University offers extensive resources to all students. Each course provides links to general and course-specific resources. Students are expected to become familiar with all resources, policies, and expectations outlined in the [University Catalog \(Bulletin\)](https://www.franklin.edu/catalog#/home) (<https://www.franklin.edu/catalog#/home>)

### Probation, Suspension, and Dismissal

Please refer to the Academic Catalog (Bulletin) for the policies on [Probation, Suspension, and Dismissal](#).

### Academic Integrity

As members of Franklin's campus community, all students are expected to uphold and abide by its published standards of conduct, embodied within a set of core values that include honesty and integrity, respect for others, and respect for the campus community. Academic-based violations committed in the context of submitted course assignments, group projects, or examinations, or violations of course or program policy included in the syllabus provided to the student, are subject to a charge of academic misconduct. Students must become familiar with and adhere to the [Community Standards and Student Code of Conduct](#) policies and expectations outlined in the [University Catalog \(Bulletin\)](#) and [Franklin University Website](#).

### Grading scale and academic progress

In order to comply with the State of Ohio and federal regulations under Section 668.16 (e), Franklin University has established standards for measuring satisfactory academic progress. Please navigate to [HYPERLINK "https://www.franklin.edu/current-students/financial-services/financial-aid/satisfactory-academic-progress-sap-policy"](https://www.franklin.edu/current-students/financial-services/financial-aid/satisfactory-academic-progress-sap-policy) [Franklin University's policy on satisfactory academic progress and grading](#) for more information.

### Attendance

For more information about Franklin University attendance policy, please see the [University Catalog \(Bulletin\)](#). Regular and satisfactory progress is essential to success in a program that includes field experiences or clinical components. You will be expected to attend each and every assigned shift at your assigned location, and any deviation of that schedule must be approved by both the Site Supervisor and the Program Chair (or designee).

### Student Support Services

Our helpful University student services staff is committed to helping you transition through each stage of your educational journey. Franklin students have access to a variety of services and resources (available

in-person or online) to support their success, because when you succeed so do we. For more detail on our comprehensive student support services visit [Franklin University Student Support Homepage](#).

## Disability and accommodation

An Allied Healthcare Professionals Externship/Clinical is designed to mirror future employment in the specific healthcare profession where the participant is placed. Accordingly, participants are required to perform and demonstrate competence in real-world tasks that include physical, sensory, cognitive, and other abilities directly related to the essential functions of a future healthcare profession. These abilities may vary depending on the specific Externship/Clinical placement, but include things such as, but not limited to, patient transport, performing basic medical tasks, administering treatments and medications, taking patient vitals, charting, supporting patients mentally and emotionally, and communicating with patients, family members and other healthcare professionals to ensure coordinated and comprehensive care.

Students are urged to contact our Accommodations Office at [accommodations@franklin.edu](mailto:accommodations@franklin.edu) with any concerns regarding the essential requirements of an Allied Healthcare Professionals Externship/Clinical Placement or if they would like to request an accommodation.

## Complaint and Grievance Procedures

Franklin University's mission is to provide high-quality, relevant education, enabling the broadest possible community of learners to achieve their goals and enrich the world. However, if a conflict arises, students are encouraged to follow the Student Grievance Procedure section of [Franklin University Community Standards](#).

## Employment Resources & Career Services

The Franklin University [Center for Career Development](#) helps prepare our students for their careers. The Franklin University Workforce Ready Toolbox is designed to help you succeed.

## Program Overview

The Associate of Applied Science (AAS) in Surgical Technology at Franklin University is designed to prepare students for a vital role in the operating room as skilled surgical technologists. This comprehensive program integrates classroom instruction, hands-on lab practice, and clinical experiences to ensure graduates are proficient in surgical procedures, aseptic techniques, instrumentation, and patient safety.

Students will develop critical thinking, teamwork, and communication skills while mastering the technical aspects of surgical technology. Emphasizing professionalism and ethical responsibility, the program equips graduates to work effectively as integral members of the surgical team, adhering to industry standards and patient care best practices.

Franklin University is actively seeking accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon completion of the program, graduates will be eligible to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam. Additionally, the program prepares students for dual certification by qualifying them to sit for the Certified Registered Central Service Technician (CRCST) exam, expanding their career opportunities in both surgical technology and sterile processing.

## Program Mission

The Associate of Applied Science (AAS) in Surgical Technology at Franklin University is committed to preparing entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains essential for success in the profession.

Through a comprehensive curriculum and hands-on clinical experiences, the program equips students with the proficiency needed to assist in various surgical procedures, ensuring mastery of aseptic techniques, surgical instrumentation, and patient safety protocols.

Beyond technical expertise, the program fosters a culture of professionalism, teamwork, and ethical practice. Graduates will be prepared to uphold the highest standards of patient care, maintain confidentiality, and collaborate effectively within the surgical team, embodying the integrity and responsibility required in the operating room.

Accreditation Information (Use the language provided by AA office, and this will be published on program page.) [link]

Program Goals (from programmatic accreditation)

Program Learning Outcomes [program page]

## Clinical/Experiential Learning Requirements

Effective 2/12/2025

Students enrolled in Franklin University's Surgical Technology Program must successfully complete a series of competency-based skills assessment checkoffs to demonstrate proficiency in essential surgical technology skills. These assessments are designed to ensure that students acquire the technical and critical thinking abilities required for safe and effective patient care in the operating room.

Throughout the program, students will be evaluated on their ability to properly execute fundamental and advanced surgical procedures, including but not limited to sterile technique, surgical instrumentation, patient positioning, preparation of the sterile field, surgical counts, and intraoperative assistance. Each skills assessment will be conducted in a controlled laboratory or clinical setting under the supervision of qualified faculty and preceptors.

Successful completion of all required checkoffs is mandatory for progression within the program and serves as a prerequisite for clinical practicum. These assessments align with industry standards and accreditation requirements, ensuring that graduates are well-prepared to enter the field as competent and skilled surgical technologists.

### [Skills Assessments](#)

#### [Skills by term](#)

Students enrolled in Franklin University's A.A.S Surgical Technology program (ST) must complete Clinical Rotations, (CLINICAL PRACTICUM), as a requirement for graduation. The CLINICAL PRACTICUM is designed as a practical educational experience for which the student receives a grade and course credit, and an opportunity to demonstrate competencies learned across the ST curriculum.

Scrub Role: Students must complete a minimum of 120 surgical cases in the scrub role. These cases are crucial for hands-on learning and skill development.

### **FIRST SCRUB ROLE**

The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the First Scrub Role. A student not meeting the five criteria below cannot count the case in the First Scrub Role and the case must be documented in the Second Scrub Role or Observation Role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

### **SECOND SCRUB ROLE**

The Second Scrub Role is defined as the student who is at the sterile field who has not met all criteria for the First Scrub Role, but actively participates in the surgical procedure by performing one or more of the following:

- Sponging

- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

### **OBSERVATION ROLE**

The Observation Role is defined as the student who is in the operating room performing roles that do not meet the criteria for the First or Second Scrub Role. These observation cases are not to be included in the required case count but must be documented.

### **Specialties and Case Distribution**

**General Surgery:** Students are required to complete at least 30 cases in the scrub role. Out of these, a minimum of 20 cases must be in the first scrub role (directly assisting with the procedure).

**Specialty Surgery:** Students must complete at least 90 cases in various surgical specialties. These specialties may include, but are not limited to, obstetrics and gynecology, orthopedic, otorhinolaryngology (ENT), genitourinary, ophthalmology, neurosurgery, cardiovascular, thoracic, and plastics. Out of these, 60 cases must be in the first scrub role.

**First Scrub Role:** A minimum of 80 cases must be completed in the first scrub role, demonstrating students' active participation and competency in assisting with the primary surgical procedure.

**Second Scrub Role:** Up to 40 cases may be completed in the second scrub role, where students assist in a more observational or supportive capacity. This still provides valuable learning but does not require the same level of direct involvement as the first scrub role.

### **Evaluation and Competency Assessments**

Students are expected to complete regular evaluations of your program experience, including Field Experience/Clinical Placement and will use a digital platform to complete those. Typical documents may include:

1. Self-evaluations
2. Case logs
3. Time logs
4. Preceptor Evaluations
5. Student Evaluations of Field Experience/Field Placement
6. Competency Tracking documentation

Your Program Clinical Coordinator will provide the link and instructions on how to maintain your profile and submit documentation.

### **Roles and Responsibilities (Program Specific)**

#### **University**

Employ highly qualified, nationally certified and/or licensed faculty to teach content and provide students with real world context to prepare them for professional practice.

Effective 2/12/2025

Provide didactic instruction and/or labs to prepare students for Field Experience/Clinical Placements.  
Provide student guidelines for professional and ethical behavior in the Surgical Technology Program Student Handbook and Franklin University Community Standards and Student Code of Conduct.  
Document that students have completed all necessary background checks/screenings required for Field Experience/Clinical Placements.  
Be responsive to Site Supervisor and Preceptor questions and concerns and collaborate on appropriate solutions.

### **Site Supervisors**

#### **Placement Site**

Provide a safe workplace environment that is supportive of student development.  
Provide students with an orientation to the physical workspace, the work team, and the expectations of the students' assigned role.  
Provide students with the necessary equipment and supplies to complete their placement requirements.  
Provide appropriate supervision and guidance to placed students, in a ratio of no more than 1:1 at all times.  
Communicate with the Clinical Coordinator about any concerns with student behavior or performance via the Program Mailbox: SurgTech@franklin.edu.  
Provide regular updates on student performance via the University Clinical Management tool.

### **Students**

Follow all Site policies, procedures, and patient protocols.  
Follow all Surgical Technology Program Handbook guidelines and University policies.  
Engage with the Preceptor and other team members with the intent to learn; asking for assistance, clarification, and help when needed.  
Communicate any questions or concerns in a professional manner to the Site and Clinical Coordinator promptly.  
Arrive at the Site prepared, ready to work, and on time.  
Complete regular evaluations of your Field Experience/Clinical Placement.

[Program Completion / Certification](#)  
[Map of State Laws](#)