Surgical Technology Program

Program Policies and Procedures
2016-2017

Revised 5/26/16
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PROGRAM GOAL

Upon completion of the program, the graduate will be a competent entry-level Surgical Technologist by demonstration of the psychomotor (skills), affective (behavior), and cognitive (knowledge) learning domains in all the skills necessary to fulfill their roles as a Certified Surgical Technologist.

ATTENDANCE

Students are expected to actively engage in their education by attending and/or participating in class activities (face-to-face or at a distance), and faculty members are expected to monitor students’ active participation in their courses. Faculty must investigate any student who has not attended or actively participated in learning activities for a period of ONE WEEK and report the incident immediately to the Registrar and the Associate Dean for Academic Affairs. If the student does not actively re-engage in learning activities in the class(s) immediately, the student will be administratively dropped from the class/es. If all classes are dropped, the student will be administratively withdrawn from the program. If an absence occurs, the student is responsible for all material missed. If an absence occurs on an examination date, the decision to offer a make-up examination is at the instructor’s discretion. When a make-up examination is allowed, it may be an alternate form of the regular examination and it will be scheduled at the instructor’s convenience.

Students are required to attend laboratory sessions as described in the CHP Catalog and Student Handbook. If an absence occurs, the student is responsible for all material missed. If an absence occurs during a session in which laboratory proficiency is required, the proficiency will be made-up. A session will be scheduled as soon as possible and will be at the instructor’s convenience. These make-up sessions may not conflict with any other scheduled coursework. Students may not perform any procedure in the clinical environment that has not been first performed and evaluated in the laboratory environment. If an absence occurs during a session in which an examination is administered, the decision to offer a make-up examination is at the instructor’s discretion. When allowed, the examination may be an alternate form of the regularly scheduled examination and will be offered at the instructor’s convenience.

Students are required to attend clinical sessions as described in the CHP Catalog. Specific policies related to attendance at clinical sessions are described in each program’s Clinical Policies and Procedures Manual.
TARDINESS

Punctuality and courteous behavior is required of the health care professional. Additionally, tardiness is disruptive and discourteous to the instructor and other class members attending the class. If you are tardy for some unavoidable reason, please wait until there is a break before entering the room, or follow the course policy described in the syllabus.

A student who is tardy on the day of an examination will not be given extra time to complete the examination.

Students should refer to the Surgical Technology Clinical Policies and Procedures Manual for the policy that applies to tardiness during clinical rotations.

- All students are required to have a copy of the Departmental Policies and Procedures during all scheduled lecture, laboratory and clinical sessions.

CLASS HOURS

The course schedule varies from semester to semester. In selected semesters, there is a scheduled "HOLD" time each week. Students should not schedule outside activities during these times. Hold-time is designated for recurring and departmental events, such as semester and clinical orientations and semester counseling sessions as well as to make-up class or laboratory time in the event of unanticipated faculty illness/absence or inclement weather. Every effort will be made to schedule these events in advance. Additionally, the CHP designates Fridays from 12:00 – 1:00 pm as a HOLD time for selected faculty meetings. No classes are scheduled during this time.

The student should also be aware that it might occasionally be necessary to schedule departmental activities beyond the regular hours to attend certain conferences, special presentations or practical experience sessions. Again, every effort will be made to inform students far in advance so personal schedules can be adjusted accordingly.

Clinical hours for Surgical Technology do not vary and are set from 6:30 am to 3:00 pm Monday through Friday.
DRESS CODE

Classroom attire:
Classroom attire may be casual, but professional judgment should be used. UAMS ID badges must be worn while on the UAMS campus.

Laboratory attire:
Surgical Technology students must conform to the clinical dress code while in the laboratory setting.

Clinical attire:
The clinical attire is outlined in detail in the Surgical Technology Clinical Policies and Procedures.

During clinical hours, the student should never imply by any means that his/her status is other than a student. Name badges, patches, etc., from other institutions, including clinical affiliates, are not acceptable.

Students who do not comply with the departmental dress code will not be allowed to remain in the clinical affiliate and will be required to make-up the absence at the convenience of the clinical instructor.

EVALUATION

During your studies, you will be enrolled in a number of courses that will provide you with basic information in the field. As you progress through your course of study and eventual employment, you will begin to accumulate information that is critical to the practice of your profession. The Surgical Technology faculty has developed the following policies in an effort to ensure your understanding and retention of basic principles necessary for clinical practice and preparation for subsequent credentialing examination:

1. Each Surgical Technology course is designed to be cumulative. Within a course, prior test materials may provide subsequent examination material.

2. As you advance to higher level courses, the faculty presume a thorough understanding of basic concepts taught in previous courses. Therefore, these concepts may be tested again during higher level courses.

Surgical Technology students will be required to take the national Certified Surgical Technologist Exam (CST) and the CST Practice Exam during the summer semester. Students must achieve a passing score (118/175) on the CST Practice Exam in order to
meet the requirements for SUT 2123: Professional Certifications Seminar and to be eligible for graduation. In the event the student does not pass on the first attempt, one retake is allowed.

3. All clinical courses are designed to be cumulative also. A faculty member will request laboratory remediation of any clinical procedure, which is observed to be performed at less than the minimal competency level.

**GRADING**

As a general rule, departmental courses use the following grading scale:

- **A** = 93-100
- **B** = 85-92
- **C** = 75-84
- **D** = 70-74
- **F** = 69 or less

Criteria for earning a particular grade will be discussed with students by the individual instructor at the beginning of each course. Grades will be rounded up.

By law, grades may not be given over the telephone. Final grades are recorded on the student's transcript at the completion of each term. Copies of transcripts may be obtained from the College of Health Professions Office of Student Affairs by submitting a written request for each transcript requested.

A grade of "D" or "F" in a professional course is not acceptable for progression to the next semester.

A grade of "D" or "F" in a professional course during the final semester is not acceptable for graduation.

Re-admission policies are available to students upon request.

**USE OF CALCULATORS AND CELL PHONES DURING EXAMS**

Use of calculators during an examination will be at the discretion of the individual faculty member. **Cell phones and programmable calculators, however, will not be allowed under any circumstances.**

Students should be aware that calculators are not permissible during a credentialing examination.
STUDENT CONDUCT

The College of Health Professions and the Department of Respiratory and Surgical Technologies expect not only acceptable but quality academic work and mature behavior from every student and will accept no less. All students are regarded as adults and are expected to conduct themselves accordingly. Any act of misconduct may subject a student to disciplinary actions ranging from one semester of probation to permanent expulsion from the University. Refer to the CHP catalog, student handbook and Clinical Policies and Procedures Manual for detailed information.

Students enrolled in the Department of Respiratory and Surgical Technology must adhere to the following policies concerning professional conduct:

1. Courtesy is essential. Work with confidence, but with a certain degree of humility. Both are essential in your relationship with physicians, patients, instructors and fellow students.

   a. Physicians should be addressed as "Dr." Adult patients should be addressed as "Mr.", "Mrs.", or "Ms."

   b. A student will not show disrespect to fellow students, patients, hospital staff members or UAMS faculty members through verbal or nonverbal means (i.e. posture, voice inflections, grimaces or gestures). Professional interpersonal relationships are essential in the practice of Respiratory Care and Surgical Technology. Infractions will result in disciplinary action that may include dismissal from the program.

   c. Students should use the lounge areas or laboratory during break and lunch to avoid congregating in the corridors. Students should never congregate in the clerical office.

2. Any information concerning a patient should never be discussed outside the classroom or clinical areas.

3. UAMS is a smoke-free institution. Students are expected to abstain from smoking and from the use of tobacco products. Smoking is not allowed in any clinical or academic facility. Students should not carry smoking materials in the hospital areas. Infractions of this policy are considered unprofessional behavior and will be subject to disciplinary action.
4. No student may report to clinical affiliates or classes impaired by alcohol or following the use of controlled substances. The UAMS Drug Testing program applies to both employees and students at UAMS. Students are referred to UAMS Substance Abuse Policy in the student handbook for more detailed information.

5. Department name or letterhead should not be used by the student without the express permission from the Department Chairman.

6. Schedule faculty appointments in advance whenever possible.

7. Keep lounge areas, classrooms and laboratories clean at all times. The facilities should be left as they were before the class or lab session began. Refrigerators and microwave ovens that are available for student use should be treated with care. Food/drinks should be labeled with a name and date. However, ANY containers left in the refrigerator at the end of the week (usually Friday afternoon) will be discarded.

8. All materials, assignments and documentation, including those required as part of Blackboard courses, that are submitted to an instructor should be legible and written in complete sentences with appropriate grammar and spelling. Each faculty member reserves the right to decline receipt of material he/she considers unacceptable.

9. The copy machine is off limits to students. If a copy is required, students must obtain faculty permission. Copies will be made in a priority order determined by the departmental secretary in consultation with faculty.

10. **All cellular phones and personal communication devices should be turned OFF (not on vibrate, but OFF) and stored out of sight during class.** Frequent breaks are provided during which a student may check for and/or send messages and make personal calls.

Repeated infraction of the rules of student conduct may result in counseling, verbal, and written warnings or dismissal from the program.

The following actions/behaviors are considered unacceptable and will result in immediate dismissal from the program:

1. Cheating on assignments/examinations or plagiarism.

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2. Falsifying any documentation (i.e., clinical log forms, proficiency evaluations, time in/out, any).
3. Negligent actions that may result in harm to patients or others.

**Academic Integrity:** The College of Health Professions has established guidelines for academic integrity, which are published in the CHP Handbook. Academic misconduct, including plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly permitted by the instructor, or falsification of any report, experimental results, or research data, is subject to disciplinary action, including probation, suspension, or dismissal from the College.

The College of Health Professions subscribes to a Web-based plagiarism detection and prevention system that is used by colleges and universities nationwide. The system works by scanning the submitted document and matching the document against databases of texts, journals, and Web and other electronic sources including Web sites that sell or distribute pre-written essays and/or term papers.

All work submitted for any course is required to be original work developed for class assignments and should not have been submitted for assignments made as part of previous and/or concurrent courses without the instructors’ prior knowledge and approval; to do otherwise constitutes academic dishonesty and will be addressed as such in the enrolled course.

**PATIENT PRIVACY AND CONFIDENTIALITY**

UAMS is committed to protecting the privacy of our patients’ information. While privacy and confidentiality have always been a priority for health care providers, it has heightened importance in this era of electronic information due to the increased speed of information flow and the risks associated with protecting this information.

The standards for protecting patient health information are described in the federal law known as the Health Insurance Portability and Accountability Act (HIPAA). HIPAA limits access to medical records to authorized individuals and for specific purposes. It is not possible to summarize HIPAA here; however, you will have received HIPAA training prior to being granted access to patient information. Additional information and training on HIPAA, including UAMS HIPAA policies, are available on the HIPAA Office web page [www.HIPAA.uams.edu](http://www.HIPAA.uams.edu).

Please keep in mind that there are sanctions for inappropriate access to patient records. These include criminal penalties of up to one (1) year imprisonment and a $50,000 fine; as well as, disciplinary action up to and including dismissal from your program.
If you have any questions pertaining to HIPAA, you may direct them to the UAMS HIPAA office at 501-603-1379.

HEALTH SERVICES

Emergency health services are available at each affiliate institution. Should a student require health service he/she should notify the clinical instructor and he/she will advise you of the proper procedure. Students are also eligible for health services at the UAMS, Student/Employee Health Department. Dental hygiene services are available to UAMS students for a nominal fee, as well as discounts on prescription drugs.

The Student Health Clinic, a part of SEHS [Student and Employee Health Services], provides basic medical needs to all UAMS students. Students that subscribe to the Academic Health Plan will have their deductibles and co-pays waived. Those that are referred to the FMC clinic (which is housed on the 1st floor of the Family Medical Center) for laboratory or radiology services by the Student Health Clinic will also have their deductibles waived. Any non-referred visit to FMC will require co-payment at the time of visit. An appointment is necessary for students seeking routine medical care in the SEHS. See Web site for details on covered services. http://www.uams.edu/dfcm/student-employeehealth/.

Please note that even though the SEHS (ground level) and FMC (1st floor) are housed within the Department of Family and Preventive Medicine building, they are not the same clinic. FMC Clinic does perform pre-enrollment student examinations. To schedule an appointment call (501) 686-6560.

INFLUENZA VACCINE

The Society for Healthcare Epidemiology of America (SHEA) endorses a policy in which annual influenza vaccination is a condition of both initial and continued healthcare personnel employment and/or professional privileges. In addition to SHEA, many healthcare agencies and societies recommend requiring vaccination of healthcare workers, including the Infectious Diseases Society of America (IDSA), American Academy of Pediatrics (AAP), National Patient Safety Foundation, American College of Physicians, Association for Professionals in Infection Control and Epidemiology (APIC), etc.

One or more of our clinical affiliates are requiring the influenza vaccine for all employees, medical staff, volunteers and other designated individuals (including students) during the upcoming influenza season. Therefore, students must be vaccinated against influenza within 6 weeks from
vaccine becoming available in the Fall semester, in order to complete required clinical rotations. Immunization usually begins mid-October.

Exemption to immunization may be granted for medical contraindication or religious belief. Requests for exemptions will be made in person to the Director of Clinical Education. Each request for exemption, regardless of the reason, will be evaluated individually by the Director of Clinical Education and the Program Director.

**RECORDS**

All work and grades for individual students will be kept confidential. A complete record of a student's participation and performance will be kept by the instructor and can be seen by appointment.

Students must report any name, phone number, or address change promptly to the program office.

**E-MAIL ACCOUNTS**

All students in the Surgical Technology program will have an Outlook e-mail account. This is the only account that will be used to generate information to students and it is imperative that students check it FREQUENTLY for messages from faculty.

Passwords expire every 60 days. In the event a password expires, the student must contact UAMS Help Desk at 501-686-8555 to obtain a new password and access to the system.

**MAIL SLOTS/BULLETIN BOARDS**

Personalized mail slots and student bulletin board are located inside the computer laboratory for students and will be utilized to distribute homework, test scores, items of interest, etc. and to pass messages/information to students from faculty. Please make it a habit to check these areas often.

**TRANSPORTATION/PARKING**

Students will be responsible for their own transportation to all clinical sites, classes, seminars, health fairs, etc., as well as any expense incurred to fulfill these obligations.

Student parking is available free at War Memorial Stadium and Ray Winder for Little Rock students. Students should ride the express shuttle
bus to the UAMS campus. Students may not park on the Visitor’s Deck or in Lot #16.

Compliance with parking restrictions is mandatory at the various clinical sites. Students will be held responsible for any tickets incurred and may be subject to disciplinary action.

COUNSELING

Formal counseling sessions may be requested by the Surgical Technology faculty or by the student at any time. These sessions provide an opportunity to discuss perceived problems and identify solutions to these problems. When a faculty member requests a formal counseling session with a student, the following procedure will apply:

1. The student will be scheduled for a counseling session with the course instructor. A student who fails to appear at this initial session or any subsequent sessions will be restricted from further scheduled learning sessions until the session can be rescheduled. A counseling form must be completed at the end of each session. A copy will be provided to the student, one will be placed in the permanent departmental file and other copies will be forwarded, as appropriate.

2. If, after the initial session, the problem remains unresolved, the student will be scheduled for a counseling session with the Department Chairman.

3. If the problem remains unresolved after a meeting with the chairman, the student will be scheduled for a counseling session with the Associate Dean for Academic/Student Affairs or other appropriate persons.

EMPLOYMENT

Employment will not be an excuse for leaving early, tardiness, absenteeism, poor grades, or an inability to pay attention in class.

Students cannot receive compensation while performing the duties assigned to them by the Surgical Technology Program.

DEPARTMENT OF RESPIRATORY AND SURGICAL TECHNOLOGIES LIBRARY, COMPUTER LAB AND EQUIPMENT

Students will be financially responsible for any books or equipment that is checked out and not returned. Students are also responsible for any
materials checked out from affiliate libraries. The student cannot graduate until these materials are paid for or returned.

Any willful destruction of equipment or materials will be the financial responsibility of the student responsible for the destruction. He/she will be required to replace the item at the current listed price.

**CLINICAL AFFILIATES**

Students will abide by the policies of the affiliate institutions, department and college. Failure to do so will lead to disciplinary action. Any affiliate may refuse entry of any student into the clinical practicum at its institution subject to review of such actions.

Upon review by program and affiliate personnel, the student may be administratively withdrawn from the course. In this case, the student cannot successfully complete the program.

**ADVISORY COMMITTEE**

The Surgical Technology Advisory Committee functions to advise program faculty and administration in the continuing development and evaluation of the program, in faculty appointment and coordination, and in the development of effective clinical relationships.

The class president or student council representative will be a member of the respective Advisory Committee and any appropriate concerns should be communicated to the student representative prior to the scheduled meetings.

**CHP STUDENT COUNCIL**

The purpose of the Student Council shall be to assist in the development of policies for students, determine ways to communicate policies to students, select student representatives to appropriate college committees, assist in planning student affairs such as social activities, orientation, reception for friends and parents at graduation, field trips, reception during orientation, and college-wide awards convocation or other such student affairs as deemed appropriate. The Surgical Technology program will elect student representatives to the Student Council.
SERVICE, SERVICE-LEARNING AND PROFESSIONAL DEVELOPMENT

Service is a volunteer action to meet the needs of others and improve the community, college, etc., as a whole. Examples of service activities in which students typically engage include the CHP phonathon, Open House, etc.

Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the experience, teach civic responsibility and strengthen communities. It is different from “service” because the emphasis is on “learning”, rather than “service”. While a service is provided, it is done “with” (not “to” or “for”) the community, in a partnership with the learners to achieve a mutually beneficial outcome. Service-learning expands on service by enabling students to explore and examine the needs of others before providing service. It integrates service into the curriculum and emphasizes both service and service-learning. It is frequently provided in intraprofessional teams and has a guided reflection action.

UAMS requires all students to participate in intraprofessional educational (IPE) sessions. This will be done in 3 sessions (Exposure, Immersion, and Competence), that will be scheduled through the Triple Aim Curriculum Planner and the students will be notified of the activity, date and time. Each student must complete all 3 sessions prior to degree completion.

Professional development refers to skills and knowledge attained for both personal development and career advancement. It encompasses a variety of learning opportunities. Professionals are required to earn professional development credit (known as Continuing Education Credits or CEUs) on an annual basis in order to maintain their credentials or license. Examples of professional development include attendance at special presentations (Lunch N’ Learn), the ARSA-AST State Meeting, etc.

Students will be required to earn a minimum of twelve (12) hours of service, service-learning and/or professional development in addition to the IPE sessions. If a student earns more than twelve hours, the additional time can be used as earned time off (ETO) from clinical. Refer to the clinical policies and procedure manual for further descriptions.

COMPLETION OF DEGREE REQUIREMENTS

Students who are admitted to the part-time track in Surgical Technology are required to complete all outstanding degree requirements at a
regionally accredited college or university prior to registration for the final fall semester at UAMS.

A degree plan will be developed in consultation with the student during the first fall semester. The degree plan will outline the courses which must be satisfactorily completed and the recommended semester to enroll in each course. Students who do not complete all of the required courses prior to registration for the final fall semester may return the following year to complete the professional program on a space-available basis.

**PROGRAM COMPLETION REQUIREMENTS**

In order to successfully complete the Surgical Technology program at the University of Arkansas for Medical Sciences in the College of Health Professions the following criteria must be met:

- Completion of all pre-professional and professional courses with a “C” or better
- Complete 120 first or second scrub procedures in the clinical setting of which 30 must be general surgery
- Score 118/175 on the Certified Surgical Technologist Practice exam Form B
- Sit for the Certified Surgical Technologist Examination

**AWARDS**

**Faculty Gold Key Award**

The Faculty Gold Key is presented to the student in each program who demonstrates outstanding academic, clinical and affective skills throughout the program. This award is only presented to a student who meets each of the following minimum qualifications:

1. Program GPA must be a 3.0 or higher.
2. Absenteeism from clinical must not be more than 5% of the total clinical time at the time of evaluation.
3. Demonstration of a professional, caring attitude when working with patients, peers, faculty, and other health care team members.
4. Student membership in the respective professional organization.
5. Demonstration of initiative in learning and in sharing new professional experiences.
6. Demonstration of leadership qualities (including):
   - Leadership by example
   - Maintains a positive attitude
   - Responsibility
   - Dependability
   - Actively involved in ARSA-AST

*A Faculty Gold Key is awarded at the discretion of the faculty and may not occur every year.

**Academic Achievement Award**

An Academic Achievement Award will be presented to the graduate with the highest cumulative GPA.

**Peer Award:**

Class members will select one graduate whom they believe will contribute the most to the profession following graduation. The election will be held by secret ballot and the graduate receiving the most ballots will be declared the winner. The ballots will be tabulated by the faculty and the winner will be announced at the Awards Ceremony.

**PROGRAM ACCREDITATION**

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP). Graduates of accredited programs are eligible to take the National Certification Examination for surgical technologists.

**PROFESSIONAL CREDENTIALS**

Within thirty (30) days prior to program completion from the Surgical Technology program, students’ must take the National Certification by Examination for Surgical Technologists. Successful candidates earn the CST (Certified Surgical Technologist) credential. The current price for the examination is $190.00 for members of the Association of Surgical Technologists (AST). Membership to AST is $45.00 for students while they are in an accredited program. The money is collected at the beginning of the Spring Semester as a lab fee and is paid with tuition.
GRADUATE AND EMPLOYER SURVEYS

Approximately one year following graduation, graduates will receive a survey from the program to determine the graduate’s level of satisfaction of his/her preparation for the job tasks required by his/her employer. Results are required to be reported annually in order to maintain program accreditation. The results are also used by the program faculty to make modifications in the curriculum, in policies, etc. All individual responses are kept confidential and only aggregate results are reported to the appropriate accrediting bodies, the Advisory Committee and college administration. It is every graduate’s responsibility to return the completed surveys in a timely manner. Accurate program analysis is not possible without every graduate’s response. In addition, the individual accrediting bodies require that programs meet thresholds for return rates in order to maintain accreditation.

In addition to Graduate Surveys, employers of the graduates are also asked to evaluate how well the program prepared the graduate for the job tasks required by the institution employing the graduate. These results, when compared with graduate responses, are particularly helpful to the faculty when making curricular revisions. Employers will be surveyed, unless there is a written request to the contrary on file and signed by the graduate.

CHP POLICIES

COPYRIGHT POLICY - The materials used in this course may include copyright protected materials provided for the personal educational use of the enrolled students and may not be further redistributed.

INTELLECTUAL PROPERTY POLICY - Lecture, lab and other presentations are the intellectual property of the faculty and faculty must give their written permission for their lecture, lab, and other presentations to be recorded.

Recorded lectures/labs/presentations may only be posted on websites or other locations approved by the College of Health Professions and are provided for the personal educational use of students enrolled in the course. Students are prohibited from providing or distributing any course materials in any manner – print, electronic, or any other media – or providing links to any course materials to anyone outside of their UAMS classes.
Failure to abide by this policy may result in disciplinary action including dismissal. Failure to abide by this policy may constitute a copyright infringement which may have the following legal consequences:

**Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), and especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

**DISABILITY POLICY** - UAMS and the College of Health Professions make reasonable accommodations for qualified students with disabilities. If you have a disability that may have some impact on your work for this class and for which you may need accommodations, please notify the Associate Dean for Academic Affairs, located on the 3rd floor of the Admin West Building or call 501-686-5730 to set up a meeting to discuss appropriate accommodations. You are encouraged to contact the Associate Dean as soon as possible so that accommodations can be addressed before any test or major projects are due.

**Academic Integrity and Plagiarism**

*Academic Integrity:* The College of Health Professions has established guidelines for academic integrity, which are published in the CHRP Handbook. Academic misconduct, including plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly
permitted by the instructor, or falsification of any report, experimental results, or research data, is subject to disciplinary action, including probation, suspension, or dismissal from the College.

The College of Health Professions subscribes to a Web-based plagiarism detection and prevention system that is used by colleges and universities nationwide. The system works by scanning the submitted document and matching the document against databases of texts, journals, and Web and other electronic sources including Web sites that sell or distribute pre-written essays and/or term papers. As your course instructor, I am informing you via this syllabus that I reserve the right, at my discretion, to use this plagiarism detection system for this course by submitting students' written work to the system for the purpose of determining if a document has been plagiarized.

Note: All work submitted for this course is required to be original work developed for class assignments and should not have been submitted for assignments made as part of previous and/or concurrent courses without the instructors’ prior knowledge and approval; to do otherwise constitutes academic dishonesty and will be addressed as such in this course.
POLICY AND PROCEDURE ACKNOWLEDGMENT

By my signature below, I acknowledge that I have received a copy of the Department of Respiratory and Surgical Technologies Policy and Procedure manual and have read the document.

____________________________________  _____________
Student Signature      Date

(This signed and dated form will be placed in a permanent file)
CONSENT FOR PRACTICE OF PROCEDURES

Surgical Technology students practice certain basic procedures on each other during the course of their education under the direction and supervision of the faculty. Basic principles regarding safety for the individual are maintained.

Procedures practiced by Surgical Technology classmates on each other may include transfer technique, positioning, and taking vital signs. Procedures practiced by Respiratory Care classmates may include vital signs, positioning, bronchial hygiene therapies (without prescription medications), finger capillary sticks, breathing exercises, and tests of basic lung function.

I ______________________________________________________________

have read the Consent for Practice of Procedures form and agree to participate in such practices under the direction and supervision of the faculty.

_______________________________________________________________
Signature

_______________________________________________________________
Date
CONSENT TO USE IMAGE

During the professional program, there will be times that the Surgical Technology student will be videotaped or photographed by the faculty or by a peer. These videos and/or photographs are the property of the school and may be used in a variety of teaching/learning experiences and may be used in informational brochures or placed on the program web site. In this case, students will be identified by first name, only.

I ________________________________________________________________ have read the Consent to Use Image form and agree to allow my image to be used by the program.

____________________________________________________________
Signature

____________________________________________________________
Date