

EHOVE SCHOOL OF SURGICAL TECHNOLOGY

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Ext. 365 or 231 or 284

Sponsored by

EHOVE ADULT CAREER CENTER

STUDENT HANDBOOK

2018 – 2019

Administration

Sharon Mastroianni, *Superintendent*
Laura Dowdell, *Adult Director*
Janet Ballard, *Director of Allied Health Programs*

Faculty

Kristi Jones, CST, Program Coordinator
Joey Butcher, CST, Clinical Coordinator

Board Approved 10/3/18

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Welcome to the Profession of Surgical Technology

You are about to become a member of the great and fascinating profession of Surgical Technology. We, the faculty of EHOVE School of Surgical Technology, are pleased that you are here.

Education is a continuously evolving process whereby you will be provided with a means of achieving your own maximum potential. The surgical technology program will prepare you to care for clients of all ages. The goal is to educate individuals to become self-directed, responsible, contributing members of the health care community. We wish you success as you meet the challenges of surgical technology education!

Mission Statement Of EHOVE School of Surgical Technology

The faculty, staff, and administration of EHOVE School of Surgical Technology hold the premise that all students can learn and that schools do make a difference. We strive to create and maintain an atmosphere for maximum development of each student as an individual while meeting the needs of the student body as a whole.

Our mission is to offer to the student the opportunity to obtain education through a planned program of learning which provides academic courses, lab experiences, and clinical experiences. Upon completion of the program, the graduate is prepared to practice within the scope of an entry-level Surgical Technologist, assuring the highest quality patient care is given, while adhering to the Principles of Asepsis and the Surgical Technology Code of Ethics. Graduates of the program are also prepared to sit for national certification.

Accrediting Bodies for the EHOVE School of Surgical Technology

ARC/STSA- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120-8031
www.arcstsa.org

CAAHEP- Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, Florida 33763
www.caahep.org

COE- Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
www.council.org

EHOVE SCHOOL OF SURGICAL TECHNOLOGY PROGRAM OUTCOMES

Program Outcomes

To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enable successful graduates to pass the National Certification Exam and become employed.

The graduate will:

1. Demonstrate knowledge and practice of basic patient care concepts.
2. Demonstrate the application of the principles of asepsis in a knowledgeable manner that provides for optimal care in the Operating Room.
3. Demonstrate basic surgical case preparation skills.
4. Demonstrate the ability to perform the role of first scrub on all basic surgical cases.
5. Demonstrate responsible behavior as a health care professional.
6. Develop passion for life-long learning and a surgical conscience that enables thriving in a changing complex society within our healthcare community.
7. Qualify to take the certification exam.

Definitions

1. Clinical judgment (based on theorist Benner)
 - a. Advanced beginner – can identify meaningful aspects of a clinical situation
 - b. Competent – demonstrates the ability to plan in a conscious way projecting potential situation.
2. Psychomotor taxonomy (based on theorists Reilly and Oermann)
 - a. Manipulation – demonstrates the ability to follow a prescription such as outlined on a procedure sheet, learns to follow instruction, and performs selected actions.
 - b. Precision – demonstrates the ability to perform at a level of refinement and can be carried out without directions and with reasonable accuracy.
 - c. Articulation – demonstrates the ability to perform in a coordinated logical sequence of activities that reflect harmony and consistency along with accuracy and speed.

Level One Outcomes

The surgical technology student:

1. Performs psychomotor skills at “manipulation” level.
2. Demonstrates knowledge and practice of basic patient care concepts.
3. Develops working vocabulary of medical terminology.
4. Defines basic microbiological concepts.

Level Two Outcomes

The surgical technology student:

1. Performs psychomotor skills at “precision” level.
2. Demonstrates clinical judgment at “advanced beginner” status.
3. Demonstrates application principles of asepsis in a knowledgeable manner that provides for optimal patient care in the Operating Room.
4. Demonstrates basic surgical case preparation skills.
5. Applies scientific principles to appropriate surgical care.
6. Demonstrates responsible behavior as a healthcare professional.
7. Utilizes effective communication skills with patients, families, and health care team members.

Level Three Outcomes

The surgical technology student:

1. Performs psychomotor skills at “articulation” level.
2. Demonstrates clinical judgment at “competent” status.
3. Demonstrates application of principles of asepsis in a knowledgeable manner that provides for optimal patient care in the OR.
4. Demonstrates basic surgical case preparation skills.
5. Applies scientific principles to appropriate surgical care.
6. Demonstrates responsible behavior as a healthcare professional.
7. Utilizes effective communication skills with patients, families, and health care team members.
8. Demonstrates ability to perform the role of first scrub in all basic surgical cases.

Admission Procedure/Policy

1. 18 years of age or older.
2. Attendance at the Allied Health Information Session (free).
3. The following must be completed and on file in the Allied Health Office for admission consideration:
 - a) Application and fee.
 - b) High School Transcript or GED scores and post-high school transcript (if applicable). Recommend English, Reading, and Math background-any courses in Science would be beneficial.
 - c) Work keys scores meeting targets for each exam required.
 - d) Results of clean BCI/FBI background (fingerprinting) check within one year of admission date.
 - e) Negative drug screen (See more info under Drug and Alcohol Abuse Prevention Policy).
 - f) Physical examination completed at Corporate Health/Industrial Health showing the ability to complete tasks without any restrictions.
 - g) Four question essay completed at EHOVE campus.
 - h) Individual Career Plan.
4. Proof of required TB Screening, immunizations and/or titers.
5. Proof of health insurance is a requirement of our clinical sites.
6. Access to a computer with internet and Microsoft Word (used daily while in clinical).
7. Individual interview and review by program director/coordinator or their designee.
 - a) Acceptance into the program is based on completion of the above criteria.
 - b) Applicants will be notified if accepted (by letter) or be notified if further information/submissions are needed.
 - c) Following acceptance into the EHOVE School of Surgical Technology Program:
 - 1) Student will sign a Confidentiality HIPPA agreement for the four hour observation.
 - 2) Complete a 4 hour observation at an assigned clinical site.

Health Record Requirements

All health/immunization/testing requirements are due 2 weeks prior to the start of the program. The records will be reviewed for verification and placed in the student file. Documentation of these requirements must be in the students file. The student may be excused from the program if documents are not present or up-to-date.

Tuberculosis (TB) Screening Provided on Campus (Included in Student Fees)

1. Students must receive a 2-step Mantoux test for the Tuberculosis (TB) screening. All students will be screened on a selected date regardless of previous TB testing status. This cost is included in your student fees, therefore is not an out-of-pocket expense to you.
2. If you are not able to receive the TB screening or have tested positive in the past, a T-Spot test or chest x-ray with negative results for TB is required. T-Spot tests are valid for 1 year and Chest X-rays are valid for 5 years from the date of the test/x-ray. T-Spot/X-Rays are not included in student fees and are the students responsibility.
3. You must notify the Program Coordinator prior to your admissions interview if you will require a T-Spot or Chest X-Ray.
4. You are required to maintain a negative TB test in your file annually throughout your schooling. If you are not in compliance you will not be allowed to begin your clinical training.

Hepatitis B Immunizations

1. The Hepatitis B vaccine series must be started prior to the first day of class. This is a three (3) injection series. After receiving the 1st injection, four (4) weeks later the 2nd injection is given.
 - a. The 3rd injection is given six (6) months after the first. Two injections must be completed prior to clinical experience. Check with your physician, local health department or the school regarding the vaccine for these injections.
2. If you have received the Hepatitis B series in the past, it is not necessary to repeat the series. However, you must provide proper documentation of the 3 vaccination dates. Without this documentation you will be required to have a titer drawn showing immunity.
3. If you are not in compliance you will not be allowed to attend clinicals and the absenteeism policy will remain in effect.

Measles, Mumps & Rubella Immunization

1. Documentation of two (2) MMR vaccinations **or** documentation of a positive Measles, Mumps and Rubella, (all 3) titer must be submitted to the Allied Health office for verification.
2. If the titer draw is found to be negative, the student will need a vaccination (will need to provide proof you are not pregnant.)

Varicella Immunization

1. The student must show doctors proof with a signature of having the chicken pox or documentation of two (2) varicella vaccinations.
2. If you do not have proof you must have the titer drawn.
3. If the titer drawn is found to be negative, the student will need a vaccination.

Tetanus

The student must show proof of a tetanus vaccine with in the last 10 years.

Flu Vaccine

1. The student must provide documentation of an annual flu vaccine.
2. The student can sign a declination form if refusal (certain clinical sites will not accept the flu declination form and the student will not be able to be placed at those clinical sites.)

Personal medical insurance

Proof of medical insurance is required by our clinical sites.

Minimum Acceptable Mental & Physical Competencies

Success as a surgical technology student depends on many variables. Among them is academic ability and certain technical abilities or competencies. All surgical technologists' positions involve standing for long hours and performing activities that require mobility. The competencies listed below represent the minimum abilities necessary to successfully complete course and program objectives. The inability to meet these competencies may interfere with meeting course and program objectives and, therefore, may result in termination from the program.

1. Full range of motion of body joints.
2. Ability to execute controlled motor movements to provide direct care and emergency treatment to patients, i.e. transferring, lifting, and turning patients; providing CPR, or holding extremities for long periods of time.
3. Fine motor ability and visual acuity in order to accurately manipulate needles and sutures finer than a human hair.
4. Good peripheral vision.
5. The ability to examine closely images or other forms of output created by diagnostic equipment.
6. The ability to stand unassisted for eight continuous hours.
7. The ability to carry objects weighing up to 60 pounds on a daily basis.
8. The ability to maintain composure when subjected to high stress levels.
9. The ability to adapt effectively to changing environments, especially those with high tension levels.
10. The ability to respond in an emotionally controlled manner in learning situations and emergencies.
11. Adequate skin integrity, without the presence of open, weeping lesions of the skin. No chronic skin conditions.
12. The ability to develop and improve skills in the organization of work and assisting the surgeon by learning to use economy in time and motion.
13. The ability to learn and to perform quickly without repetition of instructions.
14. The ability to use the English language to communicate effectively in a rational, coherent manner with others, both orally and in writing, with individuals of all professions and social levels.
15. The ability to maintain consistent mental alertness for a period of up to eight (8) continuous hours.
16. Recognition of the importance of teamwork, consideration, and cooperation.
17. Recognition that the work environment will include exposure to diseases and toxic substances (sterilants, x-rays and fumes).
18. Ability to demonstrate auditory acuity that includes correctly understanding muffled voices (through mask) with extraneous background noise.
19. Ability to withstand unusual and unpleasant smells.
20. Students must provide their own reliable transportation for clinical. Students may be required to travel up to 90 miles for their clinical experience.
21. The pregnant student needs to understand potential risks of working in the OR and will need a doctor's release to participate in clinical.

Applicants are responsible for determining their own eligibility of these requirements. Students with disabilities who enter the program do so with the understanding they will be expected to meet course and clinical requirements. Requests for reasonable accommodation will be evaluated by the Program Coordinator/Director and the Student Services Coordinator as they arise throughout the program. The Program Director may request a meeting with a student with a disability and the Student Services

Coordinator if concerns arise regarding the student’s ability to provide safe and effective patient care. Students with disabilities in need of services must contact the Student Services Coordinator at least eight weeks prior to the start of classes to assure accommodations are feasible.

Your Instructors

Your instructors are here to help you; without you, they would have no purpose at EHOVE School of Surgical Technology. Please take advantage of their expertise. Appointments with the instructors can be scheduled at the convenience of the student and instructor. If you are having problems scholastically, personally, or financially, your instructor may be able to help you or refer you to Career Center Counselor who can help. They cannot help if they don't know your needs.

Do not hesitate to seek out your instructors. They want you to be successful and want you to achieve to your full potential. The phone number to EHOVE Career Center is (419)-627-9665 or (419)-499-4663. Toll Free Number (800)-256-9707.

Director of Allied Health Programs

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Surgical Technology Program Director / Coordinator

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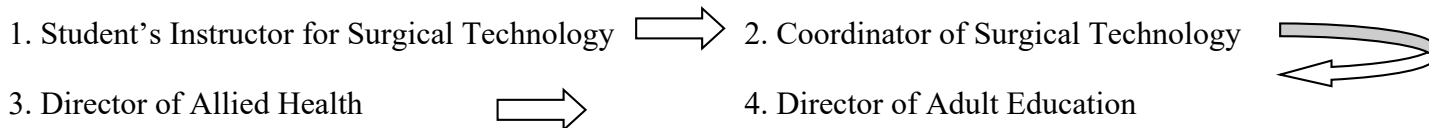
Secretary

Tracie Kidwell
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Allied Health Office	231
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Lines of Communication

In the School of Surgical Technology there is a line of communication the students are expected to utilize when attempting to solve problems, offer suggestions, have questions answered, etc. This chain of command begins with the student’s instructor and proceeds as follows until the situation is resolved or the question is answered.



Advanced Education

Are you interested in furthering your education?

An articulation agreement exists between EHOVE School of Surgical Technology and North Central State College, Mansfield, Ohio in order for graduates to obtain an Associate Degree in Health Services Technology. Students will complete the Surgical Technology courses at the EHOVE School of Surgical Technology and the General Studies at NCSC.

North Central State College
2441 Kenwood Circle
Mansfield, OH 4490

Students who have completed the EHOVE School of Surgical Technology Program with a minimum grade point average of 3.00 on a 4.00 scale are eligible for advanced credit towards an associate degree from Terra State Community College in the following courses:

BIO1200, Introduction to Anatomy & Physiology
Terra Community College
2830 Napoleon Road
Fremont, OH 43420-9670
800.344.3886 www.terra.edu

**EHOVE School of Surgical Technology
Master Curriculum
2018-2019**

	Theory Hours	Lab Hours	Open Lab Hours	Practice Lab Hours	Check Off Lab Hours	Clinical Hours
<u>Level I</u>						
Medical Terminology / CPR	43	2				
Microbiology (<i>SURG1010</i>)	53	6				
Fundamentals of Surgical Technology (<i>SURG1030</i>)	95	16				
• Skill Lab		63	42	59	6	8
Level I Hours = 393	191	87	42	59	6	8
<u>Level II</u>						
Anatomy & Physiology I (<i>SURG1050</i>)	73	18				
Surgical Procedures I (<i>SURG1070</i>)	83	12				260
Level II Hours = 446	156	30				260
<u>Level III</u>						
Professional Issues	13	4				
Anatomy & Physiology II (<i>SURG1050</i>)	69	22				
Surgical Procedures II (<i>SURG1070</i>)	86	12				300
Level III Hours = 506	168	38				300

Total Hours = 1345

**EHOVE SCHOOL OF SURGICAL TECHNOLOGY
PROGRAM DESCRIPTION**

Surgical Technology - Course Descriptions

Medical Terminology / CPR

This course is designed to develop a vocabulary of surgically related medical terms using suffixes, prefixes, root words, word sets and compound words. CPR will be taught at the Health Care Provider level as set forth by the AHA for certification.

Microbiology

This course is designed to provide knowledge of the structure and function of selected pathogenic organisms, infectious disease cycle, and body's defenses to infection including the immune system.

Fundamentals of Surgical Technology

This course teaches the role and responsibility of the surgical technologist in effective communication, legal, ethical, and moral aspects of care. Preparation of the patient and the OR for surgery, aseptic techniques, patient care procedures, environmental safety, and supply/equipment preparation and use are included. The course lab component allows for a demonstration of basic psychomotor surgical skills at a manipulation level.

Anatomy & Physiology I

This course covers the organization of the body into cells, tissues, organs and organ systems. The essentials of structure and function are discussed of the integumentary system including wound healing, the gastrointestinal, endocrine, reproductive and urinary systems.

Surgical Procedures I

This course covers selected commonly performed surgical procedures, pathology leading to surgical intervention, purposes of surgery, problems that may arise. Also taught are techniques/instruments specific to general and minimal access, GI, female and male reproductive surgeries and urology. Pharmacology/Anesthesia is included. The course clinical component allows for a demonstration of both psychomotor skill competency and clinical judgement.

Anatomy & Physiology II

This course covers the essentials of structure and function of the ophthalmic, otic, musculoskeletal, cardiovascular, neurological and respiratory systems.

Surgical Procedures II

This course covers selected commonly performed surgical procedures, pathology leading to surgical intervention, purposes of surgery, problems that may arise. Also taught are techniques/instruments specific to neurological, ophthalmic, oral cavity, otic, nasal, orthopedic, plastic/reconstructive, thoracic and cardiovascular surgeries. Special considerations for geriatric and pediatric clients is included. The course clinical component allows for a demonstration of both psychomotor skill competency and clinical judgement.

Professional Issues

This course covers job-seeking skills such as resume preparation, interviewing techniques and preparation for certification.

Grading Scale

Students will receive letter and/or percentage grades to indicate level of academic achievement.

- A 94-100
- B 86-93
- C 78-85
- F below 78

Grade percentages of 0.5 or above will be rounded up to the next highest percentage. Grade percentages below 78% will not be rounded up to the next highest percentage. Any score in question as to accuracy must be challenged within 2 (two) weeks from the time score has been posted. After that time, grades will be recorded as final and cannot be challenged. Please check your syllabus for grading specifics.

Required Curriculum Sequence for Completion

All courses must be completed with a 78% or satisfactory passing grade in order to graduate. Level II courses may not be attended until successful completion of all Level I courses. Level III courses may not be attended until successful completion of all Level II courses.

Program Expectations

Students are expected to maintain the following standards throughout the classroom and clinical sequence to successfully complete the program.

1. Maintain clinical attendance requirements.
2. Be punctual for all activities.
3. Maintain confidentiality.
4. Follow dress code.
5. Complete and submit all assignments on time.
6. Adhere to program and agency policies.

Dress Code for Class

Classroom dress must be modest and in good taste. EHOVE issued scrub top and scrub pants must be worn on all classroom days, if wearing multiple layers the EHOVE shirt must be the outer most visible layer. Skirts and shorts are acceptable if knee length. Jeans without holes are allowed. No sweatpants, pajamas, or leggings. Shoes that cover the foot are recommended to prevent injury for class. Shoes that cover the foot are required for skill lab. Students not adhering to the dress code may be sent home and the absence will be counted against the student.

Facial, tongue and body piercings and artificial nails will be removed on the first day of school and will not be worn at any clinical or in the classroom.

Tattoos

Fresh tattoos anywhere on the body are prohibited throughout the Surgical Technology Program. This will result in dismissal from the program. Healed visible tattoos must be covered during clinical rotations or the student will be sent home and the absence will be counted against the student. *This is a requirement of the clinical sites.*

Classroom Policies

Snacks are permitted, but students must clean their area before leaving the classroom. Push chairs in when leaving your desk; be respectful of the next class to use the room.

No cell phones or beepers will be on or used in the classroom. If a student cell phone goes off during an exam, the student will be dismissed from the exam area and they will forfeit the opportunity to finish the exam. Student will have opportunity for an essay exam in lieu of the forfeited exam.

Students are required to meet theory and clinical objectives to successfully complete each course. Attendance is essential to your success. *Responsibility for obtaining and making up missed tests or assignments on the day of absence lies with the student.*

Official Record of Exams and Make-Up Exams

Standardized exam answer sheets are used for exams. The answer sheet and additional answer sheets are considered the final record of the exam submitted by the student.

Make up exams are in essay format and must be done within 2 weeks of the date of the original exam, or the grade will be recorded as a zero. It is the student's responsibility to contact the instructor for scheduling the makeup exam. The essay exam will be completed on paper provided.

Lab Policies

During lab you will be working with sharps, special care must be taken to ensure your safety and the safety of those around you.

1. Keep track of all sharps and dispose of them in the sharps container.
2. Students are not permitted to remove sharps, needles etc. from the lab area.
3. If you accidentally stick yourself, immediately notify your instructor and wash the area. The instructor will make sure the needle or scalpel that is contaminated with blood is disposed of properly.
4. Any blood that is on surfaces will be cleaned per protocol.
5. An incident report will be completed by the student and the instructor.

Academic Misconduct

Any student found cheating will receive a failing grade of 0% on that activity and will be placed on program probation and/or may be dismissed. Please refer to the EHOVE Adult Education student handbook for further information.

Cheating is defined as:

1. Copying another's answers
2. Giving/Receiving answers to tests
3. Bringing answers into test
4. Plagiarism-using another's thoughts or words as your own without proper credit given to the author
5. Helping any student gain an unfair advantage in any school function
6. Falsifying any information

Attendance

You must maintain a 90% attendance throughout the program. Please see the EHOVE Student Handbook for attendance policies regarding financial aid.

If you are absent; Please call or text your director/coordinator and inform them of your absence. It is your responsibility to get any missed material from your classes and complete any missed assignments.

1. Skill Lab is 100% attendance with 1 make up day for emergencies
 - a. 1st time 1 – 15 minutes late to lab is a verbal warning and the next open lab day is mandatory attendance.
 - b. 2nd late to lab 1-15 minutes is considered a full missed day.
 - c. Any late to lab over 15 minutes is considered a full missed day.
 - d. *Remember ~~you~~ there is only have 1 make up day for lab.*

Clinical is 100% attendance with 2 make up days for each level, used for illness and emergencies.

2. *There is no opportunity for clinical make-up other than scheduled clinical make-up days.* Documented extenuating circumstances may be taken into consideration by the Program Coordinator.

Exceeding the allowable make up days for lab or clinical is cause for dismissal from the program.

No Call/No Show for Skill Lab

1. The 1st failure to call in an absence for skill lab will result in probation.
2. The second failure to call in an absence is cause for dismissal from the program.
3. Calls **MUST** be made to the program coordinator/director. Failure to notify the school (director/coordinator or director's voice mail **ext. 365**) will result in probation.

Injury/Illness

Illness or injury during school hours must be reported to a faculty member. If it is necessary for you to consult a physician, you may go to the physician of your choice. Medical insurance is recommended as students are fully responsible for any medical expenses incurred. Emergency care is available at each of the cooperating healthcare facilities. Students must provide proof of personal medical insurance this is required by the clinical sites.

The instructor or the surgical manager reserves the right to request the student who exhibits signs and/or symptoms of illness to be seen by a physician. At the instructor's discretion students may be required to submit a doctor's statement that they are able to resume student surgical tech responsibilities before being permitted to return to the program.

Failure in Course Work

Probation (Academic/Clinical/Program)

Any student will be placed on probation if the student receives:

1. Academic Probation-An average of below 78% in any Level I, II or III course at midterm.
2. Clinical Probation-Unsatisfactory/failure for Clinical #1 or #2 at midterm.
3. Program Probation may result from the violation of program policies and procedures. A student placed on Program Probation may be dismissed on subsequent violations of program policies and will remain on Program Probation through the duration of the program.
4. A student may be on Program Probation and Academic/Clinical Probation at the same time.

Academic Probation Procedure

I. Academic Probation

- A. The student who is failing any course at course midterm will be placed on academic probation. The student is expected to bring this average up to 78% or higher by the end of the course or be dismissed.
- B. If any student cannot mathematically reach a 78% passing grade they will be dismissed from the program and not allowed into clinical.
 1. The students will be notified by the coordinator that they have been placed on probationary status.
 2. The students must make an appointment with the coordinator within one (1) week at the convenience of the director.
 3. Original probation form is placed in school file. The students will be presented with one copy of their probation form. They present this copy to their instructor for documentation.
 4. The students must make an appointment to confer with their instructor at least every two (2) weeks throughout the probationary period. They must present their copy of the probation form at this time to be dated and initialed.
 5. When the students have demonstrated successful achievement of course competencies the instructor may recommend they be removed from probation.
 6. Failure to comply with any part of the probation requirements will make the student subject to disciplinary action, including the option to withdraw or dismissal upon recommendation of the faculty to director.

II. Lab

- A. Each student will be granted three (3) attempts to demonstrate a skill in skill lab to the laboratory instructor. If after the third attempt of the same skill, the student is still unsatisfactory, the student cannot progress to the next student demonstration and cannot continue to participate in the course and will be dismissed.

III. Clinical Probation

- A. Clinical is 100% attendance with 2 make up days per Level for emergencies. If a student misses more than the 2 days in 1 Level they cannot meet the clinical requirements and will be dismissed from the program.
- B. Clinical experience will be evaluated at Midterm and Final. Evaluation will be based on the Clinical Rubric of 100 points. Students must maintain a 78% on this evaluation. Those falling below at midterm will be placed on clinical probation and those not meeting the 78% at finals will fail the course and be dismissed from the program.
- C. A record of the evaluation and conference, signed by the student indicating that he/she has read the evaluation, will be kept in the student's file. The student will be given the opportunity to respond in writing. The coordinator will be kept informed of the student's progress.

IV. Program Probation

- A. The students will be notified by the coordinator that they have been placed on probationary status.
- B. The students must make an appointment with the coordinator within one (1) week at the convenience of the director.
- C. Original probation form is placed in school file.
- D. Failure to comply with any part of the probation requirements will make the student subject to disciplinary action, including the option to withdraw or dismissal upon recommendation of the faculty to director.

Single Critical Incident

In the case of a single critical incident, i.e., when the student has one time performed in a manner unsafe to the health and wellbeing of another, a report of this incident will be entered into the student's file. The student will sign this report indicating that the student has read the record. The student will be given the opportunity to respond in writing to it. *A single critical incident will result in program probation and may be grounds for dismissal.*

Dismissal

If the student is placed on probation and does not demonstrate the required improvement, the school reserves the right to terminate the enrollment of the student. The student will be notified in writing of dismissal from the program. The student will be given an opportunity for appeal. Probationary period does not necessarily precede dismissal in the case of a single critical incident. Inappropriate behavior resulting from use of drugs or alcohol will be reason for immediate dismissal without probation.

If a clinical site asks that a student be removed from their facility and not return; a thorough investigation will follow and may result in dismissal from the program. A probationary period does not necessarily precede the dismissal.

The student who has been dismissed may or may not be considered for readmission.

Progression / Re-Admission in the CST Program

Students who have been enrolled in the Surgical Technology program and withdrew in appropriate academic standing may be readmitted at the director/coordinators discretion and on a space-available basis. Due to rapid changes in the Surgical Technology profession, the faculty reserves the right have the student repeat any and/or of the surgical technology program and/or assess the knowledge and skills of anyone who has withdrawn from the program and requesting re-admission.

Students leaving the program because of poor physical and/or mental health must obtain written verification from a professional health care provider of their ability to continue in the program.

The student who earns a final grade of less than 78% will not be permitted to progress in the program without repeating the course. In the case of sequenced courses, this will typically require stepping out until the course is offered again, provided there is space available. The student should contact the Surgical Technology Program Coordinator as soon as possible to indicate when the student wishes to retake the course so arrangements can be made. The time and place of readmission shall be the decision of the entire faculty.

1. Any student requesting to repeat any part after a two (2) year period must repeat the entire program.
2. Any changes in curriculum may necessitate repetition of an entire Level and/or program regardless of time frame.
3. Each student is considered individually for readmission. The Allied Health Director/Program Coordinator/faculty will determine the student's preparedness to re-enter the curriculum.
4. Any student, who fails Level I or Level II, or Level III in two different academic years, will not be readmitted to the program.

Confidentiality (HIPPA) (See clinical section page 28)

Fundraiser Activities in the Classroom

There will be no soliciting of classmates, faculty, or staff for the purpose of selling fundraiser items, whether for personal, family members or friends. This policy extends to all areas of the campus or clinical location.

Use of Audio or Video Recorders

Tape or video recording of lectures may be allowed only with the express written permission of the instructor prior to recording and/or video recording.

Computer Access

Computers with networked printer are available in the front lobby of F-Bldg. Please refer to the general student handbook for network policy and protocol. You must have permission from your instructor to use a computer located in the classroom. If you have a laptop, you must have it configured by the IT department for access to the Internet on campus. Please check with the front office if you wish to access the school network on your laptop.

Social Media Policy

Students may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA and/or FERPA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA/FERPA violations.

Guidelines:

1. Social media includes but is not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (e.g., Wikis) through RSS feeds, video sharing, and social networks like Myspace, Twitter, and Facebook.
2. Postings on social networking sites are subject to the same professional standards as any other personal interactions. Remember if you would not say something in public you should not say it online. Even if you think your profile is private, someone can see and print this information and disseminate your posting however they choose.
3. Protect confidential, sensitive, and proprietary information. Do not post confidential or proprietary
4. Information about the school, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of an EHOVE Surgical Technology Student.
5. Online postings or discussions of specific patients should be avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based on the context. You must not allude to clinical experiences as this allows for online questioning by others to which you might inadvertently release private information.
6. No student shall record, videotape instructors or fellow students for personal or social media use without the express written permission of the faculty or fellow student.
7. At NO time shall patients/clients be videotaped, recorded, or photographed without written permission of the patient/client and/or the facility.
- 8. No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom sessions. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.**

9. Statements made by students within online networks will be treated as if student verbally made the statement in a public place.
10. Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the school. For guidance seek consultation through the Federal Copyright Office website.
11. Do not use EHOVE or EHOVE School of Surgical Technology logos and graphics, on personal social media sites. Do not use EHOVE's name to promote a product, cause, or political party or candidate.

Violations of Social Media Policy

Students who share confidential or unprofessional information do so at the risk of disciplinary action including dismissal from the program. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Drug and Alcohol Abuse Prevention Policy

The use, sale, transfer or possession of controlled substances, or use or being under the influence of alcohol by students at school is detrimental to the EHOVE community. Compliance with this policy is mandatory for participation in the nursing school curriculum.

1. Applicants for admission to the Surgical Technology Program shall be tested for controlled substances. Positive test results or a refusal to test shall disqualify applicants from consideration for admittance to the Surgical Technology Program.
2. Random drug screens of students may be conducted periodically. Students will be notified of computer selection for testing and testing must be done within 6 hours of notification at Firelands Corporate Health. *Refusal to test shall be cause for dismissal.*
3. Reasonable suspicion drug and alcohol testing is permitted when a student is believed to be under the influence of controlled substances or alcohol while on clinical or school premises. Reasonable suspicion must be substantiated by objective facts and circumstances, which are consistent with controlled substance or alcohol use. Documentation of such facts and circumstances shall be submitted to the Program Coordinator/Allied Health Director who is then responsible for determining whether to initiate testing. *If testing is initiated and the student tests positive the cost of testing will be charged to the student.*
4. Students must notify EHOVE Career Center of any criminal/drug conviction, or any other misdemeanor or felony conviction, within five days of such conviction.
5. Disciplinary action that may be imposed for violation of this policy includes, but is not limited to, placement on probation, completion of an appropriate rehabilitation program, dismissal from school, and referral to appropriate law enforcement agencies.
6. Assistance programs that are available locally are:

1) Firelands Mental Health and Chemical Dependency Hotline	800.826.1306
2) Alcoholic Anonymous	419.625.5995
3) Bayshore Counseling Services	800.686.0088
4) Recovery Center of Huron county	419.668.2442
5) Cocaine Lifeline	800.822.4898
6) Alcohol, Drugs Addiction, and Mental Health Services of Erie & Ottawa Counties	419.627.1908

Grievance Procedure

The philosophy of EHOVE Adult Career Center reflects the rights and privileges of each student. All faculty members are concerned with the development of each student. Realizing that school related problems may occur, the following procedure is initiated:

1. A conference with an instructor should be requested during the next working day.
2. If the problem is unresolved during instructor/student conference, the student should request a meeting with the Department Coordinator. This request should be made within two (2) working days of instructor/student conference.
3. If the problem has been unresolved, the student shall file a written grievance with the Adult Director (or designate) fully describing the grievance within two (2) working days of the meeting request.
4. The Adult Director may schedule a meeting with the student. The student and student's selected counsel, the Department coordinator and the involved faculty member may attend.
5. Should the grievance procedure not be resolved at the Adult Director level, an opportunity for appeal to the Superintendent shall be provided. The appeal should be sent to the Superintendent in writing within three (3) working days of the Adult Director meeting, and the Superintendent may schedule a meeting with the student. This meeting may be attended by those listed under #4.
6. Should the grievance procedure not be resolved at the Superintendent's level, an opportunity for appeal to the EHOVE Career Center Board of Education shall be provided. The appeal should be sent in writing to the EHOVE Board of Education within three (3) working days of Superintendent-student conference, and the EHOVE Board or its designee may schedule a meeting with the student prior to the final resolution of the grievance. This meeting may be attended by those listed under #4 and #5.
7. Should the grievance procedure not be resolved at the EHOVE Career Center Board of Education level, an opportunity for appeal to the Council on Occupational Education shall be provided.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081
Facsimile (770) 396-3790
www.council.org

Library

The student will have access to the Fireland's College Campus library. Students are encouraged to make use of these resources. Each individual is responsible for obtaining a guest card for entrance. The hours are Mon.-Thurs. 8:00 a.m.–8:30 pm, Fri. 8:00 am–5:00pm and Sat. 9:00 am–1:00 pm

Association of Surgical Technologists Code of Ethics Position Statement

1. To maintain the highest standards of professional conduct and patient care.
2. To hold in confidence, with respect to the patient's beliefs, all personal matters.
3. To respect and protect the patient's legal and moral rights to quality patient care.
4. To not knowingly cause injury or any injustice to those entrusted to our care.
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.
6. To always follow the principles of asepsis.
7. To maintain a high degree of efficiency through continuing education.
8. To maintain and practice surgical technology willingly, with pride and dignity.
9. To report any unethical conduct of practice to the proper authority.
10. To adhere to the Code of Ethics at all times in relationship to all members of the health care team.

EHOVE SCHOOL OF SURGICAL TECHNOLOGY

316 West Mason Road Milan, Ohio 44846
Phone (419) 499-4663 (419) 627-9665
EXT. 365 or 231 or 284

STUDENT CLINICAL HANDBOOK

2018 – 2019

Sponsored by

EHOVE ADULT CAREER CENTER

Faculty

Kristi Jones, CST, Program Coordinator
Joey Butcher, CST, Clinical Coordinator

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CLINICALS

Clinical Case Requirement

Each student must meet the clinical case requirement for successful completion of the program.

The **total number of cases the student must complete is 120.**

Thirty (30) cases must be in General Surgery with 20 of them in the “First Scrub Role” position.

Ninety (90) cases must be in various specialties with 60 of them in the “First Scrub Role” position.

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Guidelines for Clinicals in the Surgical Technology Program

To help you gain the most from your clinical experience, follow these guidelines:

1. Prepare for clinical as directed by your instructor. This is for the client's protection as well as your own.
1. Anytime you leave the O.R. you are to communicate with the charge nurse. This includes all breaks, lunch, etc.
2. While you are in the clinical area, avoid worrying about yourself. Concentrate on your Patient; how they are feeling, what they are thinking, what they need. By concentrating on them you will relax, automatically do the right thing, and communicate caring. Your concern for the patient is an invaluable gift.
3. Before performing a procedure, make sure you know how. Patients should never hear step-by-step how to perform the procedure or that you have never done this procedure before.
4. Do not witness signing of surgical permits, wills, forms listing valuables, etc. As a student you may not legally provide this service. You are **not** an employee of the organization.
5. Transportation to clinical sites is the responsibility of the surgical technology student. Clinical assignments occur in a variety of agencies within a 65 mile radius.
6. To gain the most from your clinical experience you must be well rested to perform at your full potential.

Dress Code

You are required to look presentable when attending clinical. Scrubs are provided by each clinical site when you arrive. You do not have to wear your EHOVE scrubs; however, you must look professional. Sweat pants, wind pants, short shorts, or pajama pants are prohibited. Jeans must be intact.

Appearance

A. All persons entering the surgical suite shall be required to wear clean operating room apparel

Appearance

- A. All persons entering the surgical suite shall be required to wear clean operating room apparel made of fabric that meets the National Fire Protection Association Standards
- O.R. apparel is provided by the hospital.
 - Freshly laundered scrub suits/dresses to be worn at all times in O.R. If O.R. apparel becomes wet or soiled with blood or organic debris, change to clean O.R. apparel ng apparel at the earliest moment.
 - O.R. apparel may be worn out of unit if covered by lab coat which is buttoned. Lab coat is to be removed before entering operative suite. This policy varies per OR department.
 - Scrub shirts should be tucked into trousers rather than worn over trousers.
- B. All possible head and facial hair, including sideburns and neck lines, must be covered completely by a clean disposable surgical scrub cap or snood while in the operative area.
- C. Caps should be changed daily or as often as necessary. If the cap becomes soiled with blood or organic debris, or if it becomes saturated with perspiration, it should be changed between cases.
- D. All persons shall wear high filtration efficiency disposable masks at all times in the operating rooms.
- Masks must cover the mouth and nose entirely and must be completely secured to prevent venting at the sides.
 - Masks are to be worn when doing hand scrubs.
 - Masks will not be worn in a necklace fashion.
 - Masks will be changed as often as necessary (if they become soiled, if they become saturated with perspiration or nasal drainage and after every case).
 - Masks will be discarded directly into waste receptacles.
- E. All persons shall wear disposable shoe covers at all times in the operative suite.
- Shoe covers should be changed daily & when they become wet or soiled.
 - Shoe covers are to be removed when leaving O.R. and replaced when re-entering.
 - In the interest of safety, clogs, sandals or high heels are not acceptable footwear in the O.R.
 - All shoes should be kept clean.
- F. Jewelry
- No jewelry of any kind at your clinical site.
 - Wedding bands and engagement rings will be left at home.
 - Necklaces are not to be worn.
 - Earrings will not be worn.
 - Facial, tongue, or body jewelry will not be worn;
 - Any jewelry could result in dismissal from the program.
- G. Contact lens
- The wearer of soft contact lenses is forewarned that working in an environment where Cidex, methyl methacrylate, or steam autoclaves are being operated may cause damage to contact lens and cornea.

H. Nail Polish

- No polish is to be worn.
- No artificial nails will be worn.

I. Avoid items that may be offensive to patients, e.g. heavily scented perfumes, tobacco smoke odor, heavy make-up, etc. **Smoking is prohibited at your clinical site.**

J. Name Pins and/or badges

- Name pins will be worn while in the clinical areas.
- Proper I.D. is important at all times.

K. Tattoos

- Fresh tattoos anywhere on the body are prohibited throughout the surgical technology Program. This will result in dismissal of the program.
- **Visible tattoos must be covered while at the clinical site**, you may be sent home and it will result in a missed clinical day.

L. Makeup

- No heavy make-up
- No false eyelashes or eyelash extensions

Standard Precautions

Standard Precautions will be practiced on all cases no matter what the surgical procedure is - **NO EXCUSES.**

- Double gloves and eyewear will be worn on all cases.
- LASER goggles will be worn on all LASER cases. **NO EXCUSES.**
- A lead gown, apron, and thyroid shield will be used on all cases using xray.

Failure to comply with these standards will result in program probation or dismissal.

Blood/Body Fluid Exposure Protocol

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, this procedure should be followed:

1. Follow hospital/agency/institution protocol.
2. Contact the Director/Coordinator of the Surgical Technology Program.
3. Payment for client/patient testing is covered by the hospital/agency/institution.
4. **First exposure Incident:** Payment for **initial** student testing is covered by the school.
5. Any required medical treatment such as prophylactic drug therapy should be ordered by the student's medical practitioner and follow acceptable CDC guidelines.
6. The individual student is responsible for drug therapy costs and subsequent follow-up testing.
7. **Second exposure Incident or any Additional Occurrences:** Any costs incurred may be your (the student's) responsibility and will be handled on a case by case basis. Costs for lab draw as a result of exposure will run in the \$1000.00 range, included in this cost will be the patient's lab draw.
8. An individual student's first exposure results in clinical probation and a written essay with corrective action.
9. An individual student's second exposure may result in dismissal from the program.

Clinical Attendance

Clinical experience is an essential part of your total learning. Any absence from the clinical area is seriously discouraged. Without exception, you are required to meet all clinical objectives to complete the clinical experience. Only two (2) absences per clinical level are permitted and will be made up on designated days. Required clinical hours must be complete prior to sitting for the certification exam and prior to receiving program completion certificate and transcript.

- A. If the student has arrived within one half hour (30 minutes) after the start of the clinical time they are permitted to stay with no make-up. However, they will be given the one, two, three warning. If the student has arrived after the one half hour (30 minutes) of the start time of the clinical, they are to be sent home, make up the eight hour clinical, and also given the one, two, three warning.
- B. The following is also in effect for early leaves.
 - If the student leaves within one half hour (30 minutes) before the scheduled end time of clinical there is no make-up, but the three warnings are in effect.
 - If the student leaves more than one half hour (30 minutes) than the scheduled end time of clinical the student will make up eight hours and also be given the one, two, three warning.
- C. The 1st late arrival or early leave in clinical, per course will result in;
 - a verbal attendance warning.The 2nd late arrival or early leave in clinical, per course will result in;
 - a program written probation.The 3rd late arrival or early leave in clinical per course will result in;
 - dismissal from the program.

Absences, Tardiness and Referrals

1. Students assigned to clinical areas at any cooperating health care facility must notify the night supervisor at your clinical site, your clinical instructor and program director/coordinator by 6:00 am when absent. They should identify themselves to the night supervisor as to name and title and indicate the clinical area to which they were assigned. The name of the supervisor to whom the student gives the message should be obtained and that person should be asked to relay the message to the clinical area. Failure of the student to phone the health care facility and the school on a day they will be absent, will result in a one, two warning. (*see No call on the next page*)
 - Some hospitals do allow the student to email an absence but you must still call your clinical instructor and program director/coordinator.
2. The instructors and/or the clinical sites reserve the right to request the student who exhibits signs and/or symptoms of illness to be seen by a physician and/or sent home. Medical attention is at the cost of the student if necessary.
3. At the instructor's discretion students may be required to submit a doctor's statement that they are able to resume student Surgical Technologist responsibilities before being permitted to return to the program.

Regarding No Call / No Show for Clinical:

- The 1st failure to notify your clinical site and the Clinical Coordinator (ext. 358) in an absence from clinical will result in program probation.
- The second failure to notify your clinical site and the Clinical Coordinator of an absence is cause for dismissal from the program.
- Calls **MUST** be made to the Clinical Coordinator (ext. 358) and the clinical site.

Snow Days

1. Students are to use an adult decision on whether it is safe to drive to clinical in their area.
 - If the student feels it is unsafe; call the clinical site and your instructor to inform them of the missed day.
 - You will be using 1 of your make up days to replace the missed clinical day.
2. You will be notified by your Program Coordinator of any clinical cancellations or delays.

Clinical Probation & Failure in Course Work

- Clinical # 1 & #2 experiences are evaluated at Midterm and Final. Each student will individually meet with an instructor to review their evaluation. If the criteria is not met at Midterm the student will be placed on clinical probation. The student is expected to meet the criteria defined on the probation form or they will automatically be dismissed.
- A record of the evaluation, signed by the student indicating that he/she has read the evaluation, will be kept in the student's file. The student will be given the opportunity to respond in writing. The program Director/Coordinator will be kept informed of the student's progress.

Clinical Probation Procedure

- The student will be notified by the Coordinator that they have been placed on probationary status.
- The student must make an appointment with the Coordinator within one (1) week at the convenience of the Coordinator.
- Original probation form is placed in school file. The student will be presented with one copy of their probation form. They present this copy to their Instructor for documentation.
- The student must make an appointment to confer with their Instructor as defined on the probation form throughout the probationary period. They must present their copy of the probation form at this time to be dated and initialed.
- When the student has demonstrated successful achievement of course/clinical competencies the Instructor may recommend they be removed from probation.
- Failure to comply with any part of the probation requirements will make the student subject to disciplinary action, including the option to withdraw or dismissal upon recommendation of the faculty to Director/Coordinator.

Critical Incidents

A Critical Incident is when a student has performed in a manner unsafe to the health and wellbeing of another or has acted in a manner unbecoming to a healthcare professional. Critical Incidents can result in probation or immediate dismissal. In the clinical setting, critical incidents include but not limited to:

- Breaks in sterility, according to the rules of asepsis and competency requirements for clinical
- Mishandling and dangerous use of sharps
- Unethical or potentially harmful practice regardless if due to physical or mental state
- Behavior that is unacceptable in a professional setting
- Misuse or mishandling of patient or facility information

Any complaint from a facility/clinical site regarding student:

- 1st complaint- written warning with written plan for improvement within two weeks of complaint.
- 2nd complaint- probation with improvement plan to include time frame for expected achievement of improvement.
- 3rd complaint/observation of same issues/complaints will be cause for dismissal.

Confidentiality

Each patient/client has a legal right to privacy, and we are responsible for protecting that right. Respecting privacy involves not only our one-on-one interactions with the person, but also our interactions with others about the person.

Confidentiality refers to our responsibility to keep private matters private.

A breach of confidentiality is a single critical incident.

Eight steps to respecting and protecting confidentiality:

1. Discuss confidential medical, financial and personal matters in a private setting.
2. Safeguard all records.
3. Avoid discussing confidential information in public settings.
4. Re-direct questions about confidential matters to the person, unless authorized by the person to share such information.
5. Become the patient/client advocate by helping others maintain confidentiality.
6. Respect a patient/client choice not to share information.
7. There will be NO Xeroxing of patient records for any reason.
8. Respect the Confidential nature of all information regarding clients and the agency as related to “Protected Health Information” in the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Statement of Acceptance

I have read and understand all of the rules and regulations contained in the EHOVE School of Surgical Technology Student Handbook and Clinical Handbook and hereby agree to abide by all of the terms contained therein.

Student

Witness

Date

(Keep this page for your records)

Statement of Acceptance

I have read and understand all of the rules and regulations contained in the EHOVE School of Surgical Technology Student Handbook and Clinical Handbook and hereby agree to abide by all of the terms contained therein.

Student

Witness

Date

(Sign & return this page to your instructor)

EHOVE Board Approved September 2018