



## Surgical Technology Student Handbook

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**Academic Year 2026-2027**



**Career and Corporate Training**  
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## Welcome

Welcome to the Pierpont Community and Technical College Surgical Technology Program. You have chosen a program in which you will stretch your abilities to reach your greatest potential as a surgical technologist. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals.

We recognize that individuals may have unique and varying needs, capabilities, and experiences. The key to success lies in recognizing any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. Pierpont Community & Technical College has numerous resources to assist you, including help with such things as study habits, test-taking skills, increasing reading skills, and time management. These are only a few of the resources available. Please seek help early and take advantage of the assistance available. We are committed to helping you reach your educational and life goals.

WE WISH YOU SUCCESS!

## Pierpont Mission & Core Values

### Mission

- The Mission of Pierpont Community & Technical College is to provide accessible, responsive, comprehensive education that works.

### Core Values

- Ethical: We value honesty and fairness in policy and practice as we fulfill our mission. EveryONE commits!
- Adaptable: We develop and innovate effective programming and services. EveryONE responds!
- Accountable: We keep our commitments to our students, stakeholders, and each other. EveryONE delivers!
- Compassionate: We care about everyone and treat them with respect and kindness. EveryONE matters!
- Collaborative: We join our students, colleagues, and partners in meeting the needs of our community. EveryONE unites!
- Inclusive: We foster a sense of belonging where everyone is valued. EveryONE counts!

## **Program Philosophy**

Health is a state of optimum well-being that is relative and constantly changing. The Surgical Technologist assists with the care and treatment of surgical patients by aiding the perioperative team to perform surgical intervention in a variety of settings, primarily the operating room.

## **Program Mission**

To provide didactic and clinical instruction enabling individuals to perform as competent, entry-level Surgical Technologists ready for certification; to meet surgical technologist needs locally and regionally.

### Program Outcomes

- To prepare the students to function as a Surgical Technologist who provides and participates in the coordination of patient care as a member of the surgical team by demonstrating knowledge of aseptic techniques, surgical procedures, and instrumentation.
- To provide learning environments for a student which facilitates the development of knowledge, skills, and values needed for professional development.
- To prepare competent entry level surgical technologists for the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To provide students with sufficient background to be able to assimilate the policies and procedures of any health care institution consistent with their scope of practice.
- To prepare students to communicate effectively via oral, written, and electronic modes.
- To prepare students to pass the National Certification Examinations prepared by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
- To foster the concept of continuing education and lifelong learning.

## **Program Accreditation**

### **Accreditation Status**

The Surgical Technology program at Pierpont Community and Technical College is currently seeking accreditation from the Commission on

Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Achieving CAAHEP accreditation requires completion of the ARC/STSA evaluation and site visit process. Accreditation is not guaranteed, and the program's status will be updated as we progress through the review process.

## **Degree Awarded**

Graduates are awarded an Associate of Science (AAS) in Health Science with a Certification in Surgical Technology upon successful completion of program requirements.

## **Curriculum Overview**

The curriculum integrates classroom instruction, skill laboratory, and supervised clinical rotations.

Program Courses include:

- Surgical Technology Principles and Procedures
- Medical Terminology
- Anatomy & Physiology for Surgical Technology
- Surgical Instrumentation
- Surgical Pharmacology
- Surgical Procedures
- Health Science Clinical Practicum
- CPR certification through the American Heart Association

## Admission Requirement and Process

### Official Transcript Submission Instructions

Students must request that their official transcripts be sent directly from the issuing institution to Pierpont Community & Technical College. Transcripts may be submitted electronically to **esprocessing@pierpont.edu** or mailed to:

Pierpont Community & Technical College  
500 Galliher Dr  
Fairmont, WV 26554

- Applications open April 1
- May 18<sup>th</sup> -21<sup>st</sup> interviews for applicants with completed packets
  - Completed application to the surgical technology program through CCT
  - High school transcripts received
  - All college transcripts received
- May 26<sup>th</sup>-28<sup>th</sup> additional interview days
- May 29<sup>th</sup> decisions made
- June 1<sup>st</sup> decision notifications go out to students
- July 10<sup>th</sup> - financial aid workshop
- July 16<sup>th</sup> - payment/payment arrangements due
- July 30<sup>th</sup> **mandatory** orientation 9:00am to 3:00pm
- August 3<sup>rd</sup> payments or payment arrangements due
- August 17<sup>th</sup> first day of class

### **Attendance, Scheduling, Grading**

Class schedule: 8:30 a.m.-2:30 p.m., Monday-Thursday (subject to change).  
Clinical schedule: typically, 6:10 a.m.-2:00 p.m., Tuesdays and Thursdays, or as assigned by clinical partners. Final grades combine weighted categories (10% written, 30% practical, 10% simulation, 50% clinical). Minimum 80% overall is required to pass. Failure in any critical skill requires remediation regardless of overall grade.

The program follows the Pierpont academic calendar for holidays; clinical make-up time may be required.

- Attendance is required for all scheduled activities.
- Max 60 hours of absence per academic year.
  - 3 tardies = 6 hours of absence.

- There are no excused absences: absences are strictly counted and subtracted from required program hours.
- Absence beyond limits will lead to automatic withdrawal.

## **Professional Conduct, Physical Requirements, Hazards & Safety**

Students must demonstrate professionalism, integrity, and respect for patients, peers, and staff. Plagiarism, harassment, intimidation, tobacco use on restricted grounds, and breaches of confidentiality are prohibited and may result in disciplinary action, up to dismissal.

### **Physical And Technical Requirements**

Students must be able to meet the following physical demands to successfully perform all essential functions in the surgical environment:

- Prolonged Standing and Walking
    - Ability to stand and walk for extended periods without interruption.
  - Lifting and Moving
    - Ability to lift items weighing up to 40 pounds and push or pull heavy loaded carts weighing up to 200 pounds.
  - Physical Strength
    - Capacity to exert up to 100 pounds of force occasionally, up to 50 pounds frequently, and more than 20 pounds constantly, as necessary during surgical procedures and equipment handling.
  - Sensory Acuity
    - Possess adequate visual, hearing, and oral acuity along with manual dexterity and tactile sensation for safe patient care required for operating room tasks.
  - Radiation Safety
    - Ability to wear lead aprons or protective gear for extended periods as part of radiation safety protocols.
  - Cognitive Ability
- critical thinking, concentration, and problem-solving in a dynamic surgical environment
  - Communication
  - Clear verbal and written communication with patients and the perioperative team.
  - Behavioral
  - Professionalism, ethical conduct, teamwork, and stress management.

Students requesting accommodation should contact Accessibility Services. Technical standards are not used to unlawfully exclude individuals with disabilities.

### **Work Environment**

- Students will be exposed to the typical surgical and hospital environments.
- Reasonable accommodations will be considered to enable individuals with disabilities to meet these requirements.

### **Occupational Hazards**

Surgical technologists encounter various occupational hazards in the operating room that can impact their health and safety. Understanding these risks and adhering to established safety protocols is essential for minimizing harm and maintaining a safe work environment.

- **Exposure to Bloodborne Pathogens**
  - Risk of infection from viruses such as HIV, hepatitis B, and hepatitis C through contact with blood and contaminated instruments, particularly accidental needle sticks.
- **Sharps-Related Injuries**
  - Handling scalpels, needles, and other sharp instruments poses a risk of cuts and punctures, which can lead to infections.
- **Radiation Exposure**
  - Use of fluoroscopy or X-rays may expose technologists to radiation; appropriate protective equipment like lead aprons is vital.
- **Musculoskeletal Injuries**
  - Prolonged periods of standing, patient positioning, and moving equipment can cause strains, back pain, and other musculoskeletal issues.
- **Latex Allergy**
  - Frequent contact with latex gloves and products can trigger allergic reactions ranging from skin irritation to respiratory problems.
- **Chemical Exposure**
  - Contact with anesthetic gases, disinfectants, and sterilization agents may cause respiratory or skin issues.
- **Psychological Stress**

- The demanding, high-pressure environment of the operating room requires sustained focus and can contribute to emotional and psychological stress.

### **Safety Protocols:**

To address these hazards, surgical technologists are trained to follow strict safety measures based on guidelines from the Occupational Safety and Health Administration (OSHA) and other regulatory bodies. These include:

- Proper use of personal protective equipment (PPE) such as gloves, gowns, masks, and lead aprons.
- Safe handling and disposal of sharps and contaminated materials.
- Adherence to infection control and sterilization procedures.
- Ergonomic practices to reduce physical strain.
- Awareness and management of potential chemical exposures.
- Support for mental health and stress management resources.

### **Integration of Artificial Intelligence (AI)**

AI tools may be used to supplement learning (e.g., concept review, research assistance, simulation) but may not replace independent work or clinical judgment. Submitting AI-generated work as original is academic dishonesty. Do not disclose protected health information (PHI) to any AI platform.

### **Policy and Procedure**

#### **Assignment of Clinical Experience**

**Effective Date:** August 1, 2026

**Reviewed/Revised:** 3/3/2026

#### **Purpose**

To establish a standardized process for the assignment of clinical experiences to Surgical Technology students that ensures equitable, educationally sound, and appropriately supervised placements conducive to achieving program learning outcomes.

#### **Policy Statement**

The Surgical Technology program is committed to providing students with diverse, comprehensive, and practical clinical experiences that allow them to apply theoretical knowledge, develop technical skills, and demonstrate professional behavior in real healthcare settings. Clinical assignments will be made in partnership with approved clinical sites to support student learning and meet accreditation and regulatory requirements.

## Scope

This policy applies to all Surgical Technology students enrolled in clinical courses and faculty/staff involved in clinical coordination and student supervision.

## Definitions

- **Clinical Experience:** Supervised, hands-on practice in a healthcare setting where students perform tasks related to the Surgical Technology profession.
- **Clinical Site:** An approved healthcare facility offering surgical services where students are assigned for clinical rotations.
- **Clinical Coordinator:** The faculty member responsible for establishing clinical sites, arranging student placements, and overseeing clinical experiences.

## Procedure

- **Clinical Site Selection and Approval**
  - The Clinical Coordinator will identify and establish agreements (affiliation/contractual) with clinical sites aligned with program goals and accreditation standards.
  - Sites must provide a safe and adequately equipped environment for surgical technology training, with qualified personnel to supervise students.
- **Student Eligibility for Clinical Assignment**
  - Students must meet all academic and program prerequisites (e.g., completion of prerequisite courses, immunizations, background checks, CPR certification) before clinical placement.
  - Students must comply with clinical site requirements, which may include health screenings, drug testing, and confidentiality agreements.
- **Assignment Process**

- Clinical assignments will be made by the Clinical Coordinator considering:
  - Student learning needs and objectives.
  - Availability and capacity of clinical sites.
  - Student geographic considerations and transportation limitations when possible.
  - Ensuring equitable distribution among students.
- Students will receive their clinical assignment, including site, schedule, and preceptor/supervisor information, at least [insert number] weeks before the rotation start date.
- **Orientation and Preparation**
  - Prior to clinical placement, students must attend a mandatory clinical orientation covering site policies, safety protocols, and expectations.
  - Students must complete any required clinical site-specific onboarding or training.
- **Monitoring and Evaluation**
  - Students will be supervised by qualified clinical preceptors and evaluated regularly using standardized clinical performance tools.
  - The Clinical Coordinator or designee will maintain communication with clinical sites to monitor student progress and resolve any issues promptly.

### **Changes to Assignments**

- Any requests for changes in clinical placement by students must be submitted in writing and will be considered based on program capability and site availability.
- In cases of student or site concerns, the Clinical Coordinator will intervene to assess and make necessary adjustments.

### **Responsibilities**

- **Program Director:** Oversight of clinical assignment policies and ensuring compliance with accreditation standards.
- **Clinical Coordinator:** Implementation of assignments, site coordination, and student support.
- **Students:** Adherence to program and clinical site policies, timely attendance, and proactive communication.
- **Clinical Site Supervisors:** Provide appropriate supervision, evaluation, and feedback.

## Documentation

- Clinical assignments will be documented and retained in student files.
- Affiliation agreements with clinical sites will be maintained and reviewed periodically.
- Student clinical evaluations will be collected and stored confidentially.

## References

- ARC/STSA Standards for Accreditation
- Institutional Clinical Affiliation Agreements
- Program Student Handbook

## Review

This policy will be reviewed annually or as needed to reflect changes in accreditation requirements, clinical site availability, or program needs.

## Clinical Education Policies

Clinical rotations are mandatory and assigned across affiliated sites; transportation is the student's responsibility. Activities during clinical education are educational only (no paid employment while assigned as a student).

Use of cell phones and personal devices is restricted to designated areas and times according to site policy.

## Dress Code

- Pierpont name badge/photo ID must be visible at all times while on site.
- Professional attire as directed for classroom and clinical settings.
- Operating room (OR) footwear must be clean, closed-toe leather shoes reserved for use only in the OR.
- Protective eyewear is mandatory in the OR and laboratory.
- Hair secured
- Only permitted jewelry as defined by site policy.

## Clinical Case & Skills Requirements

### Clinical Case Requirements

### *Aligned with ARC/STSA and CAAHEP Standards*

To successfully complete the Surgical Technology Program, each student must meet all clinical case requirements as defined by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and the Core Curriculum for Surgical Technology (CCST7e). These requirements ensure that every student gains the Hands-on experience necessary to perform safely and effectively in the operating room.

### **Minimum Case Requirements**

Students must complete the minimum number of required surgical cases as established by the Core Curriculum for Surgical Technology (CCST7e). ARC/STSA requires that all cases be counted and documented according to the surgical specialty categories defined in the CCST7e.

### **How Cases Are Counted**

- Each case is counted according to the surgical specialty listed in the CCST7e.
- One pathology equals one procedure for case counting purposes.
- A student may count more than one case on the same patient only if:
  - Each case involves different pathologies, or
  - Cases involve different setups or specialties.
- Procedures not listed in the CCST7e may be counted under the surgeon's appropriate specialty or subspecialty.
- If a surgeon holds a subspecialty certification, the case may be counted under either the specialty or subspecialty category.

### **Required Student Roles**

Students must participate in clinical cases in the following roles, all of which must be documented in the case log:

- First Scrub Role
- Second Scrub Role
- Observer Role

These roles must be recorded according to the definitions provided in the CCST7e.

### **Clinical Case Logs**

Each student is required to maintain accurate and complete clinical case logs throughout the program.

## Formative (Ongoing) Case Logs

During clinical rotations:

- Students must log every case in real time using [Surgical Counts - Case Tracker for Surgical Technology](#)
- All logs must include:
  - Case specialty
  - Procedure name
  - Date
  - Student role (1st scrub, 2nd scrub, observer)
  - Preceptor signature or validated verification method
- Faculty must review logs synchronously and regularly to monitor student progress.

## Summative (Final) Case Log

At the end of the program, students must submit a comprehensive final case log that includes all cases completed throughout clinical training. This final log must:

- Include all clinical experiences across all specialties.
- Clearly list the total number of cases completed in each specialty.
- Be signed and dated by both the student and the Program Director.

## Record Retention

The program is required to maintain all clinical case logs for a minimum of five (5) years.

## Purpose of Clinical Case Requirements

These requirements ensure that each student:

- Gains competency across a wide range of surgical specialties.
- Demonstrates readiness for entry level practice as a Surgical Technologist.
- Completes training that complies with national accreditation standards designed to ensure patient safety and professional competency.

## **Certification & Outcomes Reporting**

Aligned with ARC/STSA and CAAHEP Standards

The Surgical Technology Program is committed to maintaining transparency and meeting all ARC/STSA reporting requirements. Outcome data—including certification exam results, graduate satisfaction, employer satisfaction, and job placement—is collected annually and submitted per accreditation policy.

### **Certification Examination (CST)**

Graduates are eligible to sit for the Certified Surgical Technologist (CST) Examination administered by NBSTSA. The program tracks participation, pass rates, and three-year weighted outcomes as required.

### **Graduate & Employer Surveys**

Annual satisfaction surveys are conducted to assess program effectiveness and guide improvements.

### **Placement Rates**

Graduate employment in surgical technology or related healthcare roles is monitored and reported annually.

### **Program Effectiveness Data (PED)**

Credentialing success, retention, and placement outcomes are published and made available to current and prospective students.

### **Annual Reporting Requirements**

The program submits all required documentation to ARC/STSA, including enrollment, retention, case completion data, exam outcomes, and satisfaction metrics.

## **Grievances & Complaints**

Students should first follow the internal grievance process as described in the Pierpont Academic Catalog: Instructor → School Director/Dean. If unresolved, students may file programmatic complaints with ARC/STSA or CAAHEP.

## **Withdrawals & Refunds**

If the student requests to be withdrawn the day after the first week of class, a full refund will be issued to the student and HEAPS funds will be sent back. It is the responsibility of the student to notify Career and Corporate Training by email (cct@pierpont.edu) that they want to be withdrawn. After the second day of class, no refund will be issued.

## **Program Costs & Fees**

Cost for the Surgical Technology Certificate Program is \$10,000 and includes the following:

- Tuition
- Books
- Lab materials
- CST Exam, Exam A, Exam B
- AST Student Membership (Gold Bundle)
- Surgical Counts Case Tracker
- JOMI - Journal of Medical Insite Reference for Surgical Procedures
- My Clinical Exchange- Clinical Experience at Mon General Hospital
- Evolve Accounts
- Criminal background check and drug screening

### *Additional student cost*

- Immunizations/titers and physical exam
- Transportation to clinical sites
- Scrubs
- Appropriate footwear

Note: Costs are estimates and subject to change. A detailed semester-by-semester cost sheet will be provided.

## Forms (Included/Available)

- Clinical Case Information  
[ARCSTSA-Clinical-Case-Log-Policy-ST-Final-Draft.pdf](#)
- Clinical Occurrence Notification Record  
[clinical\\_occurrence\\_notification\\_record\\_v2.pdf](#)
- Grievance Form  
[ARC STSA Grievance Form Fillable.pdf](#)
- Letter of Probation  
[Probation Letter Template.docx](#)
- Pregnancy Liability Waiver  
[Pregnancy Liability Waiver Surgical Technology.docx](#)
- Preliminary Warning Conference  
[Preliminary Warning Conference.docx](#)
- Request for Counseling  
[Request for Counseling.docx](#)
- Student Lab Progress Report  
[Student Lab Progress Report SurgTech.pdf](#)
- Student Responsibility Statement  
[Student Responsibility Statement.pdf](#)
- Student Occurrence Notification Record  
[Student Occurrence Notification Record.pdf](#)
- Semester Summary Report  
[Semester Summary Surgical Technology.pdf](#)
- Withdrawal Form  
[Request to Withdraw from the Institution](#)

### **The Documents below will be uploaded into Exxat**

- Covid 19 Vaccination Declination Form  
[COVID-19 Vaccine Declination Form.docx](#)
- HIPAA Confidentiality and Privacy Agreement  
[HIPAA Confidentiality and Privacy Agreement.docx](#)
- TB Symptoms Screening Form  
[Tuberculosis \(TB\) Symptom Screening Form.docx](#)

### **Student Responsibility Statement**

I acknowledge receipt and understanding of the Surgical Technology Program Handbook and agree to adhere to the policies, procedures, and academic requirements therein. I understand the physical and professional demands of the program.

Student Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_