



SURGICAL TECHNOLOGY PROGRAM

Student Handbook & Program Policies

Revised July 2026

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Note: the latest policy updates can be found on the
Lakeland website, and on Blackboard.

While you are enrolled, you will be notified of any policy
changes via your Lakeland email.



Lakeland
COMMUNITY COLLEGE

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SECTION I: ACCREDITATION

Lakeland Community College is accredited by the Higher Learning Commission (HLC).



The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

800.621.7440

www.hlcommission.org

The Lakeland Community College Surgical Technology Program is accredited by the Commission for Accreditation of Allied Health Education Program (www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (www.arcstsa.org).

The surgical technology program follows the national curriculum as recommended by the Association of Surgical Technologists (www.ast.org)

 CAAHEP 9355 - 113th St. N, #7709 Seminole, FL 33775 phone: 727.210.2350 fax: 727.210.2354 www.caahep.org	 ARC/STSA 19751 East Mainstreet, Ste #339 Parker, CO 80138 phone: 303.694.9262 fax: 303.741.3655 www.arcstsa.org	 AST 6 West Dry Creek Circle Littleton, CO 80120-8031 phone: 800-637-7433 www.ast.org
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SECTION II : INTRODUCTION & OVERVIEW OF SURGICAL TECHNOLOGY

Welcome & Program Framework

Welcome to the Surgical Technology Program at Lakeland Community College. This handbook defines the policies, guidelines, and requirements of this Associate of Applied Science Degree program. This specialty curriculum carries serious responsibilities. Participants must demonstrate accountability at all times in the classroom, laboratory, and clinical sectors.

The main goal of this program is to build practical knowledge and skill through five progressive semesters integrating academics, written work, critical thinking, verbal proficiency, safety, integrity, and satisfactory demonstrative performance. Success requires consistent daily study and regular skill practice in the Perioperative Learning Lab

Mission & Minimum Expectations

Program Mission Statement: The mission of the Surgical Technology and Perioperative Education Department is to educate students in the knowledge and skills to perform safe and effective patient care in the perioperative environment. This education enables students to excel in the field of surgery and enter the job market with a competitive edge.

Minimum Expectations Statement: The Lakeland Surgical Technology program is specialized in preparing entry-level surgical technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Role of the Surgical Technologist in the Surgical Suite

As a surgical technologist (ST), you join highly skilled surgical teams to help facilitate safe operations, working side-by-side with surgeons to maximize patient safety.

Preoperatively: The ST prepares the operating room by providing the appropriate supplies and instruments. They adjust and test select equipment, "scrub," don sterile gown and gloves, and establish the primary sterile setup. The ST serves as the guardian of sterile technique. The ST does not perform direct patient care as a solo practitioner.

Intraoperatively: The ST maintains the sterile field, anticipates the needs of the surgeon, passes instruments, and provides sterile items efficiently. The ST shares accountability for

instrument, sponge, and sharp counts. They handle specimen collection, prepare sutures, and dispense appropriate fluids or medications. The ST is the second set of eyes on the sterile field and acts as the primary safety monitor.

Postoperatively: The ST helps apply dressings, splints, or casts. They assist in transporting the patient, break down the sterile field, decontaminate the room, and prepare the suite for the next procedure.

Scope Restrictions: Graduate STs may assist in a nonsterile circulating role under the direct supervision of a registered perioperative nurse if facility policy permits. This program in no way prepares the student to act as a first assistant in surgery. First assisting is outside the scope of practice for graduates of this program.

Learning Domains Matrix

Cognitive Domain	Psychomotor Domain	Affective Domain
Analyze written and demonstrated material presented in class and lab.	Apply knowledge and skill gained from class in lab and clinical settings.	Perform tasks based on knowledge and skill gained from class and lab.
Demonstrate proficient use of computers and technologic devices.	Utilize computers, storage devices, and printers for class work.	Perform required course work and presentations using tech devices.
Analyze comparative aspects of modern and historic surgical practices.	Differentiate between historic and contemporary trends in practice.	Recognize how older methods led to current surgical safety practices.
List essential information forming the "timeout" for each procedure.	Participate in the mandatory "timeout" safety verification protocol.	Verbalize acknowledgement and agreement of correct patient data.
List pertinent human anatomy associated with specific operations.	Identify structures on human images, mannequins, or models.	Label and write narratives describing procedural anatomy.

Cognitive Domain	Psychomotor Domain	Affective Domain
List specific surgical incisions for surgical procedures.	Select and manage instrumentation for creating specific incisions.	Provide specific instruments necessary for planned incisions.
List appropriate attire/PPE for each division of the surgical suite.	Select appropriate attire and PPE for corresponding areas.	Differentiate between attire types necessary across OR spaces.
Differentiate between sterile and nonsterile items in the environment.	Effect immediate corrections to remedy any contamination.	Prevent contamination of the established sterile environment.
List key elements of professional communication.	Verbalize clearly and effectively in English.	Respond to verbal dialogue respectfully.
Demonstrate knowledge and uses of surgical instrumentation.	Manipulate and position sterile instruments in the field.	Practice proper instrument assembly and handling techniques.
Identify methods of applying sterile gowns/gloves to self and others.	Perform application of sterile gowns and gloves to self/others.	Describe the clinical importance of sterile gowning/gloving.
List pertinent aspects of the ST role in the surgical suite.	Practice the role of the ST in timed lab scenarios.	Perform competently in the ST role at the clinical site.
List pertinent aspects of other surgical team members' roles.	Assist team members with case preparation and care.	Identify and perform tasks in concert with the team.
Identify patient factors requiring modified standard routines.	Adapt to changes in patient condition without compromising safety.	Recognize alternative actions within the environment.
List common items contained within a custom pack.	Assemble contents for packaging a custom pack in lab.	Identify items added to supplement a custom pack.
Describe case cart contents for specific surgical procedures.	Prepare the surgical suite for pack/set placements.	Position equipment, packs, and sets appropriately for cases.

Cognitive Domain	Psychomotor Domain	Affective Domain
Describe safe use of electrosurgical and powered devices.	Manage electrosurgical and powered devices in the field.	Position electrosurgical equipment and cords safely.
Describe importance of skin antisepsis for caregivers/patients.	Follow instructions for surgical hand scrub safely.	Perform a surgical hand scrub without contamination.
Identify a variety of sterile drapes and their clinical uses.	Manipulate sterile drapes without causing contamination.	Apply sterile drapes accurately to models/patients.
Describe safe patient transport and positioning protocols.	Transport and position surgical patients for specific procedures.	Present safe methods of patient transport and positioning.
List the methods of surgical site closure.	Select appropriate materials and instruments for closure.	Respond appropriately to surgical site closure needs.
Identify methods of surgical anesthesia used in the OR.	Differentiate between local, regional, and general anesthesia.	Name the anesthetic in use for each assigned patient.
Demonstrate safe medication preparation and administration.	Label every medication and chemical agent on the field.	Announce medication name and strength clearly as it is used.
List signs of patient complications in the surgical environment.	Respond to patient complications with immediate necessities.	Recognize specific intraoperative patient complications.
List specific microbial threats to surgical patients.	Prevent microbial contamination of the patient.	Identify potential microbial contamination and contain it.
List essential elements of endoscopic/laparoscopic surgery.	Assemble correct endoscopic/laparoscopic instrumentation.	Provide appropriate endoscopic instrumentation in sequence.

Cognitive Domain	Psychomotor Domain	Affective Domain
Identify specimens and their handling in the environment.	Prepare surgical specimens for transport to pathology.	Label specimens accurately for the appropriate destination.
List differences associated with extremes of patient age.	Select instrumentation and supplies according to age needs.	Modify instrumentation and supplies according to patient need.
Demonstrate safety behaviors in the presence of hazards.	Prepare the environment for safe use of equipment/supplies.	Report any identified hazards and effect immediate correction.
Demonstrate management of implantable devices.	Prepare implantable devices and materials in a proper manner.	Facilitates implantation of devices without contamination.
List four wound classifications established by the CDC.	Accurately assist in the classification of the surgical site.	Justify the wound class as a vehicle for evaluating SSI risk.
Describe the process for surgical site dressing or casting.	Prepare appropriate dressing material without contamination.	Recognize how dressing material facilitates site healing.
Identify three mechanisms of surgical site closure.	Prepare appropriate supplies for the specific closure method.	Differentiate between site types and closure choices.
Identify types of surgical drains and reservoirs.	Prepare the appropriate drain for the intended clinical use.	Differentiate between active and passive drains for healing.
Identify the role of the ST in emergency situations.	Follow instructions accurately during emergency situations.	Determine the value of alertness during emergency states.
Identify the role of the ST in disaster procedures.	Function in assigned role during external/internal disasters.	Report to the appropriate area for assignment during crisis.

SECTION III: PROGRAM ADMISSION & HEALTH REQUIREMENTS

Admission Options

Students must meet specific admission requirements. Technical application elements include submission of a high school transcript or GED, completion of prerequisites, background check, drug screen, and a physical examination. Unregistered or unaccepted individuals are strictly prohibited from entering the laboratory or clinical spaces.

Option 1: High School Option

This option is for current high school seniors or graduates applying within two years of high school graduation:

- Complete standard college application forms.
- Place into MATH 1330 (Statistics for the Health Sciences) or higher, or pass MATH 0850 (Beginning Algebra).
- Complete high school algebra, chemistry, and biology with a minimum grade of "C".
- Maintain an overall high school GPA of 2.5 on a 4.0 scale.

Note: Students may take HLTH 1215 (Medical Terminology) and BIOL 2210 (Anatomy and Physiology I) concurrently with SURG 1100, though completing them prior is highly recommended. These courses must maintain a combined GPA of 2.50 to preserve program eligibility.

Option 2: College Option

This option is for students who do not qualify under Option 1:

- Complete standard college application forms and submit high school and all post-secondary transcripts.
- Maintain a cumulative college GPA of 2.0 or higher.
- Complete the following prerequisites with a combined minimum cumulative GPA of 2.5 or higher and a minimum grade of "C":
 - HLTH 1215 (Medical Terminology for Health Professions)
 - BIOL 2210 (Anatomy and Physiology I)
To enroll in BIOL 2210, students must have completed high school biology within the last 5 years alongside high school chemistry, OR complete BIOL 1200 or CHEM 1100 with a "C" or better.
- Take the Math Placement Test to place into MATH 1330, or complete MATH 0850 with a grade of "C" or higher.

Mandatory Health Requirements

All health portfolio items must be submitted to the Health Services Department drop-boxes and a copy delivered to the Program Director by December 1st of the first semester (SURG 1100). Failure to complete this documentation will result in an Incomplete ("I") grade, and clinical slots will not be reserved. Students with persistent health conditions that cause a loss of more than 10% of class or clinical days will be advised to withdraw.

- **Physical Examination:** A complete physical examination performed by a private physician is required before December 1st of the first semester.
- **Immunizations & Mandatory Titers:** Blood titers must be drawn to officially prove immunity. The clinical contracts demand the following:
 - **Tetanus, Pertussis, and Diphtheria (TdaP):** Basic series plus a booster every 10 years.
 - **Rubella & Rubeola:** Documentation of vaccination and verified positive titers.
 - **Hepatitis B Vaccine:** A basic 3-step series. This series takes 6 months to complete and must be initiated prior to the start of the first semester. A declination waiver is available for Hep B refusal.
 - **Varicella:** Verified proof of immunity via titer or vaccine series.
 - **COVID-19 Vaccine:** Initial dose series required.
 - **Annual Influenza Vaccine:** Must be completed by October 1st each year. Injection format only; nasal spray administrations are strictly rejected by clinical sites.
- **Tuberculosis Control Screening:** An annual Tuberculin Skin Test (subcutaneous 2-step test) or QuantiFERON-Gold blood test is mandatory. Initial results must be processed in January before clinical assignments open and submitted no later than January 30th. Tests cannot be self-read. Known positive reactors must provide proof of a clear chest x-ray completed within six months prior to program admission.
- **Health Insurance:** Neither the clinical sites nor the college assumes medical financial responsibility for injuries incurred during training (such as needle sticks or disease exposure). All students are required to maintain personal health insurance coverage during clinical rotations and supply a copy of their insurance card for their file.
- **Current CPR Requirement:** American Heart Association Basic Life Support for Healthcare Providers course is required for clinical placement. *(Other courses such as Heartsaver or issued by the Red Cross are NOT accepted!)*

Background Check and Drug Screen Policy

required for Clinical Assignment as a Student Surgical Technologist

Purpose: Each clinical site requires Lakeland Community College to do comprehensive background checks and drug screens on all students before clinical assignments can be processed.

Policy: All students are required to submit to the background checking and drug screening process on the time and date set forth by the Surgical Technology program director. This will be during Sept/Oct of first semester. This is at the student's expense. Failure to comply will result in release from the program. The parameters for clearance include, but not limited to the following:

1. No past or current history of drug/substance abuse
2. No past or current history of theft
3. No past or current history of violence
4. No past or current history of felony

Clinical sites re-run background checks immediately before accepting students for clinical education at their respective facilities. This is not at the student's expense. The clinical site reserves the right to reject a student based on findings from the background checking and drug screening process. Students who are not accepted to a clinical site based on background checks will be given the opportunity to withdraw from the Surgical Technology program without a grade reduction penalty before the 10th week.

Criminal background checks and drug screens are mandatory and the surgical technology students process as a group at the college during the first semester in preparation for clinicals. Failure to comply will result in release from the program. Positive hits for drugs, violence, theft, or any felony will result in rejection by the clinical sites. This applies to both misdemeanor and felony arrests and convictions. Clinical sites adhere to the same policies and universally deny entrance for clinical education. Clinical rejection will result in release from the program without the ability to re-apply.

SECTION IV: CURRICULUM & ACADEMIC PROGRESS

AST Core Curriculum for Surgical Technology 7/e can be found online at ARC/STSA:

https://arcstsa.org/wp-content/uploads/2022/03/Core_Curriculum_for_Surgical_Technology_7ed_3-18-22.pdf

Course Sequencing

The program requires a total of 65 credit hours distributed across five sequential semesters:

First Year Courses

First Semester – Fall 1 (16 Credits)

ENGL 1110	English Composition I (A)	3
BIOL 2210	Anatomy & Physiology I	4
HLTH 1215	Medical Terminology	3
FYEX 1000	First year experience	1
SURG 1100	Surgical Technology I	5
		16 cr

Second Semester – Spring 1 (14 Credits)

BIOL 2220	Anatomy & Physiology II	4
SURG 1300	Surgical Technology II	7 (2 clinical days x P2 8 weeks)
SURG 1500	Surgical Pharmacology	2 (required in second semester)
SURG 2600	Surgical Technology Seminar	1
		14 cr

Third Semester - Summer (11 Credits)

MATH1330	Stats for Health	3
Or Other 1330+ level Math		
COMM 1100	Effective Interpersonal Comm	3
SURG 2100	Surgical Technology III	5 (2 clinical days x 8 weeks)
		11 cr

Second Year Courses

Fourth Semester - Fall 2 (14 Credits)

BIOL 2700	Microbiology	4
SURG 2300	Surgical Technology IV	7 (2 clinical days x 15 weeks)
Social and Behavioral elective		<u>3</u>
		14 cr

Fifth Semester – Spring 2 (11 Credits)

SURG 2500	Surgical Technology V	7 (P1: 2 clinical; P2: CST Lab 7wks)
Arts and Humanities elective		<u>3</u>
		11 cr

Program Total Credit Hours: **65 total credit hours**

Course Substitution Policy

Students must complete all required courses within the designated curriculum.

Core SURG Courses: Due to specialized accreditation standards and mandated clinical competencies, all SURG-numbered courses are strictly non-substitutable.

General Education Requirements: Substitutions may be considered on an individual basis. The proposed substitute course must have a grade of "C" or better. Students must obtain a Course Validation Form from the Program Director, meet with an Academic Counselor to validate college graduation weight, and obtain signatures from the Program Director and the Dean of Health Technologies. The substitution is not official until filed with the Registrar's Office.

Grading Policies and Scale

This program is skill- and knowledge-based; therefore, performance, attendance, and participation directly influence evaluation. The program does not utilize "+" or "-" indicators; only whole letter grades are assigned:

A: 91 – 100%	D: 68 – 74% (Academic Failure)
B: 83 – 90%	
C: 75 – 82%	F: < 67% (Academic Failure)

To remain in good standing, students must maintain a cumulative GPA of 2.0 or better in all graduation-required courses. Registration in each successive SURG course requires a minimum grade of "C" (75%) in the preceding course. A grade of "D" or lower in any technical or science requirement necessitates repeating the class. Pass/fail or satisfactory/unsatisfactory marks are rejected for the biology sequence. Self-assessment quizzes are utilized periodically to gauge study efficiency without point deductions. The expected standard for study is 2 to 3 study hours outside of class per week for every 1 credit hour enrolled (e.g., a 5-credit course requires a minimum of 10 hours of weekly independent study).

Academic Contingency Plan

Plans for contingent or crisis situations will be regulated by Lakeland Community College and governed decisions through the State of Ohio.

The following contingency guidelines may be implemented by the program faculty, college administration or clinical education centers when an emergency which affects the education of students enrolled in the Surgical Technology Program reaches proportions that cannot be handled by routine measures. This guidance supplements and does not replace any federal, state, trial, local, or territorial health and safety laws, rules, and regulations with which the institution must comply. Contingency and crisis planning will include the entire cohort, not individual students.

Emergencies may be sudden and occur without warning. These procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. Contingencies may result in the inability to continue with in-classroom didactic education and/or participate in clinical experience. As a result, graduation dates may be extended to permit students to complete their didactic and clinical education. Admission of new students may be delayed to enable currently enrolled students the opportunity to matriculate.

Contingency Policies - Classroom Education

- Didactic modifications with appropriate notification, include:
 - Class meeting location changes.
 - Class meeting schedule (date and time) changes.
 - Temporary utilization of distance learning tools (i.e., Blackboard, WebEx) for class meetings typically delivered face-to-face.
 - Labs may continue in a controlled environment under the supervision of the program faculty.

- Faculty will adjust lesson plans to accommodate distance education delivery.
- Faculty will communicate with students via college email accounts.
- Students will return to didactic education when faculty and/or college administration deems it safe.

Contingency Policies - Clinical Education

- Students will return to clinical sites when the faculty, college administration and/or clinical education center staff deems it is safe.
- Students may be reassigned to a different clinical facility or to a non-traditional shift, such as evenings and weekends in order to complete the clinical requirements.
- The Program will assure adequate PPE is provided to maintain and ensure student safety.
- The Program will adhere to the student clinical supervision policies.
- Program faculty may review and possibly revise the clinical education requirements to assure that all students are provided equitable learning activities regardless of the type of facility.

Program faculty will maintain communication with the clinical education centers to assure they are aware of the steps being taken to ensure student safety and to keep them apprised of the program's plan for the students' education.

Lakeland's Emergency Procedures Handbook will be referenced.

Financial Aid & Contingency Plans

Lakeland's Financial Aid Office administers Title IV funding in accordance with federal and state regulations. In the event of an emergency affecting the education of enrolled students, the Financial Aid Office will follow directives of the U.S. Department of Education and any other funding authority source to ensure compliance.

Students will be notified of any adjustments or regulatory changes that may impact the students' accounts.

Contingency Plan Revisions

Program faculty reserve the right to modify the Contingency Plan based on the circumstances.

SECTION V: LAB REQUIREMENTS & PROGRESSION

Perioperative Learning Lab Access

- Access to lab H-212 is restricted via an electronic secure keypad to protect medical machinery.
- Your personal entry code is: [Last 4 digits of your Lakeland ID] followed by the # key.
- Sharing your keypad code with anyone is strictly prohibited; entry logs are recorded automatically.
- The H-212 Perioperative Learning Lab & mock O.R. is available to current surgical technology students, anytime the campus is open, as long as there is not a class using the lab/classroom. The room schedule is posted by the door.

Guests in the lab

Guests and non-program students are prohibited from the lab, unless invited by the Program Director, or visiting during a supervised tour or open house event. Children under the age of 16 are completely prohibited due to safety risks, unless attending supervised campus open house events with a parent or guardian present.

Surgical Instrumentation, Equipment & Supplies

To provide you with an optimum learning experience, our program utilizes real, clinical-grade surgical instrumentation, equipment, and supplies. To maintain safety, inventory control, and a professional environment, please adhere to the following policies regarding lab resources:

Real Surgical Equipment & Instrumentation

- **In-Lab Use Only:** All real surgical equipment, instrumentation, and supplies are strictly restricted to the perioperative lab environment. **Under no circumstances should these items leave the lab.**

At-Home Practice Resources & Kits

We highly encourage at-home practice and have dedicated resources available for this purpose:

- **Mock Surgical Instrumentation Kits:** Available for sign-out to practice your setups and handling.

- **Suture Practice Kits:** Personally assigned to each student and **may** be signed out for home use.
- **Drug Boxes (Pharmacologics):** Personally assigned to each student but **strictly prohibited from leaving the lab**. These must remain in the perioperative lab at all times.

Sign-Out Procedures & Borrowing Guidelines

- **The Red Folder:** All borrowed practice kits or other lab learning resources must be formally signed out using the red folder located in the lab.
- **Borrowing Limit:** Students are encouraged to return borrowed practice items within 2 weeks to ensure all classmates have equal access to these resources.
- **Return Condition:** All items must be returned in good, working condition, clean, and with no missing parts.
- **Consequences for Outstanding Items** If borrowed items are not returned by the end of the term, the student will receive an "I" (Incomplete) grade for that semester and a financial hold will be placed on their student account. These restrictions will remain in place until all items are returned in satisfactory condition.

Core Perioperative Skills & Competencies

Students must demonstrate mastery of these critical skill sets in the laboratory before starting clinical rotations:

Skill Set I (Attire): Correctly donning and removing scrub suits, facility badges, hair covers, and PPE based on OR geography zones (Unrestricted, Semi-restricted, and Restricted).

Skill Set II (Hand Hygiene): Executing basic handwashing and surgical hand scrubbing sequences safely (water, soap, nails, brush, line of direction).

Skill Set III (Donning Sterile Gown): Preparing gown/gloves on a separate field, drying hands, opening gown folds, and gowning safely without contamination.

Skill Set IV (Donning Sterile Gloves): Demonstrating proficient closed-gloving and open-gloving methods seamlessly.

Skill Set V (Contaminated Glove Procedure): Identifying a glove breach, notifying the circulator, offering the hand for aseptic removal, and executing open-gloving remediation.

Skill Set VI (Material Preparation): Reading surgeon preference cards, auditing case carts, checking items for contamination, and surveying equipment.

Skill Set VII (Opening Room/Supplies): Damp-dusting surfaces, arranging packs, opening peel pouches/wrappers aseptically, and managing waste.

Skill Set VIII (Table Preparation): Arranging drapes, assembling scalpels, coiling suction/electrosurgical cords, and performing strict counts within a set time frame.

Skill Set IX (Patient Draping): Organizing drapes in order of use, cuffing hands to protect the sterile field, and placing drapes accurately without shifting.

Skill Set X (Intraoperative Behaviors): Gowning/gloving team members, executing "Time Out" protocols, passing instruments, cleaning tips, and monitoring irrigation.

Skill Set XI (Post-Procedural Activities): Supporting dressings during drape removal, cleaning skin, cleaning tools, sorting instruments into enzymes, and removing gowns/gloves safely.

Skill Set XII (Instrument Processing): Sorting instruments safely, utilizing pre-rinse solutions, operating washer-sterilizers, wrapping trays with internal indicators, and loading sterilizers. This skill set is demonstrated during the SPD Experience Day at the clinical sites.

Skill Set XIII (Disinfection): Differentiating between disinfected and sterile states, mixing chemicals safely, managing chemical spills, and maintaining equipment. This skill set is demonstrated during the SPD Experience Day at the clinical sites.

Skill Set XIV (Sterilization): Operating steam, chemical, low-temperature, and gas sterilizers while auditing parameters and structural indicators. This skill set is demonstrated during the SPD Experience Day at the clinical sites.

Skill Set XV (Circulating Duties): Assisting anesthesia, verifying patient identities, positioning patients, prepping skin, and maintaining ongoing counts.

Demonstrating Skills Competency

Throughout the duration of the program, students are required to demonstrate hands-on competency in core surgical technology skills. These assessments ensure you are safely prepared for the clinical environment.

"Practice makes perfect." It is imperative that students utilize open lab hours for additional practice of pre-clinical skills. Repetition builds muscle memory, and a lack of practice tends to correlate directly with poor competency performance.

Scheduling and Deadlines

Specific competency dates and deadlines are documented in each course syllabus. All competencies must be successfully completed by the stated deadlines to progress in the course.

Developmental Skill Competencies

Most of the foundational core skill sets are assessments are on a Pass/Fail basis. Students are allowed up to 3 attempts to achieve a passing status on these developmental skills. These “check-offs” may be paper-based, and needing to be uploaded into a Blackboard course assignment, and some may be an online check-off by an instructor in your Surgical Counts Skills Tracker.

Scored Competencies (Integrated Skills)

Scored competencies require you to synthesize multiple pre-clinical skills simultaneously. Passing Threshold: These assessments require a minimum numerical score to pass. The exact passing threshold is clearly stated on each specific competency score sheet.

Remediation & Retakes: If you do not meet the minimum required score on your first attempt, you are permitted 1 additional attempt. This second attempt must be rescheduled with your instructor and completed during designated faculty office hours. Any retakes must be completed by the competency deadline.

Program Progression & Clinical Eligibility

Successfully passing your pre-clinical competencies is a strict prerequisite for entering the clinical phase of the program. If you do not demonstrate these core competencies, you will not earn a clinical placement spot.

Because clinical rotation is a mandatory component of the curriculum, students who do not demonstrate basic competency are unable to earn a clinical spot and will be unable to continue in the Surgical Technology program.

SECTION VI: CLINICAL REQUIREMENTS & PROGRESSION

Clinical Case Requirements & Tracking

Students must complete a minimum of **120 surgical procedures** across at least 5 surgical specialties, keeping records current daily using the Surgical Counts online case tracking platform (surgicalcounts.com). Failure to keep logs current results in an automatic 5-point deduction. Cases are defined by roles:

- General Surgery: Minimum of 30 cases total; at least 20 must be executed in the First Scrub role.
- Surgical Specialties: Minimum of 90 cases total across various specialties. At least 60 must be in the First Scrub role, evenly distributed among a minimum of four specialties.

Multidisciplinary Cases: If a trauma patient undergoes a splenectomy (General Surgery) and a LeFort I fracture repair (Oral-Maxillofacial), it counts as two distinct cases. If a patient receives a breast biopsy followed by a mastectomy for a single pathology, it is documented as one case.

Optional Role Caps: Diagnostic endoscopy and vaginal delivery cases are not mandatory; however, up to 10 diagnostic endoscopic cases and 5 vaginal deliveries may count toward Second Scrub caps. Observation cases must be tracked but do not count toward the required 120 cases.

Clinical Skill Benchmarks by Semester

Each of these benchmarks are the minimum expected performance of a ST student at each level. Skills and increased complexity of cases increases each semester. Forward progress is required for success.

SURG 1300 (First Clinical Semester)

- Demonstrates knowledge of aseptic technique and Standard Precautions.
- Opens back tables and sterile supplies aseptically.
- Scrubs, gowns, and gloves self and others appropriately.
- Demonstrates safety loading and disarming surgical blades.
- Performs initial instrument, sponge, and sharp counts correctly.
- Participates in the "Time Out" verification process.

Completes cases 50-75% in the First Scrub position with assistance.

Common Cases: Soft tissue/breast biopsies, thyroidectomies, hernia repairs, tonsillectomies, D&C, hysteroscopy.

SURG 2100 (Second Clinical Semester)

- Meets or exceeds all previous SURG 1300 benchmarks consistently.
- Assists in pulling supplies and organizing back tables/Mayo setups.
- Ensures correct labeling of all medications and solutions on the field.
- Passes instruments correctly and demonstrates clear surgical conscience.
- Handles and labels surgical specimens safely and passes them to the circulator aseptically.

Maintains the First Scrub position 50-75% of the time with assistance on cases of increasing complexity.

SURG 2300 (Third Clinical Semester)

- Meets or exceeds all benchmarks from SURG 1300 and SURG 2100.
- Assists the surgical team with patient draping in proper sequence.
- Loads and passes suturing needles correctly and safely; maintains absolute control of sharps.
- Initiates first closing count with the circulator as the surgeon begins closure.
- Initiates final count prior to skin closure in proper sequence.

Performs in the First Scrub position 75% of the time with minimal assistance.

SURG 2500 (Fourth Clinical Semester)

- Meets or exceeds all historical skill benchmarks.
- Shows advanced retention of case similarities across complex specialties.

Performs in the First Scrub position 75-100% of the time with little or no assistance.

Independently pulls supplies for cases and manages complex sterile field layouts.

Assigned Clinical Sites & Onboarding

Contracted clinical healthcare partners include the University Hospitals and Cleveland Clinic health systems. Placements are established within a 50-mile or 1-hour travel radius from the campus. Placements are tentative, issued within the first 4 weeks of SURG 1300, and dependent on completing pre-clinical competencies. Initial placements will not be made at a hospital where a student is currently employed. Onboarding tasks are issued via email and must be fulfilled completely each semester prior to stepping onto clinical site property. Transportation and parking fees remain the absolute responsibility of the student. Normally, hospitals will provide free parking for students in assigned lots. Shuttles are available between the lots & hospital.

Clinical Time Schedule

Clinical experiences are scheduled two (2) days per week, during the standard hospital day shift (normally 07:00 - 15:30). Attendance is strictly documented via badge clock-ins or paper verification sheets and must be signed daily using real time. If surgical cases end early, students are expected to remain on site to assist circulating nurses, stock supplies, audit expiration dates, or gain instrument processing experience. Under no circumstances may a student leave a clinical site early or visit an unassigned clinical site as a student.

Clinical Attendance

Illness on a clinical day requires a notification at **least 2 hours prior** to clinical start time.

The student MUST notify their clinical educator at the site, AND the Program Director.

Absence of more than 2 clinical days across the two-year program serves as a serious cause for concern, indicates an inability to tolerate the physical demands of the role, and may result in immediate release from the program. Do not rely on any clinical “make-up days”. Clinical sites have a strict schedule, balancing perioperative staff and students from other programs. If any make up day has been granted, it is as a courtesy, and will allow the student to gain valuable surgical case experience. Any make up day will not expunge the absence or penalty mark.

Clinical Weather Closure Policy

Clinical education sites operate independently from the college calendar. An announcement regarding an on-campus weather closing applies to lecture sessions only. Campus closures do not automatically cancel clinical placements.

The Program Director holds sole authority to delay or cancel clinical placement hours due to hazardous driving conditions.

Official clinical cancellations will be posted as an announcement on Blackboard, which automatically routes an email to the student's Lakeland account. If no explicit notification is posted, students are required to report to their clinical station on schedule, using professional judgment regarding safety.

Clinical Grading Structure

Progression requires a grade of "S" (Sufficient/Meets Standard) in the clinical component. A grade of "S-" triggers immediate probationary status. A grade of "U" (Unsatisfactory) results

in an immediate course failure and permanent release from the program with no option to reapply or repeat. Clinical failures are documented thoroughly by clinical faculty and the program director. Unless there is a serious breach of safety or confidentiality, an opportunity for student remediation of skills is provided. Competency must be re-demonstrated prior to any possible return to clinicals. If competency is not re-established with remediation, the student will receive a failing clinical grade.

Liability Insurance

The cost of liability insurance is incorporated into the lab fee for each clinical course. Coverage is only in effect while enrolled in and actively engaged in the Surgical Technology program coursework. This is why we do not support advance visiting or shadowing at the clinical site. The student is covered only during the student duty hours of the course. This does not imply health insurance coverage. Each student is required to have & maintain personal health insurance for clinicals.

Policy for Paid Surgical Technology Student Interns

Although not required, students may apply for paid surgical technology intern positions within healthcare institutions (HCIs) prior to graduation in accordance with ARC/STSA Standard V.C Safeguards.

Strict Distinction: Paid internship hours are separate from programmatic clinical rotations. Students acting as paid interns are employees of the hospital and are not acting in the student role.

Staff Substitution Prohibition: Students shall never be utilized as sole scrub practitioners, used to satisfy minimum baseline hospital staffing requirements, or substituted for paid staff to meet clinical productivity demands.

Supervision: A credentialed, qualified preceptor must be assigned to oversee the intern during all surgical procedures.

Badging Integrity: Hospital employee badges must be worn during paid hours. LCC student badges must never be worn while working as an employee. Conversely, while completing unpaid educational clinical hours, the student must wear their student clinical badge and LCC "Badge Buddy" identifier, and may not wear employee tags. Paid internship case logs may count toward clinical case counts provided they meet documented program accuracy standards.

SECTION VII: STUDENT CONDUCT & PROFESSIONAL EXPECTATIONS

Honor & Integrity

Honesty, as the basic component of trust, is essential to both individual and institutional integrity. With this premise in mind, the Surgical Technology Program at Lakeland Community College has set forth certain behaviors as violating personal honor and academic honesty, and thus potentially diminishing Lakeland's integrity, reputation for academic quality and ability to function as an academic community. The institution's faculty and administration, therefore, regard personal dishonor and academic dishonesty as serious offenses. Dishonesty and unbecoming behavior will be documented for the record and reported to the Dean of Students. The student will have the opportunity to appeal. College-wide policies dealing with violations of academic honesty may be obtained from the Office of Student Services and are published in the Lakeland Student Handbook. Acknowledgement of these policies is demonstrated by signing the signature page distributed during the first week of class.

Dishonesty constitutes immediate program failure without the opportunity to withdraw from the ST program.

Established as violations of honor and honesty in the Surgical Technology program include:

- Cheating and facilitating cheating (this means sharing papers or exams)
- Use of previous student's homework or exams
- Recording by any means of any portion of class or clinical experience
- Plagiarism and falsification in academic work or research
- Theft or vandalism of private or college-owned property
- Overt lies concerning attendance or other activities associated with the student's relationship with the program or clinical site.
- Cheating, falsification of written work, or theft will result in failure of the course and removal from the Surgical Technology program with opportunity to reapply
- Use of drugs or other intoxicants in class or at the clinical site
- Lewd, promiscuous, or other deviant behavior in class or at the clinical site
- Sexual harassment or bullying in class or at the clinical site
- Any act of violent behavior, class disruption, verbal or physical assault.
- Discrimination related to sex, race, ethnicity, religion, sexual orientation, or other personal philosophy has zero tolerance

Attendance Standards & Absence Penalties

Attendance across the five semesters is cumulative. Course credits depend directly on face-to-face contact hours. Students must remain present for a minimum of 90% of all

class and clinical hours to satisfy accreditation and graduation credit requirements. Point deductions or a drop of an entire letter grade may be enforced for poor attendance at the instructor's discretion.

Absence from more than 4 lecture days or more than 2 clinical days across the two-year program serves as a serious cause for concern, indicates an inability to tolerate the physical demands of the role, and may result in immediate release from the program. If an emergency occurs, **the student must notify the instructor and program director at least two (2) hours prior** to the scheduled session.

A strict **Penalty Mark System** is enforced across the 5-semester sequence for all class, laboratory, and clinical sessions:

Arriving Late or Leaving Early	1 mark per occurrence.
Notified Absence	3 marks per occurrence.
No Call / No Show	7 marks per occurrence.

Accumulating 10 marks results in an automatic drop of one lower letter grade and requires a formal Learning Contract. Accumulating 12 marks results in dismissal from the program.

Examination Attendance Policies

Illness on a lecture, lab or clinical day requires a notification at **least 2 hours prior** to class start time. If exam or competency day, failure to notify the instructor before the start time results in a permanent forfeiture of the right to reschedule and an automatic grade of "F". Rescheduled tests are alternate formats and must be completed within 3 class days at the testing center. Students must arrive at least 3 hours before the testing center closes and present a valid photo ID. Final exams must be completed by the official end of the semester.

Professional Appearance & Dress Code

Failure to adhere to appearance standards results in an official warning; uncorrected infractions result in immediate dismissal from the class, with the day logged as an unexcused absence. If not in proper OR attire at the clinical site, you will not be allowed access to the perioperative environment, and the day will be logged as an unexcused absence.

On-Campus Attire: Royal blue scrub set (top and pants) must be worn during all lecture and laboratory times. Program fundraiser t-shirts may be worn with scrub pants on occasion. Revealed undergarments, pajamas, onesies, short-shorts, miniskirts, or clothing

displaying offensive text or advertisements for controlled substances are strictly prohibited. No long sleeves.

Clinical Attire: Hospitals supply hospital-laundered scrubs and warm-up jackets. These must remain at the hospital and never be worn to or from the facility. Professional street clothes are required for travel. Clean socks and underwear are mandatory. No long sleeves under scrub tops.

Footwear: Clean, closed-toe shoes with non-slip soles are required across all mock and clinical operating environments. Dedicated clinical shoes must be kept at the site and never worn outside the hospital.

Fingernails: Nails must be clean, short, blunt-cut, and extend no more than 2mm past the fingertip. Nail polish, accessories, jewels, and all artificial nail variants (acrylics, gels, press-ons) are strictly prohibited due to microbial harboring risks.

Hair & Cosmetics: Hair must be clean and fully contained inside the surgical cap. Facial hair must be kept neat and covered completely by a beard cover at clinical site. Only natural hair colors are allowed. Makeup, if worn, should be light. It will rub off on masks & PPE; heavy cosmetics can flake into sterile fields. Perfumes, body sprays, and colognes, if worn, should be applied lightly. Strong scents may be offensive to peers, hospital staff and patients.

Eyelashes: False eyelashes and eyelash extensions are strictly prohibited; they can become dislodged and fall directly onto open surgical fields.

Tattoos: Visible tattoos must be covered by scrubs & jacket when at the clinical facility. Facial or neck tattoos are prohibited. Fresh tattoos need a minimum of 4 weeks to heal until you are allowed to scrub in.

Jewelry: Only single small stud earrings worn on the earlobe are permitted, and they must be covered fully by the surgical cap. Facial piercing jewelry of any kind (nose, lip, tongue rings) is strictly banned, as it interferes with PPE and poses a dislodgement hazard and contamination risk to the sterile field. Necklaces, bracelets, and large stone rings are prohibited. Dermal piercings, should be removed if possible. If not, all exposed dermal piercings should be covered by waterproof TegaDerm-type dressing, if allowed by clinical site. No piercings on the arms, hands or fingers allowed at any time. Watches are not needed at the clinical site.

Cell Phones & Smartwatches: Electronic devices must be silenced and put away entirely during class, labs, and exams. Smartwatches must be removed completely during test sessions. Cell phones are strictly prohibited within clinical operating rooms and must

remain turned off inside lockers. Earbuds, headphones, or Bluetooth accessories are banned across all laboratory and clinical sectors.

Food Consumption: Food, candy, gum, and lip balm applications are banned within all patient-care zones per OSHA regulations.

For Classroom & Lab: Open food must never be left within H-212 lab suite.

Policy on the Use of Artificial Intelligence (AI)

The use of generative AI tools (e.g., ChatGPT, Grammarly) within academic assignments must align with strict ethical standards. Acceptable uses include secondary spellchecking or brainstorming outline ideas, but AI-assisted content must remain below 20% of any writing assignment. Submitting pure AI-generated text as original work, or using AI to generate surgical logs or complete quizzes/exams, is classified as a severe violation of academic integrity. If AI tools are permitted for an assignment, an official AI Usage Statement naming the tool and detail of use must be included at the end of the submission. Misuse results in an automatic zero and potential program expulsion.

Behavioral Misconduct Standards

Sexual Harassment Policy: Unwelcome sexual advances, requests for sexual favors, or offensive physical/verbal conduct carry zero tolerance. Infractions at the college or clinical sites trigger immediate disciplinary action and removal at the director's discretion. Incidents directed at a student must be reported immediately to the director in confidence and are subject to Title IX campus protections.

Bullying Policy: The program maintains a strict zero-tolerance policy for bullying across verbal, written, innuendo, or social media communication methods. Violations are placed on permanent record and referred to the Dean of Students.

Interpersonal Relationships at Clinical Sites: Students are forbidden from becoming involved in conflicts or personal arguments between hospital staff members. If a disagreement occurs, the student must remain completely neutral and refrain from adding commentary or taking sides. If scrubbed, the student must focus entirely on the patient and the active procedure. Students must never document statements for or against clinical staff or form personal relationships with clinical personnel outside the OR.

SECTION VIII: SAFETY, LEGAL POLICIES & GRIEVANCES

Patient Confidentiality (HIPAA Standards)

All records and physical characteristics of patients are absolutely confidential. Information may not be revealed to anyone, including the patient themselves. Requests from patients regarding records must be referred to the nurse or physician. Patient parameters may only be discussed during controlled, private educational case conferences.

Students are strictly banned from photocopying patient records, taking photographs, or recording video during lecture or at clinical placements. Sharing case data on social media carries zero tolerance. A formal Confidentiality Agreement must be signed during the first week of SURG 1100. Violating this agreement results in immediate program expulsion with a failing grade and no opportunity for reinstatement.

Substance Abuse & Medical Marijuana Restrictions

Students must report to class and clinical settings entirely unimpaired. Prescription drugs that alter cognitive processing or diminish alertness are strictly banned from laboratory and clinical parameters. If an instructor observes a pattern of behavior suggesting impairment, the student will be removed immediately to a secure space. Mandatory drug screening will be executed immediately at the student's expense.

If the student is unable to leave safely, the instructor will arrange a taxi or call family members at the student's expense; if the student resists, campus police or facility security will intercede. Refusal to submit to a drug screening results in immediate dismissal.

While the State of Ohio permits medical marijuana use, the Federal government classifies marijuana as a Schedule 1 controlled substance under the Controlled Substances Act, recognizing no accepted medical value. Therefore, any student testing positive for marijuana, THC, or cannabinoids during program screenings will be immediately dismissed from the program, regardless of possessing a valid state medical marijuana card. Healthcare employers mandate clear drug screenings for safety-sensitive roles.

Sharps Safety, Exposure, & Latex Sensitivity

Sharps Management: Needles, scalpels, and blades must be handled with extraordinary care. Needles must never be recapped by hand, purposely broken, or manually removed from disposable syringes unless an approved one-handed scoop technique is executed

within the sterile field. Contaminated sharps must be placed inside rigid, puncture-resistant containers immediately.

Incident and Injury Reporting Policy: Any irregular event or physical injury incurred on college property or clinical sites (including clean or contaminated needle sticks, fluid exposure, or slips) must be reported immediately. The student must complete the clinical facility's protocols and submit an official Lakeland Incident Report Form to the Program Director within 24 hours. These reports are analyzed to implement performance improvements and track student safety. All medical costs arising from training or clinical injuries remain the sole responsibility of the student.

Latex Sensitivity Policy

Although many hospitals are mostly latex-free, operating rooms may still contain numerous products manufactured with natural rubber latex. Repeated exposure can trigger true allergies or serious protein sensitivities. In the Lakeland lab, although we try to minimize the exposure to latex products, the laboratory at Lakeland is not completely latex-free. Students experiencing any skin or respiratory reactions must report them to the director immediately. If reasonable modifications do not alleviate the clinical sensitivity, the student will be counseled toward a necessary career alteration.

Policy for Electronic Signatures

The Surgical Technology program accepts electronic and digital signatures on consent forms, confidentiality agreements, clinical rotation agreements, and performance evaluations in compliance with the Federal E-SIGN Act and the Uniform Electronic Transactions Act (UETA). By enrolling, students consent to the use of secure electronic signatures for all program documentation. Consent may be revoked at any time via a written letter to the coordinator, which transitions the student's record management to standard hard-copy handwritten signatures.

Grievance & Complaint Procedures

Students seeking to address institutional concerns must track the formal hierarchy below. Note: Grade appeals, formal disciplinary actions, and student code of conduct violations bypass this general framework and track specific Board of Trustees policies outlined in the campus handbook.

Process for Informal Complaints: The student must initially direct the complaint to the immediate faculty member or supervisor involved. If an exchange does not reach a

successful resolution, the concern must be communicated directly to the next-level supervisor or department chair. All informal entries are tracked by the responding office and compiled annually.

Process for Formal Complaints: If the informal pathway fails to resolve the issue, the student may submit a formal written entry using the Formal Complaint Form found on the footer of the college website (www.lakelandcc.edu). The written letter must specify the intent to file a formal complaint and include full contact details, structural timelines, supporting documentation, actions already taken, and the specific remedy sought. The administrator will acknowledge receipt within two business days, investigate, and supply a formal hard copy or email determination. Appeals of this determination may be escalated directly to the appropriate divisional Vice President.

SECTION IX: STUDENT SUPPORT & LEARNING SERVICES

At Lakeland, we want every student to succeed both in and out of the classroom. Whether you need academic tutoring, career advice, personal counseling, or accessibility accommodations, Lakeland's support services are free and available to all students.

If you are encountering academic or personal challenges and don't know where to start, please reach out to your faculty or a counselor. They can help you get in touch with the campus services best suited to support you.

Academic Counseling & Learning Support

Full-time faculty post official office hours each term to review exams, clarify clinical curriculum, and assess manual performance. Students experiencing academic or personal challenges should arrange an evaluation immediately. Faculty may issue an "Early Alert" message, which automatically connects the student to support services across the college. The Counseling Department (located on the first floor of Building A) provides professional assistance for study skill development, retention strategies, and managing personal stress.

The Learning Center: Offers free peer tutoring, academic success coaching, and structured workshops designed to build effective study skills.

Student Accommodation Center: Enrolled students with documented structural, learning, visual, auditory, or systemic disabilities can secure accommodations. Students must contact office A-1042 (440.525.7020) at the start of the semester. Accommodations are not retroactive.

Library

A major information resource on campus, the library supports quality opportunities for lifelong learning by acquiring materials in support of the curriculum, providing access to those materials, and teaching information literacy skills. Elevate your assignments, projects and papers with personalized guidance from Lakeland's expert librarians. Book a one-on-one consultation tailored to your needs. A lab day during SURG 1100 is designated as Mandatory Library Research Day. A reference librarian guides the cohort through electronic database navigation, literature reviews, and downloading scientific full-text articles via OhioLINK. Students must bring a cloud or personal flash drive, as saving clinical articles to the drive is a mandatory component of the surgical technology first-year student project.

Veteran's Center

The campus Veterans Center supports the educational success of active-duty personnel, veterans, reservists, and military dependents. The center coordinates GI Bill® educational benefits, identifies specialized military scholarships, and connects families to off-campus wellness and deployment resources.

Child Care

Lakeland Community College provides an on-site childcare center for the children of students who are enrolled in credit classes at the college or at the Holden University Center.

Campus kids childcare services are available on a **first-come, first-served basis**. Hours and availability are determined by staffing availability and student/teacher ratios set by state licensing agencies.

Located in the L-Building inside our Teaching Learning Center (TLC), the program serves children ages three to pre-K. The center requires that children be toilet trained at the start of the semester. Lakeland Community College student parent/caregiver will be required to provide their class schedule.

Lakeland Cares Cupboard

Dedicated to combating campus food insecurity, the Lakeland Cares Cupboard provides students with free, confidential access to three days' worth of food and essential personal care items.

Through an impactful partnership with the **Greater Cleveland Food Bank**, the Lakeland Cares Cupboard offers:

- Fresh & Frozen Foods: Produce, dairy, bread, beef, chicken, and fish.
- Pantry Staples: A wide variety of new nonperishable items.
- Hygiene Essentials: Laundry detergent, hand soap, shampoo, oral care, and hand sanitizer.

They can also connect students with external community resources to support long-term success and well-being.

SECTION X: PROGRAM EXIT, DISMISSAL & READMISSION

Voluntary Course Withdrawal & Exit Interview

Withdrawing from a technical SURG course (SURG 1100, 1300, 2100, 2300, 2500) equates to a complete withdrawal from the program. A student may request an official withdrawal ("W") through the Registrar's Office from the start of the term up until the 12th week of the semester. This withdrawal will need to be approved by the Registrar. Ceasing to attend sessions does not execute an official withdrawal and will result in an automatic grade of "F".

Upon withdrawal or dismissal for any reason, all hospital-issued security badges, parking hangtags, and college materials must be returned within one week. Failure to surrender facility property results in an automatic Incomplete ("I") grade, which converts to an "F" at the start of the next term, and a permanent financial hold is placed on the academic transcript.

Choosing to withdraw from your academic program is a significant decision, and we support you as you navigate your next steps. To officially finalize your withdrawal, we ask that all voluntarily departing students complete a brief, confidential exit interview with the program director.

Why we ask for this:

- To support your transition: We want to ensure you have clear information regarding your academic record, remaining financial obligations, or future pathways should you ever choose to return.
- To improve the program: Your honest feedback is invaluable. Understanding your reasons for leaving - whether due to career changes, academic hurdles, or personal circumstances - helps us identify areas where we can better support future students.

Program Dismissal vs. College Dismissal

Dismissal from the highly specialized Surgical Technology program does not automatically dismiss a student from Lakeland Community College. However, the rationale for dismissal dictates readmission eligibility:

Dismissal for Cause: Students dismissed from the program due to a clinical failure, an unsafe practice infraction, drug usage on site, or academic dishonesty violations are permanently barred from the program and are ineligible to reapply or re-enter at any time.

Dismissal for General Academics or Absences: Students released due to low grades or excessive absences may petition once for readmission to the program at the entry level (SURG 1100) for a single fresh start. Acceptance will be based on space available.

Readmission Policies & Procedures

Readmission to any advanced course containing an active clinical component is not permitted due to strict facility space constraints. Readmission can only be granted for SURG 1100 on a space-available basis within one year of original exit, and is limited to a one-time-only option. Stand-alone courses without clinical components (SURG 1500 and SURG 2600) may be repeated only once during the program sequence.

Step-by-Step Readmission Procedure:

Submit a formal letter of reapplication directly to the Program Director. All underlying issues surrounding the withdrawal (such as health conditions or personal hardships) must be fully resolved.

- Provide a comprehensive physician's statement verifying full physical and cognitive capability if the exit was caused by medical leaves or childbirth.
- Verify and maintain a cumulative overall GPA of 2.5 or above at the time of application.
- Complete and submit a new health technology application form to the Student Service Center.
- Undergo remedial testing to verify manual skill retention, sterile technique proficiency, and instrument knowledge.
- Submit to renewed background checks and mandatory drug screenings.

Note: A committee of program faculty will review the statements and historical performance data. Approved readmissions are placed on strict probationary status. Additional coursework may be mandated if the national curriculum has changed since departure.

Academic Appeals Process

If a student wishes to appeal an official grade or challenge a formal dismissal notice from the program, a written academic appeal must be submitted to the Dean of Health Technologies within five (5) business days of receiving the notification.

SECTION XI: GRADUATION & CST CERTIFICATION REQUIREMENTS

Comprehensive Graduation Requirements

The Associate of Applied Science Degree in Surgical Technology is conferred only when the student satisfies the following criteria:

- Complete all general college requirements alongside all core SURG courses with a grade of "C" or better.
- Successfully log, submit, and secure formal attestation for the required 120 clinical cases across the required specialties.
- Surrender all clinical security badges, parking stickers, and facility property.
- Complete all required curriculum courses within a maximum window of three academic years from the date of enrollment in the first technical SURG course.
- Settle all outstanding monetary balances, library fees, and program obligations.
- Submit a formal Application for Graduation to the Counseling Office by the standard campus deadline, ensuring Surgical Technology is formally declared as the major.
- Sit for the NBSTSA national certification examination with the graduating class cohort.

NBSTSA Certified Surgical Technologist (CST) Examination

Taking the national certification examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) is an graduation and accreditation requirement.

The **Cohort Examination Event**: The web-based examination is administered as a group on campus inside a designated computer lab under a neutral proctor. Applications are submitted at the start of the final semester.

Consequences of Defaulting: If a student fails to sit for the scheduled examination with the class, an automatic Incomplete ("I") grade is placed on their transcript for the final semester. If the exam is not taken within 30 days of program completion, the "I" grade automatically converts to an "F", the student is not recognized as a graduate, and a permanent hold is placed on their transcript.

Exam Outcomes Support: There is no academic or institutional penalty for failing the certification exam. A student who takes and fails the exam has fulfilled the testing obligation for graduation. They may apply to retake the exam at their own expense up to three times per calendar year, scheduling independent dates directly through the NBSTSA.

Credential Maintenance: Upon passing, the graduate may use the credential CST (Certified Surgical Technologist) after their name. Recertification is mandatory every two

years and requires either earning 30 approved continuing education contact hours or passing the current credentialing examination.

Student Surgical Technologist Organization (SSTO) Funds

The SSTO helps subsidize individual examination and review material fees using treasury funds, provided matching grant parameters are met. To qualify for exam funding, students must remain dues-paying members (\$5.00 per semester) and participate in mandatory club fundraising events continuously across the entire 5-semester program. Class officers are elected by the first-year class each January; second-year officers manage the treasury until graduation. If a student defaults on their pre-paid exam slot, the funding is categorized as an unpaid financial debt, triggering an immediate academic hold on their transcript.

Post-Graduation Surveys

Prior to the release of official graduation transcripts to the NBSTSA for score activation, graduates must complete and submit the official Graduate Survey. In addition, six months post-graduation, an educational preparedness evaluation form is sent directly to the graduate's employer to fulfill continuous program improvement mandates.

SECTION XII: APPENDICES, COST MATRICES & ATTESTATIONS

Summary of Estimated Additional Fees

Note: Tuition and standard laboratory fees are billed separately. These are approximate costs subject to change.

Program Fee	\$ 75.00
Required Textbooks & Electronic Apps	\$580.00
Uniform (Royal Blue Scrub Set)	\$30.00-60.00
Mandatory Background Screening	\$69.94
Mandatory Urine Drug Screening	\$46.80
National Certification Examination Fee	\$290.00
College Graduation Application Fee	\$40.00
SSTO Club Dues (\$5 per semester)	\$25.00

Required Textbooks & Professional Supplies List

The following resources must be purchased at the start of the first semester. It is not cost-effective to rent these materials, as they are utilized continuously across the two-year program. First-Day Access digital eBook subscriptions are integrated inside Blackboard; students must follow bookstore instructions to manage opt-in/opt-out preferences.

- Association Of Surgical Technologists. (2024). *SURGICAL TECHNOLOGY FOR THE SURGICAL TECHNOLOGIST : a positive care approach*. Cengage Learning. With Mindtap. (First Day Access)
- Rutherford, C. J. (2026). *Differentiating Surgical Instruments* (4th ed.). F. A. Davis. (First Day Access) (first semester)
- Mark, S., CST. (2025). *Surgical Counts App - Case Tracker for Surgical Technology*. Surgical Counts. <https://www.surgicalcounts.com/> (first semester)
- Official Greenbook Binder Portfolio (Distributed first day)
- Junge's Practical Pharmacology for the Surgical Technologist (First day Access) (Second Semester)
- Cloud or Personal Flash Drive (Minimum 1 Gigabyte)

Other Recommended Texts & Apps:

Gray's Anatomy (or other anatomy reference)	Berry & Kohn's Operating Room Technique
Instrumentation Flashcards	Lange Q & A for Surgical Technology
Alexander's Care of the Patient in Surgery	PocketPrep Surgical Technology Review App

Sample Daily Preceptor Evaluation



7700 Clocktower Drive
Kirkland, OH 44094

Surgical Technology Student Daily Evaluation

Evaluation to be completed by preceptor.

Note to student: make copies of completed evaluation – original to program director, copy to clinical educator. Submit SIGNED evaluations weekly!

STUDENT: _____ **Preceptor Last Name:** _____ **Date:** _____

Clinical Semester : (circle one) 1 - 2 - 3 - 4

Clinical Site: _____

Purpose: To evaluate the surgical technology student's ability to perform in the clinical environment and document performance. Preceptor assistance should decrease as students advance through clinical semesters.

#	TASK	DIRECTIVE IDEAS	Rate	REMARKS
Rate as follows : (note N/A if not applicable to case) U = Unsatisfactory: lacks needed skills and/or knowledge. D = Developing: Demonstrates basic knowledge/skills but requires significant guidance. S = Satisfactory: Capable of performing all standard duties & tasks reliably. May need some coaching. E – Excellent: Fully capable performing all standard duties & tasks. Near professional level.				
1	Checks case cart, preference card, gathers supplies	Prepares supplies & equipment appropriate for case		
2	Opens custom pack & supplies correctly	Applies aseptic principles throughout case; Maintains sterile field; prevents contamination		
3	Can assist circulating RN effectively	Understands and anticipates circulating duties		
4	Demonstrates cost awareness; opens only items needed.	Avoids waste, conserves supplies		
5	Demonstrates correct surgical scrub method (per hospital policy)	Performs correctly		
6	Demonstrates correct gowning & gloving	Performs correctly; Maintains sterile field; prevents contamination		
7	Organizes & maintains a tidy back table and Mayo stand	Efficiency and neatness demonstrated		
8	Organizes time effectively	Prioritizes, anticipates needs		
9	Works with speed and accuracy	Smooth, efficient motions		
10	Initiates & performs preoperative counts with circulator.	Initiates count. Accurate; follows correct sequence; efficient.		
11	Demonstrates correct handling of medications & solutions on back table	Correctly accepts medications to the field; proper labeling & passing		
12	Understands patient positioning principles	May assist safely and correctly.		
13	Understands surgical prep techniques	May assist safely and correctly.		
14	Understands surgical draping techniques	Drapes are prepared & passed in order of use. May assist in draping.		
15	Attentive during surgical time-out	Stops activity, pays attention to time-out.		
16	Can identify functions of all team members	Works effectively within team roles		
17	Performs effectively as first scrub.	Works effectively within the role, progressing to independence.		
18	Attentive to the sterile field	Pays attention to procedure, anticipates team needs		
19	Demonstrates knowledge of basic instruments and handling techniques	Identifies, passes, and handles safely		
20	Demonstrates safe handling of sharps	Identifies, passes, and handles safely		

Rate as follows : (note N/A if not applicable to case) U = Unsatisfactory: lacks needed skills and/or knowledge. D = Developing: Demonstrates basic knowledge/skills but requires significant guidance. S = Satisfactory: Capable of performing all standard duties & tasks reliably. May need some coaching. E = Excellent: Fully capable performing all standard duties & tasks. Near professional level.				
21	Demonstrates correct handling & preparation of specimens	Identifies and prepares correctly.		
22	Initiates & performs intraoperative counts with circulator.	Initiates counts; Accurate; follows correct sequence; efficient.		
23	Prepares dressings for use	Dressings are prepared & applied or passed in order of use.		
24	Assists in patient transfer	Ensures patient safety; uses proper body mechanics		
25	Safely breaks down back table; prepares instruments for decontamination	Ensures sharps are safely disposed. Returns instruments back into correct sets.		
26	Utilizes and cares for equipment properly	Proper handling, cleaning, and storage.		
27	Returns contaminated case cart to SPD & assists with room turnover	Assists with collecting trash, linens, wiping down surfaces; per facility policy		

Collectives:

CATEGORY	DIRECTIVE IDEAS	$\frac{S}{D}$	REMARKS
Demonstrates knowledge of aseptic technique & infection control principles	Applies aseptic principles throughout case; Maintains sterile field; prevents contamination		
Demonstrates knowledge of anatomy and physiology	Correlates anatomy with surgical procedure		
Demonstrates overall understanding of scrub role duties	Performs or assists appropriately		
Professionalism	Calm, confident, communicates effectively. Punctual. Accepts feedback.		
Growth & Improvement	Shows forward progress. Challenges self to take on more duties; progressing into a more independent role		

Note to Student:

List your surgical specialty/procedures then give evaluation form to your preceptor. Don't forget to log your case(s) on www.surgicalcounts.com!

Note to Preceptor:

Please identify the correct first/second scrub* role below, and add any additional comments regarding the case(s). Please complete & sign this evaluation form and return to the student. Thank you!

SURGICAL SERVICE	PROCEDURE NAME (Write out! NO ABBREVIATIONS!)	ROLE 1 st / 2 nd scrub	Additional Comments

First Scrub role: Consistently meets, more than 75% of the time. Requires minimal prompting; shows signs of independence.

Second Scrub role: Consistently meets, 50%-75% of the time. Requires some prompting but shows progress to first scrub role.

Additional Comments or Recommendations:

REQUIRED SIGNATURES:

Student: _____ Date: _____

Preceptor/Edu: _____ Date: _____

PD / CC Signature: _____ Date: _____

Sample Clinical Observation & Progress Assessment

Lakeland Community College Surgical Technology Clinical Site Visit Observation & Progress Evaluation

Student Name: _____ Observation Date: _____

Clinical Site: _____ Preceptor: _____

OR#	CASE(S) OBSERVED	SURGEON

Rate as follows : (note N/A if not applicable to case)

U = Unsatisfactory: lacks needed skills and/or knowledge.

D = Developing: Demonstrates basic knowledge/skills but requires significant guidance.

S = Satisfactory: Capable of performing all standard duties & tasks reliably. May need some coaching.

E – Excellent: Fully capable performing all standard duties & tasks. Near professional level.

GENERAL KNOWLEDGE	EVAL	Comments / Observations
Demonstrates knowledge of aseptic technique.		
Applies that knowledge in the clinical setting		
Demonstrates knowledge of anatomy and physiology and applies knowledge of anatomy to surgical procedures		
Demonstrates knowledge of the duties of the primary scrub		
Demonstrates an understanding of each team members function		
Demonstrates knowledge of infection control principles and applies that knowledge to operating room procedures		
Demonstrates the knowledge of instrument names and functions, displays proper handling techniques.		
QUALITY OF WORK	EVAL	Comments / Observations
Utilizes equipment properly, cares for equipment properly, returns equipment to appropriate place		
Demonstrates concern for patient cost; conserves Supplies		
Maintains an organized work area; back table and mayo stand is organized and neat		
Displays the ability to organize time effectively; Sets priorities appropriately		
Works with speed and accuracy		
Demonstrates the ability to perform in the role of primary/independent scrub		
Demonstrates the ability to perform in the role of first scrub		
Demonstrates the ability to perform in the role of second scrub		
Displays knowledge of the circulating role and performs effectively as an assistant to the circulating RN.		
Demonstrates knowledge of the principles of patient positioning; assists in positioning the patient		

PROFESSIONALISM	EVAL	Comments / Observation
The student completes designated assignments in a timely manner		
The student helps others when assignments are complete.		
The student accepts suggestions and criticism in spirit of educational growth.		
Displays confidence in own abilities, acts with proper assertiveness.		
The student demonstrates an awareness of personal abilities and asks for help when appropriate.		
The student reports completed assignments to clinical educator and makes themselves available for other assignments.		
The student arrives on time in the operating room.		
The student is considerate of lunch and break times.		
The student accepts assignments willingly and with interest and enthusiasm.		
The student maintains a professional demeanor.		
The student conforms to O.R. attire policies and personal protective equipment standards of practice		
The student performs their duties quietly with attention to the operative field.		
The student displays empathy and support for patients; demonstrates understanding of the patients psychological and emotional needs		
The student cooperates with staff members and peers		
The student demonstrates positive interactions with physicians.		
PERSONAL DEVELOPMENT		
Displays enthusiasm for learning		
Demonstrates responsibility when preparing for cases		
Demonstrates the ability to meet unexpected situations calmly; displays adaptability.		
Recognizes the need for continual improvement and seeks resources to meet that need.		
Shares learning experiences with fellow students, supports fellow students.		

SPECIFIC SKILLS	EVAL	Comments/Observations
The student is alert and attentive in surgery and in the classroom.		
The student anticipates the surgeon's needs.		
The student keeps careful and accurate control of counted items; counts efficiently and quickly		
The student handles suture and needles efficiently		
The student handles specimens according to hospital policy and procedures.		
The student correctly handles medications on the sterile field.		
The student demonstrates an understanding of the principles of the patient prep and performs the prep proficiently.		
The student drapes the patient utilizing aseptic technique.		
The student organizes in preparation for the end of the case (Prepares drains, dressings etc)		
The student handles contaminated instruments following OSHA guidelines and hospital policy		
The student assists with the transfer of the patient.		
The student displays knowledge of anesthesia routines and can assist the anesthetist with intubation/extubation procedures.		
The student helps in "turning over the room" quickly and efficiently.		
The student helps clean and stock the operating room.		

Additional Notes from Observed Case:

Spoke with Clinical Educator:

Notes:

Any concerns?

Spoke with Preceptor (if applicable): (Please do not interrupt if scrubbed in.)

Notes:

Any concerns?

- ☐ You are progressing well – Keep up the strong work!
- ☐ You need some remediation. Schedule time with an instructor in lab to practice skills.
- ☐ You are not progressing. Please meet with the Program Director.

Evaluated by ST Faculty Member:

Faculty Evaluator Signature: _____

Date: _____

Student Signature: _____

Date: _____

Discussed with student on: _____ **date.**

Attestations

The following pages are attestations that need to be read and signed.

You will need to scan and upload each of the following pages to your ST Orientation course, to be kept in your permanent file. (Either separately or all at once, as long as all 5 pages are submitted).

- ☐ Surgical Technology Handbook & Policies Attestation, pg 51
- ☐ Receipt of Allied Health & Nursing Programs Safety Procedures Relating to Health Status, pg 53
- ☐ Authorization to refer graduate for potential employer, pg 55
- ☐ Confidentiality (HIPAA) Agreement, pg 57
- ☐ Lakeland Community College Photo Release Form, pg 59



Surgical Technology Handbook & Policies Attestation

I have read and understand the content of the Surgical Technology Student Handbook.

I accept the policies set forth by the Department of Perioperative Education and Lakeland Community College and agree to abide by all the rules and policies, and accept the responsibilities as outlined.

Name (printed)

Signature and Date



**Receipt of Allied Health & Nursing Programs Safety
Procedures Relating to Health Status**

I understand that if I have any questions concerning health policies that I may contact the Program Director for further clarification. Hepatitis B vaccine and proof of immunity by titer for Hep B, Varicella, Rubeola, Rubella, pertussis, and D-TAP are required by clinical contract.

Two-Step TB testing is required immediately before the clinical assignment is designated. The facility may require additional testing for any communicable disease as necessary for the safety of the student, staff, and patient.

The facility retains the right to refuse acceptance of a student for immunologic or communicable disease issues.

I have read and understand these policies as set forth in the Lakeland Community College Surgical Technology Student Handbook and the Lakeland Community College Student Handbook.

Printed Name _____

Signature: _____ Date: _____



Authorization to refer graduate for potential employer

I, _____ hereby authorize the faculty of the Surgical Technology Program at Lakeland Community College to release information pertaining to my clinical and educational abilities, character, dependability, etc. to prospective employers. I release the faculty members and the college from all liabilities in supplying information.

Signature _____ Date _____

The student may cancel this reference authorization form at any time by notifying the Program Director in writing. Cancellation of this form will deny the faculty the freedom to release this information to any third party.



Confidentiality (HIPAA) Agreement

As a student at Lakeland Community College, I have received formal training regarding patient privacy and confidentiality laws. I recognize that maintaining confidentiality is a sacred trust. I agree that I will not discuss or reveal my patient's identity, diagnosis, prognosis, or surgical treatment with anyone outside of the immediate professional realm of my clinical education.

I agree to the following conditions without exception:

- ☐ I will not photocopy medical records, capture photographs, or record audio/video at clinical sites or during lecture.
- ☐ I will not communicate with media or press entities regarding OR activities.
- ☐ I will not establish personal relationships with patients or former patients.
- ☐ I will not accept personal gifts, tips, or gratuities from patients.
- ☐ I will immediately seek reassignment if a patient known to me outside the hospital is placed in my room.

I understand that if I violate this agreement, I will be immediately expelled from the program with an unalterable grade of "F" and have no chance for program reinstatement.

Printed Name: _____

Student Signature: _____

Date: _____



Lakeland Community College Photo Release Form

I grant permission to Lakeland Community College to use photographs, audio or video images taken of me, with or without my name, for use in print materials, displays, websites, social media or other electronic form or media, for educational, commercial or any other purpose, without notifying me.

I hereby waive any right to inspect or approve the photographs, audio, video or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of my image or voice.

I hereby agree to release and hold harmless Lakeland Community College, its employees, and any firm or corporation that may develop, publish or distribute the images or audio for Lakeland, from and against any claims, damages or liability arising from or related to the use of the photographs, audio or video images of me, including but not limited to any re-use, distortion, blurring, or use in composite form, either intentionally or otherwise, that may occur or be produced in production of the finished product.

This Photo Release covers not only Lakeland Community College, but also Lakeland's affiliates, including but not limited to Lakeland's Arlene and Arthur Holden University Center, Mooreland Mansion, Citizens for Lakeland Community College and The Lakeland Foundation.

I am 18 years of age, and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release. **My signature below also authorizes Lakeland to conduct a background check.**

Under 18, I certify that I am the parent/guardian of the youth named below. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Participants Name (Printed) _____

Participants Signature _____ Date _____

Phone Number _____ May we text you? _____

E-Mail Address _____ LID# _____