PITTSBURGH CAREER INSTITUTE

PCI

Surgical Technology

Student Handbook

2021

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*Once you have reviewed the handbook, please return the Handbook Acknowledgement, located on the last page to the program director or designee.

Thank you.

Introduction

Welcome to the Pittsburgh Career Institute Surgical Technology Program.

This program offers the academic preparation and clinical training required for a career as a Surgical Technologist. The program includes clinical experience in hospital and outpatient settings that provide surgical services.

Students who satisfactorily complete the Surgical Technology Program are eligible to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) national certification exam.

The instructors and staff of PCI are committed to support and assist you in reaching your goal to become a successful Surgical Technologist.

The next 18 months will be very demanding for you. Your didactic schedule will require you to be available from 8:00 am to 5:00 pm Monday through Friday during your first year at PCI. The last 5 months you will be required to attend your clinical sites. This program will consist of very challenging courses which will necessitate a very dedicated commitment on your part.

Program Objective and Goals

The Surgical Technology program at, Pittsburgh Career Institute is designed to provide students with the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains necessary for employment as an entry level surgical technologist. The Association of Surgical Technology (AST) Core Curriculum 6th Edition was used as a guideline to facilitate the formation of the surgical technology program curriculum, which includes an on-campus lecture component, an on-campus laboratory component, and an off-campus integrated clinical component. The curriculum is designed to provide instruction in anatomy and physiology, medical terminology, surgical pharmacology and microbiology, surgical procedures, aseptic technique, surgical instrumentation, and medical legal components of the practice of surgical technology. Students are also taught necessary skill sets, such as critical thinking under pressure, case preparation and management, and anticipation of patient needs and safety. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as surgical technologists.

Theory/lecture classes will be limited to 30 students. Laboratory classes will be limited to a faculty to student ratio of 1:10.

In the Commonwealth of Pennsylvania, graduates must apply for and receive state certification to practice surgical technology. Passage of the CST examination is offered by the NBSTSA is required for state certification in Pennsylvania. PCI does not control state licensure or certification requirements in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as surgical technologists in Pennsylvania or in any other state, and cannot guarantee that graduates will be eligible to work as surgical technologists in Pennsylvania or any other state, at all or at any specific time, regardless of their eligibility status upon enrollment. Please visit the PCI website for a list of professional licensure information.

Pittsburgh Career Institute located in Pittsburgh, Pennsylvania is institutionally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), a national accrediting agency recognized by the United States Department of Education.

The Surgical Technology program at Pittsburgh Career Institute is currently not programmatically accredited.

Surgical Technology Program Policies and Procedures

The school's catalog contains important policies and procedures in the Academic Information and General Information area that pertain to your time in the program. You are expected to adhere to all of the policies stated in the catalog and in the Student Handbook.

Please pay particular attention to the Criminal Background Check, Attendance, Clinical Externship, Clinical Externship Assignment, Clinical Attendance Requirements, Clinical Externship Conduct, and the school's Graduation requirements. The Student Code of Conduct policies are stated in the General Information section of the catalog.

If you have any questions about these policies or anything as stated in the catalog, please contact your program director for assistance.

Attendance Policy

Regular classroom attendance is not only essential for academic achievement, but is also a fundamental building block for success after graduation. As part of the course requirements, students must attend at least 80% of the scheduled time for each on-campus course in order to achieve satisfactory attendance. However, students are permitted two excused absences per five weeks for medical and/or legal reasons. Excused absences will not be included in the calculation to determine 80% attendance. Students must supply documentation for excused absences. Excused absence documentation must be submitted within 48 hours of return to class.

All students enrolled in clinical or externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a grade of "W" on their transcripts and may be required to repeat the course. Attendance also includes tardiness or early departures.

Students who are not in attendance for any portion of a class will accrue time absent by the minute as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institute holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn. The school reserves the right to extend the 14-day timeframe due to extraordinary circumstances that affects the entire student population.

Attendance is determined by class and semester.

> Students who miss more than 10% of the scheduled course hours may be placed on attendance probation. Students on attendance probation are advised that employment potential is negatively impacted by a lack of a reliable attendance history. If conditions of the attendance probation are violated, a student may be terminated from the program.

Students whose absences exceed 20% of the scheduled hours in an individual course will be dropped from the course and will receive a grade of "W". The course must be repeated in its entirety if a second attempt appeal is accepted.

Clinical and/or Externships: Students are required to complete 100% of their clinical/externship hours. If students miss any externship time, arrangements for make-up time must be made with the clinical/externship site supervisor and appropriate school personnel. Students will not be considered to have completed their clinical class or externship until the site supervisor has certified all required attendance hours.

Students who are issued grades of "W" for all scheduled courses will be withdrawn from school and required to fulfill re-entry requirements should they chose to return. Re-entry into the school may include a period of non-enrollment of up to 6 months and dependent on an accepted academic appeal to the Academic Appeal Committee.

For students who are receiving veterans' benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination. NOTE: Terminated VA students are not re-admitted into their program of study for a minimum of one semester.

Make-up Work

Within 48 hours following an absence, students may seek approval from the course instructor to make up work missed due to the absence. Make-up work may be permitted under extenuating circumstances or an excused absence. Eligibility for makeup work for an unexcused absence is at the discretion of the course instructor and is not guaranteed.

Make-up exams are permitted on the day the student returns to school, provided the student has notified the instructor via phone or email that they will miss the exam, and the reason, prior to the exam time. Students who miss more than 2 exams due to unexcused absences will not be permitted to make-up the exam. The student is responsible for contacting the instructor to arrange a time for exam make-up. Exams are not permitted to be made up during scheduled class times. Quizzes are not eligible for make-up.

Time spent on completion of the make-up work or exams will not be counted toward class attendance. There will be no fees or charges incurred by the student for make-up work.

Integrated Clinical

Students are required to complete **100%** of their integrated clinical hours. If students miss any clinical time, (a **maximum of 2 days** is permitted) arrangements for make-up time must be made with the clinical site supervisor and any changes to the clinical schedule must also be communicated to the clinical coordinator here at the school. At no time should a student change clinical hours without first making the clinical coordinator aware of said change. Students will not be considered to have completed their integrated clinical until the site supervisor has certified all required attendance hours are met. See more detailed clinical attendance policies on page 12 of this document.

Grading Policy

The following grading scale is used for students completing the Surgical Technology Program for all courses attempted:

Grade	Grade Points	Percentage*
A	4.0 Excellent	90 - 100
B	3.0 Good	80 – 89
C	2.0 Average	70 – 79
F	0.0 Failure	Below70

AU	Audit	**I**	Incomplete
P	Pass	**PR**	Proficiency
TC	Transfer Credit	**W**	Withdraw
WP	Withdraw – LOA	**NP**	Not Pass

*PCI rounds up to the next whole percentage point at .50 and rounds down to the next whole percentage point at 0.49.

Academic Honesty Policy

All students are expected to adhere to the standards as set forth in the Student Code of Conduct and Academic Honesty Policy.

The following outlines criteria for the academic honesty policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper

source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your Program Director and/or Chief Academic Officer for appropriate sanctions or disciplinary actions.

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administration, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Code of Conduct and Academic Honesty Policy.

Disregard of the Academic Honesty Policy: Penalties and Procedures

1st offense:
- o   Student receives a zero for the assignment,
- o   Instructor notifies the Program Director of the first offense,
- o   Instructor works with the student to make sure the student understands the citation and documentation requirements, and understands relevant copyright laws
- o   Program Director completes an Academic Advising Plan with the student.

2nd offense:
- o   Student automatically fails the course,
- o   Instructor notifies the Program Director and Chief Academic Officer of the second offense, and
- o   Student Advising Session is conducted by the Program Director to review, at a minimum, further consequences of any additional repeat offenses

3rd offense:
- o   Student is dismissed from Pittsburgh Career Institute.

Graduation Requirements for Surgical Technology

The student must successfully complete all core discipline courses with a 70% or better grade and complete all labs with a 80% or better. The student must successfully complete 525 hours of his/her clinical education and 120 surgical cases within the needed specialties. The student must successfully complete all required clinical protocols, competencies and assignments.

Dress

Part of a professional presence involves appropriate dress and personal hygiene. All students are required to adhere to the below standards whenever attending a clinical course or at a clinical site. It is the student's responsibility to seek and obtain information specific to the clinical sites to which they are assigned and to show up at the site in compliance with the requirements. Failure to adhere to dress and grooming requirements may result in dismissal from the site with resulting loss of clinical hours. Repeated failure to adhere to the dress and grooming standards will result in dismissal from the program. All programs at Pittsburgh Career Institute are provided with uniforms (scrubs) for class and clinical rotation. **Once received, these uniforms must be worn at all times.** They should be clean and neat, and must fit and be worn appropriately: for example, pants must be worn at the waist, not baggy and falling down around the hips; and undergarments and skin must not be visible.

At all times:

✓ Students are expected to be well-groomed at all times. Offensive visible tattoos must be covered at all times.

✓ Facial piercings are permitted unless a safety concern is posed due to the nature of your studies. A programmatic dress code will be enforced in these cases. Additionally, when on a clinical or externship site, the student must follow the dress code policy of that site.

✓ Hair color other than those considered natural is permitted. However, when on a clinical or externship site, the student must follow the dress code policy of that site. In some cases, a student may be required to change their hair color.

✓ Hats, bandanas, scarves, or headgear are not permitted to be worn in the classroom except to accommodate religious or similar sincerely-held beliefs. In certain lab and clinical courses, you may be expected to wear a head cover as a Personal Protective Gear.

✓ Fingernails must be short and clean free of nail polish. Acrylic or artificial nails harbor bacetria and are absolutely **PROHIBITED** from the program.

✓ Headphones are not permitted to be worn in the classroom or in the hallways of the school.

✓ In accordance with OSHA guidelines, proper footwear is an issue of safety in the laboratory environment. Therefore, open-toe shoes, flip-flops, or sandals are not permitted in any lab. Shoes may include tennis shoes or clogs, but may not be made of cloth or have holes on the tops of them. Boots are allowed only in the Veterinary Technician program due to the nature of instruction but must be impermeable, steel toed, or a rain boot. Scrubs are not to be tucked into boots at any time. UGG and/or fashion boots are permitted in lecture classes only. Students must bring a change of shoes during winter months.

✓ PCI apparel or medical scrub jackets (no specific color) are only to be worn with PCI scrubs in the school, classrooms, and labs. Jean jackets, vests, coats, etc. are not to be worn over PCI scrubs.

Students are required to wear scrubs with or without a scrub jacket during all laboratory activities.

✓ Any manner of dress that the Administration deems disruptive or distracting to the rest of the class or school is unprofessional and not acceptable. Students in violation of the dress code will receive a verbal advisory and will be expected to avoid wearing the same attire again, and may be sent home and marked absent without excuse for the day. Repeat offenses will result in progressive and appropriate disciplinary action. In addition to the above guidelines, the following regulations are to be followed prior to receipt of uniforms, and on documented "dress down days".

✓ Tube-tops, tank tops, and back-less shirts or blouses are prohibited.

✓ Bare midriffs are not acceptable, neither is the display of the navel.

✓ Extreme displays of the chest of male or female students are not appropriate.

✓ T-shirts or sweatshirts with cartoons, illustrations, sayings, limericks, or statements of sexual, racial, ethnic or other similar nature presented in an intimidating, negative, demeaning, or provocative manner are not acceptable.

Grooming and Hygiene

Students are to be neat and well-groomed at all times. This includes proper personal hygiene such as washing face, hands and body; brushing teeth; brushing/combing hair; and appropriate steps to minimize body odor.

Perfume, cologne, body scents are not to be worn in clinical areas.

Hair must be neat, clean and completely off of the student's face. Students with longer hair styles must tie their hair back or pin it up so that it does not fall loosely over the shoulders or face.

Fingernails must be short and clean.

Facial hair must be neatly trimmed.

No jewelry other than engagement and wedding rings, watch and small post earrings are allowed.

Students should cover or take other appropriate steps to keep tattoos out of sight if required by their clinical site.

Cell Phone Usage

Clinical Site: Cell phones must be kept in purses, backpacks or lockers during patient care hours. Only to be used during lunch or break time.

Classroom: Cell phones must be kept in backpack until break time. During lab, phone may be kept in backpack, purse or cell phone basket provided at door.

Laboratory guidelines

The lab is designed to simulate a patient care area. Students are required to wear clinical attire (except on school dress down days). Food and drink are **never** permitted in the lab. Coats, backpacks and cell phones must be placed in the appropriate designated area.

Student Privacy

The school fully complies with all requirements of the Family Educational Right to Privacy Act (FERPA). FERPA generally provides for the right of students to have access to their student files for purposes of review and prohibits the school from releasing identifiable information about the student to third parties without the student's permission. Students participating in clinical programs will be required to sign a release permitting the school to release relevant medical and other information required by clinical sites.

Program Specific Health Screening Requirements

Students who are experiencing an infectious disease must take appropriate steps to avoid infecting patients, faculty and fellow students. In some cases, this may simply require the student to stay home during the period in which the student is contagious. Students who are experiencing a minor and short-term infectious disease should discuss the matter with their preceptor/faculty member. Students with longer term conditions should discuss the matter with the Director of Education.

The School follows all applicable state and federal laws relating to disabling medical conditions. However, students should be aware that the presence of a blood-borne or other infectious disease may require restriction of a student's ability to participate in direct patient care. These matters are within the discretion of clinical infection control personnel and public health officials. Restriction from patient care responsibility may make it impossible for a student to complete a particular course of study.

Students must follow all infection control policies (e.g. relating to disposal of sharps) of the school and experiential training sites at all times. Failure to adequately protect the patient or others from avoidable infection is considered a serious breach of professional responsibility and may result in dismissal from the program.

Any injury or any exposure to blood borne pathogens should be immediately reported to the instructor, the CAO and the clinical site's infection control department. It is important to promptly report all injuries, not just those believed to be a risk for blood borne pathogen exposure. Do not wait until the end of a shift to report injury or exposure.

Complete a health event form and return the form to campus within 24 hours of the injury or exposure. The school maintains a separate specific policy regarding blood borne pathogens with which all clinical students must be familiar.

Physical Examinations, Immunizations and Infectious Diseases

Students are required to undergo a physical examination and an illegal substance abuse screening prior to starting their clinical assignments.

Students are required to abide by the School's Student Immunization Policy. This policy requires students to maintain immunizations against certain diseases and to be tested on a current basis for other diseases such as TB. The current list of required immunizations and tests can be obtained from the Director of Education. Students who have religious or medical reasons for refusing immunization or testing may request an exemption from the Director of Education. Exemption will be allowed only for legitimate religious or medical reasons and only after the student has signed an appropriate document indicating that they understand and agree to be solely responsible for any health, medical, legal or other risks incurred because of their exemption. PCI cannot guarantee clinical placements for students who are unable to provide proof of current immunization and testing.

Requirements for ST participants

The curriculum leading to completion of the Surgical Technology program requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential healthcare professional skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the program, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty and other healthcare providers.

Motor Skills

Candidates should have sufficient motor function so that they are able to execute movements required to perform surgical procedures as well as general care and treatment to patients in ALL health care settings. For example: must be able to perform CPR and function in an emergency situation to assist in surgical procedures.

Sensory/Observation

Candidates must be able to acquire the information presented through demonstrations and experiences in the healthcare setting. He/she must be able to observe a patient accurately, at a distance and close at hand, observe and appreciate non-verbal communications when performing a procedure or working in the clinical setting.

Communication

The candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. He/she must express his/her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A candidate must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The candidate must be able to communicate effectively in oral

and written forms. The candidate must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the candidate's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive

A candidate must be able to measure, calculate, reason, analyze, integrate and synthesize at an appropriate level of their education. The candidate must be able to quickly read and comprehend extensive written material. He/she must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

Behavioral/Emotional

A candidate must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and families. In addition, he/she must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The candidate must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The candidate must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The candidate must be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships. The candidate must possess skills and experience necessary for effective and harmonious relationship in diverse academic and working environments.

Professional Conduct

Candidates must possess the ability to reason morally and practice in an ethical manner. Candidates must be willing to learn and abide by professional standards of practice. He/she must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. Candidates must be able to engage in patient care delivery in ALL settings and be able to deliver care to ALL patient populations including but not limited to children, adolescents, adults developmentally disabled persons, medically compromised patients, and vulnerable adults.

Required CPR

Students must have CPR prior to the clinical portion of the program. Students will be given the opportunity to take part in the American Heart Association CPR course taught by a certified instructor at the school before they attend their first clinical rotation.

Students will be required to present proof of current certification prior to registration for any clinical course work, and will not be allowed to participate in clinical activities until proof of current certification is provided and on file. Inability to participate in clinical activities will jeopardize the student's ability to pass the clinical competencies for the course or completion of the program.

Reasonable Accommodation for Disabilities

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. While the program will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note we are not required to provide requested accommodations that would fundamentally alter the essential function or technical standards of the program.

Required and Elective Clinical Competencies

All required competencies **must** be completed in order to graduate. (Total of 120)

Surgical Category	First Scrub (FS)	Second Scrub (SS)	Total
General Surgery			
Cardiothoracic			
ENT			
Eye			
GU			
Neuro			
Ob-Gyn			
Oral/Maxillofacial			
Orthopedics			
Peripheral Vascular			
Plastics			
Procurement/Transplant			
Specialty Total			
Up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. These cases are **not** mandatory.			
Bronchoscopy			
Colonoscopy			
Cystoscopy			
EGD			
ERCP			
Esophagoscopy			
Laryngoscopy			
Panendoscopy			
Sinoscopy			
Ureteroscopy			
Vaginal Delivery			
Totals			**120**

Attendance for Clinical Rotations

Students must attend clinical rotations on the days and hours designated by the site. Students are required to complete 100% of the hours required for each course. A maximum of 2 absences are allowed per term or 10-week period. The hours missed due to these absences must be made up to achieve 100% of the required hours per course. In the event a student will be absent from a site, the student must call the site and the appropriate school official prior to their start time. Should the site supervisor or school/program official determine that a student is not reliable for any reason, or has missed more than 2 days, the student may be removed from the site and issued a "W" grade. In order to attempt the course again, the student must complete an academic appeal. The appeal must be in writing and provide a detailed explanation as to the reason for the excessive absences, as well as a plan for how additional absences will not occur. This appeal must be approved by the Chief Academic Officer prior to being assigned to another clinical rotation. Please note, if an appeal is granted, the student must complete 100% of the clinical hours during their second attempt. In the event a student is placed on a Leave of Absence, and issued a "WP" grade, the previously completed hours may be combined with the second attempt to complete 100% of the required hours per course.

In the event a student is removed from a clinical site due to behavior, the student may receive a "F" grade and may be dismissed from Pittsburgh Career Institute. The student must complete an academic appeal and provide a detailed plan for how this behavior will not occur again. This appeal must be approved by the Chief Academic Officer prior to being assigned to another clinical rotation. In the case of dismissal, the student must complete a conduct appeal before the Disciplinary Committee. If an appeal is granted, the student must complete 100% of the clinical hours during their second attempt.

Scheduled Pittsburgh Career Institute holidays apply to students on clinical rotation.

It is the responsibility of the student to provide the School with a timesheet signed by the site supervisor documenting hours completed for each week no later than the Monday of the following week. Students will not be considered to have completed their clinical rotation until the site supervisor and appropriate school official has certified all required attendance hours. Falsification of time sheets is fraudulent and will result in dismissal from Pittsburgh Career Institute. Timesheets received more than one week from their due date will result in the student not receiving credit for the hours completed on the late timesheet.

Patient Privacy

Federal law also protects the right of patients of health care facilities to maintain the privacy of their medical information. Basically, any information about patients to which you have access must not be shared with anyone other than your instructors or clinical personnel who are involved in or responsible for the treatment of that patient. The importance of students maintaining confidentiality of patient identifiable medical information cannot be overstated. Students must complete the HIPAA Education Module, relating to these federal privacy laws, prior to being enrolled in any clinical course. Improper disclosure of identifiable patient information, including gossip between students, will normally be considered grounds for immediate dismissal from the program, and may also carry civil or criminal legal penalties.

Transportation to the Clinical Site

Transportation to and from the clinical sites and parking fees are the responsibility of the student. Every effort is made to place students within a reasonable distance from their home, however the school reserves the right to place a student within a 60-mile radius of the school.

Student Work Policy

Paid employment of a student in a clinical department will not be used in lieu of the time assigned to the structured clinical experience.

Employment, volunteer services or any other activities cannot interfere with clinical rotations or used in lieu of clinical rotations. Students will not be allowed to use employment, volunteer services or any other activities as clinical experience. Students may not substitute or replace paid staff members.

Surgical Technology Degree Curriculum Requirements (AST) (version PCIST0919)

Course Number	Course Title	Course Hours	Semester Credits
Core Curriculum Requirements			
ALH-100	Medical Terminology – All Body Systems	40	2.5
ALH-105	Microbiology	40	1.5
ALH-106	Healthcare Law and Ethics	40	2.5
GS-101	Strategies for Success	40	2.5
ST-100	Introduction to Surgical Technology	40	2.5
ST-101	Fundamentals of Surgical Care	60	3.0
ST-102	Surgical Instruments	40	2.0
ST-103	Surgical Equipment and Supplies	30	1.5
ST-104	Preparation for Surgery	30	1.0
ST-105	Process of Surgery	50	2.5
ST-106	Surgical Procedures I	60	2.5
ST-200	Surgical Procedures II	60	2.5
ST-201	Surgical Procedures III	60	2.5
ST-202	Surgical Procedures IV	60	2.5
ST-203	Surgical Procedures V	60	2.5
ST-204	Pharmacology for Surgical Technologists	40	2.5
ST-205	Clinical Operation Room Rotation	225	5.0
ST-206	Foundations for Assessment	20	1.0
ST-207	Surgical Technology Externship	300	6.5
	Total Required Core Curriculum	**1295**	**49**
General Education Requirements			
ALH-111	Healthcare Computer Applications	40	2
ALH-108	The Human Body: Cardiovascular, Pulmonary and Lymphatic Systems	40	2.5
ALH-109	The Human Body: Respiratory, Digestive and Urinary System	40	2.5
ALH-110	The Human Body: Endocrine and Reproductive Systems and Nutrition	40	2.5
ALH-112	The Human Body: Musculoskeletal, Nervous and Integumentary Systems	40	2.5
GS-100	English Composition	40	2.5
GS-105	Introduction to Psychology	40	2.5
GS-112	Math and Metrics	40	2.5
	Total Required General Education	**320**	**19.5**
	TOTAL	**1615**	**68.5**

SurgicalTechnology Resources

Listed below are resources that you will find helpful in the Surgical Technology field as a student and graduate. These organizations provide information about the Surgical Technology field and opportunities to network with other Surgical Technologists at conferences and seminars. Continuing education opportunities are important for Surgical Technology and information about them can be found through the organizations listed below. Some organizations have fees that apply to membership and their services and this information can be found on their individual websites. Please review their websites for specific details about the mission of each organization and what they provide to the Surgical Technology field. This list is just small sample of the different professional organizations and informational websites that are available to the Surgical Technology field.

ACCREDITATION/WEBSITES:

ARC/STSA
6 W. Dry Creek Circle
Suite #110
Littleton, CO 80120
303-694-9262
www.arcstsa.org

AST (Association of Surgical Technologists)
6 West Dry Creek Circle
Suite #200
Littleton, CO 80120
Tel:800-637-7433 Fax: 303-694-9169
www.ast.org

CREDENTIAL EXAM WEBSITE:

NBSTSA (The National Board of Surgical Technology
and Surgical Assisting)
3 West Dry Creek Circle
Littleton, CO 80120
Tel:800-707-0057 Fax: 303-325-2536
www.nbstsa.org

STUDENT SOCIETIES:

AST (Association of Surgical Technologists)
6 West Dry Creek Circle
Suite #200
Littleton, CO 80120
Tel:800-637-7433 Fax: 303-694-9169
www.ast.org

Pittsburgh Career Institute
Surgical Technology Program
Fair Practices Reporting Form

Sponsoring Institution Name: ACICS
Sponsoring Institution City: Pittsburgh
Sponsoring Institution State: PA
Date: October 2021

	Where is it Published? (catalog, student handbook, brochure, webpage, misc)	Page Number or specific website address
Institutional Accreditation Status	Institutional Webpage Institutional Catalog ST Program Handbook	https://pci.edu/accreditation Page 7 Page 18
Non- Discrimination Policy Statement	Institutional Catalog Consumer Information Report	Page 10 Page 5
Admissions Policies and Practices	Institutional Catalog Institution Webpage	Page 10 https://pci.edu/admission-process-requirements
Number of credits required for program completion	Institutional Catalog ST Program Handbook Institutional Webpage	Page 79-81 Page 17 https://pci.edu/surgical-technology
Tuition, Fees, and other Costs	Institutional Catalog	Addendum - A2
Policy and Procedure for Withdrawal	Institutional Catalog ST Program Handbook	Page 31 Page 5-6
Policy for Refunds of Tuition/Fees	Institutional Catalog Consumer Information Report Institution Webpage	Page 24-25 Page 17 https://pci.edu/refund-policy
Academic Calendar	Institutional Catalog Institutional Webpage	Addendum – A1 https://pci.edu/academic-calendar
Student Grievance Policy	Institutional Catalog	Page 15-16 Page 61-65
Criteria for Successful Completion of the Curriculum and Graduation	Institutional Catalog ST Program Handbook PCI Preceptor Handbook Institutional Webpage	Page 79-81 Page 8 Page 13-16 https://pci.edu/surgical-technology
Faculty Grievance Policy	Employee Handbook	Page 13
Student Health Requirements	Institutional Catalog ST Program Handbook	Page 47 Page 11
Student Work Policy	ST Program Handbook	Page 16
Clinical Case Requirements	ST Program Handbook PCI Preceptor Handbook Institutional Webpage	Page 14 Page 13 https://pci.edu/surgical-technology

Disclaimer

This Handbook is intended as a guide to the School's policies pertaining to the clinical and didactic aspects of your education that are in existence at the time of its writing. This Handbook is intended as a guide to provide information regarding common areas of concern; however, it cannot anticipate and answer every question or problem that might arise. As a result, amendments or supplements to the Handbook can be made by the School as it deems necessary with or without direct notice to students. If you are unclear about any of your obligations or rights as a student in a clinical activity, you should discuss your questions with the faculty member leading the activity or the Director of Education of your school. We believe that these rules will promote a fair and effective learning environment for all of our students. The faculty and staff of the clinical programs wish you every success in your activities.

Surgical Technology Student Handbook Acknowledgement

   I acknowledge that by signing this document, I have received the Surgical Technology Student Handbook. Upon receipt, the Program Director or Designee has reviewed the material contained in this book with me. I am acknowledging that I have received, reviewed, and understand each section of the Student Handbook. I also understand that the school's Catalog also contains policies and procedures that apply to my enrollment and time in the program. I understand that failure to comply with the established policies may result in suspension or termination from the program. I understand that policies and procedures may change while I am a student in the program, so if I have any questions about the Student Handbook or the school's Catalog, I am to contact my program director or program faculty.

_____
   Printed Name

_____   _____
   Signature   Date

_____   _____
   Program Official   Date