



ANOKA

TECHNICAL COLLEGE

Surgical Technology Program

STUDENT HANDBOOK

2025/2026

Sterile Processing Certificate/Surgical Technology AAS

PROGRAM PLAN Sterile Processing Certificate

Semester 1	Credits
BIOL1106 Principles of Biology (Prerequisite course for BIOL2100 A&P Grade of B or higher is required.)	4
COMP1002 Computer Technologies	2
Total Credits	6
Semester 2	Credits
PSYCH1506 General/1406 LifeSpan/1606 Abnormal	4
BIOL2100 A&P I (Grade of B or higher is required)	4
HLTH1040 Medical Terminology	2
Total Credits	10
Semester 3	Credits
SPCH1200 Interpersonal/1120 Public Speaking/1500 Multicultural	3
BIOL2200 A&P II (Grade of B or higher is required)	4
SURG1003 Sterile Processing	3
SURG1005 Surgical Microbiology	2
Total Credits	12
Total credits for the Sterile Processing certificate (including prerequisite)	28

Note: Completed Accuplacer, Program Application, TEAS test results of 60% or higher, and CPR for the Healthcare Provider. Applicants must pass a MN Background Study. Application dates will be posted on the program website. If Admissions receives more than 30 (first time applicants) applications, candidates will be selected using a lottery system. Accepted applicants must confirm their acceptance with Admissions and are only accepted to the term they apply for.

Please note regarding graduating with Sterile Processing Certificate

As stated in Policy 2.4: Graduation

“To receive a certificate, diploma, or degree from Anoka Technical College, students must earn one third of the credits required for graduation through enrollment in Anoka Technical College courses.”

This can be a factor to be aware of when transferring in pre-requisite courses.

Surgical Technology Program Description

The Surgical Technology program is designed to develop skills in all phases of operating room procedures and techniques, including clinical experience in the operating room. The general education requirements contribute to the academic success of the surgical technologist, with general psychology, interpersonal communication, and computers.

In addition to anatomy and physiology, medical terminology, surgical pharmacology and microbiology, the student will study sterile processing, operating room techniques and surgical procedures. Clinical sites are in and around the Twin Cities area. The clinical rotation assignments are determined by the program faculty. A student will not be assigned to a clinical site where they are employed. Students must provide their own transportation to and from these assigned clinical sites and pay for any parking fees.

Prospective students should have the ability to work under stress, the stamina to stand for many hours without relief, and the ability to lift and move heavy operating room equipment and anesthetized patients. A medical doctor's physical examination is required to verify good physical and emotional health. Documentation of immunity is required. Students are strongly encouraged to take the Hepatitis B vaccine. The Surgical Technology Program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs. www.caahep.org

Wages/Outlook/Advancement Opportunities

Wage information is available from the Minnesota Department of Education and the Minnesota Department of Employment and Economic Development.

<https://mn.gov/deed/>

Careers

Graduates of the surgical technology program are qualified to work in hospital operating rooms, day surgery units, OB labor and delivery units, cardiovascular labs, research labs and sterile processing departments.

Industry Description

As a surgical technologist, you will function mainly as a scrub person in a hospital operating room. The surgical technologist sets up the instruments, drapes, sutures, and prepares supplies for surgical procedures. They assist the surgeon and other operating team members with gowning and gloving for surgery and draping the patient. The surgical technologist is expected to anticipate the needs of the

surgeon throughout the procedure and pass instruments, sutures, and supplies the operative procedure and team requires to assist in the care of the patient.

As a student, you will study surgical procedures, asepsis (sterile technique), preparation of the patient for surgery, surgical instruments and equipment, and the physical conditions that make it necessary for a person to have surgery. The ability to perform under pressure in stressful and emergency situations is a quality essential to surgical technologists. A stable temperament, a strong sense of responsibility, considerable patience, and concern for order are required. Manual dexterity and physical stamina are vital. Individuals in this career must be able to work quickly, but accurately, and must be detail oriented, yet able to integrate a number of activities according to priority. They must be keenly sensitive to the needs of the patient, as well as to the needs of other members of the surgical team. Individuals who practice this profession have a strong desire to help others and make a valuable contribution to society.

Minnesota Law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is unable to obtain a Background Study clearance will not be eligible to apply to the second year of the program.

SECOND YEAR

Surgical Technology Program

Semester 4	Credits
SURG1010 Surgical Pharmacology	2
SURG1026 Operating Room Theory	2
SURG1027 Operating Room Tech	4
SURG1035 OR Procedures I	4
Total Credits	12

Semester 5	Credits
SURG1037 OR Procedures II*	4
SURG2000 OR Clinical*	16
Total Credits	20

*These 2 courses are taken concurrently

Total credits including Prerequisite: BIOL 1106 **60**
Intro to Biology 4 credits

Dear Surgical Technology Student,

Welcome to the surgical technology program at Anoka Technical College. We hope that the experience and knowledge you gain as a Surgical Technology student will help you become a dedicated, skilled, professional surgical team member, and a life-long learner. We have a sincere interest and investment in your success.

This Surgical Technology Student Handbook outlines policies and procedures that will guide your education and are intended to supplement MN State (Colleges and Universities)/Anoka Technical College's policies and procedures. Policies are subject to change and the student is responsible to adhere to these policies and any changes. Students may request an appointment with their advisor at any time for clarification or concerns relating to the information in this handbook. Program Instructors will work diligently to provide a rich learning environment that will prepare you for employment as a Surgical Technologist.

Program Faculty

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Mission: The program mission is to provide didactic, lab, and clinical experiences that will enable individuals to enter the work force as competent, entry-level, surgical technologists.

Program Goals

Students who complete the program will:

- ❖ Demonstrate the principles of aseptic technique consistently.
- ❖ Accept constructive criticism and demonstrate the appropriate behavior change.
- ❖ Communicate effectively in medical language.
- ❖ Ability to transfer theoretical knowledge to clinical situations.
- ❖ Adjust to changes in technology.
- ❖ Adhere to program/hospital policies and procedures according to industry standards.
- ❖ Understand his/her role and function as a member of the surgical team.
- ❖ Display professional behavior.
- ❖ Take the Surgical Technology National Certification examination.

Surgical Technology Policies

- Perfect attendance is expected.
- Submit a Physical Form signed by a healthcare provider that the student is in good health and obtain vaccine (s) and blood titers necessary for all clinical facilities.
- A specialist's approval to continue in the program may be at the instructor/program discretion (ie. accident, illness, pregnancy, surgery, cancer). This is for liability of the student, hospital staff and patients.
- All appropriate vaccinations/titers will be completed during the fourth semester: Tdap, Rubella titer, MMR, Mantoux (TB), Annual influenza vaccination, Hep B.
- Mentor Day is a requirement for all students registering for SURG2000.
- If a student has any problems, he/she is to go through the proper chain of command to resolve the situation. Communication begins with the instructor. If this proves to be ineffective, then continue to the academic due process with the college counselor.
- Cell phones will be kept in the locker during class, lab, and clinical and "off".
- The student is expected to demonstrate a continued improvement of skills and technique throughout the program.
- Failing to successfully complete a repeated course will exclude the student from the program major.
<https://www.anokatech.edu/en/AboutATC/PoliciesProcedures/Policy38>
- The student will not minimize the importance of sterile technique and principles of asepsis.

- Participate in 2 clinical rotations and gain working knowledge of the instrumentation, equipment, techniques, and procedures at each site.
- Accumulate experience in 120 surgical procedures: 90 cases in the specialty areas (60 first scrub role) and 30 in general surgery (20 in the first scrub role).
- Maintain satisfactory clinical evaluations completed by staff Surgical Technologists and clinical instructors.

Attire Policy – Classroom, Lab, Clinical

Jewelry:

No jewelry will be worn including:

Rings, watches, bracelets, necklaces, gauge Earrings, or gauge earrings of any kind, facial piercings, nose rings, multiple ear piercings, no blemish patches

LEAVE YOUR EXPENSIVE JEWELRY AT HOME

Shoes:

Shoes are a very important part of your uniform. Make sure you have a comfortable pair of shoes that fit our uniform guidelines:

Shoes should NOT be: Canvas/Open-toe/Open-heel/Crocs Mesh/Fabric

Exception: Closed in crocs are allowed (crocs with holes not allowed, and must be closed heel and closed toe)

Shoes SHOULD be: Wipeable/comfortable/secure on your feet/water resistant/Protective (leather)

Nails short, no nail polish, no tips, no fake eye lashes, no heavy make-up, no perfumes

No coats, sweatshirts, hoodies, or T-shirts worn with uniform scrubs

ONLY Anoka Tech Scrub jacket can be worn but must be royal blue in color.

Hair must be worn up off shoulders (hair must not be on collar, shoulders or, in a ponytail hanging down back)

As well as providing comfort for you as you will be on your feet all day, your shoes provide protection for your feet incase anything is dropped or splashed on you in the OR.

Miscellaneous:

No cell phone use in the classroom/lab unless directed by faculty. Cell phones should remain in the locker area with the ringer in the off position.

Academic Honesty:

The primary academic mission of Anoka Technical College is the exploration and dissemination of knowledge. Academic honesty and integrity are integral to the academic process. Academic dishonesty—cheating, plagiarism and collusion—are serious offenses which undermine the education process and the learning experience for the entire college community.

It is expected that Anoka Technical College students will understand and adhere to the concept of academic integrity and to the standards of conduct prescribed in the College's Policy on Student Code of Conduct (Student Handbook).

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It is expected that students will assume responsibility for their work and that materials submitted in fulfillment of course, program, and college academic requirements must represent students' own efforts.

The student will be dismissed from the course and/or program if fails to follow the program/course or College conduct policy of academic honesty. This includes any violation of the academic dishonesty policy.

Grounds for Dismissal

- Any action (or statement) that is dishonest or indicates a lack of integrity.
- Unsatisfactory grade in any **ONE** course of the Surgical Technology Program. The inability to pass any course in the 4th semester (Techniques, Theory, Procedures I, Pharmacology) (with a grade of C or higher) prohibits the student from progressing on to clinical.
- Failure to meet clinical objectives and demonstrate consistency.
- Inability to follow policies/procedures in the lab and/or clinical setting.
- Breach of confidentiality.
- Absenteeism/tardiness. No call/no show.
- Refusal of a clinical site to allow a student to continue at the facility, the student will not be assigned another site and will be dismissed.

Critical Criteria: The following represent behaviors that may indicate an immediate removal from the clinical site, or college classroom/lab.

1. Consistent tardiness or absenteeism.
2. Failure to consistently apply the principles of aseptic technique and/or the inability to maintain sterility.
3. Unprofessional behavior.

4. Inability to accept constructive feedback and demonstrate the appropriate change.
5. Isolation of self from other classmates and/or hospital staff.
6. Demonstration of an inability to benefit, lack of progression of skills and/or technique.
7. Demonstration of unsafe practice, potential harm to self or others.

Retention of students is a high priority for the ATC Surgical Technology faculty. The commitment to retention is reflected in the open-door policy of program instructors and referrals for counseling and academic support when difficulties arise. Whenever a student experiences academic difficulty they are expected to meet with the instructor for the course (during office hours or by appointment). A student academic success plan is initiated, and remediation will be recommended depending on the difficulty. The program faculty will provide feedback, so that input on progress, is optimized for the student.

Students in a professional healthcare program must take ownership for their educational progress and success. Faculty, open lab practices, and college support programs (tutoring/counseling services, Success Coaches) are allies and tools for success. Identify any weakness early, so that it can be addressed in a timely fashion. If you find that your educational goals should change, or that you are not a “right fit” for your initial educational choice, contact your advisor or meet with a success coach.

MINNESOTA STATE COLLEGE AND UNIVERSITIES' NONDISCRIMINATION POLICY

Minnesota State prohibits discrimination and harassment against persons in the terms and conditions of employment, personnel practices, or access to and participation in educational programs, services, and activities on the basis of membership or perceived membership in any of the following protected classes: race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.

Minnesota State shall maintain and encourage full freedom of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit without intimidation, exploitation, or coercion. This policy is directed at conduct that constitutes discrimination or harassment under this policy and is not directed at the content of speech. In cases in which statements and other forms of expression are involved, Minnesota State must consider an individual's constitutionally protected right to free speech and academic freedom. However, discriminatory or harassing conduct is not within the protections of academic freedom or free speech.

This policy applies to all individuals affiliated with Minnesota State, including but not limited to, its students, employees, applicants, volunteers, agents, the Board of Trustees, and others as appropriate and protects the rights and privacy of all involved individuals, as well as prevents retaliation. Complaints of conduct by a student occurring at a location other than on system property, including online, are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Complaints of conduct by a system employee at locations other than system property, including online, are covered by this policy. Complaints of conduct on system property, including online, by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to, pursuing civil action against them, referral to law enforcement, or pursuing a no trespass. Individuals who violate this policy will be subject to disciplinary or other corrective action. Allegations of conduct in violation of Policy 1B.1 may be submitted through the process identified in System Procedure 1B.1.1 Intervention and Resolution.

READMISSION REQUEST FORM

It is the student's responsibility to make an appointment with the Program Director (before the last day of the semester) to discuss possible re-application. The student interested in re-admission will complete the **Exit Interview Questionnaire** and the **Re-Admission Request form**.

First-time applicants will be accepted first. If there are spots available, readmission requests will fill available spots based on the student's rubric score.

NOTE: The student will attach the re-Admission form to the program application and submit it along with the Academic Record, TEAS results, and CPR/BLS Certificate.

Re-Admission Rubric

Accept constructive criticism and demonstrate the appropriate behavior change.

(SASP's include written testing and skills)*

_____ 0-1 SASP = 3 points

_____ 2 SASP's = 2 points

_____ 3 or more = 1 point

Course Withdraw/Program/course exit

_____ Week 15 or after = 3 points

_____ Week 8-14 = 2 points

_____ Week 2-8 = 1 point

Display professional behavior.

(Professional points deductions: tardy, attendance, attire policy)

_____ No Professional Points deduction = 3 points

_____ 1-2 point(s) deducted = 2 points

_____ 3 or more points deducted = 1 point

Transfer theoretical knowledge to skills

(1 point for passing skill on first attempt)

_____ Scrubbing

_____ Gowning/Gloving self

_____ Sutures & Handsignals

_____ Gowning/Gloving Team member

_____ Extremity draping

_____ Lithotomy draping

Total Points _____ /15

The program faculty are committed to your success. The handbook reflects our efforts to ensure best student outcomes. Please utilize your advisor for additional support.

*SASP stands for Student Academic Success Plan