



BELIEVING IN BRIGHTER FUTURES



AOS Surgical Technology Program Student Handbook 2024 - 2025

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WELCOME

We would like to thank you for choosing CNI College as your first step toward an exciting career path in Surgical Technology. With your cooperation, we will work together to accomplish CNI's mission as stated below.

This handbook has been prepared to help you understand the specific requirements and policies of the Surgical Technology department. It is very important that you become familiar with each of them. Please read the contents of this handbook carefully. Should you have any questions please discuss them with your instructor, the AOS ST Program Director, or the Provost.

We wish you the best of luck as you pursue your new career!

CNI COLLEGE MISSION STATEMENT

CNI College is committed to providing excellent academic educational opportunities in allied health disciplines for the intellectual, social, and professional development of a diverse student population. CNI is devoted to the community we serve and committed to our graduates' successful employment in the healthcare field.

PHILOSOPHY

The complexity and the dynamic nature of the health care system requires a team of health care professionals with education and experience at different levels in order to meet the demand. There is a need for an educational program to prepare qualified individuals to fulfill the roles of Certified Surgical Technologists.

Education is a purposeful, organized, and ongoing process that provides a framework in which learning can occur. The student as an adult learner is an active participant building upon prior knowledge and experiences and bears ultimate responsibility for learning. The instructional staff has the responsibility to plan, implement, and evaluate the course of study and the student's learning. The goal of the educational experience is the development of critical thinking skills, so the learner is able to recognize patterns and organize information. The relationship between students and faculty is a partnership characterized by mutual respect and support.

The educator assists the students in the use of the learning process and the application of theory to the Surgical Technologist practice and promotes self-direction of the learner toward achieving independence. The adult learner assumes accountability for the development of professional self-image and behavior.

Surgical Technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The Surgical Technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A Surgical Technologist possesses expertise in the theory and application of sterile and aseptic techniques and combines the knowledge of human anatomy, surgical procedures, and implementation of tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

PROGRAM GOAL

The goal of this program is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as surgical technologists and become contributing members of the health care team. This will be accomplished by (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, and (2) meeting or exceeding the criteria set forth in the current Standards and Guidelines for an Accredited Educational Program in Surgical Technology.

ACCREDITATION

CNI College's AOS Surgical Technology Program is accredited by the Accrediting Bureau of Health Education Schools (ABHES) located at 7777 Leesburg Pike, Suite 314 N Falls Church, VA 22043. Their phone number is (703) 917-9503, their dedicated fax line is (703) 917-4109, and their website is www.abhes.org.

NATIONAL CERTIFYING EXAMINATION

As of August 1, 2011, ABHES requires that 100% of all Surgical Technology students take a National Certification Examination as a program assessment exam to measure the college's outcomes for its AOS Surgical Technology Program. Students must score 70% or above to meet the accreditation standards.

CALIFORNIA STATE ASSEMBLY FOR THE ASSOCIATION OF SURGICAL TECHNOLOGISTS, INC.

Students are encouraged to become actively involved in CA-SA. Participating in your local State Assembly is a great way to get more involved in the surgical technology field and network with fellow professionals. The CA-SA actively promotes the profession, creates meaningful educational events and workshops, organizes civic-oriented activities, and develops initiatives to further protections and recognition in the state.

CLASS SCHEDULES AND BREAKS

AOS SURGICAL TECHNOLOGY

Quarters 1 and 2 include required general education and online courses.

- Quarter 1: COMP 101 Computer Applications meet on Mondays from 6:00PM - 10:00PM (online via Zoom), cameras must be on.
ENG 101 and MTH 101 are online courses delivered asynchronously.
- Quarter 2: BIO 201 Anatomy & Physiology Monday and Tuesday 4:00PM – 10:00PM Theory (online via Zoom), cameras must be on.
- Quarter 3: Tuesday and Wednesday 4:00PM - 10:00PM Theory online via Zoom/Teams, cameras must be on. Saturday 8:30-11:30am Theory via Zoom/Teams
- Quarter 4: Thursday and Friday 4:00PM - 10:00PM online Theory via Zoom, cameras must be on.
Saturday 8:30AM - 5:00PM Lab on Campus
Sunday 9:00AM - 1:00PM Theory online via Zoom (alternating), cameras must be on.
- Quarter 5: Wednesday and Thursday 4:00PM – 8:30PM online Theory via Zoom/Team, cameras must be on.
Sunday 8:30AM - 5:00PM Lab on Campus
- Quarter 6: Monday 4:00PM – 9:00PM Lab/Theory on Campus,
Tuesday 4:00PM – 9:00PM Lab/Theory on Campus,
Wednesday and Thursday 4:00PM - 9:00PM Lab/Theory on Campus.
Friday 8:00AM - 4:30PM Lab on Campus.

Please Note: All exams for synchronous online via zoom or teams are held on campus, no exceptions, Students must come to campus to take exams on the date and time it is scheduled. Any make-up exams, if allowed, will be scheduled on a specific date and time. Make-up Exams must be taken on that date, no exceptions. The maximum score a student may achieve on any make-up exam is 70%.

Externship

Externship hours range from Monday through Friday between the hours of 6:00

AM – 10:00 PM and will vary depending upon the site. Externship requires at least

32 hours weekly.

Capstone

The mandatory capstone course takes place on Fridays from 9:00am -12:00pm (on campus).

The schedule for quarters 1-6 schedule as stated above may vary slightly depending on requirements.

Breaks must be used appropriately. Students are expected to attend the full lecture time and return from breaks in a punctual manner. Returning from breaks late or departing the classroom before being dismissed for a break will result in disciplinary action and time lost from attendance hours.

Note: Schedules for weeks with holidays will be modified and will include extra

hours and different days of the week to make up hours and labs. Please see Program

Director for schedules.

Note: AOS Surgical Technology sites do not allow externship rotation for pregnant students. Students will need to take a leave of absence if applicable or drop out of the program and then reenroll in the program after the pregnancy with a medical clearance to complete the program requirements. This is a CNI College policy and there will be no exceptions. It is for your safety.

SCHOOL HOLIDAYS AND IN-SERVICE DAYS

(ALL DATES SUBJECT TO CHANGE – NO SCHOOL FOR STUDENTS ON THESE DAYS)

NOTE: The schedule below is tentative, and all dates are subject to change.

* Faculty In-service training dates to be determined (held two times a year)

(Student schedules may be rescheduled due to in-services and holidays)

2025	2024 -
January 1, 2024	New Year's Day
December 25, 2023 – January 2, 2024	Winter Break
January 2, 2024	First day of school after winter break
January 15, 2024	Martin Luther King Jr. Day
February 19, 2024	President's Day
May 27, 2024	Memorial Day
July 4, 2024	Independence Day
September 2, 2024	Labor Day
November 28 – 29, 2024	Thanksgiving holiday
December 22, 2024 – January 5, 2025	Winter Break (Back to School January 6, 2025)
January 6, 2025	First day of school after Winter Break

2025 - 2026	
January 1, 2025	New Year's Day
December 22, 2024 - January 5, 2025	Winter Break
January 6, 2025	First day of school after Winter Break
January 20, 2025	Martin Luther King Jr. Day
February 17, 2025	President's Day
May 26, 2025	Memorial Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 27 – 28 2025	Thanksgiving holiday
December 24, 2025 – January 4, 2026	Winter Break (Back to School January 5, 2026)
January 5, 2026	First day of school after Winter Break

***Please note, in case of an emergency where classes cannot be held on campus, students must take directions from their Program Directors and Instructors regarding online education. Please check your emails and Canvas daily for guidance and directions. Be sure we have your current phone number. Please clock in to get credit and attendance recorded. Feel free to call the college and leave a message and someone will get back with you as soon as possible. Please refer to CNI College website for any emergency bulletins from the President of CNI College. Your health, safety, and continuance of education for your success is extremely important. We are always here to support you.**

AOS Surgical Technology Schedule

Quarters	Monday	Tuesd ay	Wednes day	Thursd ay	Friday	Saturday	Sunday
Quarter 1	ENG 101 MTH 101 Asynchronou s Mon - Sun	ENG 101 MTH 101 Asynchronous Mon - Sun	ENG 101 MTH 101 Asynchronous Mon - Sun	ENG 101 MTH 101 Asynchronous Mon - Sun	ENG 101 MTH 101 Asynchronous Mon - Sun	ENG 101 MTH 101 Asynchronou s Mon - Sun	ENG 101 MTH 101 Asynchronous Mon – Sun 11:59 pm PST
	Comp 101 6:00 pm – 10:00 pm Online via TEAMS						

Quarter 2	BIO 201 4:00 pm – 10:00 pm Online via TEAMS	BIO 201 4:00 pm – 10:00 pm Online via TEAMS					
Quarter 3		ST 301 - 305 4:00 pm – 10:00 pm Online via TEAMS	ST 301 – 305 4:00 pm – 10:00 pm Online via TEAMS			ST 301 - 305 8:30 am – 10:30 am Online via TEAMS	
Quarter 4				ST 401 - 405 4:00 pm – 10:00 pm Online via TEAMS	ST 401 - 405 4:00 pm – 10:00 pm Online via TEAMS	ST 401 - 405 8:30 am – 5:00 pm Lab on Campus	ST 401 - 405 9:00 am – 1:00 pm Online via TEAMS
Quarter 5			ST 501 - 505 4:00 pm – 8:30 pm Online via TEAMS	ST 501 - 505 4:00 pm – 8:30 pm Online via TEAMS			ST 501 - 505 8:30 am – 5:00 pm Lab on Campus
Quarter 6	ST 601 - 610 4:00 pm – 9:00 pm Lab/Theory on Campus	ST 601 - 610 4:00 pm – 9:00 pm Lab/Theory on Campus	ST 601 - 610 4:00 pm – 9:00 pm Lab/Theory on Campus	ST 601 - 610 4:00 pm – 9:00 pm Lab/Theory on Campus	ST 601 - 610 Lab on Campus 8:00 am – 4:30 pm		
	ST 611 Externship Externship requires at least 32 hours weekly between the hours of 6:00 am and 10:00 pm, Mon –	ST 611 Externship	ST 611 Externship	ST 611 Externship	ST 611 Externship ST 612 Capstone on Campus 9:00 am – 12:00pm		
Externship hours will vary according to site and rotation							

COURSE OUTLINE

CIP Code 51.0909

SOC Code 29-2055.00

Method of delivery is blended.

All courses in this program are taught in English.

Program length: 19.75 months*, 79 weeks*

*Program length may vary depending on schedule.

1730 Clock Hours

115 Quarter Credit Units

The Associate of Occupational Science Degree in Surgical Technology Program uses a blended program delivery and consists of a 1730-hour comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes, and skills which will enable them to become safe and competent practitioners of Surgical Technology. To become certified, candidates for the program must successfully complete the examination conducted by a National Certifying Agency for Surgical Technology. Participation in the WBT CST exam is required before graduation.

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, public and private surgical centers. The program includes a mandatory 600-hour Surgical Technology Externship that must be completed prior to graduation.

The candidate for the Associate of Occupational Science Degree in Surgical Technology Program must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom, and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

As of August 1, 2011, ABHES requires that 100% of all Surgical Technology students sit for a National Certifying Agency for Surgical Technology Examination, which is administered and proctored at CNI College before the completion of the students' hours to graduate. The examination fee is included in the tuition package. The students are required to attend an orientation prior to graduation to learn more.

Programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES)

AOS Surgical Technology		CLOCK HOURS			OUTSIDE CLASS HOURS	TOTAL CLOCK HOURS	TOTAL Academic CREDITS AWARDED
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	Extern			
Quarter 1							
COMP 101	Computer Application	40	0	0	0	40	4
ENG 101	Written Communication	40	0	0	0	40	4
MTH 101	College Mathematics	40	0	0	0	40	4
	Totals	120	0	0	0	120	12
Quarter 2							
BIO 201	Anatomy & Physiology	120	0	0	0	120	12
	Totals	120	0	0	0	120	12
Quarter 3							
ST 301	Medical Terminology	40	0	0	0	40	4
ST 302	Medical Law & Ethics	10	0	0	0	10	1
ST 303	Patient Psychology	10	0	0	0	10	1
ST 304	Disease Process & Pathophysiology	40	5	0	0	45	4
ST 305	Microbiology	40	5	0	0	45	4
	Totals	140	10	0	0	150	14
Quarter 4							
ST 401	A & P and Basic Science	40	5	0	0	45	4
ST 402	Pharmacology and Anesthesia	40	5	0	0	45	4
ST 403	Introduction to ST & Asepsis	25	20	0	0	45	3.5
ST 404	Sterilization	25	25	0	0	50	3.5
ST 405	Surgical Instrumentation	25	10	0	0	35	3
	Totals	155	65	0	0	220	18
Quarter 5							
ST 501	Biomedical Science	25	10	0	0	35	3
ST 502	Sutures, Staples, and Wound Healing	25	10	0	0	35	3
ST 503	Drains, Tubes, Catheters, Sponges, and Dressings	25	15	0	0	40	3
ST 504	General & Pediatric Surgery	20	10	0	0	30	2.5
ST 505	OB/GYN & Urology Surgery	20	10	0	0	30	2.5
	Totals	115	55	0	0	170	14
Quarter 6							

ST 601	Orthopedic Surgery	20	10	0	0	30	2.5
ST 602	Neurological Surgery	20	10	0	0	30	2.5
ST 603	Plastic & Head & Neck Surgery	20	10	0	0	30	2.5
ST 604	Vascular & Cardiothoracic Surgery	20	10	0	0	30	2.5
ST 605	Mock Surgery I	5	40	0	0	45	2.5
ST 606	Mock Surgery II	5	40	0	0	45	2.5
ST 607	Mock Surgery III	5	40	0	0	45	2.5
ST 608	Mock Clearance	1	19	0	0	20	1
ST 609	CPR	1	4	0	0	5	0
ST 610	Career Development	2	8	0	0	10	0.5
ST 611	Surgical Technology Externship	0	0	600	0	600	20
ST 612	Capstone	60	0	0	0	60	6
	Totals	159	191	600	0	950	45
PROGRAM TOTALS		809	321	600	0	1730	115
Note: All synchronous zoom class exams/tests will be held on campus. Total Hours							1730

COURSE DESCRIPTIONS

COMP 101 Computer Applications.....4.0 Credit Units

This course is designed to introduce the student to the online learning environment and the use of technology (e.g., laptop computer, Microsoft programs, Canvas, computer-based learning resources MyITlab, internet search, LIRN, academic honesty/plagiarism). Upon completion, students will be able to demonstrate proficient computer application skills permitting academic success (online and in the classroom) using electronic learning resources. This course is online via Zoom. This course consists of a total of 40 theory hours. Prerequisites Required: None.

ENG 101 Written Communications4.0 Credit Units

This course reviews basic English concepts and introduces students to college level writing with an emphasis on basic grammar and composition. Students will apply their learning to a variety of writing activities emphasizing the development of paragraphs and essays. This course is delivered as a Distance Education (online) course.

Prerequisites Required: None.

MTH 101 College Mathematics4.0 Credit Units

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to the concepts of whole numbers, fractions, decimals, ratio and proportion, integers, order of operations, percent, signed numbers, measurements, geometry, statistics, probability, and basic algebra concepts. This course is delivered as a Distance Education (online) course. Prerequisites Required: None.

BIO 201 Anatomy & Physiology12.0 Credit Units

This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolic, skin, muscle, bone, nervous system, eye and ear anatomy and function, endocrine system, blood components, circulatory system, lymphatic system, respiratory system, digestive system, urinary system and reproductive system. The functions and interrelationships of these systems are studied. This course emphasizes the homeostatic nature of these systems with reference to human disease states. This course is taught online delivered synchronous with Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101.

ST 301 Medical Terminology.....4.0 Credit Units

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

ST 302 Medical Law and Ethics.....1.0 Credit Units

This course presents an overview of the legalities, documentation, risk management and ethical behavior associated in the surgical environment. The AMA codes of ethics and OSHA regulations as they apply to the surgical unit are covered. Discussion and understanding of the American Hospital Association's, Patient's Bill of Rights is also covered. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

ST 303 Patient Psychology1.0 Credit Units

An introduction to the principles and concepts which are basic to understanding human behavior. A general overview of the research methods and major research findings of psychology are presented, as well as a survey of current theories used to interpret these findings. Topics covered include methodology, physiology, learning, perception, and cognitive processes, development, motivation and emotion, personality, abnormal behavior, therapy and social psychology and death and dying. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

ST 304 Disease Processes/Pathophysiology.....4.0 Credit Units

This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities also will be discussed.

Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

ST 305 Microbiology4.0 Credit Units

This course is a study of basic microbiology, infection control, and disease processes of the body. The principles of medical and surgical asepsis will be demonstrated. Sanitizing, disinfection, and different modes sterilization is discussed. Blood borne pathogens will be included. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201.

ST 401 Anatomy and Physiology and Basic Science4.0 Credit Units

A continuing of the systems of the human body that include respiratory system, urinary system and reproductive system. This course emphasizes the homeostatic nature of these systems with reference to human disease states. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

ST 402 Pharmacology and Anesthesia4.0 Credit Units

This course is the study of drugs with emphasis on concepts related to steps in the drug cycles and side effects. Students will learn major classifications of drugs and usual drug choices for selected diseases and pathological conditions. They will learn appropriate terms, abbreviations, equivalents and math concepts in calculations of dosages. Different modes of anesthesia will be discussed. Students will go through a review process of course content in preparation for the Certification exam. This course is taught online via Zoom. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

ST 403 Introduction to Surgical Technology and Asepsis.....3.5 Credit Units

This course is designed to orient the student to surgical technology and provide a comprehensive knowledge of patient care concepts, as well as personal and professional relationships in surgical technology. It will go over preoperative routines, PACU, and perioperative case management. The scope of practice for a surgical technologist is discussed. The principles of medical and surgical asepsis will be demonstrated along with proper opening of surgical packs, growing, sterile gloving, and setting up a sterile field. It will also go over the assistant circulator role. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

ST 404 Sterilization.....3.5 Credit Units

This course is a study of basic microbiology, infection control, and disease processes of the body. Sanitizing, disinfection, and different modes of sterilization are discussed. Blood-borne pathogens will be reviewed. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

ST 405 Surgical Instrumentation3.0 Credit Units

This course is designed to evaluate the students in their knowledge and skills in various surgical instrumentation, classifications, common names and usage. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305.

ST 501 Biomedical Science3.0 Credit Units

This course introduces the student to computer hardware and software programs. Emphasis is placed on the development of word processing skills, which include techniques for creating, editing, saving and printing documents. Also includes the safety factors regarding bio-physical practices in the OR. Electricity, mechanical robotics, sterilization, chemical, heat, gases, and sounds and vibrations are some of the concerns discussed for patient safety. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

ST 502 Sutures, Staples, and Wound Healing.....3.0 Credit Units

This course introduces the student to types of wounds, healing process, classification, wound management, common suture types, suture classification, usage, tissue replacement material and various types of stapling devices. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

ST 503 Drains, Tubes, Catheters, Sponges, and Dressings3.0 Credit Units

This course introduces the student to various types of drainage systems, usage classification, surgical counts, types of dressings and sponge usage in various procedures. Transferring of patients and emergency procedures with review of vital signs and anesthesia concepts. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: Taught in conjunction with COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

ST 504 General and Pediatric Surgery2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, specimens, general and pediatric surgery for the surgical technologist. Diagnostic and surgical interventions are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

ST 505 OB/GYN and Urology Surgery2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic OB/GYN, and Urologic surgical procedures for the surgical technologist. Diagnosis and surgical interventions, along with specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405.

ST 601 Orthopedic Surgery2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific orthopedic and oral/ maxillofacial surgical procedures for the surgical technologist. Diagnosis, surgical interventions and specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

ST 602 Neurologic Surgery2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific neurological, and ophthalmic surgical procedures for the surgical technologist. Diagnosis, surgical interventions and specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

ST 603 Plastic and Head & Neck Surgery.....2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, plastic and reconstructive, and Otorhinolaryngology surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

ST 604 Vascular and Cardiothoracic Surgery.....2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, peripheral vascular and cardiothoracic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught. Students will go through a review process of course content in preparation for the Certification exam. This course is blended. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505.

ST 605 Mock Surgery I2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic techniques in set-ups and steps of the procedure. Students will go through a review process of course content in preparation for the Certification exam. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 504, ST 505.

ST 606 Mock Surgery II2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-up and steps of procedure. Students will go through a review process of course content in preparation for the Certification exam. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 504, ST 505.

ST 607 Mock Surgery III2.5 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-ups and steps of the procedures. Students will go through a review process of course content in preparation for the Certification exam. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 504, ST 505.

ST 608 Mock Clearance1.0 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will be tested on various types of procedures where the students will implement aseptic technique in set-up and steps of the procedures prior to being assigned to a clinical externship rotation. Students will go through a review process of course content in preparation for the Certification exam. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 504, ST 505.

ST 609 CPR.....0.0 Credit Units

Standard CPR, AED, and First Aid material is presented, and students practice techniques leading to a required certification for program completion. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 504, ST 505.

ST 610 Career Development0.5 Credit Units

Career Development emphasis is placed on assessing personal strengths, career expectations, developing job search techniques, resume preparation, and interviewing strategies. This course is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 504, ST 505.

ST 611 Surgical Technology Externship20.0 Credit Units

This course is conducted in an appropriate hospital/surgical facility and provides students with clinical experience with a variety of perioperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist, including aseptic technique and basic care presentation for selected surgical procedures. The externship is residential. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all the required case - loads and 600 externship hours. Every two hundred hours the student will be evaluated and receive a grade for their externship and documented as follows:

- ST 611-1 Grade
- ST 611-2 Grade

21 ST 611-3 Grade

Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST

403, ST 404, ST 405, ST 501, ST 502, ST 502, ST 504, ST 505, ST 601, ST 602, ST 603, ST 604, ST 605, ST 606, ST 607, ST 608, ST 609, ST 610.

ST 612 Capstone6.0 Credit Units

Students will attend a capstone class covering all surgical technology concepts from anatomy and physiology and basic science through mock surgical procedures. This course will review medical terminology, medical law and ethics, patient psychology, disease processes and pathophysiology, microbiology, pharmacology and anesthesia, introduction to surgical technology and asepsis, sterilization, surgical instrumentation, biomedical science, sutures, staples, and wound healing, drains, tubes, catheters, sponges, and dressings, general pediatric surgery, OBGYN and urology surgery, orthopedic surgery, plastic, head and neck surgery, vascular surgery, CPR, and career development. This course will prepare the student for the National Certification exam. All students must score 90% or above on the two practice exams in order to be registered for the exam. All students must take the Certification exam as a requirement for graduation. The capstone is residential. Prerequisites Required: COMP 101, ENG 101, MTH 101, BIO 201, ST 301, ST 302, ST 303, ST 304, ST 305, ST 401, ST 402, ST 403, ST 404, ST 405, ST 501, ST 502, ST 503, ST 504, ST 505, ST 601, ST 602, ST 603, ST 604, ST 605, ST 606, ST 607, ST 608, ST 609, ST 610, ST 611.

ADMISSIONS

Admissions Procedure

1. Initial personal interview with admissions advisor.
2. Official proof of completion of 12th grade education, GED, or foreign equivalency.
3. Proof of age.
4. A score of 17 or higher on the Wonderlic exam.
5. Complete financial aid checklist and schedule appointment with an advisor.
6. Interview with AOS-ST Program Director.
7. Background check required.
8. Medical (including physical, mental, and emotional health) approval required.

Admissions Policy

Minimum requirements for entrance are open to persons 17 years or older having the following:

1. Proof of completion of 12th grade education, GED, or foreign equivalency.
2. Passing score on the Wonderlic admission exam.
3. Completion of an enrollment agreement. If the applicant is under 18 years of age, the enrollment agreement must be signed by a parent or guardian.

Additional procedures:

1. All applicants must complete an application for admission.
2. All applicants must attend an initial interview with an admissions advisor.
3. All applicants must complete financial agreements prior to admission.

Admission Selection

The Admissions selection process begins with an initial interview with a college admission advisor. Areas of discussion with the potential applicant may include their history, ability, goals, interests, and placement potential. Potential problems to program completion will also be discussed. Proof of age and education will be required. A tour of the facility will be conducted. The opportunity to ask questions about the program and view the classroom and skills lab will be given.

Applicants are required to pass an entrance exam. Successful candidates will have an interview with the AOS ST Program Director to discuss the AOS-ST program. Students and program expectations and goals will be covered. Potential student social problems that may hinder program success will be identified and information on how to remedy the problem will be provided.

Acceptance into the program is granted after successful completion of all components of admission.

Additional Requirements for Admission

- All students attending externship programs must be in good physical, mental, and emotional health. The student must possess sufficient visual acuity to independently read and interpret writing of all sizes; independently be able to provide verbal communication to and receive communication from clients/patients and members of the healthcare team; as well as possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment and perform other skills required at a satisfactory level demonstrating the required competencies of a Surgical Technologist.
- Students must pass a general physical test and have a physician's release prior to the start of the program.
- Students must produce an Immunization Record and be free from transmittable diseases, including measles, mumps, rubella, hepatitis, tuberculosis, and sexually transmitted diseases.
- A student in the health care field is at a higher risk of contracting Hepatitis B than the general population. Vaccination is recommended and required at clinical facilities. Information on the risks and benefits Hepatitis B vaccination will be provided.
- CNI College has a campus physician that will perform health screenings/physicals, blood titers, and immunizations to ensure that all students meet the externship requirements to participate in the clinical rotation. All students must have proof of a physical and all required immunizations. Please see the "Health Screening and Immunization Disclosure" section below for more details.
- To comply with requests from community and clinical agencies, the AOS-ST Program requires a background check on all eligible applicants. A clear background check will be necessary for entry into the program and the clinical sites. If a student's background status changes while in school, they must immediately notify the Director of the Program as it may disqualify them to complete the program, be placed at a site, or sit for the national exam. If a student goes on a leave of absence, that student may be asked to do a new background check at their own expense when returning. A clear background check is required to be maintained throughout the course of the ST program.

Health Screening and Immunization Disclosure

Externship sites require that students have current health/physical screening information to ensure that they are free from any condition which might interfere with the performance of their duties or the successful completion of their externship experience. CNI College provides medical history and physical exam clearance (using the school prescribed form) included with tuition. The physical exam component includes:

- Tuberculosis (TB)/PPD (Mantoux) two-step skin test
 - After the PPD, the student must have the test read within 48-72 hours or else the test must be administered again at the student's own expense. If necessary, the results of a student's test can be read by the Program Director or other qualified personnel. If this test is not completely accurate, students risk not being placed at an externship site.
 - This test must be administered in California.
 - This test must be renewed yearly.

- Blood titers for Rubella (German measles), Rubeola (measles), and Varicella (chicken pox).
- Hepatitis B immunizations. This is a series of 3 shots that must follow a strict timetable:
 - The first shot can take place at any time but must be administered at least 6 months prior to externship.
 - The second shot must not be administered any later than 60 days/2 months after the first shot.
 - The third shot must not be administered any later than 180 days/6 months after the first shot.

CNI College does not pay for the following health screening services. Students are responsible for completing them by the required times and paying for any associated costs:

- Chest x-ray associated with a positive TB two-step skin test. Proof of the exam or a radiology report is required.
- Vaccinations if measles, mumps, and rubella (MMR) titer shows non-immunity (negative).
- Flu vaccinations.
- Tetanus shot (if previous Tetanus shot was administered over five years ago).
- COVID-19 tests and vaccines are required at externship.

A hard copy of the test result (such as a laboratory result signed and dated by the physician with their stamped license number, clinic name, and address) is needed for any additional tests or screening.

Students are responsible for providing the college with a copy of their original immunization records and a copy of their CPR cards (American Heart Association only).

COVID-19 Regulations

Because the ongoing COVID-19 pandemic is constantly evolving, students must adhere to the most current COVID-19 rules and regulations set forth by the California Department of Public Health, CNI College, and applicable externship facilities.

Pregnancy Disclosure

- Students who are pregnant at the time of enrollment must provide the Program Director with a full medical release from their physician prior to starting the program.
- **A student who becomes pregnant after starting school must disclose this in writing to the Program Director and provide a full medical release from their physician.**
- A leave of absence due to pregnancy will affect the expected graduation date.
- ST externship and laboratory sites do not allow rotation for pregnant students.
- Students will need to take a leave of absence if applicable or drop out of the program and then reenroll after the pregnancy with a medical clearance to complete the program requirements.
- To reenroll, students must go through the admissions/financial aid process again with an additional fee. This is a CNI College policy and there will be no exceptions.

ATTENDANCE POLICY

General Attendance Policy (for Theory and Lab):

1. Since the amount of material to be learned is substantial, it is essential that students are not absent. Dedication and commitment to your chosen program (including lectures, labs, and externship experiences) is mandatory to the success of meeting all program objectives.
2. A student must maintain attendance of at least 90% each term during Quarters 1-5 and during ST 612 Capstone.
3. A student with absences totaling up to 10% of the quarter attendance will be placed on probation.
4. A student with absences totaling more than 10% of the quarter attendance will be dropped from the program.
5. Absences will not be excused. However, extenuating circumstances (death in the immediate family [parent/spouse/child/sibling/grandparent], documented illness or hospitalization, military service, sequestered jury duty, or acts of nature such as an earthquake) will be given consideration with proper documentation. Proper documentation to verify the absence must be provided to the AOS ST Program Director. At the discretion of the program director, make-up hours/work may be assigned.
6. If a student is absent on the day of a test or during the week of the final, they must provide proper documentation to make up the exam. If documentation cannot be provided, the student will receive a zero for the exam.
7. If a student does not meet the required attendance percentage, they will not be eligible to progress to their externship.

Externship Attendance Policy:

1. Students attend ST 611 Externship for up to 32 hours per week until 600 hours of clinical education and all of their required cases have been completed. Over the course of the 600-hour externship, students will be evaluated for satisfactory academic progress every 200 hours.
2. A student must maintain availability for externship assignments Monday through Sunday between the hours of 6 AM and 11 PM. Externship sites are not responsible for accommodating a student's availability. It is the responsibility of the student to adjust their work or personal schedules around their assigned externship hours.
3. During the ST 611 Externship, a student is expected to maintain 100% attendance.
 - a. If a student misses one scheduled day of externship, they will receive a Letter of Concern from the program administration.
 - b. If a student misses two scheduled days of externship, they will be placed on probation.
 - c. If a student misses three scheduled days of externship, they will be dropped from the program at the Program Director's discretion based on provided circumstances and documentation.
4. In addition to logging their hours through their mobile device, students are also required to send daily attendance sheets to mgomez@cnicollege.edu at the end of each shift. Hours completed over the weekend must be submitted no later than Monday morning.

5. Weekly attendance sheets must be signed by the student and the clinical instructor and emailed to mgomez@cnicollege.edu at the end of every week.
6. If a student is having technical difficulties in submitting their attendance, they are required to contact the Program Director, Clinical Manager, and CNI IT Support (itsupport@cnicollege.edu) immediately.
7. Students who are late in submitting their attendance more than 3 times will be placed on attendance probation.
8. Students who fail to maintain compliance with attendance policies, fail to submit proper documentation of attendance hours, or fail to promptly communicate with or respond to the AOS-ST Program administration are at risk of being dropped from the program.

PROCEDURE FOR REPORTING AN ABSENCE

General Policy

- In the event of an extreme circumstance in which an absence cannot be avoided, students are required to contact (by text, email, and/or phone/voicemail) the Program Director and the appropriate instructors at least one hour prior to the start time.
- Students are responsible for providing all written documentation for an absence to their instructor and AOS-ST administration within 5 business days. Failure to provide documentation may result in probation or dismissal from the program.

Externship Policies

- In the event of an extreme circumstance in which an absence cannot be avoided, students are required to contact (by text, email, and/or phone/voicemail) the Program Director and the clinical instructors/externship point people at least one hour prior to the start time.
- Students are responsible for providing all written documentation for an absence to their instructor and AOS-ST administration within 5 business days. Failure to provide documentation may result in probation or dismissal from the program.

ATTENDANCE, TARDINESS, MAKE-UP STANDARDS, AND ATTENDANCE PROBATION

Regular attendance and punctuality will help develop the good habits necessary for a successful career. To help students achieve this goal, CNI College maintains and enforces the following policies:

1. Students must schedule medical, dental, personal, or legal appointments outside of school hours.
2. Theory and lab attendance is mandatory due to the amount of material to be learned.
 - a. Because absences are not excused, any make-up work may be assigned at the discretion of the AOS ST Program Director.
 - b. In the event of an extreme circumstance in which an absence cannot be avoided, students must sign up for theory make-up.

- c. All make-up hours and assignments must be completed 7 days after the absences and prior to admission to the consecutive quarters.
 - d. Students must fill out make-up sheets, have them signed by the instructor, and turn them into the AOS-ST Department to receive credit.
 - e. For every 1 hour of make-up time in the lab classroom, the student will receive 1 hour of make-up credit.
 - f. Lab hours must be made up in the lab.
 - g. If the student does not make up work, they will receive a zero for the assignment.
 - h. No student can progress to the next quarter without all required hours and work completed.
3. A student with absences totaling up to 10% of the quarter attendance will be placed on probation. A student with absences totaling more than 10% of the quarter attendance will result in the student being dropped from the program.
4. Externship attendance is mandatory due to externship site availability and facility requirements.
 - a. In the event of an extreme circumstance in which an absence cannot be avoided, students must make up the missed externship hours immediately.
 - b. Failure to attend externship make-up hours after they have been assigned will result in probation and/or termination from the program.
5. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record.
 - a. Students who accumulate a total of four late arrivals and/or early departures will accrue one day of absence on their attendance record.
 - b. Excessive tardiness or instances of leaving early may lead to probation or dismissal from the college.
6. Students who have been absent from their scheduled classes for 14 consecutive calendar days (not including scheduled school holidays) will be dropped from their training program, with the exception of those required to participate in military duties. Students must provide CNI College with written documentation verifying the required military duty and length of service requested.
7. Students whose enrollment has been terminated for attendance policy violations may utilize the appeal process to be considered for reentry into the program. Students may only appeal for reentry once.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical, or other problems that make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program.

An LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. A leave of absence may be granted for up to 180 days. Leaves are limited to a total of 180 days within a 12-month period; the 12 months begin from the first day the student goes on the first leave.

Students will not be assessed additional tuition charges while on their leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status the held.

Students cannot attend any clinical, extern, lab, or theory class while on leave of absence. Students cannot make up any schoolwork while they are on leave of absence.

Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert back to the first day of the leave. In these cases, the loan payment will be due as stated on the promissory note.

LOA's may also affect the scheduled progression of the student's program. If a student does not return from an LOA as scheduled, the rotation of the remaining courses may not be immediately available. Many courses have prerequisites and may not be taken without completing these requirements. LOA's are scheduled based on the student's progression in the program; CNI College will not be held liable for students who extend or alter the original LOA contract. Students may have to wait months until the course becomes available again and may then only retake it if there is seating available. CNI College cannot promise that students will remain on the same schedule that they enrolled with.

CNI COLLEGE CONDUCT POLICY

CNI College is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CNI College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

- Students will be held responsible for their actions while in attendance at CNI College and at other facilities associated with CNI College.
- Students will be held responsible for any theft or damage done to college or clinical facility property and will be expected to reimburse the institution for such damage or loss.
- Any actions that disrupt the learning opportunities of other students will not be tolerated.
- Students may not be under the influence of or in possession of any intoxicating beverage or drug while on college or clinical facility property. Students may not be in possession of a weapon or create a safety hazard to others while on college or externship property.
- The college is a non-smoking facility. Smoking is permitted outside of the buildings in designated areas.
- Animals are not permitted on the college grounds with the exception of animals designated to assist the physically impaired.
- The college does not provide childcare services. Children are not permitted in the instructional areas.
- Students must adhere to all required health and safety standards.
- Dishonesty on the part of any student may result in probation, suspension, or termination from the college. Dishonesty includes, but is not limited to cheating, plagiarism, knowingly assisting

another student in cheating or plagiarism, and knowingly furnishing false information to staff, faculty, administrators, or other officials. Providing fraudulent information, continuing misrepresentation, or failing to disclose information at any point in the enrollment process or program progression will result in immediate dismissal from the program.

- Violation of any of the guidelines listed above may result in suspension, probation, or termination from the program.

AOS-ST GENERAL CONDUCT POLICY

1. A professional environment is maintained by the CNI College. Students are required to be respectful towards instructors, staff, and fellow students. Students are expected to always maintain professional conduct at CNI College and all affiliated externship sites.
2. School policies must be observed regarding curriculum, testing, absences, tardiness and in the clinical area.
3. Failure to abide by these rules of conduct will result in probation or termination from the program.

EXTERNSHIP/LAB CONDUCT POLICIES

CNI College is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CNI College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

- Students will be held responsible for their actions while in attendance at the college and at other facilities during labs or externships.
- Any disciplinary action will result in the student being removed from the externship site and being placed on probation with an action plan.
- Students on probation will be required to attend a mandatory meeting with the Program Director and/or necessary administrative personnel in order to establish a plan of action before returning to an externship site. There is no guarantee that students will be placed at their previous externship site. Failure to attend this mandatory meeting will result in dismissal from the AOS-ST Program.
- Student progress will be evaluated weekly while on probation.
- Once a student has been placed back in an externship site, any reoccurrence in disciplinary action will result in immediate dismissal from the AOS-ST program.

REQUIREMENTS FOR EXTERNSHIP

- All externships are 600 hours with required studies.
- Students will be evaluated and graded every 200 hours during the 600-hour clinical externship.
- Students are to arrive at least 30 minutes early prior to their scheduled extern site to attend report/huddle. If a student arrives after the scheduled arrival time they must call their extern site instructor to see if they will be sent back to the campus to reschedule a make-up day.

- Students may not leave the externship site before the designated time or it will constitute an absence. Students must report to the campus for any scheduled externship time that is not met. 4 instances of tardiness or leaving early during the externship period will result in one absence and a student being placed on probation.
- All students must abide by OSHA and HIPAA rules and confidentiality at their lab and not divulge any information regarding patients and/or other students.
- Students deficient in any skills or externship objective will be given remediation at their externship site.
- Students who demonstrate unsatisfactory skills after remediation will be removed from the externship site and receive a failing grade.
- At the discretion of the AOS ST Program Director, a student may be reassigned to a new externship site.
- If a student needs to be removed from a second site, they will be dropped from the program.
- Students must observe the parking rules and regulations of the externship facility and only park in designated areas.
- Students may not wear or take-home externship site scrubs at any time or for any reason.
- To maintain externship eligibility, students must report to campus once per week for CST review and turn in the required externship paperwork by their assigned weekly deadline.
- Students must observe all rules and regulations of the externship facility to which they are assigned. Students may be asked to attend an orientation for the facility before being permitted to do their externship at the assigned facility. Rules and regulations differ for each facility but must be observed.

EXTERNSHIP ASSIGNMENTS

- All students will attend an externship orientation with the AOS ST Program Director/Clinical Preceptor to go over externship assignments and sign the appropriate paperwork before going to their externship site. Students must attend the externship site designated by CNI College. Externship sites assigned by the college are final and nonnegotiable. Students are expected to attend their externship assignment regardless of travel distance to the site or the site's hours of operation.
- If a student refuses an externship site assignment, they may be terminated from the program as unable to meet the required objectives and expected progress of the program. A student must maintain availability for externship assignments Monday through Sunday between the hours of 6 AM and 11 PM. Externship sites are not responsible for accommodating a student's availability. It is the responsibility of the student to adjust their work or personal schedules around their assigned externship hours.
- Students deficient in any skill or externship objective will be required to have make-up review back at the campus. The Clinical Instructor will provide a make-up plan that may include homework assignments, lab time, individual advising and instruction. The clinical instructor may also refer any student to the AOS ST Program Director.
- Students who demonstrate unsatisfactory skills after make-up review will be removed from the clinical area and receive an externship failing grade and will be terminated from the program.
- Students are to observe all policies and guidelines of the surgery center or hospital while doing their externship.
- Rules and regulations at the facility are nonnegotiable and must be followed.

- No selling of products or handing out of your personal business cards are allowed during the time you are doing your externship to any staff of the facility.
- The student is expected to perform in an ethical, professional manner and to assist the professional in all externship matters requested. No socializing on or off of campus with any hospital staff while doing your externship, only professional educational association is permitted.
- Students may not have medical evaluation, treatment, or elective surgery at any of their current or past externship sites due to conflict of interest.
- Any and all concerns or grievances should always first be discussed with the AOS ST Program Director so that they may find a resolution with the externship site. A student is not to file a complaint at the hospital and/or surgery center. You are a student and you are a guest at the facility under Career Networks Institute's Affiliation Agreement with the hospital. Your AOS ST Program Director will address the issue and find a solution in a professional manner. It is very important that you follow this protocol.
- It is not professional to engage in gossip, complaining, or whining while at your externship, this is not professional conduct. Discuss all matters in a professional manner with your AOS ST Program Director.
- All Students must remain at the assigned externship facility until the AOS ST Program Director moves them or states that they are complete at that facility. Students may not take themselves out of their extern-site.
- CNI's Student Work Policy while doing externship is as follows: the student shall not be substituted for paid personnel or be paid by the clinical affiliation during the clinical component of the program.

GRADING SYSTEM

The grading system outlined below is used for all courses except ST 608 and ST-612 Capstone. Only letter grades are posted to the student's official college transcript. Course withdrawal will not affect a student's grade point average.

A = 90-100%	4.0	W = Withdrawal
B = 80-89%	3.0	I = Incomplete
C = 70-79%	2.0	
F = < 70%	.0	

Theory grades are based on a point system. A student's grade is determined by dividing the student's total points by the total points possible in each quarter. No extra credit is given. No quizzes, exams, or grades may be dropped. Any student who fails to achieve a minimum grade of 70% in all courses except ST-608 and ST-612 Capstone may be dismissed from the AOS Surgical Technology Program.

For the ST-608 Mock Clearance course, students must score 90%. ST-612 Capstone is a pass/fail course, but students must score at least 90% on both Pre-CST Exam Form A and Exam Form B in order to be eligible to sit for the National Exam. Students must also attend all Capstone classes to be eligible to sit for the Certifying Exam. ~~Sitting for the Certifying Exam is a graduation requirement. Students will be dropped from the program due to not meeting the objectives of the Capstone course.~~

A student must maintain attendance of at least 90% each term during Quarters 1-5 and during ST 612 Capstone. A student with absences totaling up to 10% during a quarter will be placed on probation. A student who has absences totaling more than 10% of the quarter attendance will result in the student being dropped from the program.

EXAM POLICY

- Quizzes are not eligible for make-up examinations.
- A student must pass the final exam to progress to the next course.
- In theory and lab courses, a passing grade for the final exam and course is 70% or better.
- In ST-608 Mock Clearance, a passing grade for the final exam and course is 90% or better.
- In ST-612 Capstone, a passing grade for Pre-CST Exams is 90% or better.
- Any test that is not taken at its initially scheduled date/time is considered a make-up.
- If possible, students must inform their instructor in advance if unable to attend class on a scheduled examination day.
- Proper documentation must be submitted to the instructor to be eligible for a make-up examination. It is at the discretion of the Program Director to determine if a make-up test will be administered.
- The maximum allowable score for a make-up test is 70% for GE and AOS ST Core
- All exams for online synchronous zoom or teams will be on campus.
- Any make-up exams, if allowed will be scheduled on a specific date and time.

INCOMPLETE GRADES

All final exams and/or final assignments must be completed on time to receive a course grade. In the case of documented extreme circumstances that prevents them from completing the final exam or final assignment on time, a student may be given a temporary incomplete grade and an extension of seven days to complete the final exam or final assignment. As with any made-up test, the maximum allowable score is 70%. If a student does not pass or complete the final exam or final assignment, the incomplete grade will be replaced with a failing grade for the course.

CONSEQUENCES OF INADEQUATE PERFORMANCE

Remediation/Tutoring

- Make-up is not punitive. The purpose of make-up/tutoring is to assist the student in meeting academic objectives and providing a successful educational outcome. The terms of make-up are non-negotiable and must be met in order for the student to progress through the AOS Surgical Technology program.
- The make-up process is as follows:
 - The student will meet with the AOS Surgical Technology Instructor and receive an individualized plan and materials for make-up designed to meet the failed objectives.
 - The student will have 7 business days to review/complete make-up materials.

- The student will be given the opportunity to clarify and review make-up materials with the AOS Surgical Technology Instructor prior to the make-up exam.
- On the 8th business day of make-up, the student will be expected to submit all required reviewed/completed work and pass an exam designed to test the failed objectives. Failure to pass this exam may result in dismissal from the AOS Surgical Technology Program.
- The student will be required to attend mandatory meetings with the AOS Surgical Technology Instructor a minimum of once per week until the end of the enrolled quarter. This is to ensure success by reinforcing current content and study skills and providing ongoing support to the student.
- Failure to review, complete, and turn in make-up materials within the specified timeframe may result in dismissal from the AOS Surgical Technology Program.

Course Repeat

- A student who did not pass the course may be given two chances to repeat the course.
- Students may only repeat two class throughout the course AOS-ST Program.
- A student who fails the repeated course will be dropped from the program.

PROBATION AND DISMISSAL

CNI College reserves the right to place students on a probationary status or dismiss them from their program of study for any of the following reasons:

- A cumulative grade of less than 70%.
- Failure in attaining clinical objectives and/or satisfactory clinical performance for the scheduled evaluation period.
- Violation of the 90% Attendance Policy.
- Violation of the Alcohol and Drug Policy.
- Failure to adhere to CNI College Conduct Policy, AOS-ST General Conduct Policy, or participation in unprofessional conduct in the classroom or clinical area.

Students on probation will be required to attend a mandatory meeting with the AOS ST Program Director and/or necessary administrative personnel in order to establish a plan of action. Failure to attend this mandatory meeting will result in dismissal from the AOS-ST Program. Failure to correct and/or improve the deficiency will result in dismissal from the AOS-ST program.

ACADEMIC DISHONESTY

Academic dishonesty is defined as committing or contributing to dishonest acts by those engaged in learning, research, and related academic activities. Examples of academic dishonesty include but are not limited to giving or receiving help during exams, submitting papers or reports which are not entirely the work of the reporting student, submitting papers or reports that were written for another class, and citing source material improperly. Academic dishonesty is a serious offense, regardless of whether it was committed intentionally or not.

When a student is accused of academic dishonesty, the resolution of the accusation is between the instructor and the student. If the solution is unsatisfactory, the student has the right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Any removal or copying of test items from the college, talking during testing, and/or collaboration on written papers will constitute violation of the ethical standards of the AOS-ST Department and will result in a grade of zero for the work.

STUDENT COMPLAINTS AND GRIEVANCE

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES

If a situation arises in which a student has a complaint or grievance of any kind, the following procedure is in effect.

Student Compliant:

1. Discuss the complaint with the Director of Student Services'. All discussions are to be held before or after class or by a scheduled appointment.

Student Grievance:

1. Students may file a formal written grievance within five (5) days of being notified of the Director of Student Services' decision if they do not believe their complaints to be resolved.

2. Appointments with the Review Board are scheduled through the Director of Student Services. The Review Board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint. The following procedure is in effect: •The student will be notified by the Director of Student Services to attend a Review Board meeting which will convene within five (5) days from receipt of the written grievance.

•The Review Board may be composed of the Provost, Chief Operations Officer, Chief Compliance Officer, Director of Student Services', Dean of Students, Dean of Nursing (if nursing student), the appropriate Program Director or their designee and a faculty member not affiliated with the student's program depending on the grievance.

•The Review Board convenes with the student. Evidence will be presented by the student and then by all other parties involved.

•The Review Board will immediately meet in the absence of those involved to review the evidence and resolve the student's complaint. The Review Board members support the Provost's decision. The Provost's decision is final and binding.

•The Provost's decision will be communicated in writing to the student within five (5) days of the Review Board Meeting.

•For additional information, refer to the college's accrediting/approving agencies and the procedures for processing complaints of unlawful discrimination and other grievances.

Bureau for Private Postsecondary Education (BPPE), Physical Address: 1747 N. Market Blvd. Suite 225
Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; or (888)
370-7589; <http://www.bppe.ca.gov>

CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

COMPUTER REQUIREMENTS FOR ONLINE LEARNING

Since the general education curriculum in the AOS-ST Technology Program includes online courses, students will need to have access to a secure computer with internet access to complete coursework. An orientation specific to distance learning and the Canvas learning management system (LMS) will be included on campus prior to the first day of class to acclimate students to the distance education learning methodology and to learn how to navigate the online classroom. Policies related to the online environment include student conduct, plagiarism and academic dishonesty, consequences of academic dishonesty, and netiquette guidelines. Online course syllabi will include specific expectations related to participating in online discussions, completing assessments, and submitting assignments in the Canvas LMS.

NETIQUETTE GUIDELINES

Netiquette is vital to the success of the online educational experience. It is imperative that we always treat each other with courtesy and respect. Please keep the following in mind when posting to discussion boards or sending emails to classmates or instructors.

- Never write in all CAPS. On the internet, using all capital letters is often considered the equivalent of shouting at someone.
- The use of profanity is never acceptable in an academic environment.
- Do not send junk mail or chain letters to your classmates or instructor. Restrict your email communication to course-related issues.
- Consider carefully how the "tone" or intent of your messages may be misinterpreted. Avoid sarcasm at all costs.

- Keep in mind that once you send a message, it cannot be taken back. Think carefully about what you write, especially if you are angry or upset at the time.
- Flaming occurs when someone is being verbally abusive in a discussion board or through email messages and is considered a violation of student conduct standards.

If you find yourself dealing with this type of situation, contact your instructor directly with your concerns. The following are also helpful suggestions for improving the quality of electronic communication and make for a more pleasant online learning experience.

- Take the time to ensure that your messages use good grammar and spelling. Poor grammar and spelling reflect poorly on you and your message.
- Proofread your message to ensure the proper tone of your intended message.
- Write to your audience. Consider the needs and level of understanding of your audience. Do not assume that they have all the information that you have.
- Get to the point. Be concise. Avoid unnecessary rambling and wordiness.
- Be respectful, polite, friendly, and professional at all times.

DRESS CODE POLICY

Uniforms

After admission to the program, the student must comply with the following dress code, which is derived from concepts of asepsis, protection of the patient, and professional appearance. The basic school dress policy will be followed until school uniforms are issued.

- Students are to be dressed in full uniform at all times.
- Students may only wear school issued scrubs on campus.
- All uniform scrub tops must be tucked in, and no sagging pants are allowed. All scrub pants must be at the waistline.
- Only the approved school uniform is to be worn during externship, except when a specific hospital or surgery center requires a specific dress policy.
- The uniform should be laundered and free of wrinkles each time it is worn in the clinical area.
- No clogs, platform shoes, open-toed shoes, or any other shoes are allowed. Only white or black shoes without designs may be worn with uniforms. White sneakers or solid white tennis shoes without design may be worn on campus with the appropriate designated Surgical Technology program school scrubs. The socks must be white.
- The name tag is to be worn at all hospital/surgical center facilities and on campus at all times. It must be attached to the tab on your uniform. No emblems or tags may be affixed to the name tag. School patches must be worn on the left sleeve if applicable.
- Nothing is to be worn around the neck including jewelry, lanyards, pencil holders.
- Hats may not be worn.
- Fanny packs may not be worn.

- Students are not permitted to carry cell phones or pagers in the classrooms or clinical areas. If an emergency arises, the school or clinical instructor should be contacted. The student will be immediately notified.

Personal Hygiene and Grooming

Good personal hygiene is expected.

- Gum chewing and smoking are not allowed at medical clinics or imaging center units.
- Hair must be worn off the collar and face. Hair must be secured to avoid the possibility of falling into food or onto a sterile field. Hair must not be allowed to fall onto a patient. Ponytails are permitted if secured at both ends. If hair is dyed, it must be natural hair color. No facial hair or sideburns are allowed while in externship.
- Makeup should be subdued.
- No perfume or cologne is allowed. Strong scents in hairsprays, deodorants, or lotions may be offensive to clients or may cause an allergic reaction.
- Fingernails must be kept short and clean. Nail polish may not be worn. Acrylic nails are not allowed.
- No facial, ear, or oral jewelry is allowed.
- Bracelets, rings, earrings, or necklaces may not be worn at any time.
- Tattoos must be covered up as much as possible when on campus and walking to and from the externship site at the surgical center or hospital campus. Students should wear their clean, white CNI lab coats.
- A current CPR card must be in the student's possession when at a clinical assignment.

Required Supplies for Clinical Settings

- Name badge / personal identification
- Pen / notepad
- CPR Card

Infraction of Dress Code Policy

- Students not complying with the dress code policies will be sent home and be given an absence. School policies regarding externship absences will be in effect.
- If the infraction is correctable (hair, jewelry, makeup, etc.), the student must correct it and remain in the clinical area. A deficiency notice will be written explaining the infraction. With the second infraction, the student will be immediately sent to school to see the AOS ST Program Director. This will be considered an absence.
- If the infraction is not correctable (improper uniform, etc.), the student will be immediately sent to school to see the AOS ST Program Director. A deficiency notice will be written, and the student will receive an absence. With the second infraction, the student will be removed from the clinical

site and immediately sent to school to see the Program Director. The student will receive an absence for the day and will be placed on performance probation until quarter completion.

- Students are responsible for the upkeep of uniforms and must replace all lost or damaged uniforms and equipment.

GRADUATION REQUIREMENTS

- Must complete all theory courses, lab courses, and externship hours of the program.
- Must achieve a minimum of 70% in all courses except ST-510 and ST-612 Capstone. For the ST-510 Mock Clearance course, students must score at least 90%. ST-612 Capstone is a pass/fail course.
- Students must achieve a minimum of 90% on both Pre-certifying Exam Form A and Exam Form B.
- Students must successfully meet the following clinical case requirements according to the NCCT (National Center for Competency Testing) Tech in Surgery – Certified:
 - 60 of the 75 cases must be first scrub.
 - Minimum of 50 scrubs in general surgery; and a minimum of 30 first scrub.
 - Minimum of 20 scrubs in Orthopedic surgeries; and a minimum of 15 first scrub.
 - Minimum of 55 scrubs in at least 2 (two) of the following areas (you are allowed to select the 2 (two) areas):
 - Gynecology
 - Genitourinary
 - Cardiovascular
 - Neurosurgery
 - Obstetrics, minimum of 5 second scrub
 - Thoracic
 - Peripheral Vascular
 - Ophthalmology
 - Otorhinolaryngology
 - Plastic/Reconstructive, 0 of second scrub
 - Other (please specify) DE, minimum of 10 second scrub
- Must sit for the National Certifying examination as scheduled on campus before graduation. All students must score 90% on pre-exams to sit for the National Certifying exam.
- Must not be on probationary status for absenteeism or behavioral deficiencies.
- Must have completed the program within 1 ½ times the planned program length.
- Must be in good financial standing with the college.

COMMENCEMENT CEREMONY

CNI holds one formal annual commencement ceremony for all students who have satisfactorily met all program requirements. Students who wish to participate in the ceremony must meet the graduation criteria check off list and pay a cap and gown fee to participate in the ceremony.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION

In accordance with Federal Government law, this institution is committed to maintaining a drug-free workplace and school. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol, or other controlled substances, including the possession of the associated paraphernalia, at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

This institution will impose disciplinary action to the extent allowed by state and federal laws against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, federal prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

As required, this Institution will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Also, employees, as a condition of employment, are required to provide written notice to this Institution of their conviction for a criminal drug offense occurring at the workplace within five days after the conviction. Additionally, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulations to report that conviction in writing to the:

Director of Grants and Services
US Department of Education
400 Maryland Ave. SW
Room 3124, GSA Regional Office Blvd. #3
Washington, DC 20202-4571

The report must be made within ten days after the conviction. In addition to institution sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol, including the possession of the associated paraphernalia, could face local, state, and federal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment, and the seizure of drug related assets. Drug awareness programs, counseling, treatment, and other related services are available on an ongoing basis through:

Resource Center: 800-879-2772 and 800-662-4357

Students and employees seeking assistance in overcoming a drug or alcohol related problem, are encouraged to contact one of these organizations.

CAMPUS DRUG POLICY AND RESOURCE GUIDE

It is the policy of the school that no students shall be involved with unlawful use, possession, sale, or transfer of illegal drugs and/or narcotics in any manner that may impair their ability to perform.

The school is a drug-free work and educational environment and is committed to enforce all policies related to such, including contacting law enforcement officials if caught on campus using drugs or

alcohol. The school is committed to confidentiality if a student wished to contact us for assistance in obtaining help.

Effects of Drug Abuse

Physically, many drugs have profound effects upon various body systems that are extremely dangerous to good health. Psychological, excessive drug use tends to focus the user on their drugs and their availability. Life becomes centered on drugs to the exclusion of health, work, school, family, and general well-being. Functionally, when life becomes centered on drug use, other areas suffer and responsibilities and duties to self and others are neglected. Therefore, excessive drug use or drug abuse has profoundly negative effects on the user and those people and organizations with which they are involved.

Often, the effects of drug use are complicated by increasing tolerance developed by the user to the drug of choice. This tolerance may be psychological, physiological or both. Such tolerance may lead to greater danger of overdose. When you detect a change in the ability of a student, a colleague, a friend, or family member, or in yourself to function adequately, it is appropriate to be concerned with drug use and abuse. Although other causes for negative functional changes clearly exist, given the present high level of drug use in our society, concern about drug abuse is certainly justified.

Types of Drugs and Their Effects

Alcohol

The alcohol we refer to is chemically known as ethyl alcohol or ethanol. There are numerous other types of alcohol, which have very toxic and poisonous effects. Alcohol is the most widely used psychoactive drug. Some 90% or more of the population has used alcohol regularly. Whether the alcohol is contained in wine, beer, or hard liquor makes no difference as to its effects. It is the amount of alcohol consumed that is of importance, not the mixture in which it is consumed.

To many users, alcohol is experienced as a very attractive drug, because its immediate effects at low to moderate consumption levels are felt to be very pleasant. It increases sociability, gives some feeling of euphoria or well-being, and may increase appetite.

At heavier dosage levels, it causes loss of balance and coordination, mental dysfunction, including speech and thought disruption, and severe lapses in judgment leading to very serious dangers such as drunk or other dangerous risk taking.

At heavier dosage levels, alcohol causes loss of consciousness. At very heavy dosage levels it yields loss of involuntary nervous system control leading to respiratory system depression as well as heart and circulatory system failure which may result in death. At moderate to heavy levels of use there is the vomiting and hangover syndrome so widely known.

Beyond its immediate effects, alcohol use in excess causes many serious chronic health problems including liver dysfunction, heart inflammation, brain damage and various types of digestive system cancers. Long term abusive alcohol use may also cause organic brain disease and psychiatric illness.

Heavily abusive drinking of alcohol over long time periods is termed alcoholism. This is generally agreed to be an addictive disease with very poor prognoses unless the patient ceases alcohol consumption.

Alcoholics Anonymous (AA) has had the best record in dealing with people whose lives are so focused around alcohol that we label them alcoholics. Medical treatment is indicated for acute and/or chronic alcohol abuse. There is some evidence that a genetic component exists in alcoholism.

Central Nervous System Depressants

There are many central nervous system (CNS) depressants of varying chemical makeup. They are generally labeled with the name "downers," although specific drugs have specific names. The CNS depressants include all sleeping medications, anti-anxiety drugs such as Valium or Librium, and alcohol. They are widely prescribed medically, probably far beyond their actual medical usefulness. They are also widely available illicitly or on the street under a variety of names.

Many of the CNS depressants interact with each other or with alcohol to produce a toxic effect far more severe than one would expect. Thus, these drugs are very life threatening and have a high potential for producing severe medical emergencies. Users of these drugs become increasingly tolerant of them.

Thus, they tend to increase their dosage and put their lives at severe risk.

CNS depressants produce a "buzz," or feeling of well-being similar to that of alcohol. Some users report a kind of floating magical sensation that is very peaceful and pleasant. These drugs tend to block out worry and anxiety and to cover depressant and other unpleasant mood states.

As with alcohol, low to moderate dosages produces the feelings of well-being referred to earlier. At heavier dosages, some of the same toxic reactions will occur including loss of judgments and coordination, unconsciousness, and thought disruption.

Many of these drugs at high dosage levels will lead to heart and respiratory collapse, including death. When used abusively, withdrawal from these drugs, as with alcohol, may produce effects that need proper medical care and treatment. Addiction to CNS depressants is similar to alcoholism in that it is a very serious disease. Medical treatments and/or AA involvement is recommended with CNS depressant abuse

Central Nervous System Stimulants

Unlike CNS depressants, CNS Stimulants increase activity in the central nervous system. Thus, they are generally known as "uppers" although there are particular street names for particular drugs. The most available and popular of the CNS stimulants appear to be amphetamines. There are various kinds of amphetamines; a popular form in street use is Methamphetamine or "crystal." Cocaine, a stimulant drug of a different chemical make-up, has also been widely available and abused. Often, amphetamine is purposely sold as cocaine by deceptive dealers. Most CNS stimulants are highly addictive.

Caffeine and nicotine, chemically known as Xanthine, are also CNS stimulants. However, given their different effects, they will be discussed in a separate section.

CNS stimulants produce a sense of excitement and arousal often called a "high." Thus, the slang name of uppers. They may decrease fatigue and increase alertness. Subjective feelings of heightened sexual arousal feelings may occur. Deceptive feelings of increased physical strength and coordination may also occur.

After using CNS stimulants, the body tends to try to re-stabilize itself and thus after use, depression may occur. This leads the user to take more of the drug to rid him/her of the depression. Accordingly, these drugs tend to reinforce their own use. Tolerance also develops to CNS stimulants. Consequently, users tend to increase their dosage leading to increased potential to overdose. The effects of overdose may be excess excitability, excess irritability, delusions of grandeur, excess aggressiveness, severe loss of judgment, suspiciousness, as well as heart and circulatory system failure and arrest. It is clear that CNS stimulants have addictive properties as do alcohol and the CNS depressants. Medical treatment of abuse is indicated. Beyond AA, organizations have been formed to aid CNS stimulants users: Narcotics Anonymous (NA) and Cocaine Anonymous (CA). There is a national cocaine hot-line, 1-800-COCAINE, for anonymous and confidential help to cocaine users.

Marijuana or the Cannabinols

In the sixties, marijuana was the most popular of the illicit drugs among a large portion of the population. It is still a very wide used drug. Since 1970, scientific cultivation and increased imports from tropical climates have greatly increased the potency of today's marijuana. It is now a quite powerful drug and has more potent mind-altering effects than in the past.

The active ingredient is called tetrahydrocannabinol or THC. THC is also the active ingredient of hashish, a refined form of marijuana produced from marijuana plants and in a resin form.

Marijuana use produces sense of euphoria and altered sense of time. It therefore tends to relieve the user of worry and anxiety and to produce a false sense of well-being. Some people who use marijuana experience visual and auditory hallucinations, although this is a common occurrence.

Unlike the drugs discussed above, neither increasing tolerance nor physical dependence is a major problem with marijuana. Many users become heavily dependent psychologically upon it and have a difficult time ceasing use.

As with other drugs, people who use marijuana abusively tend to focus their lives on the drug and neglect other areas of functioning. Marijuana also produces errors in judgments and negatively affects physical coordination that leads to accidents. Driving under the influence of marijuana is similar to driving under the influence of alcohol.

Other Types of Drugs

Marijuana is particularly dangerous for people with heart conditions as it may increase the heart rate over-stressing the heart. New medical evidence clearly shows that chronic use of marijuana has toxic effects on the lungs. It may lead to chronic bronchitis and other obstructive lung diseases. There is evidence that chronic use may also lead to lung cancer. Treatment of abuse may require medical intervention. AA and NA are valuable treatment alternatives.

Opiates and Other Pain Killers

This class of drugs is called narcotic analgesics. An analgesic is another word for a painkiller. Although these drugs are clearly sometimes medically useful, they have no valid non-medical use. Some drugs such as heroine and morphine are made from opium poppy. Others are synthetically produced such as Darvon and Demerol. Regardless of their origin, they are highly addictive. Their use leads to severe withdrawal reaction when the drug is removed from addicted persons. Users of these drugs rapidly

develop tolerance to them. Thus, to get a desired effect, they increase their dosage. This produces life threatening and life ending situations through overdose.

As many of these drugs are injected intravenously, many users contract severe diseases such as hepatitis (liver disease) or AIDS (acquired immune deficiency syndrome) from contaminated needles and drug paraphernalia.

Users of opiates who develop into addicts often find themselves engaged in criminal activity to provide funds for purchasing drugs. This pattern of using criminal means to support a "habit" is also common among users of other mind-altering drugs, particularly amphetamine and cocaine.

Specific "antagonist" drugs exist for opiate users and are used at times of treatment of overdoses. These antagonist drugs are not useful in long-term treatment. As mentioned above, opiates carry a high health risk in terms of death from overdose caused by respiratory and coronary collapse. Users are also at risk from very serious and at times fatal diseases passed through contaminated needles directly into the bloodstream.

Medical treatment of opiate abusers and addicts is strongly indicated with follow-up and maintenance programs necessary for long-term success.

Psychedelics or Hallucinogens

These are drugs that produce mental images and distortions known as hallucinations. Hallucinations are imaginary phenomena produced by the brain that appear real to the hallucinator. They may be seen, heard, felt, tasted, or smelled by the subject. Most often these drugs produce visual hallucinations. Often, the hallucinations are very frightening to the user and cause the user to become very anxious and sometimes to panic. Reassurance and the provision of prompt medical treatment are indicated.

Some hallucinogens are LSD (lysergic acid diethylamide), psilocybin (mushrooms), STP and PCP. PCP is a particularly dangerous drug, and the user may become highly anxious and aggressive and very difficult to control. PCP is very widely available on the street and is substituted for other drugs or mixed with other drugs, leading to unexpected and unwanted hallucinatory effects that are more frightening to the user. It is reasonable to expect PCP involvement with someone who is very anxious, and or fearful, and out of control. Intervention in this circumstance requires professional help from paramedics, police, or other trained sources of aid.

Hallucinogenic drugs are generally addictive. However, high levels of overdose can produce life threatening physical symptoms such as fever and convulsions.

Some other common substances are used for their mind hallucinogenic properties. Among them are nutmeg and morning glory seeds. Catnip is also sometimes used. These drugs provide a mild delusion-like experience. Morning glory seeds, if taken intravenously, may produce a shock syndrome with potential lethal consequences.

Resources for Drug Abuse Treatment

As community and governmental concern has increased, resources for and knowledge about drug treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Larger cities are likely to have a larger number of

resources available. Generally, those resources for treatment and aid that are part of a patient's home community are most useful. This is due to ease of access and likelihood for continuing with aftercare that is so important in drug abuse treatment. Various types of resources are available:

Hospital Emergency Room

These are preferred facilities of choice when an overdose of mind-altering drugs is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conversely and to obtain emergency treatment with all due speed.

Police, Fire, and Paramedic Services

If a drug abuse situation appears especially dangerously based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of the police and paramedic service is also appropriate.

Emergency Outpatient Treatment Facilities

These facilities, sometimes known as "Redi-care", "Surgi-care", differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide in-patient care. In serious abuse situations, use of a hospital E.R. is to be preferred.

Drug Treatment Centers

Many types of drugs treatment centers exist. Some work on outpatient basis and others on in-patient depending on the type of abuse involved and their philosophy of treatment. It is wise to survey the community for types of treatment centers available, the kind of patients they treat, and the economics of treatment.

<http://www.hopeinstitute.org/> <http://www.newdirectionsforwomen.com/> <http://www.matrixinstitute.org/> <http://www.soberliving.com/> <http://www.cooperfellowship.org/>

Alcoholics Anonymous and Similar Organizations

AA is a very important resource for those dealing with alcoholic problems. As mentioned earlier, similar organizations exist to cocaine abusers, COCAINE ANONYMOUS, and other drug users, Narcotics Anonymous.

These organizations are non-profit, no-cost groups run by their membership. Many of the most successful drug treatment programs are based upon AA methods. Many communities have multiple chapters of all these organizations with multiple meetings and contact opportunities. They are important as a primary resource in drug abuse treatment cannot be overemphasized.

<http://www.oc-aa.org/>
<http://occa.info/>

Community Agencies and Social Service Groups

Communities provide social service-based facilities and groups for drug treatment. Various types of treatment methods are used, depending upon the community, the range of services available, and the severity of the abuse involved. Information about such treatment resources can be obtained through community departments of social services or medical services. <http://www.oc.ca.gov/hca/>

Church Groups

Many churches and religious organizations have programs to aid drugs users and abusers. These groups are generally without a fee. Information can be obtained through churches directly or often through community social service agencies.

Resource Center

The Resource Center maintains two free statewide telephone numbers (1-800-879-2772) and (1-800-662- 4357) for California residents to use in their search for alcohol or other drug treatment information or publications. Request for treatment information is referred to the alcohol and other drug programs' administrative office in the county in which the caller resides. The Resource Center can also be reached from outside California by calling (916) 327-3728. The Resource Center provides non-emergency information only and does not operate a crisis line.

PERSONAL PROPERTY NOTICE

CNI College assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to college property.

CHANGE IN PROGRAM OR POLICY NOTICE

CNI College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, locations in the interest of improving the student's education or where deemed necessary due to industry changes, academic scheduling, class size or profession requirements.

When ongoing federal, state, or professional changes take place that affect students currently in attendance, the college is required to make the appropriate changes.

MAKE-UP NOTICE AND PLAN

Student Name: _____

Key #: _____ Start Date: _____

Quarter: One Two Three Four Five Externship

Reason:

- | | |
|---|--|
| <input type="checkbox"/> Unsatisfactory homework/projects | <input type="checkbox"/> Unsatisfactory skills lab |
| <input type="checkbox"/> Unsatisfactory clinical skills | <input type="checkbox"/> Low quiz/exam scores |
| <input type="checkbox"/> Scores less than 70% | <input type="checkbox"/> Missed Work |
| <input type="checkbox"/> Other: | |

Assessment:

Plan:

Evaluation Date:

Evaluation:

Student Signature

ST Instructor Signature
