



SURGICAL TECHNOLOGY PROGRAM

STUDENT HANDBOOK

Lasell University
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Surgical Technology Student Handbook

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I. Introduction

The Surgical Technology Program at Lasell University offers students a comprehensive educational experience inclusive of didactic, psychomotor, and clinical education. The curriculum offers students the essential undergraduate level knowledge, skills, and abilities within the content domains to pursue career opportunities in the healthcare industry, allowing them to start their career as an allied health professional. The Lasell University Surgical Technology Program is a cohort based, full-time, 16 months, 62 credit associate degree program. The program consists of four consecutive semesters of classes with clinical components included in the final two semesters of the program. Students receive an Associate of Science (AS) in Surgical Technology and upon successful completion of the program they are eligible to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) examination to become a Certified Surgical Technologist (CST).

a. Core Principles

The Lasell University Surgical Technology Program curriculum is guided by a framework designed around the pillars of academic integrity, social responsibility, and clinical excellence. These pillars serve as key core values of the program's mission. The curricular and clinical experiences design facilitates a student's personal and professional development in key core areas to prepare students for a successful career as clinicians.

Student success remains the cornerstone for all program, curricular, and clinical administration decision making. Collectively, leaders, administrators, faculty, and preceptors foster a culture of excellence. Emphasis is placed on developing a community of practice that values professional responsibility and integrity throughout the program for all individuals associated with the program.

Curricular coursework challenges the students critical thinking and problem-solving abilities through hands on application, simulations, and patient scenarios. The coursework provides essential learning opportunities, enhanced by various clinical experiences which promote further application with actual patient and client interactions while supervised. Through the clinical education plan, students participate in valuable clinical experiences with various patient populations and specializations. These experiences are facilitated by clinical preceptors who have a wide range of contemporary expertise. To ensure these experiences are taking place, the program utilizes tracking measures (i.e., signed logbooks). The collected data is utilized to help demonstrate and ensure students receive a clinical experience that meets accreditation standards. Overall, students develop skills, knowledge, abilities, and clinical application through a wide range of learning experiences that meet the accreditation standards.

The following mission statement, program goals, and student outcomes further illustrate the core principles used in program design and delivery.

b. Mission Statement

The mission of the Lasell University Surgical Technology Program is to prepare entry-level Surgical Technologists competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession, while providing a student-centered learning environment that fosters the academic, professional, and personal growth of students. The program is built on three core values: Academic Integrity, Social Responsibility, and Clinical Excellence.

Academic Integrity	Social Responsibility	Clinical Excellence
High academic standards	Professionalism	Diverse clinical experience
Success & growth in the classroom	Service to profession	Critical thinking
Honesty	Service to community	Interprofessional collaboration

c. Program Goals and Student Outcomes

Broader Themes	Goals	Outcomes
Intercultural Competence	Achieve cultural competence	<ul style="list-style-type: none"> Identify and address behavioral, social, and cultural factors that impact individual and population health and health disparities Attain comprehensive ethical, legal, moral, and cultural awareness as they relate to the surgical technologist's ability to provide patient care Develop an awareness to foster cooperation and success among members of the surgical team Engage in cultural learning Develop effective strategies to communicate with people from diverse cultural backgrounds
Critical Thinking	Develop specialized skills	<ul style="list-style-type: none"> Utilize higher order thinking to perform the duties of the surgical technologist.
Communication	Develop and practice effective communication skills	<ul style="list-style-type: none"> Develops effective communication strategies utilizing appropriate communication mediums Engage in digital literacy to effectively locate, use, curate, and disseminate information and resources relevant to surgical technology Connect, engage and share information with other health care professionals Communicate ideas and findings persuasively in written, oral, and visual form

Cognitive Domain	To provide students with a background in basic sciences and mastery of aseptic technique, surgical skills, and a developed surgical conscience as established in the most current AST Core Curriculum Standards	<ul style="list-style-type: none"> • Understand didactic content in topics areas that include: (1) Health Sciences, (2) Professional Practice, (3) Technological Science Concepts, and (4) Surgical Technology • Apply didactic knowledge to the care of the perioperative patient as it relates to the role of the Surgical Technologist. • Utilize didactic knowledge to attend to the physical, psychological and social needs of the patient. • Demonstrate recognition for continuing education to enhance their professional and personal growth to keep up with advances in medicine. • Apply medical terminology to communicate clearly and effectively with patients, families, and medical professionals. • Qualify to sit for the NBSTSA Certification Exam.
Psychomotor Domain	To instruct professional techniques which will promote mastery and independent practice of clinical skills.	<ul style="list-style-type: none"> • Demonstrate proficiency in laboratory skills in, (1) Preoperative case management, (2) Intraoperative case management, (3) Postoperative case management, (4) Assistant Circulator, and (5) Sterile processing. • Demonstrate perioperative technical and clinical skills in a safe and effective manner. • Exhibit safe practice methods involving preparation routines of the intraoperative environment, patient positioning, and emergency procedures. • Display and incorporate aseptic principles in the intraoperative setting. • Engage in the scrub role in a variety of procedures in surgical specialty areas according to hospital policy.
Affective Domain	To develop surgical technologists who practice standards in a professional manner to provide patients with quality care.	<ul style="list-style-type: none"> • Demonstrate professional practice standards while engaged in clinical education and surgical rotation case requirements. • Show the importance of and the ability to model the professional attributes of the Surgical Technologist, including the maintenance of a strict 'surgical conscience'. • Engage in dependability, honesty, and with integrity in clinical practice. • Demonstrate accountability in optimal evidence-based practice

Program Faculty

Program Director: The program director is responsible for the organization and administration of all aspects of the surgical technology program in accordance with accreditation standards to maintain compliance. Program organization includes faculty scheduling, training, development, and course scheduling. Program administration includes mentoring students, and curricular content development, implantation, and assessment. The program director continuously reviews program effectiveness and curricula content while updating instructional materials. Lastly, the program director works collaboratively with stakeholders to recruit and retain students, faculty, and clinical preceptors.

Coordinator of Clinical Education: The Clinical Coordinator is responsible for organization, administration, continuous review, planning development, and general effectiveness of clinical experiences for students enrolled in the surgical technology program. The coordinator of clinical education completes all clinical site placements and student performance evaluations. Lastly, the clinical coordinator is responsible for procurement and assessment of clinical sites to meet accreditation standards.

Faculty: All members of the Lasell Surgical Technology Program Core Faculty have identified contemporary expertise. Subsequent professional development and clinical practice experiences should continue to be maintained and build the faculty members' expertise. The program utilizes an appropriate number of faculty to stay within institutional and administrative workload guidelines.

Preceptors: All preceptors within the Lasell Surgical Technology Program represent a vital extension of the faculty and program. Each clinical preceptor provides a 1:1 clinical instruction and supervision to assigned students. The Coordinator of Clinical Education (CCE) is the primary liaison between the preceptor and program. Preceptors are held to a high professional, ethical, and legal standard and must demonstrate active engagement with student learning. All preceptors are evaluated by the program through student evaluations, and by the CCE.

II. Admission and Retention

a. Admission Criteria

Students must meet the following requirements and submit the appropriate materials to apply to the Lasell University Surgical Technology Program

1. Completed application form
2. Official College Transcript if you have completed college-level coursework of 12 credits or more
or
Official high school transcript or GED record, (if you have not attended college or less than 12 credits of college-level work) is needed, or a copy of your diploma
 - High school transcripts/diplomas coursework completed outside the United States, must be evaluated and translated by a third-party documentation service such as CED, WES, or SpanTran.
3. One-page personal statement describing your career goals, strengths, and potential for achievement in the program
4. (1) letter of recommendation from supervisors, co-workers in a position of leadership or teachers
 - Your documents can be uploaded to the Lasell Admissions Portal.
 - Before starting clinical, students must be certified in CPR/BLS, provide evidence of up-to-date immunizations and background check with CORI.

b. Academic Policies

Course Withdrawal

After the Add/Drop period, a student may withdraw from one or more courses until the end of the deadline published on the Academic Calendar. A grade designation of "W" will be recorded for official withdrawals that occur prior to the course withdrawal period deadline date published in the Academic Calendar. After that time, a student not attending a course or completing course work receives an "F". In consultation with their academic advisor, the student should review policies regarding full-time status, academic standing, financial aid, and international student visa status before submitting a course withdrawal. Students should consult the policy on course withdrawal and tuition reimbursement.

Military Leave

Students will be allowed to take military leave from the University without penalty. Students will receive a 100 percent tuition refund (less any financial aid which may have been received for the term) upon presenting an original copy of their military orders for active duty to the Office of the Registrar. Alternatively, extension (INC) grades with no tuition reimbursement may be more appropriate when the call for active military duty comes near the end of the semester/session. Students taking military leave should complete the leave of absence form provided by the Office of the Registrar.

Leave of Absence

Students experiencing medical, personal, or professional challenges may take voluntary leave of absence for up to two consecutive semesters (e.g. fall, spring, summer) after consultation with their Academic Advisor. To receive a leave of absence from the University, the student must complete a leave of absence form and submit it to the Office of the Registrar.

Students planning a leave from the institution should check with Student Accounts and Office of Financial Aid regarding all financial policies and procedures.

Students who wish to take a leave of absence after registering for courses must officially drop or withdraw from the courses in addition to completing the leave of absence form. Students should consult the policy on course withdrawal and tuition reimbursement.

During this time, students should not study at another college if they plan to return to Lasell and complete their degree. Students on leave due to an official leave of absence from the University should be in contact with their Academic Advisor and the Office of Student Accounts.

University Withdrawal

Any student wishing to withdraw from the University should speak with his or her academic advisor to explore the possible alternatives. If withdrawal is a student's final decision, the student should complete a University Withdrawal Form. The student will be asked to speak with various professional staff from Financial Aid and Student Accounts as part of the withdrawal process. Students wishing to return to the College after a withdrawal must reapply. Please refer to the readmissions policy in the university catalog.

Administrative Withdrawal

Students who have not officially been granted leave of absence and who fail to register for courses over two consecutive semesters (fall, spring, summer) will be administratively withdrawn from the University. Students can also be administratively withdrawn for financial reasons. Students wishing to return to the program after being administratively withdrawn should refer to the Readmission Policy in the university catalog.

Readmission

Returning to the University requires an application for readmission to the Office of the Registrar. Students must provide an account of what they have done since leaving Lasell, a clear explanation of why they wish to return and why they feel they will be successful at this point in completing their education.

Applications for readmission are reviewed on a case-by-case basis by the Academic Review Committee and the Surgical Technology Program Director. Students reapplying to the program are informed in writing of the committee's decision regarding their reapplication. Readmission is contingent upon available opening in the program. Currently, the maximum student enrollment per cohort is ten. Students who withdraw in good academic standing are welcome to reapply at any time.

III. Tuition, Fees, Costs, and Refund Policies

FEE DESCRIPTION	COST
Surgical Technology Tuition	See: https://www.lasell.edu/graduate-studies/academics/surgical-technology-x61518.html
Additional Fees	See: https://www.lasell.edu/graduate-studies/academics/surgical-technology-x61518.html
Replacement ID Card	\$50
Course Fees	Vary

Students in the Surgical Technology program will incur additional costs associated with course materials and clinical education. These may include the cost of travel to clinical sites, dress code requirements, textbooks, materials, certification exam, web-based assessment platforms, professional memberships, and criminal background checks.

Additional program related expenses may include:

1. Lasell University campus fees
2. Course materials include textbooks, computer/laptop, and digital learning platforms.
3. Clinical Experience/Education Uniform (scrubs) and name tag/badge.
4. NBSTSA's CST exam fee and preparation materials
5. Transportation to and from clinical experience sites
6. Immunizations, TB testing, or Covid-19 testing
7. Maintenance of CPR/AED certification throughout the program.
8. Web-based assessment platform.

9. Criminal background check and/or drug screening as needed per clinical site requirements.
10. AST- Association of Surgical Technologist membership fee

Tuition/Fee Refund Policy

For a detailed refund policy see Graduate and Professional Studies Billing Policies follow the link below to the University website. <https://www.lasell.edu/graduate-studies/tuition-and-aid/tuition-and-fees.html>

IV. Health and Immunization Requirements

Immunization and Health Records

Per Massachusetts State Vaccination Requirement Law, all full-time students who take at least one class on campus and all international graduate students must complete the Lasell University Immunization and Tuberculosis Screening Form and provide documentation of being immunized against:

1. Hepatitis B - 3 dose series
2. MMR (Measles, Mumps & Rubella) - 2 dose series
3. Tdap (Tetanus, Diphtheria, & Pertussis) - within past 10 years
4. Varicella (Chickenpox) - 2 dose series *or* reliable history of having had the disease

Contact your healthcare provider directly to obtain a copy of your immunization history. Proof of immunization and the Tuberculosis Screening Form must be submitted to Lasell University Health Services, located on the top floor of the Edwards Student Center. Health Services is open from 8:30 am - 4:30 pm Monday - Friday. You can also fax the information to 617-243-2339 or email healthservices@lasell.edu. If you are unable to get this documentation from your health care provider or if you are missing the required immunizations, we suggest that you make an appointment with [Fenway Health](#) to get the immunizations you need. [Fenway Health](#) has three locations, all accessible by public transportation. You can find out more information by visiting their website at www.fenwayhealth.org or call them at 617.267.0900. Students must demonstrate compliance with all health requirements prior to the start of classes.

V. Curriculum Requirements

a. Course sequence (subject to change)

Semester 1				Semester 2		
Main		Cr		Main		Cr
WRT 101	Writing I	3		WRT 102	WritingII	3
MATH 208	Statistics	3		BIO 205	Anatomy and Physiology I	4
BIO104	Foundations of Health Professions	3		SURG 101	Surgical Technology I	6*
Sess. 1				BIO 211	Microbiology	4
	Prin. of Biology I	4				
Sess. 2						
	Prin. of Biology II	4				
TOTAL		17		TOTAL		17
Semester 3				Semester 4		
Main				Main		
BIO 206	Anatomy and Physiology II	4		BIO 301	Pathophysiology	3
KP	Soc/Ind	3		KP	Aesthetics/Creativity	3
MDSC203	Multidisciplinary	3		SURG301	Surgical Technology III	6***
SURG201	Surgical Technology II	6**				
TOTAL		16		TOTAL		12

Subject to change

* Tues/Thurs 4p-8:30p in person

**lecture 1x/week and clinical 2x/wk

*** lecture 1x/week and clinical 3x/wk

b. Criteria for Successful Completion of Curriculum and Graduation

Students who matriculated in the Surgical Technology Program are required to obtain a minimum grade of C (73%) in all BIO courses. Students who received below a C (73%) in any BIO will need to retake the course. Per University policy, a student who earns less than a C (73%) in the repeated course will be dismissed from the program. **Students are required to obtain a minimum of a B- (80%) in all SURG courses. Students who earn below a B- (80%) in any SURG course cannot advance to the next SURG course until a B- (80%) or better is achieved.**

Upon successful completion of all program requirements, students meet with their academic advisor to complete an intent to graduate form.

c. Specific Criteria for SURG 101, SURG 201 and SURG 301

To successfully complete SURG 101 students need to pass the didactic portion of the class with a B- (80%) or higher and the final lab competency with a B- (80%) or higher. Failure to successfully complete SURG 101 will result in the need to repeat the course and will prevent students from continuing to SURG 201 and may result in losing their clinical slot in SURG 201. To continue with the program a clinical slot must be available in SURG 201 after SURG 101 is successfully completed.

Students' ineligible to enroll in SURG 201 with their initial matriculation cohort may result in forfeiting their clinical spot. Under these circumstances the student must wait until a clinical spot is available with another cohort, impacting and delaying the completion of the program.

To successfully complete SURG 201 students need to pass with a B- (80%) or higher. Failure to successfully complete SURG 201 will result in the need to repeat the course and will prevent students from continuing to SURG 301 and may result in losing their clinical slot in SURG 301. To continue with the program a clinical slot must be available in SURG 301 after SURG 201 is successfully completed. Under these circumstances the student must wait until a clinical spot is available with another cohort, impacting and delaying the completion of the program.

If a student does not pass SURG 301 with a B- (80%) or higher, the student will forfeit their clinical spot and need to repeat SURG 301 when a clinical spot becomes available in another cohort. Under these circumstances the student must wait until a clinical spot is available with another cohort, impacting and delaying the completion of the program.

d. Attendance policy for SURG 101, SURG 201 and SURG 301

Student attendance is mandatory for SURG 101, SURG 201 and SURG 301. If a student is absent from class, lab, or clinical more than twice in each course, it will result in failure. All classwork, lab competencies, and clinical hours will need to be made up and scheduled outside of class time with their instructor within a week of the absence. Student continuation in the program after two absences will be on a case-by-case basis after meeting with the program director. In the case of an extenuating circumstance or medical emergencies students must meet with the program director by appointment as soon as possible to create a plan of action.

VI. Clinical Rotation Expectations and Policies

Students must attend clinical rotations during SURG 201 two days a week and SURG 301 three days a week for the entire semester (16 weeks) for each class to complete the minimum 120 surgical cases required for the certification exam eligibility. Students are expected to be on time and prepared for each clinical day. Once the minimum 120 surgical cases have been met the student will continue to attend clinicals for the duration of the program. If there is a medical or personal condition prohibiting a student from attending clinical, it must be immediately brought to the attention of the clinical coordinator.

During SURG 201 students will be expected to attend clinical 16 hours per week until the end of the semester. During this time students can only miss a maximum of 16 hours of clinical time. If a student misses more than 16 hours of clinical time during SURG 201 a failure for the course will result.

During SURG 301 students will be expected to attend clinical 24 hours per week until the end of the semester. During this time students can only miss a maximum of 24 hours of clinical time. If a student misses more than 24 hours of clinical time during SURG 301 a failure for the course will result.

If a clinical site notifies Lasell that a student arrived late, left early or did not attend clinical, and that student has not communicated with the clinical coordinator on that same day, additional clinical hours are required to make up for missed hours.

Continuous tardiness, absence, lack of professionalism, or patient safety concerns demonstrated by a student can result in the clinical site no longer hosting the student. If an alternative clinical site is not available, that student will not be permitted to continue in the program.

VI. Student Rights and Responsibilities

a. Student Grievance Policy

A student has the right to challenge the education records they believe are inaccurate, misleading, or in violation of the student's privacy or rights. The hearing is conducted by an academic committing lead by the Dean of Student Success. . If the student prevails at the hearing, the student has the right to request an amendment to the record. Should the student not prevail, the student may enter an explanation in the records setting forth the reason(s) for disagreeing with the hearing decision. Additional information is available at the weblink below.

<https://www.lasell.edu/graduate-studies/academics/academic-policies.html#other>

VII. Other Policies and Information

a. Student Work Policy: Time Commitment

The Lasell Surgical Technology Program is a full-time professional program. Didactic course offerings do provide flexibility for students to continue working full-time if needed. However, during the clinical rotation aspect of the program, students are expected to adjust their work schedule to accommodate the clinical education schedule provided by the affiliated hospital in consultation with Lasell University. These clinical rotations may occur at variable times throughout the week including early mornings, nights, holidays, and times when classes are

not typically held. Students must attend all assigned clinical hours to ensure completing at least 120 surgical cases.

b. Academic Advising

Academic advising is a critical part of the educational experience at Lasell University. Through academic advising, students receive assistance in planning their educational program, guidance in completing degree requirements, and mentoring to achieve their career goals. Your advisor will meet with you regularly to monitor your academic success. If you find you are having academic difficulties, meet with your advisor as soon as possible so he/she may identify the problem and guide you to all the available resources. Your advisor is also the person you will meet with to make any course changes once the semester has commenced. Although you may meet with your advisor at any time, plan to schedule a time to meet at the start of each semester for academic planning, and at the end of the semester to plan future course work.

VIII. Policy on Americans with Disabilities Act (ADA)

If you are a student with a documented disability as determined under the ADA and as defined in Chapter 504 of the Rehabilitation Act of 1973, you may benefit from certain accommodations.

For more information about the process of requesting and accessing appropriate and reasonable accommodations, please review: [How to Request Accommodations at Lasell University](#).

If you have additional questions, please contact Stephen Hawthorne, Director of the Academic Achievement Center & Learning Disabilities Services at shawthorne@lasell.edu or 617-243-2474.

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the University provides accommodations for eligible students with documented disabilities to afford equal access to educational programs and services to help students fully access the academic, residential, and social aspects of the student experience.

VIII: Clinical Education

a. Clinical Education - Definition and Description

1. Affiliation Agreement: A formal agreement between the program's institution and a facility where the program sends its students for course-related and required off-campus clinical education. The arrangement defines the roles and responsibilities of the host site, the affiliate, and the student.
2. Clinical Education: A broad umbrella term that includes three types of learning opportunities to prepare students for independent clinical practice: perioperative clinical experiences, simulation, and supplemental clinical experiences.
3. Clinical Site: A facility where a student is engaged in clinical rotations and education under the supervision of a clinical preceptor.
4. Immersive Clinical Experience: A practice-intensive experience that allows

students to experience the total amount of care provided by athletic trainers

5. Interprofessional Education: When students from two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes
6. Interprofessional Practice: The ability to interact with, and learn from, other health professionals in a manner that optimizes the quality of care provided to individual patients
7. Preceptor: Preceptors supervise and engage students in clinical education during clinical rotations. All Preceptors must be licensed health care professionals and be credentialed by the state in which they practice serving as a program clinical preceptor.
8. Technical Standards: The physical and mental skills and abilities of a student needed to fulfill the academic and clinical requirements of the program. The standards promote compliance with the Americans with Disabilities Act (ADA) and must be reviewed by institutional legal counsel.
9. Supervision: Supervision occurs along a developmental continuum that allows a student to move from interdependence to independence based on their knowledge and skills and the context of care. Preceptors must be scrubbed into each case and can intervene on behalf of the student and patient. Supervision also must occur in compliance with the state practice act of the state in which the student is engaging in client/patient care.

b. Clinical Education

Each student enrolled in SURG 201 and 301 will attend an orientation on the first day of their assigned clinical education experience at his/her assigned clinical site. Both the student and preceptor will have to sign the orientation form acknowledging that this meeting took place. Students will scrub in on at least 120 surgical procedures at an approved clinical affiliated hospital and/or medical centers to meet the clinical education requirement. Successful completion of at least 120 surgical procedures is required for successful completion of the curriculum and graduation.

d. Confidentiality

Students are required to follow relevant state and federal laws and policies related to privileged and protected information. Students must check with the clinical preceptor regarding the site's policies on confidentiality.