

NORTHWOOD TECHNICAL COLLEGE
SURGICAL TECHNOLOGY
STUDENT POLICIES

Student Advising, Student File, and Health Record Policy

The Surgical Technology Apprenticeship Program is designed to prepare students for a career as competent, professional surgical technologists. Advising is a critical component of the program, ensuring that students receive timely guidance on academic progression, clinical eligibility, and professional expectations. Through structured advising, students are supported in successfully navigating program requirements, completing courses on schedule, and preparing for graduation and future employment.

Academic Advising

Academic advising is provided at designated points in the program to ensure students are informed and prepared for each stage of their apprenticeship. Advising sessions are scheduled at the beginning of week 1 of Terms 2, 3, 5, and 6. These sessions are designed to:

- Review the student's course schedule and sequencing to ensure proper academic progression.
- Outline the timeline for program completion and graduation requirements.
- Address general program questions, academic concerns, or clinical issues.
- Provide guidance on professional development and preparation for employment as a surgical technologist.

Student File and Health Record

Before participating in any apprenticeship experience, the Northwood Tech Surg Tech program is required to maintain a complete and up-to-date student file. This file ensures that all students meet the program's professional, ethical, and safety standards. Key requirements include:

Program-Specific Admission Requirements

- Submit Background Check Fee(s)
- Acceptable results based on the Wisconsin Caregiver Background Check and/or other states (if applicable)
- Meet employer health record requirements/policies. This typically includes immunizations, tuberculosis screening, and any additional documentation required by clinical sites.
- Review and sign the Health Sciences Confidentiality Statement
- Current certification of "BLS Basic Life Support." Certification must be verified and kept current for clinical eligibility.
- Participate in a mandatory session scheduled prior to the start of classes

Signed Orientation Paperwork

These forms will be collected during the Surg Tech program student orientation:

- signed Surg Tech Orientation Attendance Form
- signed Health Sciences Confidentiality Statement/HIPAA video training

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- signed Student Rules and Regulations signature page (Health Sciences policy HS-02 in student handbook)
- signed Safety and Accountability Statement signature page (Health Sciences policy HS-03 in student handbook)
- Employer Verification of Health form

Other forms to be retained in the student file:

- Advisement forms
- Clinical evaluation forms
 - Final evaluations in week 8 of each Clinical in Terms 5 and 6.
- Improvement forms and other contacts with students as deemed necessary by the instructor/advisor.
- Required Courses Checklist of completed courses
- Critical incident forms/notes, if necessary

Apprenticeship Clinical Compliance Statement

Due to the apprenticeship model, all clinical facility health requirements, current caregiver background check documents, and BLS/CPR certification verifications are performed and maintained by the employer. Northwood Tech Surgical Technology faculty will receive an official employer verification form confirming that the apprentice has met all required qualifications. This verification form will be retained in Microsoft Teams within the student file record.

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Student Name: _____

Northwood Tech ID: _____

- ☐ signed Surg Tech Orientation Attendance Form
- ☐ signed Health Sciences Confidentiality Statement/HIPAA video training
- ☐ signed Student Rules and Regulations signature page (Health Sciences policy HS-02 in student handbook)
- ☐ signed Safety and Accountability Statement signature page (Health Sciences policy HS-03 in student handbook)
- ☐ Employer Verification of Health form
- ☐ Advisement forms
- ☐ Clinical evaluation forms
 - Final evaluations in week 8 of each Clinical in Terms 5 and 6.
- ☐ Improvement forms and other contacts with students as deemed necessary by the instructor/advisor.
- ☐ Required Courses Checklist of completed courses
- ☐ Critical incident forms/notes, if necessary

Program Director Signature: _____