

Skyline College Surgical Technology Program Preparedness and Continuity Plan

Institution: Skyline College – San Mateo County Community College District

Date of Implementation: 2024-2025 Academic Year

Reviewed By:

- Skyline College President
- Skyline College Vice President
- Dean of Science, Technology, Engineering and Mathematics
- Surgical Technology Program Director
- Health, Safety, and Emergency Preparedness Committee (HSEPC)

Next Review Date: August 2025

In the event of an unanticipated interruption to normal operations (ie. Natural disaster, public health crisis, fire, flood, power failure, etc.) the following plan will be followed to provide continuous educational services:

1. Program Leadership and Communication Plan

Key Personnel Responsibilities:

- Jessica Hurless, Dean of Science, Technology, and Health: Follow the SMCCCD and Skyline College Emergency Management Communication Protocols (<https://smccd.edu/emergency-management/communications/index.php>) to alert the program, communicate next steps, provide information about campus-wide support and ensure program operations are maintained through college-level emergency protocols (<https://www.skylinecollege.edu/publicsafety/assets/documents/finalSMCCCDWaterfallSky.pdf>).
- Franco Deal, Program Director: Oversee plan implementation, coordinate with division leadership, and ensure compliance with ARC/STSA and institutional emergency protocols.
- Teresa Barnes, Clinical Coordinator: Maintain relationships with clinical sites, monitor student placements, and track clinical documentation maintaining ARC/STSA and institutional emergency protocols.

Communication Channels:

- AlertMe (RAVE) Alert System: Skyline’s emergency notification system ensures immediate communication with students and faculty.
- SMCCCD Email: Primary communication method for institutional information pertaining to the emergency.
- SMCCCD Emergency Website: Repository of Emergency Alerts and Important Information.
- Canvas LMS Announcements: Primary platform for course updates, schedule modifications, and resource access.

- Zoom Office Hours and Weekly Check-Ins: Scheduled virtual meetings with students for instructional continuity, Q&A, and academic support.
- Surgical Technology Website: Centralized repository of program memos, instructional resources, and college services.

2. Didactic Instruction Continuity Plan

Transition Timeline:

- Within 48–72 hours of any announced long-term interruption, once approved by College Administration and/or the California Community College Chancellor’s Office (CCCCO), didactic instruction for courses with an approved Distance Education addendum will shift fully online via Canvas and Zoom.
- Courses without an approved Distance Education addendum will be handled on a case-by-case basis to determine appropriate protocols that would meet all requirements in the safest manner. It may result in a pausing of the course until on-campus activities resume under safe conditions.

Instructional Tools:

- Canvas: Organizes modules, discussions, assignments, quizzes, and grades
- Zoom: Used for live lectures, student presentations, and guest speakers
- Panopto: Lecture capture system used for asynchronous delivery with captioning

Possible Instructional Strategies:

- Synchronous Zoom meetings for live lectures and demonstrations or asynchronous voice-over PowerPoint lectures posted weekly
- Weekly Canvas discussion prompts
- Assigned textbook readings and case-based learning activities
- Small-group Zoom breakout discussions focused on procedural steps and sterile technique

Possible Assessments:

- Weekly quizzes and discussions via Canvas
- Open-book exams with application-based questions
- Scenario-based written assignments emphasizing clinical judgment
- Synchronous student presentations of material
- Asynchronous video submissions of students demonstrating necessary skills using lab kits

3. Laboratory Instruction Continuity Plan

Temporary Skill Training Options:

- Pre-recorded Skill Demonstration Videos: Faculty-led demonstrations of core procedures including gowning, gloving, draping, and instrument handling.

- At-Home Practice Kits (if feasible): Gown, gloves, instrument sample sets, and suture kits with return-demonstration via video.
- Virtual Simulations: Incorporation of platforms such as Touch Surgery for procedural walkthroughs.
- *Note: Skills that are deemed suitable by faculty, administration, and accreditation standards for remote validation will be prioritized for these training options.*

Student Skill Validation:

- Students record demonstration videos and submit via Canvas
- Faculty use standardized checklists to assess and provide feedback
- *Note: Skills not suitable for remote validation will be prioritized when on-campus activities resume under safe conditions.*

On-Campus Make-Up Labs:

- When approved by administration, scheduled one-on-one or small group lab visits to Skyline's Surgical Technology Lab following proper safety protocols (PPE, sanitization, distancing).
- *Note: Make-up labs will focus on hands-on competencies that cannot be replaced by simulation or remote demonstration of skill.*

4. Clinical Education Continuity Plan

Clinical Site Assessment:

- The Clinical Coordinator will contact clinical affiliates to inquire about continuity and the site's required safety protocols.
- If students are able to remain at sites, the Clinical Coordinator is responsible for communicating all site-specific safety protocols to the students prior to their return to the site.
- To assess compliance and student safety, the Clinical Coordinator will complete bi-weekly visits during a disruption to assess availability and site-specific safety requirements are being followed.
- *Note: If limited clinical sites are available, the Clinical Coordinator will prioritize students closest to completing their clinical case requirements. If the clinical course (SURG 443) has not started, then a lottery system will be utilized to determine the student(s) that are placed at the sites.*

Clinical Alternatives (as permitted by ARC/STSA and CAAHEP):

- High-fidelity simulation in Skyline's Surgical Technology lab simulating real OR environments
- Procedure Video Review with reflective journaling and discussion questions
- Instrument Identification and Setup Assignments aligned with AST Core Curriculum

Tracking and Monitoring:

- Student record clinical cases in the Clinical Case Tracker and submit weekly with Preceptor evaluations.
- Clinical Coordinator monitors student clinical case counts, specialty diversity, and procedural roles.
- Clinical Coordinator conducts weekly check-ins with students on progress and site issues.
- At the conclusion of the clinical case requirements, all parties review and sign the Summative Clinical Case Log.

Remediation Planning:

- For students unable to meet case requirements due to site limitations, individualized completion plans are developed in consultation with ARC/STSA.

5. Student Support Services

Academic and Emotional Support:

- Skyline's Personal Counseling Services are available via telehealth.
- Academic counseling, disability accommodations, and tutoring provided through the Learning Center and Educational Access Center, with remote online access options.
- Faculty offer weekly progress meetings and hold virtual open office hours via Zoom.
- Skyline's Library Services are available via remote access.
- Skyline's Financial Aid services are available via remote access.

Technology Access:

- Students may request (at no cost) loaner laptops, hotspots, and other technological devices through Skyline's Technology Loan Program.
- Canvas, Zoom and Panopto orientation modules provided to ensure student readiness for online learning.
- Surgical Technology lab kits will be mailed or picked up by students following proper safety protocols.

Outreach and Intervention:

- Early Alert referrals in Canvas will be submitted for students falling behind.
- Faculty will make referrals to SparkPoint for financial assistance, food security, and housing support.

6. Evaluation and Quality Assurance

Monitoring:

- The Program Director will work with faculty and the Clinical Coordinator to track student attendance, participation, grades, and progression data.

- The Program Director will hold weekly instructional meetings to review student feedback and adjust remote instruction strategies.
- Students will be required to complete brief surveys at the end of each module to qualitatively assess clarity and engagement, as well as provide feedback to the faculty.

Compliance and Reporting:

- The Program Director will review all ARC/STSA and CAAHEP standards and regulations to ensure compliance.
- The Program Director will document all significant deviations from normal program operations.
- The Program Director will report necessary program changes to ARC/STSA and CAAHEP when thresholds for Substantive Change are met.
- If necessary, the Program Director in consultation with Skyline College Administration, will determine if the program needs to be temporarily paused and will take the necessary steps to report and document that with ARC/STSA and CAAHEP.

7. Re-entry and Recovery Plan

Phased Return:

- The program will align with Skyline College’s phased reopening strategy and health guidelines from the San Mateo County Health Department.
- Since the Skyline College Surgical Technology program is a hands-on, face-to-face program, it will be given priority for in-person return for lab and clinical activities.

Skill Revalidation:

- Upon return to safe in-person operations, students will be required to complete in-person skill assessments for all hands-on competencies before progressing to clinicals or graduation.
- The Surgical Technology Skills Lab will provide open lab on extended hours and weekends during re-entry phase to accommodate all students safely.

Catch-Up Planning:

- The Program Director will meet with students to create personalized academic recovery plans to ensure completion of ARC/STSA requirements in a timely fashion.
- Academic Recovery Plans may include supplemental labs, additional clinical rotations, or extended time in the program if necessary.