

IVY TECH COMMUNITY COLLEGE
REGION 5, KOKOMO
SURGICAL TECHNOLOGY PROGRAM

2010-2011



SURGICAL TECHNOLOGY PROGRAM
INFORMATION and APPLICATION PACKET

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Ivy Tech Community College of Indiana
700 E. Firmin St.
Kokomo, IN 46902

Dear Surgical Technology Applicant:

We are glad that you are interested in pursuing this challenging-but-rewarding career. We would like to tell you a little more about the Surgical Technology program.

This packet is developed to provide the most current information related to the procedures for admission to the Surgical Technology Program.

Usually, twelve students are selected each year for this full-time, three semester, 68-credit hour Associate of Science program, which starts every August. The courses to be offered each semester are listed in the attached curriculum outline.

If you have any questions after reading the packet, please feel free to contact me at (765) 457-0858 ext.107 or 866-457-0891 ext.107.

Ivy Tech Community College of Indiana is proud to be able to offer this program for our students and the community. Be aware that there are limited positions in this program. We strongly encourage you to seek information from Ivy Tech about alternative programs and future Surgical Technology classes by coming to the Admissions Office where counselors are available to assist you. We look forward to hearing from you again.

Sincerely,

Jia Hardimon-Eddington
Program Chair, Surgical Technology
765-457-0858 ext. 107
866-457-0891 ext. 107
765-457-1036 fax
jhardimon@ivytech.edu

Ivy Tech Community College of Indiana
 School of Health Sciences
 REGION 5 ADVISOR CHECKLIST
SURGICAL TECHNOLOGY
 ASSOCIATE OF SCIENCE

Student Name _____
 Student ID/C # _____

Date Started _____
 Phone Number _____

<u>Course No.</u>	<u>Course Title</u>	<u>Credit</u>	<u>Prerequisite</u>	<u>Date Completed</u>
Semester I (Fall)				
APHY 101	Anatomy & Physiology I	3	ENGL 025, ENGL 032, MATH 050, 015, or 023	_____
HLHS 101	Medical Terminology	3	ENGL 025, ENGL 032	_____
ENGL 111	English Composition	3	ENGL 025, ENGL 032	_____
MATH 1XX	Math Elective	3	MATH 050, 015, Or 023	_____
Semester II (Spring)				
APHY 102	Anatomy & Physiology II	3	APHY 101, MATH 050, 015, or 023	_____
BIOL 2XX	General Microbiology	3-4	MATH 050,015, 023; APHY 101 OR BIOL 101	_____
HLHS 105	Medical Law & Ethics	3	ENGL 025, ENGL 032	_____
SURG 201	Pharmacology	3	HLHS 101, APHY 101, MATH 050, 015 or 023	_____
IVY 1XX	Life Skills	1	None	_____
Semester III (Summer)				
SOCI 111	Introduction to Sociology	3	ENGL 025, ENGL 032, MATH 044 or 015	_____
OR				
PSYC 101	Introduction to Psychology	3	ENGL 025, ENGL 032, MATH 044 or 015	_____
COMM 101	Fundamentals of Public Speaking	3	ENGL 025, ENG L032	_____
OR				
COMM 102	Intro to Interpersonal Comm.	3	ENGL 025, ENGL 032	_____
Semester IV (Fall)				
SURG 111	Fundamentals of Surg. Tech.	4	Program Chair Approval, APHY 101, MATH 1XX ENGL 111, HLHS 101Coreq SURG 112	_____
SURG 112	Application of Surg. Fund.	2	Program Chair Approval, APHY 101, MATH 1XX, ENGL 111, HLHS 101Coreq SURG 111	_____
SURG 113	Surgical Procedures I	3	SURG 111, SURG 112, APHY 102 BIOL 211, SURG 201, HLHS 105, Coreq SURG114, Program Chair approval	_____
SURG 114	Clinical Applications I	3	SURG111, SURG 112, APHY 102 BIOL 211, SURG 201, HLHS 105, Coreq SURG 113, Program chair approval	_____
Semester IV (Spring)				
SURG 211	Surgical Procedures II	6	SURG 113, SURG 114, COMM 101 OR COMM 102, PSYC 101 or SOCI 111 Coreq SURG 212	_____
SURG 212	Clinical Applications II	9	SURG 113, SURG114, COMM 101 OR COMM 102, PSYC 101 or SOCI 111 Coreq SURG 211	_____
Semester V (Summer)				
SURG 213	Surgical Procedures III	3	SURG 211, SURG 212, Coreq SURG 214	_____
SURG 214	Clinical Applications III	7	SURG 211, SURG 212, Coreq SURG 213	_____
Total Credit Hours		68-69		

The college requires for any degree or technical certificate demonstration of mastery of basic reading, writing, mathematical and algebraic skills, though appropriate ASSET or COMPASS scores or through completion ENGL 025, ENGL 032, MATH 050, 015 or 023". (APPM 4.1)

The application process is outlined below. Please direct any admissions questions to: **Admission office at (765) 459-0561.**

Step 1: ADMISSION TO IVY TECH COMMUNITY COLLEGE OF INDIANA, KOKOMO-make an appointment with the Admissions Office which may be open Monday through Friday, 8 am to 5 pm. You will need to:

- 1.) Fill out an admissions form (online or print the application) and submit it to the Admissions Office.
- 2.) Make an appointment for the COMPASS Placement Test. (*See Step 2*)
- 3.) Apply for financial aid. (*Optional*)

Step 2: COMPASS PLACEMENT TEST-The COMPASS assessment is used for course placement purposes. The assessment will determine if you are ready to enter college-level programs and the associated courses. COMPASS prescribed basic skills courses must be completed before being accepted into Surgical Technology. This is a crucial step, because we want all of our students to succeed, and the proper course placement helps assure student success.

If you are a current student, results of your assessment need to be on record and all COMPASS-identified basic skills courses must have been completed with a “C” grade or better. Please check your records or call you program advisor.

Step 3: COMPLETE GENERAL EDUCATION COURSEWORK AND SURGICAL TECHNOLOGY ENTRANCE TEST (PSB)

For PSB-HO test information call the Health Sciences office at 765-457-0858 ext. 100 or testing center at 765-459-0561x525 in the spring semester. The cost for taking the test is \$35.00 **nonrefundable**, payable in advance at the Business Office in the main building on Morgan Street. The cost is subject to change. The test takes about three hours. The test will measure your aptitude for success in the health environment. All applicants will be notified **by mail** of the results. It is recommended that you discuss your education plan with an advisor. It is NOT necessary to complete **all** prerequisites before taking the PSB or before submitting an application to the program. However, all prerequisite coursework is highly suggested to be completed before beginning the program. It is strongly recommended that students also complete SURG201, HLHS105, BIOL2XX, and APHY 102 before beginning the program. Time constraints of the program during the fall semester make it very difficult to complete both of these courses while enrolled as a full-time, surgical technology program student.

SCORING A.) Students must have a percentile score of twenty-five (25) or higher in each category or a composite score of 200 to be considered for admission to the program. PSB-HO scores will be valid for one (1) year. If the PSB test is NOT taken at the Ivy Tech campus for which this application is submitted, it is the student’s responsibility to see that PSB results are e-mail/faxed/mailed from the testing site to the program chair. Results are best e-mailed to jhardimon@ivytech.edu

Step 4: ADMISSION TO THE PROGRAM:

1. Take the PSB-HO Test for during the spring semester.
2. Complete the attached program application, transcripts, PSB-HO scores and submit all together by April 1. Submit a copy of all college transcripts. This includes Ivy Tech and any other colleges you have attended. Unofficial copies are acceptable for this application. However, official copies must be submitted to Registrar for consideration of transfer credit. It is the student's responsibility to have items submitted by deadline and have all official transcripts sent to the Registrar.
3. The student is encouraged to successfully complete the following courses before beginning Fundamentals of Surgical Technology (SURG 111):
 - a. Anatomy and Physiology I & II (APHY 101 & 102)
 - b. Medical Terminology (HLHS 101)
 - c. English Composition (ENGL 111)
 - d. Mathematics elective (MATH 1XX)
 - e. Microbiology (BIOL 211)
 - f. Pharmacology (SURG 201)
 - g. Medical Law and Ethics (HLHS 105)
 - h. Communications elective (COMM 101 or COMM 102)
 - i. Humanities elective (SOC 111 or PSYC 101)
4. All applicants to the Surgical Technology Program must be physically able to perform all of the Essential Functions Required for the Surgical Technology Program (attached).
5. At the time of acceptance to the Surgical Technology Program, students will receive notification by letter of a mandatory information session. Students must reply indicating intent to attend the mandatory information session by the date stated in the letter. Failure to attend the information session may result in forfeiture of a clinical slot for the current year.
6. Prospective students will be awarded points for each course completed by the end of the spring semester based on the following outlined schedule.

The student's grade for courses required in the Surgical Technology program as listed below, including coursework completed at other approved institutions is worth 75% of the **rank score**.

Points Awarded	Completed Courses	Points Awarded	Completed Courses
A = 6 points B = 4 points C = 2 points D = 0 points	Anatomy and Physiology I Anatomy and Physiology II Microbiology Medical Terminology Pharmacology (**) Medical Law and Ethics	A = 3 points B = 2 points C = 1 point D = 0 points	Mathematics Elective Intro. To Sociology OR Intro. To Psychology English Composition I Fundamentals of Public Speaking OR Intro to Interpersonal Communications
A,B,C=2pts	Ivy Life Skills Course		

**regionally determined (SURG201 or MEAS113)

7. Points awarded for the PSB Health Occupations Aptitude Exam (PSB-HO) test are worth 25% of the rank score.
Points for the PSB-HO test will be awarded based on a sum of the five category percentile scores divided by 10. Students must have a percentile score of twenty-five (25) or higher in each category or a composite score of 200 to be considered for admission to the program. PSB-HO scores will be valid for one (1) year.
8. Admission to the Surgical Technology Program is by selecting those students with the highest **rank score**. However, the number of students admitted shall not exceed the number of clinical externships available.
9. In the event that multiple students have equal points, those students will receive ranking by the sum of the percentile scores from the PSB-HO exam.
10. Students who are not admitted to the program must reapply and are not given preferential consideration.

Step 5: STUDENTS SELECTED must complete the additional requirements listed below before the first day of class. The acceptance letter will include the necessary forms. Please note that your final acceptance will be contingent upon your satisfactory completion of these events:

- 1.) Health Form (Essential Functions Form)
- 2.) Certifiedbackground.com information (OIG Fraud Check, Sex Offender, 10 panel drug test)
- 3.) Current CPR card (for health professionals)
- 4.) All fees paid
- 5.) Purchase books, uniforms, shoes, and supplies
- 6.) Attend orientation session in summer

Qualified applicants who are not initially selected will be placed in an “alternate pool”. Applicants who are selected but do not complete Step 5 may be replaced in the program by someone from this pool. After the semester begins, there is no longer an alternate pool, and you will need to re-apply to the program to be considered.

-----**Student Instructions**-----

Ivy Tech Community College- Health Sciences

The above organization has chosen CertifiedBackground.com as an approved source for background checks and drug testing.

CertifiedBackground.com is a background check and drug testing service that allows students to purchase their own background check and/or drug test.

The results of a background and/or drug test are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as organizations can view the background check.

To order your background check and/or drug testing from CertifiedBackground.com, please follow the instructions below.

1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter package code: IV92 **Package Code**
3. Select a method of payment: Visa, MasterCard or money order.

Once your order is submitted, you will receive a password via email to view the results of your background check. The results will be available in approximately 72 hours.

IV92- This is a Background Check and Drug Test package.*
IV92DT – This is a Drug Test package.*

www.Certifiedbackground.com Phone: (888) 666-7788 info@certifiedbackground.com

Please note your ability to successfully complete your program of study may be affected by your ability to pass a drug screening test and/or criminal history check.

Dilute drug screening does not constitute as a pass drug screening. If drug screening outcome is “dilute”, another drug screening will be required at the **student’s expense** via certifiedbackground.com and a new chain of custody form will be required from the Health Sciences secretary.

IVY TECH COMMUNITY COLLEGE OF INDIANA-REGION 5 SURGICAL TECHNOLOGY

ESSENTIAL FUNCTIONS REQUIRED FOR THE SURGICAL TECHNOLOGY PROGRAM

Qualified applicants are expected to meet all admission criteria and students are expected to meet all progression criteria, as well as these essential abilities with reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the program.

A Surgical Technologist must have specific physical and mental requirements. Please review the requirements listed below. To provide a minimum standard of patient care, the Surgical Technology student must be able to demonstrate the following occupational skills.

ESSENTIAL FUNCTION	DESCRIPTION	EXAMPLES
Motor	Physical health, ability, and stamina	<ul style="list-style-type: none"> • Presents the following documents <ul style="list-style-type: none"> ✓head-to-toe physical examination ✓rubella screen ✓tuberculosis testing ✓weight lifting ability (Lift and carry 50 pounds) ✓tetanus immunization ✓hepatitis B immunization or declination form ✓Laser eye exam ✓CPR certification • Demonstrates visual acuity (with correction if needed) within normal range, including peripheral and color vision with ability to read fine print and function visually in semi-dark room • Demonstrates auditory acuity (with correction if necessary) with ability to hear muffle voices (through masks) with extraneous background noise • Possess stamina for long period of standing • Ability to wear sterile surgical attire, including personal protective equipment • Ability to with stand unusual smells such as cauterized, infected, or necrotic tissue • Demonstrates ability to focus intently on the task at hand without distraction
Motor	Gross motor skills	<ul style="list-style-type: none"> • Ability to bend, reach, pull, push, stand, stoop and walk during all aspects of the educational experience • Ability to lift, position, and move patients and heavy equipment • Fastens masks and protective gowns • Responds quickly to surgeon's request for instrumentation • Scrubs all aspects of fingers, hands and arms • Visually identifies differences between instruments • Regulates equipment, including electrocautery, lasers, endoscopy • Performs patient assessment
Motor	Fine motor skills	<ul style="list-style-type: none"> • Possesses eye-hand coordination, both hands • Manipulates needles, blades, sutures, and instrumentation with both hands • Evaluates size of suture by feel
Behavioral/Social	Emotional stability	<ul style="list-style-type: none"> • Accepts responsibility for total patient care • Possesses stable temperament, is responsible, organized and patient • Responds in an emotionally controlled manner in emergency situations
Behavioral/Social	Flexibility	<ul style="list-style-type: none"> • Adapts to rigorous clinical attendance requirements, irregular working hours, and emergency call schedule

ESSENTIAL FUNCTION	DESCRIPTION	EXAMPLES
Behavioral/Social	Functions effectively under stress	<ul style="list-style-type: none"> • Utilizes acceptable coping mechanisms in a high stress environment • Accepts criticism without retaliation, particularly regarding sterile techniques, assignments, shift and unit/clinical rotation • Plans and implements execution of duties independently • Avoids demonstrating personal stress or frustration when interacting with clients, significant others, and health care team members • Avoids use of drugs or alcohol in or before clinical or class setting
Behavioral/Social	Demonstrates caring behavior	<ul style="list-style-type: none"> • Interacts with client and significant other in a positive manner without demonstrating personal stress or frustration • Provides emotional support to surgical team members and the patient • Interacts professionally with clients, significant others and health care team members and organizations
Intellectual/ Conceptual/ Judgmental	Problem solving ability; critical thinking	<ul style="list-style-type: none"> • Calculates dosages to prepare and mix medications correctly • Anticipates the needs of the surgical team for instrumentation and supplies in routine and unexpected situations • Demonstrates ability to respond quickly and prioritize the surgeon's needs in routine and emergency situations • Analyzes situations involving a potential break in aseptic technique • Recognizes and initiates interventions for client status changes • Prepares in advance for clinical and integrates general information to specific tasks and procedures
Intellectual/ Conceptual/ Judgmental	Recognizes hazards and assumes responsibility for safety	<ul style="list-style-type: none"> • Awareness of exposure to toxic substances such as Laser, sterilants, x-ray, fumes, blood, etc. • Takes appropriate safety precautions to prevent injury to self or others
Communication	Interaction and therapeutic communication	<ul style="list-style-type: none"> • Speaks effectively with patients, families, and health care team members • Identifies and interprets non-verbal communication • Demonstrates knowledge of items and events that must be documented such as counts, implants, equipment use, etc. • Accurately, objectively, concisely and legible documents information on the patient's chart, specimens and other written documentation • Reads surgeon's preference cards, medication labels, orders (typed and handwritten), policies, procedures, and instructions • Ability to communicate in a rational and coherent manner both orally and in writing • Maintains professionalism and minimizes social interaction

SURGICAL TECHNOLOGY PROGRAM ESTIMATED COSTS

<u>Tuition</u>	\$104.55 per credit hour	\$ 7,470.00
Semester I	12 credit hours	\$ 1,255.00
Semester II	13 credit hours	\$ 1,359.00
Semester III	6 credit hours	\$ 627.00
Semester IV	12 credit hours	\$ 1,255.00
Semester V	15 credit hours	\$ 1,568.00
Semester VI	10 credit hours	\$ 1,046.00

**A \$60 technology fee is added each semester. \$ 360.00

**Additional charges may be added as required.

**Fees are subject to change without notice.

<u>Uniforms (Semester III)</u>	Total	\$ 70.00
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1 Scrub Top (\$20)		\$ 20.00+
1 Scrub Pant (\$20)		\$ 20.00+
1 Lab Coat (\$30)		\$ 30.00+

<u>Bookstore Supplies (Semester III)</u>	Total	\$ 1000.00+
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Textbooks		\$ 1000.00+
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<u>Generic Supplies (Semester III)</u>	Total	\$ 60.00+
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Shoes, white, leather		\$ 50.00+
Hose, socks, white (several pairs)		\$ 10.00+

<u>Exam Fees/Other</u>	Total	\$ 479.00+
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PSB Entrance exam (Semester I)		\$ 35.00+
Physical Exam (Semester III)		\$ 45.00+
Hepatitis B Vaccination (Semester III)		\$ 135.00+
CPR Certification course (Semester III)		\$ 32.00+
CST Certification Exam (Gold Package including AST membership)		\$ 232.00+

MINIMUM GRAND TOTAL		\$ 9,079.00+
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The fees are based on Indiana residents
Fees subject to change

**Ivy Tech Community College
School of Health Sciences
Surgical Technology Program
Application**

Last name: _____ First name: _____ Middle initial: _____

Maiden name: _____ Student Id/C0 No. _____

Street Address _____

City _____ State _____ ZIP _____

Contact Phone # () _____ Cell # () _____

FOR OFFICE USE ONLY

Date application received _____

PREREQUISITE COURSES

COURSE	WHERE TAKEN	GRADE	POINTS
APHY 101			
BIOL 211			
SURG 201			
HLHS 105			
HLHS 101			
APHY102			
MATH 1XX			
ENGL 111			
IVYT 1XX			
SOCI 111 OR PSYC 111			
COMM 101 OR COMM 102			

PSB:

#1 Date _____ Score _____

#2 Date _____ Score _____