

Surgical Technology
Ivy Tech Community College
Program Overview & Application Process
2011-2012



Contact Information:

Dotty McClannen, RN, MSN, CST
Surgical Technology Program Chair/Professor
3101 South Creasy Lane
Lafayette, IN 47905
Phone: 765-269-5720
E-mail: dmcclannen@ivytech.edu

IVY TECH COMMUNITY COLLEGE

SURGICAL TECHNOLOGY

INTRODUCTION

Welcome to the Region 04/Lafayette campus of Ivy Tech Community College. Ivy Tech is Indiana's community-college system. This handout is to provide basic information about the role of a surgical technologist, the present admission process, and the curriculum of the two-year (five semester) Associate of Applied Science in Surgical Technology Program. The program traditionally begins in August of each year.

We encourage students to read this document thoroughly and mark areas that need clarification. Bring this handbook to all counseling sessions. It is the student's responsibility to become familiar with the information and seek advisement as needed. Please call 765-269-5720 and ask to make an appointment with the Surgical Technology Program Chair, Dotty McClannen.

It is important to understand that admission to the College is separate from admission into the Surgical Technology Program. After meeting the program application criteria, students must remain in good academic standing so they can register for required program level courses and become clinically eligible. Students also need to understand that the clinical affiliates control the clinical settings; who is permitted to use them, and when.

PROGRAM OVERVIEW

The surgical technologist is an integral member of the surgical team who works closely with the surgeon, anesthesiologist, and registered nurse delivering direct patient care before, during, and after surgery. Certified surgical technologists (CSTs) often function as the sterile member of the surgical team who passes instruments, sutures, and sponges during surgery. After "scrubbing," they don gown and gloves and prepare the sterile setup for the appropriate procedure. CSTs must also be able to anticipate the needs of the surgeon pass instruments and provide sterile items in an efficient manner.

Under the supervision of the surgeon, CSTs may also be involved in holding retractors or instruments, sponging or suctioning the operative site, or cutting suture material. They may also be involved in preparing and applying sterile and non-sterile dressings. After surgery, they may prepare the operating room for the next patient.

CSTs also may perform the role of the circulator, which is a non-sterile position. The circulator is not gowned and gloved during the surgical procedure and is available to respond to the needs of the members of the sterile field. The circulator is responsible for keeping the written account of the surgical procedure and may participate in the counting of needles, sponges, and instruments.

With additional specialized training or education, CSTs also may act in the role of surgical assistant. The surgical assistant provides aid in exposure, hemostasis, suturing, and other technical functions that will help the surgeon carry out a safe operation with optimal results for the patient.

Certified Surgical Technologists assist in the preparation of the operating room by selecting and opening sterile supplies such as drapes, sutures, electrocautery, suction devices, and surgical instruments. Other tasks include operating sterilizers, lights, and operative diagnostic equipment. After surgery, the CST assists other members of the team in preparing the operating room for the next patient. The CST must have the ability to perform under pressure in stressful and emergency situations. A stable temperament, a strong sense of responsibility, patience, and concern for detail are also required; manual dexterity and physical stamina are vital. At times the surgical technologist may be exposed to communicable diseases, unpleasant sights, odors, and materials. The surgical technologist will be required to lift heavy items and stand for a number of hours. It is imperative that attention is focused closely on the task being performed.

The academic portion of the Surgical Technology Program consists of five (5) semesters starting in the fall semester of each year. The first academic year may be taken on a full- or part-time basis. All first year courses must be taken before acceptance into the second year. Surgical Technology courses are offered in a full time status during day hours. The last three semesters including a mandatory summer session are completed at affiliate health care agencies. The Surgical Technology faculty assigns all clinical rotations. Students will be responsible for their own

transportation to all clinical sites as well as any expense incurred to fulfill the clinical rotations.

The surgical technology specialty courses are presented in a lecture/laboratory format. The lecture presents principles of surgical practices, instrumentation and equipment, and surgical procedures. The laboratory course provides hands-on experience with surgical techniques and instrumentation.

PROGRAM PHILOSOPHY

Education is perceived by the faculty as an evolving and lifelong process that creates positive change in the attitudes, knowledge, and skills of the learner. Education proceeds from simple to complex. The faculty believes that they are responsible for promoting the self-actualization of the student in preparation for coping productively with the complex dynamics of modern society, as well as the technical world of employment. The Surgical Technology Program has been designed according to the professional standards and guidelines declared by the Committee for Allied Health Education and Accreditation and Accreditation Review Committee for Surgical Technologists as essential for preparing the surgical technologist. Emphasis is placed upon care of the total patient through the provision of an appropriate curriculum consisting of both didactic and clinical courses. Consistent with the program philosophy, faculty members are qualified in the field of surgical technology, hold appropriate credentials, and are committed to the concept of one's personal responsibility for professional growth and development.

Successful completion of the two-year (five-semester) program leads to an Associate Degree in Surgical Technology. This provides eligibility for the graduate to take the national comprehensive certification examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Once the graduate is certified, he or she may maintain certification by participation in the mandatory continuing educational programs (60 continuing education units every four years) or by re-testing every four years. Employers and/or local and national professional associations provide continuing education units.

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 (technical standards) with or without 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 meet specific physical and mental requirements. Applicants should 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
Communication	Interaction and therapeutic communication	<ul style="list-style-type: none"> • speak effectively with patients, families, health care team members • identify and interpret non-verbal communication • demonstrate knowledge of items and events that must be documented such as counts, implants, equipment use, etc. • accurately, objectively, concisely and legibly document information on the patient's chart, label specimens, and other written documentation • read surgeon's preference cards, medication labels, orders (typed and handwritten), policies, procedures, instructions • communicate in a rational and coherent manner both orally and in writing • maintain professionalism and minimize social interaction
Intellectual/ Conceptual	Problem solving ability; critical thinking	<ul style="list-style-type: none"> • calculate dosages to prepare and mix medication correctly • anticipate the needs of surgical team for instrumentation and supplies in routine and unexpected situations, reason what instruments will be needed per procedure • prioritize the surgeon's needs an emergency surgery • analyze situations involving a potential break in aseptic technique • recognize and initiate interventions for patient status changes prepare in advance for clinical and integrates general information to specific tasks and procedures
	Recognizes hazards and assumes responsibility for safety	<ul style="list-style-type: none"> • be aware of exposure to toxic substances such as laser, sterilants, x-rays, fumes, blood, etc. • take appropriate safety precautions to prevent injury to self or others

Motor	Physical ability	<ul style="list-style-type: none"> • present 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 examination • CPR certification • possess stamina for long periods of standing • wear full sterile surgical attire including personal protective equipment • demonstrate ability to focus intently on the task at hand without distraction • demonstrate visual acuity(with correction if needed) within normal range, including peripheral and color vision with ability to read fine print and function visually in a semi-dark room • demonstrate auditory acuity (with correction if needed) with ability to hear muffled voices through masks with extraneous background noise • withstand exposure to irritating soaps and solutions • withstand unusual smells such as cauterized, infected or necrotic tissue
	Gross motor skills	<ul style="list-style-type: none"> • bend, reach, pull, push, stand stoop and walk during all aspects of the educational experience • fasten masks and protective gowns • lift, position and move heavy patients and equipment • respond quickly to a surgeon's request for instrumentation • scrub all aspects of fingers, hands and arms • visually identify differences between instruments • regulate equipment, including electrocautery, lasers, and endoscopy • perform patient assessment
	Fine motor skills	<ul style="list-style-type: none"> • manipulate needles, blades, sutures, and instrumentation with both hands • possess eye-hand coordination with both hands • evaluate size of suture by feel

Behavioral/Social	Emotional stability	<ul style="list-style-type: none"> • accept responsibility for total patient care • respond in an emotionally controlled manner in emergency situations
	Flexibility	<ul style="list-style-type: none"> • adapt to rigorous clinical attendance requirements, irregular working hours such as staying over to a scheduled shift and emergency call
	Function effectively under stress	<ul style="list-style-type: none"> • utilize acceptable coping mechanisms in a high stress environment • plan and implement execution of duties independently • avoid demonstrating personal stress or frustration when interacting with clients, significant others, and health care team members
	Demonstrate caring behavior	<ul style="list-style-type: none"> • interact with client and significant others in a positive manner without demonstrating personal stress or frustration • provide emotional support to surgical team members and the patient • interact professionally with clients, significant others and health care team members and organizations

In compliance with the "Essentials and Guidelines for an Accredited Educational Program in Surgical Technology" as directed by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

SURGICAL TECHNOLOGY PROGRAM OUTCOMES

A graduate of the Surgical Technology Program will meet the following program outcomes. The graduate will:

1. Think critically and creatively, analyze objectively, integrate and synthesize knowledge, draw conclusions from complex information, and generate new ideas.
2. Exhibit recognition, understanding, and respect for cultural and individual differences, in terms of both contemporary and historical perspectives, with application to an interdependent world.
3. Recognize and act upon social, political, civic, and environmental responsibilities relative to our society.
4. Understand and apply basic scientific concepts in a variety of settings, making informed judgments about the use of science and technology both in our global and local environments and society.
5. Communicate effectively in written, oral and symbolic forms.
6. Exhibit quantitative literacy with respect to calculation, analysis, synthesis, problem solving, interpretation, and application.
7. Exhibit the ability to apply ethical reasoning in private, professional and public situations.
8. Attain computer competency in relation to basic information retrieval, library resources, and information technology.
9. Exhibit an understanding and appreciation of ideas, values, artistic expressions, and human experiences to enrich life and strengthen community through intellectual curiosity, aesthetic literacy, and a joy of learning.
10. Demonstrate preparation for assigned surgical procedures.
11. Demonstrate desirable employability attributes.
12. Apply principles of aseptic technique to surgical procedures.
13. Perform scrubbing responsibilities correctly, according to appropriate level of experience.

14. Assist with circulating responsibilities correctly, according to appropriate level of experience.
15. Identify safe and correct care of operative instrumentation, equipment, and supplies.
16. Manage a safe, efficient environment for the care of the surgical patient.
17. Describe and integrate concepts of standard precautions as related to surgical technology.
18. Demonstrate initiative and problem solving under stress in clinical settings.
19. Assess competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

STATEMENT ON ASSESSMENT

It is the mission of Ivy Tech Community College to enable individuals to develop to the fullest potential and to support the economic development of Indiana. To this end, an assessment program is conducted collegewide to measure student progress toward educational goals, to determine academic progress, to improve teaching and learning, and to evaluate institutional effectiveness. Student assessment is part of Ivy Tech College's educational program. What Ivy Tech discovers through the assessment program is used in making decisions regarding campus procedures--from curriculum planning, to student activities, to support services.

From the time students apply to Ivy Tech Community College until the time they leave, students are expected to participate in a series of tests, surveys and evaluative activities intended to:

- assess students' backgrounds and academic skills for accurate advisement and course placement at entry
- obtain information on students' satisfaction with Ivy Tech College courses, programs and services
- measure academic gains made and competencies achieved by students while at Ivy Tech College
- demonstrate mastery of technical skills

Students at Ivy Tech are expected to participate in two important assessments as they conclude work on their educational programs; the technical outcomes assessment and a general education assessment. Students receive information on both of these as they approach graduation.

Assessments, surveys, and evaluative activities are used to help students achieve their individual goals and to improve Ivy Tech Community College services and programs for all students. Students' earnest and sincere participation in surveys, tests, learning tasks, exit exams and portfolio development provides the College with accurate information to plan increasingly effective programs and services. In the effort, students become partners in the assessment and learning process.

**SURGICAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
PROGRAM OF STUDY**

General Education		(22 credits)
APHY	101	Anatomy & Physiology I
APHY	102	Anatomy & Physiology II
BIOL	211	General Microbiology
MAT	1XX	Mathematics Elective
ENGL	111	English Composition
COMM	101	Fundamentals of Public Speaking
	or	
COMM	102	Introduction to Interpersonal Communication
PSYC	101	Intro to Psychology
	or	
SOCI	111	Intro to Sociology
IVYT	XXX	Life Skills Elective: Critical Thinking recommended
Specialty Core		(6 credits)
HLHS	101	Medical Terminology
HLHS	105	Medical Law and Ethics
Technical Core		(38 credits)
SURG	111	Fundamentals of Surgical Technology
SURG	112	Applications of Surgical Fundamentals
SURG	113	Surgical Procedures I
SURG	114	Clinical Applications II
SURG	201	Pharmacology
SURG	211	Surgical Procedures II
SURG	212	Clinical Applications II
SURG	213	Surgical Procedures III
SURG	214	Clinical Applications III

The technical courses (SURG) must be taken in sequence and in succession as shown, since they are designed to advance in levels of technology. A suggested full-time sequence is provided.

SURGICAL TECHNOLOGY PROGRAM

YEAR ONE: Suggested Sequence

FALL SEMESTER (16 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
APHY 101	Anatomy & Physiology I	3	4	64
MATH 1XX	Mathematics Elective	3	3	48
ENGL 111	English Composition	3	3	48
HLHS 101	Medical Terminology	3	3	48
HLHS 105	Medical Law & Ethics	3	3	48
	TOTALS	15	16	256

SPRING SEMESTER (16 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
APHY 102	Anatomy & Physiology II	3	4	64
COMM 101 or COMM 102	Fundamentals of Public Speaking Introduction to Interpersonal Communications	3	3	48
PSYC 101 or SOC 111	Intro to Psychology or Intro to Sociology	3	3	48
SURG 201	Pharmacology	3	3	48
BIOL 211	General Microbiology	3	4	64
IVYT XXX	Life Skills Elective	1	1	16
	TOTALS	16	18	288

SURGICAL TECHNOLOGY PROGRAM

YEAR TWO: Required full-time sequence

FALL SEMESTER (16 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
SURG 111	Fundamentals of Surgical Technology	4	4	64
SURG 112	Application of Surgical Fundamentals	2	4	64
SURG 113	Surgical Procedures I	3	3	48
SURG 114	Clinical Applications I	3	9	144
	TOTALS	12	20	320

SPRING SEMESTER (16 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
SURG 211	Surgical Procedures II	6	6	96
SURG 212	Clinical Applications II	9	27	432
	TOTALS	15	33	528

SUMMER SEMESTER (10 weeks)				
Course Number	Course Title	Credit Hour	Contact Hour	Total Hours
SURG 213	Surgical Procedures III	3	4.5	48
SURG 214	Clinical Applications III	7	34	336
	TOTALS	10	38.5	384

SURGICAL TECHNOLOGY PROGRAM TOTALS				
		Credit Hour	Contact Hour	Total Hours
		68	124.5	1776

CURRICULUM DELIVERY METHODS

The SURG curriculum is available in a variety of teaching delivery options. All specialty core courses and general education courses are available totally and/or in part via distance education. The student may select to take the course via traditional classroom or a variety of distance education alternatives. The technical core courses (SURG) with the exception of SURG 201-Pharmacology, are not offered entirely via distance education. Although the SURG courses are not offered totally via distance education, components of selected technical courses may require the use of Distance Learning powered by Blackboard. Students may use the Ivy Tech computer labs, their personal home computer, or their personal laptop to access the computer components of their course work; computer usage is required and considered an integral component of most technical courses.

Students taking a distance education course must visit the Ivy Tech distance education web site at <http://www.ivytech.edu/lafayette/distanceEd/> to print a copy of the "Distance Education Student Handbook". If questions or unresolved distance education problems remain, the Ivy Tech Instructional Design Department at Ivy Tech can help students.

DRUG TESTING AND CRIMINAL BACKGROUND CHECK POLICY

Students are required to have a drug test and criminal background check before beginning the first semester of clinical. While the College does not require drug screenings or criminal background checks of its School of Health Sciences students unless required by law to do so, the College cannot control or influence the requirements placed on the program by independent clinical sites.

Consequently, your ability to successfully complete the Surgical Technology Program may be affected by your ability to pass a drug screening test and/or a criminal background check. The student will have to bear the cost of the screening and background check. A repeated drug test and an updated criminal check will be done by students who are in clinical courses for more than 12 months, approximately 12 months after the initial drug test and criminal background check.

The drug testing will include testing for the following substances: amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, methaqualone, opiates, PCP and Darvocet.

The criminal background check will include: County Criminal Records (for the past 7 years, or since age 18 if less than 25 years old), Residency History, Social Security Number Verification, Nationwide Sexual Offender Index, Nationwide Healthcare Fraud and Abuse Scan (including Medicare & Medicaid Sanctioned, Excluded Individuals, Office of Research Integrity (ORI), Office of Regulatory Affairs (ORA), FDA Debarment

Check, Office of Inspector General (OIG) List of Excluded Individuals/Entities, General Services Administration (GSA)-Excluded Parties List, and the U.S. Patriot Act (including Terrorism Sanctioned Regulations, Office of Foreign Asset Control (OFAC), List of Specially Designated Nationals (SDN), U.S. Treasury, Department of State Trade Control (DTC) Debarred Parties).

The student will provide the Affiliating Agency with direct access to internet based drug screen and criminal background results via a password protected portal. Alternately, the Affiliating Agency may ask you to submit a printed copy of the drug screen and criminal background results. The College does not maintain nor provide hard copies or provide electronic access directly to the Affiliating Agency. It is your responsibility to provide copies or access. It is the responsibility of the Affiliating Agency to inform the College if a student is not accepted for clinical education based on the results of the drug screening or background check. The drug screen and criminal background results will be provided by the Student to the Affiliating Agency at least two weeks prior to the Student's arrival at the Affiliating Agency for clinical experiences.

APPLICATION PROCEDURE FOR THE SURGICAL TECHNOLOGY PROGRAM

**ACCEPTANCE TO THE COLLEGE DOES NOT GUARANTEE
ADMISSION TO A LIMITED ENROLLMENT PROGRAM!**

It is important that students read and follow this guide concerning the admission and application processes. It is the student's responsibility to become familiar with the information and seek advisement as needed. The Surgical Technology Program has a two-step admission process.

STEP 1 - Complete the Ivy Tech College application

The student must complete an admissions application. This can either be done by completing a hard copy and returning it to the Office of Admissions in the postage paid envelope provided in the admissions package or on-line. The student must present the month, day and year of high school of graduation or successful completion of the GED. An appointment with an admission counselor may be made to assist with successful completion of the admission steps. Please contact the Admissions Assistant at (765) 269-5200 or 1-800-669-4882, extension 5200, to schedule an appointment. Keep in mind that application to the Surgical Technology Program is a separate process

STEP 2 - Submit college transcripts for transfer credit, if applicable.

If the student previously attended an accredited college(s), completed college level course(s), and received a "C" or better in those courses, he or she could receive transfer credit. The student can obtain a transcript request card from the Office of Admissions, complete and mail the transcript it with any applicable fees, to the college(s) he or she has attended. College transcripts must be received by Ivy Tech in a *sealed*, unopened envelope.

STEP 3 - Notify the special needs office if accommodations are needed, if applicable.

Ivy Tech Community College/Lafayette is committed to providing equal opportunity for persons throughout the College. If the student has any disabilities or special needs that require accommodations, please contact the special needs coordinator at 765-269-5200. This information is not utilized during the admissions or acceptance processes. The College does not discriminate on practices or procedures including, but not limited to admissions, financial aid, educational services, employment services, programs or activities.

STEP 4 - Schedule and take the compass placement test, if indicated

After the Admissions Office receives the application and transcripts, the student will be directed regarding placement testing. If the student has previously attended an accredited college, his or her transcript(s) is needed for review before scheduling testing. If he or she has taken the SAT or ACT, the scores may be considered for waiving of the test. This all must be accurately documented. The student will be notified by letter when his or her file is complete.

If placement testing is required, the student must contact the Office of Admissions to schedule an appointment. When scheduling to take the placement test, students may request a sample test booklet. The placement test consists of reading, writing and math. In addition to the routine placement test, the algebra component must be taken.

STEP 5 - Take TOFEL test if your primary language is NOT English

If English is not the student's primary language, he or she must schedule to take the TOFEL test by calling the Admissions Office at 765-269-5200.

STEP 6 – Attend the mandatory College Orientation Session

The Ivy Tech Orientation Session will include general college information on curriculum, technology, and other topics that will be helpful and promote your success.

STEP 7 - Schedule an appointment with the health advisor in the Academic Advising Center

After application to the College, the student file will be forwarded to the Academic Advising Center (Ivy Hall, room 2117). Jennifer Alter, the Health Advisor, will meet with all *new* students.

STEP 8 - Enroll & successfully complete all ASA, if applicable

If Compass placement scores indicate the need for ASA course work, the Academic Advisor will register the student for the indicated courses. Students may call for an appointment at 765-269-5630. All recommended ASA courses must be completed before acceptance into the Surgical Technology Program. Enrollment in ASA courses does not guarantee acceptance into the Surgical Technology Program. The student must complete ASA level courses. ASA courses are any prerequisite that is less than a 100 level course.

STEP 9 – Attend a Mandatory Information Session

All students must attend a mandatory information session. Valuable information will be discussed regarding curriculum, clinical application procedure, and other Surgical Technology procedures. You will have the opportunity to ask questions and meet the program chair for Surgical Technology. All information sessions will be held in the

Surgical Technology Lab, Ivy Hall, room 2252. The dates and times of the Information sessions for the 2011-2012 Academic Year are:

- Tuesday, 7/12/11 at 2 pm
- Thursday, 7/29/11 at 7 pm
- Thursday, 8/25/11 at 7 pm
- Tuesday, 9/13/11 at 2 pm
- Thursday, 9/22/11 at 7 pm
- Tuesday, 10/11/11 at 2 pm
- Thursday, 10/27/11 at 7 pm
- Tuesday, 11/8/11 at 2 pm
- Tuesday, 1/10/11 at 2 pm

After completion of the SURG Information Session, the program chair will sign your application documenting your attendance. The student must submit this application to submit for clinical acceptance.

STEP 10 - Schedule & attend an individual session with a SURG advisor in the School of Health Sciences; this is strongly recommended.

After first time registration in the Advising Center and/or completing all ASA classes, the student file will be forwarded to the School of Health Sciences (Ivy Hall, 2144). Call 765-269-5720 to schedule an appointment with a SURG advisor. This advising session is critical in verifying that you are taking the appropriate courses and following procedure. Enrollment in the first year of the Surgical Technology Program is not limited; however enrollment in the second year is limited. *Taking preclinical general studies courses does not guarantee a clinical position.* The Surgical Technology Program clinical sequence has a limited enrollment of 20 students. If there are more than 20 applicants, an application selection process will be implemented that involves the ranking of applicants.

STEP 11 - Sign-up & take the PSB

All students must take the PSB test. To sign up for the PSB test, the student will receive a signed letter from the SURG Program Chair stating that the student is eligible to take the PSB. He or she will receive this letter at the individual session in Step 6.

The student should take the letter to the Assessment Center (Ivy Hall, room 1135) to schedule the exam and pay the cashier's office \$ 35.00. The PSB will be offered at various times. These dates and time for the 2010-2011 Academic Year are:

- 11/2/11 from 4 - 7 pm
- 12/19/11 from 10 am - 1 pm
- 1/27/10 from 1- 4 pm

Students must receive 25% or higher in each of the five areas (reading comprehension, vocational adjustment, spelling, academic aptitude, and natural sciences) or a composite score of 200 or higher to be considered for acceptance to the Surgical Technology Program. The better the score, the more points the student receives in selection

I suggest you take the test in November or December of the year prior to applying to the clinical or SURG courses. The student may retest once after waiting 30 days if he or she desires. After that period of time, the student must wait one calendar year to retest. PSB scores are valid for one year. If the student retests, the better of the two scores in each individual area will be used for selection.

STEP 12 - Complete & submit the Clinical Application

The student must complete the application for acceptance into the clinical phase (Appendix C). The form must be submitted before February 1, of the year prior to starting the technical (clinical) courses to Dotty McClannen, Surgical Technology Program Chair (Ivy Hall, room 2144). An incomplete application will be returned and delay the evaluation of your status. Applications postmarked or received after February 1, of the application year will not be considered for acceptance into the program unless the class is not filled.

STEP 13 - Complete the first year curriculum based on the selection process in Appendix C.

All preclinical courses must be completed before beginning the clinical phase with the exception of Psychology/Sociology and Communications. Although these two courses are not prerequisites for SURG 111, 112, 113, or 114, it is beneficial in the selection process (see below) to receive points for their completion. It is also easier to not take them along with SURG 211 and SURG 212 during the clinical phase. I strongly recommend completing these courses prior to beginning clinical phase of the program. Please refer to the Selection Process in Appendix C when scheduling classes. Try to get as many points in the selection process as is possible by the application date of 2/1 in the event that selection must be instituted.

STEP 14 - Receive letter by March 1 indicating status in the SURG program

A letter informing students of their application status will be sent to all applicants by March 1, of the year prior to starting the technical courses (second year).

Conditional Acceptance means that a student has met all of the program admission requirements and is admitted into the program's technical courses (second year) in Surgical Technology. The acceptance is conditional, however, as he or she needs performs a list of further criteria. If the remaining criteria are NOT successfully completed, the conditional acceptance is revoked.

Denial means that the student was not accepted into the Surgical Tech program for that academic year. The letter will explain the selection score that was calculated and will indicate the reason for the denial. The letter will state the points the applicant received in the selection process. The mean points received by the accepted students in the selection process will also be stated. A student's position on the alternate list will be stated. The student's name will be placed on an alternate list. If a clinical position becomes available, the student will be notified and offered acceptance status.

If acceptance is denied, there are 3 alternatives:

- Sit out one calendar year and reapply the following year. In this even, the student may need to complete courses or retake courses to raise their total in the selection process.
- Apply to another Ivy Tech Region that has the Surgical Tech Program. Other regions that have the Surgical Tech Program include Kokomo, Indianapolis, Columbus, Evansville, Valparaiso, and Muncie. Although regions may have different application deadlines, all regions follow the same application process. Courses and PSB test would not have to be retaken.
- Change your major to accommodate a program in which positions are open. If this is an option, contact the program chair in the program you are transferring to see what course work is needed.

IF ACCEPTED----

STEP 15 - Completion of first year curriculum with the exception of Psychology/Sociology and Communications by fall semester

If accepted, the student must successfully complete the first year of curriculum in the Surgical Technology Program by the fall semester (with the exception of Psychology/Sociology and Communications) of the year starting the clinical phase. Unsuccessful completion of the first year curriculum may make the student ineligible for

acceptance into the technical courses (second year) of the Surgical Technology Program.

STEP 16 - Sign and return the letter of intent to attend the clinical phase

Students must sign a form accepting a position in the second year of the Surgical Technology Program (enclosed with the acceptance letter) by March 15, of the year prior to starting the technical courses (second year). Failure to submit the form by March 15, of the year prior to starting the technical courses (second year), may constitute a failure to comply with the conditions of the acceptance and necessitate retraction of acceptance status.

STEP 17 - Schedule and attend a mandatory surgery observation with a clinical instructor

A brief mandatory surgical observation with a clinical instructor/professor is required. Students will observe a Certified Surgical Technologist and an Ivy Tech Student Surgical Technologist in the surgical setting. Students may have the opportunity to interview a current student in the Surgical Technology Program in a private setting. Students will have the opportunity to ask questions about their new career. The observation appointment will be scheduled by the program chair and held during April. Failure to schedule and attend a surgical observation may necessitate retraction of acceptance status. Students must have the clinical instructor sign and date their application form to document their attendance.

STEP 18 - Schedule and attend a mandatory clinical orientation session.

A mandatory orientation session will be held in June for all students accepted into and planning to enter the clinical phase of the Surgical Technology Program. The student will be notified of the date and time. Failure to attend the information session may result in forfeiture of a clinical slot for the current year. At orientation, detailed Surgical Technology policies for the technical courses (second year) will be discussed, such as attendance policies and uniforms. Students must have the clinical instructor sign and date their application form to document their attendance.

STEP 19 - Obtain a physical exam and submit physical exam form prior to attending clinical.

All applicants to the Surgical Technology Program must be physically able to perform all of the "Essential Functions" required for the Surgical Technology Program. The Essential Functions are listed in this book and attached to the physical examination form. Students must undergo a complete medical and eye examination (at the student's expense) by a physician or nurse practitioner. The healthcare provider must

complete and sign the medical and the eye examination forms. The Pre-Entrance Health Certificate form will be distributed at orientation and must be submitted by October 17, of the year prior to starting the technical courses (second year). No other forms may be substituted. Failure to submit the completed medical and eye forms by October 17, of the year of technical courses (second year) may necessitate dismissal from the program.

STEP 20 – Obtain current CPR certification for healthcare providers and submit a copy of the CPR card.

Validation of current certification in cardiopulmonary resuscitation (CPR), Health Care Provider level, by the American Heart Association must be obtained before August 15, prior to starting the technical courses (second year). There are different levels of CPR courses, please take the correct course. Submit a photocopy of your certification card to the School of Health Sciences Secretary in room 2144 by August 15, prior to starting the technical courses (second year). Failure to obtain CPR certification and submit a photocopy of the CPR card by August 15, prior to starting the technical courses (second year) may necessitate retraction of acceptance status.

STEP 21 – Begin the clinical phase of the Surgical Tech Program in August and graduate in August of the following year. There is a mandatory summer session.

REENTRY TO THE PROGRAM

Students who withdraw from, or do not successfully complete one or more of the program's technical courses must request reentry to the program. This request must be in writing to the Program Chair at least sixty (60) days before the selection of the next class. Students who have not attended the College for two (2) years must apply for readmission in accordance with College policy.

Reentry to the program is contingent on the following criteria:

1. The student must notify in writing the Program Chairperson or Designee by January 1 of the year prior to reentry.
2. Students may repeat any general education course or technical course in the curriculum only one time. Student who do not successfully complete or withdraw from a course on the second attempt may only repeat the course a third time with the approval of the Dean of Academic Affairs.
3. Students who reenter the program will enter into the curriculum currently in effect. Curriculum revisions may require the student to repeat certain content or experiences.

4. Students applying for reentry may not replace other students in the current technical sequence. Reentry is only possible if there is a clinical position available.
5. Students will be required to participate in an assessment of theoretical knowledge and/or clinical skill proficiency upon applying for reentry to the program. The assessment may include exams, skill demonstration, and/or documentation of related work activities during the time the student has been out of the program.

If the student does not pass the required assessments, he or she will be required to complete one of the following at the discretion of the Program Chair: completion of a SURG special topics course; auditing or repeating courses previously completed; or being denied reentry to the program.

For reentry to the program, the student must successfully pass any required course(s) taken for remediation. Failure to successfully complete any required course(s) taken for remediation will result in permanent dismissal of the student from the program.

TRANSFER REQUIREMENTS

Transfer students must complete regional and program admission processes and must meet all the admission criteria. Admission is on a space-available basis only. After transcript evaluation, the student may receive credit for completed courses in accordance with college policy. Evaluations of the transfer of technical credits from a regionally accredited institution are based upon mandatory student participation in an assessment of theoretical knowledge and/or clinical skill proficiency. The assessment may include exams, skill demonstration, and/or documentation of related work activities. Failure of the student to pass the required assessments will result in denial of the transfer of technical credits.

MOVEMENT WITHIN THE IVY TECH SYSTEM

Movement within the Ivy Tech system is sequential and on a space-available basis. The student must complete courses within successive semesters. The reentry policy previously stated will apply.

WORK POLICY

Students may not be paid or reimbursed for the clinical rotation hours worked as an Ivy Tech Community College student. If a student is paid during scheduled clinical rotation

hours, disciplinary action will be taken and the time will not be considered toward course requirements. In addition, students may not be substituted for staff while in the clinical setting.

PROGRESSION

Progression through the Surgical Technology curriculum is sequential (see suggested sequence). The student must successfully complete course prerequisites before proceeding to upper level courses. Successful completion of each Surgical Technology course is required before advancing to upper level Surgical Technology courses.

First year courses may be taken in full-time or part-time status. Courses may be repeated as the College offering allows. Successful completion is defined by a "D" or higher in all curriculum courses. SURG courses (second year) must be taken in a full-time status. Successful completion (a "D" or higher) in each course is required before advancing to upper level Surgical Technology courses. A cumulative grade point average of 2.0 is required for graduation.

DISCIPLINARY ACTION

Certain behaviors are considered serious enough to warrant probation or dismissal from the program of study. The following are sufficient causes for dismissal from the Surgical Technology Program:

1. failure to make up course deficiencies.
2. persistent absences or tardiness from clinical resulting in loss of accurate evaluation of student skills.
3. failure to comply with any of the rules and policies of affiliating agencies, the College, and the program.
4. proven dishonesty, cheating, or negligence.
5. falsifying written or oral communications.
6. leaving the clinical area without permission.
7. unsafe practice or failure to perform procedures according to established terminal performance objectives.
8. being under the influence of illicit drugs while on duty, attending class, or college functions.
9. breach of patient confidentiality.
10. achieving a final grade of an "F" or lower in any clinical course.
11. failure to demonstrate the attitude and aptitude for surgical technology.
12. being dismissed from a clinical facility.

ACCREDITATION

Ivy Tech Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602; phone 1-800-621-7440.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, phone 727-210-2354, in collaboration with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; phone 303-694-9262; fax 303-741-3655; www.arcstsa.org.

NONDISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. Persons who believe they may have been discriminated against should contact the campus affirmative action officer or the Office of Student Services.

BOOKLET DISCLAIMER

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

**APPENDIX A: ESTIMATED TOTAL COST OF PROGRAM
SURGICAL TECHNOLOGY PROGRAM**

FIRST YEAR

Fall Semester	15 credits @ \$107.80/cr. Technology Fee	\$	1617.00 plus books 60.00
Spring Semester	16 credits @ \$107.80/cr. Technology Fee CPR certification Health and Eye exam	\$	1724.80 plus books 60.00 50.00 (undetermined)

SECOND YEAR

Fall Semester	12 credits @ \$107.80/cr. Technology Fee Uniform and shoes Clinical Name Badge Stethoscope (optional) Malpractice Insurance (optional)	\$	1293.60 plus books 60.00 150.00 6.00 25.00 12.00
Spring Semester	15 credits @ \$107.80/cr. Technology Fee Membership into the Association of Surgical Technologists Graduation gown	\$	1617.00 plus books 60.00 45.00 25.00
Summer Semester	10 credits @ \$107.80/cr. Technology Fee CST Exam	\$	1078.00 plus books 60.00 237.00
Estimate of textbook cost		\$	2000.00

TOTAL COST **\$ 10,192.40**

NOTE:

- The above calculations are for In-State Tuition and f-2-f classes. Out of state tuition can be calculated at \$ 230.20 per credit hour. Distance education out-of state tuition is an extra \$ 20.00 per credit hour more. Program cost is an estimate and subject to change.
- Ivy Tech Community College has frozen tuition for Hoosier veterans eligible for the GI Bill, members of the Indiana National Guard, and Indiana state government employees at 104.55 per credit hour. Those eligible must ask for this discount.

APPENDIX B: SURGICAL TECHNOLOGY PROGRAM PSB Information Sheet

PSB's Health Occupations Aptitude Examination is designed to predict an individual's readiness and capability for successful completion of the Surgical Technology Program. The examination is comprised five separate tests that measure abilities, skills, knowledge and attitudes important for success in the program and career choice. The PSB Health Occupations Aptitude Examination is selectively normed on applicants for admission to all of the various health care career choices.

The five separate tests include:

- **Part I - Academic Aptitude:** Academic aptitude as measured by the total (combined subtests), might be thought of as a type of ability to learn. The test content is specifically adapted for appraising the combination of innate and acquired abilities that are needed for work of an academic nature. The academic aptitude total emphasizes familiar experiences and concepts while requiring careful reasoning and the capacity to comprehend and draw conclusions.
 - **Verbal:** The Verbal aspect consists of 30 vocabulary-related test questions. Empirical evidence has shown this type of test item to be highly related to academic success.
 - **Arithmetic:** The numerical aspect consists of 30 items drawing largely from arithmetic. To some degree, it involves skill with arithmetical concepts along with computational speed. The content of the numerical items is that to which practically all eighth grade students have been exposed.
 - **Nonverbal:** The nonverbal aspect consists of 30 test items calling for a comprehension of form relationships. Measurement is in terms of the ability to manipulate "things" mentally, to reason out differences in pictured objects, and to deal with concrete materials through visualization. Recognition of relationships and of differences has been shown by research to be basic to learning aptitude.
- **Part II – Spelling:** The spelling test measures skill with a tool essential to written expression or communication. It also reflects educational achievement in basic tools of learning.
- **Part III - Reading Comprehension:** This test measures ability to understand direct statements, interpret written content, see the authors intent, observe

organization of ideas, and to extract information from written material with respect to ideas and purposes; thus to read and comprehend what is read.

- **Part IV - Information in the Natural Sciences:** Measurement with this test concerns accumulation of information in the natural sciences, i.e., biology, chemistry, health, safety, etc., at a fundamental level. The relationship of knowledge in the area of the natural sciences to the course of study of the allied health educational program is an obvious one.
- **Part V – Vocational Adjustment Index:** The person's characteristic life style is reflected in his or her distinctive educational and occupational adjustment. Feelings, attitudes, opinions, and other personality characteristics and behavioral traits, which may be quite acceptable in many situations, may not be those desirable for the prospective healthcare professional either as a student or as a practitioner.

Surgical Technology Program Entry Requirement

The PSB Test must be taken by all Surgical Technology prior to acceptance into the clinical status. Students must score a minimum of 25% in each of the five parts to be considered for entry into the Surgical Technology Program. If a student scores less than 25% in any given part, he or she may retest once to raise the score. The higher of the two scores will be used in the selection process.

Preparation

You may want to visit the PSB website to browse and prepare for the test. The address is www.psbtests.com. Click on the “Health Occupations Aptitude Examination” portion. Browse the web site. It includes sample questions. Various study guides are available for purchase. You may find these helpful.

Procedure

Present the signed letter from your Surgical Technology Advisor to the Assessment Center in Ivy Hall, room 1135. Schedule the exam for one of the following dates:

- a. Wednesday, November 2th from 4 - 7 p.m.
- b. Monday, December 19th at 10 a.m. - 1 p.m.
- c. Friday, January 27th at 1 – 4 p.m.

The Assessment Center Assistant will send you to the Cashier’s office on the first floor of Ivy Hall to pay the cashier \$ 35.00. Obtain a receipt as proof of payment. Return to the Assessment Center to present your receipt for payment.

I suggest you select to take the test during November or December. In the event you score less than 25 % in one part of the test, you will still have time to retake the test once.

Report to the Assessment center at the scheduled time. Present your student ID for entry into the testing center. You will have 3 hours to take the test. Each part is timed separately.

**APPENDIX C: SURGICAL TECHNOLOGY PROGRAM
APPLICATION FOR ACCEPTANCE INTO THE CLINICAL PHASE**

APPLICANT NAME: _____

C # : _____

ADDRESS: _____

CITY: _____ **STATE** _____ **ZIP** _____

PHONE: _____ **DATE:** _____

This application verifies that I am eligible to begin the clinical sequence of courses in Surgical Technology. I understand that all first year courses must be successfully completed (except Sociology/Psychology) and Communications before I begin the clinical courses, and that placement into the clinical sequence may be of a competitive nature. I also understand that the clinical courses must be taken in succession.

I certify that I have met the Surgical Technology Program entrance criteria, and I can demonstrate the stated technical abilities for the program.

Name: _____ Date: _____

Signature

Attendance at an Information Session

SURG Program Chair Signature

Date

Appendix D: SELECTION PROCESS FOR SECOND YEAR APPLICANTS

The Surgical Technology Program clinical sequence has a limited enrollment of 20 students. If there are more than 20 applicants, an application selection process will be implemented that involves the ranking of applicants. The selection process is based on a **rank score**. Applicants will be sequentially ranked according to their final score, and the 20 students with the highest **rank score** will be accepted. These 20 applicants will be offered admission into the second year or clinical sequence of courses in the Surgical Technology Program. A list of alternate students will be compiled in the event that more than 20 students apply. If more than one applicant is equally qualified for the last position for clinical sequence courses, the students shall be ranked by the date of taking the PSB examination.

When implementing the selection process, the following admission criteria will be used to select applicants for acceptance to the second year or technical courses. Points are awarded based on the courses completed and the grades received for those completed courses. If the student transfers in courses from another college, those grades will also be entered. This portion is worth 75% of the **rank score**.

Points Awarded	Completed Courses	Points Awarded	Completed Courses
A = 6 points	Anatomy and Physiology I	A = 3 points	Mathematics Elective
B = 4 points	Anatomy and Physiology II	B = 2 points	Intro to Psychology
C = 2 points	Microbiology	C = 1 point	OR
D = 0 points	Medical Terminology	D = 0 points	Intro to Sociology
	Pharmacology		English Composition
	Medical Law and Ethics		Fundamentals of Public Speaking
			OR
			Intro to Interpersonal Communications
Upon completion of the IVYT 1XX course, you will receive 2 points.			

Points awarded for the PSB test are worth 25% of the **rank score**. Points for the PSB 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 or higher to be considered for admission to the program. PSB scores will be valid from one (1) year. For more information about the PSB for Health Occupations Exam, see Appendix A.

Appendix E: Verification of receipt of Program Overview Handbook

I have received a copy of the Surgical Technology handbook and have had an opportunity to read and ask questions related to the content. I understand the rules and policies, and I agree to abide by them while a student in the Surgical Technology Program.

Date

Name (Please print)

Signature

C #