IVY TECH COMMUNITY COLLEGE
REGION 7, WABASH VALLEY

SURGICAL TECHNOLOGY PROGRAM

INFORMATION AND APPLICATION PACKET

Revised 2017

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Ivy Tech Community College of Indiana
8000 South Education Drive
Terre Haute, IN 47802

Dear Surgical Technology Applicant:

We are glad that you are interested in the Surgical Technology program!

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

Based on the clinical site availability, *typically* sixteen students are selected for admission each year for this full-time, 68 credit hour, Associate of Applied Science program. A new cohort group starts each fall semester. The courses to be offered each semester are listed in the included curriculum outline of record.

If you have any questions after reading the packet, please feel free to contact me at (812) 298-2254 or 800-377-4882 ext.2254 or Jaclyn Ramsey at 812-298-2253.

Ivy Tech Community College of Indiana is happy to have the opportunity to offer this program for our students and the community. We look forward to hearing from you soon.

Sincerely,

Lora Hofmann, BS, CST
Surgical Technology Program Chair
Direct: 812-298-2254
Toll Free: 800-377-4882 ext. 2254

Fax: 812-298-2392
lhofmann1@ivytech.edu

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 program leads to an Associate Degree of Applied Science 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.

Frequency: O = Occasionally (1-33%)   F = Frequently (34-66%)   C = Constantly (67-100%)

Function	Program-Specific Examples	Frequency
GROSS MOTOR SKILLS	• visually identify differences between instruments • regulate equipment, including electrocautery, lasers, & endoscopy • perform patient assessment	F F O
FINE MOTOR SKILLS	• manipulate needles, blades, sutures, & instrumentation with both hands • possess eye-hand coordination with both hands • evaluate size of suture by feel	F F O
PHYSICAL ENDURANCE	• present the following documents: • head-to-toe physical examination • rubella screen • tuberculosis testing • influenza • 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 • withstand exposure to irritating soaps and solutions • weight lifting ability (lift & carry 50 pounds) • adapt to rigorous clinical attendance requirements, irregular working hours such as staying over to a scheduled shift & emergency call	C C C F F F
MOBILITY	• bend, reach, pull, push, stand stoop & walk during all aspects of the educational experience • fasten masks & protective gowns, lift, position & move heavy clients & equipment • respond quickly to a surgeon's request for instrumentation • scrub all aspects of fingers, hands and arms • perform hand hygiene	C F F F F
HEARING	• demonstrate auditory acuity (with correction if needed) with ability to hear muffled voices through masks with extraneous background noise	C
VISUAL	• demonstrate visual acuity (with correction if needed) within normal range, including peripheral and color vision with ability to read fine print & function visually in a semi-dark room • demonstrate ability to focus intently on the task at hand without distraction	C C
SMELL	• withstand unusual smells such as cauterized, infected or necrotic tissue	O
READING	• read surgeon's preference cards, medication labels, orders (typed &	C

Function	Program-Specific Examples	Frequency
	handwritten), policies, procedures, instructions	
ARITHMETIC COMPETENCE	• calculate dosages to prepare & mix medication correctly	O
EMOTIONAL STABILITY	• accept responsibility for total patient care • respond in an emotionally controlled manner in all situations • utilize acceptable coping mechanisms in a high stress environment • plan & implement execution of duties independently • avoid demonstrating personal stress or frustration when interacting with clients & all others	O C C C C
ANALYTICAL THINKING	• 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 • analyze situations involving a potential break in aseptic technique • recognize & initiate interventions for patient status changes • prepare in advance for clinical & integrates general information to specific tasks & procedures	C C F F F
CRITICAL THINKING	• anticipate the needs of surgical team for instrumentation & supplies in routine & unexpected situations • reason what instruments will be needed per procedure • prioritize the surgeon's needs in all situations	F F C
INTERPERSONAL COMMUNICATION	• interact with client & others in a positive manner without demonstrating personal stress or frustration • provide emotional support to surgical team members & the client • interact professionally with clients & others	C C C
COMMUNICATION SKILLS	• speak effectively with patients, families, health care team members • identify & interpret non-verbal communication • demonstrate knowledge of items & events that must be documented such as counts, implants, equipment use, etc. • accurately, objectively, concisely & legibly document information on the patient's chart • label specimens & other written documentation • communicate in a rational & coherent manner both orally & in writing	C C C O O C

SURG Information and Application – *Revised September 2017*

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING INFORMATION

In order to participate at the clinical sites, CRIMINAL BACKGROUND CHECKS and DRUG/ALCOHOL TESTING*** must be performed and the results must be satisfactory to the clinical sites to complete this portion of the coursework. Although personal information will be kept confidential, names and results of background checks, whether positive or negative, may be shared with any affiliating clinical site for the Surgical Technology program in order to determine clinical eligibility. Some clinical sites may require you to show your criminal background check results to them.

As per College policy, if clinical site placement of the student is not successful, *"…the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation."* Any existing clinical affiliate appeal processes will be shared with the student. The student is then responsible for managing their appeal directly with the clinical affiliate.

ETHICS ELIGIBILITY

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment.

If you should have a criminal matter in your past after you have reached age 18, whether it is recent or not, you must contact the following credentialing body for eligibility that pertains to you:

> National Board of Surgical Technologists and Surgical Assistants (NBSTSA) at 1-800-707-0057

RANDOM DRUG TESTING

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. These tests may be at the expense of the student.

***Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.***

CERTIFICATION/LICENSURE TRAINING DISCLAIMER

Ivy Tech Community College – Wabash Valley Region cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

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**APPROXIMATE COST OF
SURGICAL TECHNOLOGY PROGRAM

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FIRST YEAR

Credit hours and textbook cost will vary due to individual student's previous college courses completed.

SECOND YEAR

Fall Semester	12 credits $137.85.**/credit hour	$ 1,654.20
	Miscellaneous Technology Fee	$ 60.00
	Required Physical Exam and Immunizations	$ 250.00 estimated
	Criminal Background Check & Drug Testing	$ 111.00
	Scrub Attire & Shoes	$ 200.00 estimated
	Clinical Name Tags (Records/Registration)	$ 5.00
	Lab Pack	$56.00
Spring Semester	15 credits @ $137.85**/credit hour	$ 2,067.75
	Miscellaneous Technology Fee	$ 60.00
	Graduation Gown/Cap	$ 35.00
Summer Semester	10 credits @ $137.85**/credit hour	$ 1,378.50
	Miscellaneous Technology Fee	$ 60.00
	*Association of Surgical Technologists Gold Student Exam Bundle	$ 247.00 + 15.00 (for administering exam)
	Class Composite Picture (optional)	$ 35.00
	Textbook Cost	$ 1,500.00 estimated
	(All Surg Tech textbooks are purchased in the first semester of the program)	

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ESTIMATED TOTAL COSTS: $ 7,725.45

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**NOTE: All listed items are estimated and are subject to change. Please visit www.ivytech.edu/tuition for the most current tuition information. The above calculations are for in-state tuition based on 2017-18 tuition and fees. Out-of-state tuition can be calculated at published rates. All tuition and fees by action of the Ivy Tech Community College State Board of Trustees are subject to change and are only to be used as a rough estimate.

   * AST Gold Student Exam Bundle is a course requirement for the summer semester of graduation year and the cost (including the $15.00 exam administration fee) is attached to the tuition for that semester.

The $247.00 AST Gold Student Exam Bundle includes:

$ 35 for AST Student Membership
$ 45 for AST Certification Exam Study Guide
$ 160 for NBSTSA Certification Exam Application
$ 7 for Shipping & Handling

APPLICATION PROCESS: The application process is outlined below. Please direct any admissions questions to: **Admissions Office at (812) 298-2281.**

APPLICATION TO THE PROGRAM OR ENROLLING IN CLASSES THAT ARE PART OF THE SURGICAL TECHNOLOGY PROGRAM DOES NOT MEAN THAT THE STUDENT IS ADMITTED TO THE PROGRAM

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ADMISSIONS PROCEDURE

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Admission/Selection

The Surgical Technology Program has a two-step admission process as described below.

Step 1 – Admission to the College

1. Follow standard college admission requirements.

Step 2 – Admission to the Program

1. Take the PSB Test for Surgical Technology by the regional program deadline: April 1st is best for the upcoming fall semester program start date; selection is processed in May.

2. Complete the attached program application, attach a copy of all college transcripts, attach copy of PSB results, and submit by April 1. College transcripts include 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. The student must successfully complete the following courses before beginning Fundamentals of Surgical Technology (SURG 111):

     a. Anatomy and Physiology 1 & II (APHY 101 & 102)

     b. Medical Terminology (HLHS 101)

     c. English Composition (ENGL 111)

     d. Mathematics elective (MATH 1XX or higher)

     e. Anatomy and Physiology I & II (APHY101 & 102)

     f. Microbiology (BIOL211or 201)

     g. Surgical Pharmacology (SURG203)(or SURG 201)

     h. Medical Law and Ethics (HLHS 105)

     i. Communications elective (COMM 101 or COMM 102)

     j. Humanities elective (SOCI111 or PSYC101)

3. 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).

4. At the time of acceptance to the Surgical Technology Program, students will receive notification by letter of a mandatory orientation session. Students must reply indicating intent to attend the mandatory orientation session by the date stated in the letter. Failure to attend the orientation session may result in forfeiture of program entry and clinical slot for the current year.

5. Prospective students will be awarded points for each course completed by the regionally determined deadline based on the following outlined schedule. Points awarded for the student's grade for courses

required in the Surgical Technology program as listed below, including coursework completed at other institutions, is worth 75% of the rank score.

6. 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.

7. 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.

8. In the event that multiple students have equal points, those students will receive ranking by their cumulative GPA.

9. Students who are not admitted to the program must reapply and are not given preferential consideration.

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
** <u>Must be</u> **<u>SURG 203: Surgical Pharmacology</u>** *MEAS 218: Pharmacology is no longer accepted*		A, B, or C = 2 points	IVYT 1XX Life Skills

STUDENTS SELECTED must complete the additional requirements listed below before the first day of class. The acceptance letter will include the necessary forms for completion. Please note that your final acceptance will be contingent upon your satisfactory and timely completion of the following:
1. Health Forms (immunizations, physical exam and verification of essential functions)
2. Payment and completion of criminal background screen and drug testing. Please note: your ability to be placed in a clinical setting and successfully complete your program of study may be affected by your results on your background screen and drug test.
3. Current CPR card (Basic Life Support-BLS)
4. All fees paid
5. Attendance of orientation session before fall semester begins.

Qualified applicants who are not initially selected to start the cohort will be placed in an "alternate pool" until classes start. After the semester begins, there is no longer an alternate pool, and you will need to re-apply to the program for the next cohort start the following year.

SURGICAL TECHNOLOGY ENTRANCE TEST (PSB)

The PSB-HO (Psychological Services Bureau-Health Occupations) examination can be at the Certification Center located at the Center for Workforce Development at 1700 E Industrial Drive, Terre Haute, Indiana 47802 (812-298-2387 or 812-298-2382). It can be scheduled online at www.ivytech.edu/schedulenow; appointments are required at least 48 hours in advance. The cost for taking the test is approximately $45.00 payable in advance, and it is **non-refundable**. The cost is subject to change. Payments can be made directly at the testing center on the day of testing, except for Saturday testing for which payments will be required in advance. If you are taking it at another campus, please contact them for their campus-specific PSB-HO exam details.

Please be advised, on occasion testing dates may be cancelled or rescheduled. The test takes about three hours. The test will measure your aptitude for success in the health environment. It is NOT necessary to complete **all** prerequisites before taking the PSB-HO or before submitting an application to the program. However, ***it is necessary to complete all prerequisite coursework before beginning the program***. Time constraints of the program during the fall semester make it very difficult to complete additional courses while enrolled as a full-time, first-semester surgical technology program student.

SCORING: 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. PSB results should be attached to the application before submission.

SURGICAL TECHNOLOGY

PSB-HO Examination Information

PSB's Health Occupations Aptitude Examination (PSB-HO) 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-HO 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 30 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.

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.

KEY CONTACTS

If you have further questions regarding the Surgical Technology program or application procedures, you may contact:

Lora Hofmann, BS, CST   Jaclyn Ramsey, BS, CST
Surgical Technology Program Chair   Surgical Technology Instructor
812-298-2254   812-298-2253
lhofmann1@ivytech.edu   jramsey89@ivytech.edu

By April 1st, mail your application materials to[1]:

Ivy Tech Community College
SURG Application
8000 South Education Drive
Terre Haute, IN 47802

Or you may drop it off at our office, B136, or at the Copy Center (have it time/date stamped at the window) at the main Terre Haute campus

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[1] *We recommend mailing via Certified Mail, Priority Mail, or a similar service with a delivery confirmation system*

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

Last Name:_____ First Name:_____ Middle Initial:_____

Student ID (C0#):_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

Phone:(   ) _____ (   ) _____ Ivy Tech Email:_____

Applicant Signature:_____ Date:_____

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----- FOR OFFICE USE ONLY -----

| I. | **Science, Health** | | II. | **English, Communication, Social Science, Math** | |

A = 6 points   B = 4 points   C = 2 points   **A = 3 points   B = 2 points   C = 1 point**

	Final Grade	*Points*		*Final Grade*	*Points*
APHY 101	_____	_____	ENGL 111	_____	_____
APHY 102	_____	_____	COMM 101/102	_____	_____
BIOL 201	_____	_____	PSYC 101/SOCI 111	_____	_____
SURG 203	_____	_____	MATH 118 or Higher	_____	_____
HLHS 101	_____	_____			
HLHS 105	_____	_____			
	I. TOTAL	_____		II. TOTAL	_____

III.   PSB Results

__.___ + __.___ + __.___ + __.___ + __.___ = _____ x 0.25 = _____
ACAD   SPEL   READ/   NATS   VOCA   III. TOTAL
                              JUDG

IV.   TOTAL RANK SCORE

A. (_____ + _____ + _____) x 0.75 = _____
        I   II   *2 points for IVYT 1XX with "C" or higher*   Total Grade Score

B. _____ + _____ = _____
Total Grade Score   III   **TOTAL RANK SCORE**

Date Received:_____   Verified by:_____

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