

**Surgical Technology**  
**Ivy Tech Community College**  
Program Overview & Application Process  
2014-2015



**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](mailto:dmcclannen@ivytech.edu)

# **IVY TECH COMMUNITY COLLEGE**

## **SURGICAL TECHNOLOGY**

### **INTRODUCTION**

Welcome to the Region 04/Lafayette campus of Ivy Tech Community College. This handbook 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 begins annually in August.

Students should 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. Students should call 765-269-5720 and schedule an appointment with a Surgical Technology Advisor if he/she has questions.

### **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.

## **SURGICAL ROTATION CASE REQUIREMENTS**

Upon successful completion of the Surgical Technology Program, the student will have fulfilled the clinical case requirements as established by the 6<sup>th</sup> edition of the *Core Curriculum for Surgical Technology* published by the Association of Surgical Technologists. The student must have a minimum of 30 total surgical cases in general surgery (20 first scrubs & 10 second scrubs). In specialty surgery, a minimum of 90 surgical cases (60 first scrubs & 30 second scrubs) are required. Specialties include surgical procedures in orthopedics, otorhinolaryngology, genitourinary, obstetrics, gynecology, ophthalmic, oral/maxillofacial, plastic & reconstructive, cardiothoracic, peripheral vascular, pediatrics, & neurosurgical. The total amount of procedures cases scrubbed for the duration of the entire Surgical Technology Program must exceed 120 with 80 of the cases being first scrubs & 40 cases being second scrubs.

## ROLES OF THE SURGICAL TECHNOLOGY STUDENT

While functioning as a Surgical Technology Student at Ivy Tech, students will assume one of three roles during the clinical courses. While in the surgical suite, students will either be in the first scrub role, the second scrub role, or the observation role.

While in the **first scrub role**, the student surgical technologist will perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role:

- Verify supplies and equipment needed for the surgical procedure
- Setup the sterile field with instruments, supplies, equipment, medications, and solution needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

The **second scrub role** is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- sponging
- suctioning
- cutting suture
- holding retractors
- manipulating the endoscopic camera

The **observation role** is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

## **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.

## 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:

Table 1: Essential Functions 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).

ESSENTIAL FUNCTION	DESCRIPTION	EXAMPLES
Communication	Interaction and therapeutic communication	<ul style="list-style-type: none"> <li>• speak effectively with patients, families, health care team members</li> <li>• identify and interpret non-verbal communication</li> <li>• demonstrate knowledge of items and events that must be documented such as counts, implants, equipment use, etc.</li> <li>• accurately, objectively, concisely and legibly document information on the patient's chart, label specimens, and other written documentation</li> <li>• read surgeon's preference cards, medication labels, orders (typed and handwritten), policies, procedures, instructions</li> <li>• communicate in a rational and coherent manner both orally and in writing</li> <li>• maintain professionalism and minimize social interaction</li> </ul>
Intellectual/ Conceptual	Problem solving ability; critical thinking	<ul style="list-style-type: none"> <li>• calculate dosages to prepare and mix medication correctly</li> <li>• anticipate the needs of surgical team for instrumentation and supplies in routine and unexpected situations, reason what instruments will be needed per procedure</li> <li>• prioritize the surgeon's needs an emergency surgery</li> <li>• analyze situations involving a potential break in aseptic technique</li> <li>• recognize and initiate interventions for patient status changes prepare in advance for clinical and integrates general information to specific tasks and procedures</li> </ul>
	Recognizes hazards & assumes responsibility for safety	<ul style="list-style-type: none"> <li>• be aware of exposure to toxic substances such as laser, sterilants, x-rays, fumes, blood, etc.</li> <li>• take appropriate safety precautions to prevent injury to self or others</li> </ul>

Motor	Physical ability	<ul style="list-style-type: none"> <li>• present the following documents: <ul style="list-style-type: none"> <li>• head-to-toe physical examination</li> <li>• rubella screen</li> <li>• tuberculosis testing</li> <li>• weight lifting ability (Lift and carry 50 pounds)</li> <li>• tetanus immunization</li> <li>• hepatitis B immunization or declination form</li> <li>• Laser eye examination</li> <li>• CPR certification</li> </ul> </li> <li>• possess stamina for long periods of standing</li> <li>• wear full sterile surgical attire including personal protective equipment</li> <li>• demonstrate ability to focus intently on the task at hand without distraction</li> <li>• 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</li> <li>• demonstrate auditory acuity (with correction if needed) with ability to hear muffled voices through masks with extraneous background noise</li> <li>• withstand exposure to irritating soaps and solutions</li> <li>• withstand unusual smells such as cauterized, infected or necrotic tissue</li> </ul>
	Gross motor skills	<ul style="list-style-type: none"> <li>• bend, reach, pull, push, stand stoop and walk during all aspects of the educational experience</li> <li>• fasten masks and protective gowns</li> <li>• lift, position and move heavy patients and equipment</li> <li>• respond quickly to a surgeon's request for instrumentation</li> <li>• scrub all aspects of fingers, hands and arms</li> <li>• visually identify differences between instruments</li> <li>• regulate equipment, including electrocautery, lasers, and endoscopy</li> <li>• perform patient assessment</li> </ul>
	Fine motor skills	<ul style="list-style-type: none"> <li>• manipulate needles, blades, sutures, and instrumentation with both hands</li> <li>• possess eye-hand coordination with both hands</li> <li>• evaluate size of suture by feel</li> </ul>
Behavioral/Social	Emotional stability	<ul style="list-style-type: none"> <li>• accept responsibility for total patient care</li> <li>• respond in an emotionally controlled manner in emergency situations</li> </ul>
	Flexibility	<ul style="list-style-type: none"> <li>• adapt to rigorous clinical attendance requirements, irregular working hours such as staying over to a scheduled shift and emergency call</li> </ul>
	Function effectively under stress	<ul style="list-style-type: none"> <li>• utilize acceptable coping mechanisms in a high stress environment</li> <li>• plan and implement execution of duties independently</li> <li>• avoid demonstrating personal stress or frustration when interacting with clients, significant others, and health care team members</li> </ul>
	Demonstrate caring behavior	<ul style="list-style-type: none"> <li>• interact with client and significant others in a positive manner without demonstrating personal stress or frustration</li> <li>• provide emotional support to surgical team members and the patient</li> <li>• interact professionally with clients, significant others and health care team members and organizations</li> </ul>

**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
MATH	123 or higher	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	203	Surgical 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 123	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 203	Surgical Pharmacology	3	3	48
BIOL 211	General Microbiology	3	4	64
IVYT 1XX	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 203-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. The cost is paid by the student and is currently \$99.00.

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. It is important to understand that admission to the College is separate from admission into the Surgical Technology Program.

### **STEP 1 - Complete the Ivy Tech Community 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 Accuplacer 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 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 – Complete a mandatory College Orientation Session**

During the New Student Orientation, students will learn all the basics to assist them in getting started here at Ivy Tech Community College. Orientation includes information about financial aid, curriculum, technology, registering for classes, Campus Connect,

and other helpful areas. Students will learn basics on financial aid, registering for classes, how to use Campus Connect, and other helpful topics. Before registering for classes, the student *must* complete the new student orientation. Completing this step early will give students time to complete the remaining steps to register for the desired classes. Best of all, Student Orientation is FREE. Students may attend orientation in one of two ways: 30-minute online orientation via the Quick Links channel in Campus Connect, or in-person orientation session at your campus.

In-person orientation sessions on campus will last approximately 2 hours. Please arrive 10 minutes prior to the start time to check in. Students must also be able to stay for the entire session in order to receive credit. Students may bring guests, including parents or significant others. No children please. Another new Ivy Tech student may not be the student's guest. Every new Ivy Tech student must make their own reservation. To register, visit [www.ivytech.edu/appointments](http://www.ivytech.edu/appointments) and select the Lafayette site. Students will need a valid e-mail address, contact phone number, and their student ID number (C#). New Student Orientation for Ivy Tech – Lafayette is held at one of four locations:

- Ivy Tech - Lafayette (Main Campus) in Ivy Hall, room 1333 (Auditorium)
- Ivy Tech - White County Instructional Center (Monticello), room WCIC 124
- Ivy Tech - Crawfordsville, room number varies
- Ivy Tech - Frankfort Instructional Center, room number varies

If a student has questions about the material covered in the orientation please contact: Ana Lisa Eberline, Assistant Director of Orientation & Student Success at (765) 269-5193.

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

After application to the College, all new students must meet with an academic advisor in the Advising Center (Ivy Hall, room 2117) for their first visit. The academic advisor will assist the student in registration for classes.

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

If Accuplacer placement scores indicate the need for ASA course work, the Academic Advisor will register the student for the indicated courses. The student 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 – View the online Information Session & read the SURG Program Overview Handbook**

All students must view the online information session and the SURG Program Overview Handbook. Valuable information is presented including the curriculum, clinical application procedure, and other Surgical Technology procedures. If students have questions, they are encouraged to contact their SURG advisor (see below). Be sure the handbook is for the Lafayette region as other regions may vary slightly.

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

After the student has registered in the Advising Center for their first semester, he/she must call 765-269-5720 to schedule an appointment with a SURG advisor. SURG advisors are located in the School of Health Sciences in Ivy Hall room 2144. This advising session is critical in verifying that the student is 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 clinical sequence of the Surgical Technology Program 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. SURG advisors are assigned to students according to their last name. Students whose last name begins with A-L are assigned to Dotty McClannen (dmclannen@ivytech.edu) while students whose last name begins with M-Z are assigned Lyla Etchison (letchison3@ivytech.edu).

**STEP 11 - Sign-up & take the PSB-HOAE**

All students must take the PSB-HOAE. To sign up for the PSB-HOAE, contact the Assessment Center in Ivy Hall, room 1135. The student will then pay the cashier's office \$40.00. The PSB-HOAE can be schedule any time the Assessment Center is open. It is a computer based exam. 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 the selection process. 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-HOAE 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 of the Surgical Technology Program (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. Please attach an unofficial copy of your Ivy Tech transcripts to this application. If you have transferred in courses, please attach those transcripts as well.

**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. Students must understand that the clinical affiliates control the clinical settings; who is permitted to use them, and when.

**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-HOAE 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 & submit a 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 & submit proof of current CPR certification for healthcare providers**

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 an electronic copy 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. Summer session is mandatory.**

### **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**

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution in the capacity of a Certified Surgical Technologist.

## **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

The Higher Learning Commission (HLC), an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), accredits Ivy Tech Community College of Indiana. The Higher Learning Commission is located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413. The telephone number is 312-263-0456 or 1-800-621-7440, Fax is 312-263-7462 and email is [info@hlcommission.org](mailto:info@hlcommission.org).

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, phone 727-210-2350, 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; Email: [info@arcstsa.org](mailto:info@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: SURGICAL TECHNOLOGY PROGRAM ESTIMATED TOTAL COST OF PROGRAM

### FIRST YEAR - 2012-2013

Fall Semester	15 credits @ \$111.15/cr. Technology Fee PSB-HOAE	\$	1667.25 plus books 60.00 40.00
Spring Semester	16 credits @ \$111.15/cr. Technology Fee CPR certification Health and Eye exam	\$	1778.40 plus books 60.00 50.00 (undetermined)

### SECOND YEAR - 2013-2014

Fall Semester	12 credits @ \$116.15/cr. Technology Fee Uniform and shoes Clinical Name Badge Stethoscope (optional) Malpractice Insurance (optional)	\$	1393.80 plus books 60.00 150.00 6.00 25.00 12.00
Spring Semester	15 credits @ \$121.15/cr. Technology Fee Graduation gown	\$	1817.25 plus books 60.00 40.00
Summer Semester	10 credits @ \$121.15/cr. Technology Fee Internet Class Fee Gold Package: CST Exam& AST membership CST Exam Proctor Fee CAAP Testing	\$	1211.50 plus books 60.00 20.00 247.00 15.00 23.00
Estimate of textbook cost		\$	2000.00

**TOTAL COST** **\$ 10,558.20**

#### NOTE:

- The above calculations are for In-State Tuition. All classes are calculated at f-2-f classes tuition rates EXCEPT Summer of second year when a 3 credit hybrid course is required. Out of state tuition can be calculated at \$250.40 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 the 2012-2013 rate of 104.55 per credit hour. Those eligible must ask for this discount.



## APPENDIX B: SURGICAL TECHNOLOGY PROGRAM PSB-HOAE Information Sheet

The Psychological Services Bureau - Health Occupations Aptitude Examination (PSB-HOAE) 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-HOAE 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-HOAE 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**

Students may want to visit the PSB-HOAE website to browse and prepare for the test. The address is [www.psbtests.com](http://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. Students find these helpful.

### **Procedure**

Report to the cashier and pay the \$40.00 fee. Present the receipt to the Assessment Center Assistant in Ivy Hall, room 1135 to schedule an appointment to take the test. I suggest you 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. I suggest you select to take the test during November or December. In the event the student scores less than 25 % in one part of the test, he/she will still have time to retake the test once.

Report to the Assessment Center at the scheduled time. Present the student ID for entry into the testing center. Students will have three 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** \_\_\_\_\_

**IVY TECH EMAIL** \_\_\_\_\_

This application verifies that I am eligible to begin the clinical sequence of courses in Surgical Technology. I understand that all pre-requisite year courses must be successfully completed 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.

**Please print an unofficial copy of your transcripts and attach to this application.**

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



## 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-HOAE.

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-HOAE are worth 25% of the **rank score**. Points for the PSB-HOAE 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-HOAE scores will be valid from one (1) year. For more information about the PSB-HOAE (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 #