

SURGICAL TECHNOLOGY

Information and Application Procedures



 **Prairie State College**

SURGICAL TECHNOLOGY INFORMATION

Have you been thinking about a career in the medical field? Thought about nursing but didn't feel it was the direction you wanted to follow? Perhaps you should consider *Surgical Technology*.

A Surgical Technologist works under medical supervision and is a member of the operating room team. This individual ensures that the operating room environment is safe, that the equipment functions properly, and that the operative procedures are conducted under conditions that maintain sterility and maximize patient safety.

As a Surgical Tech student, you will also be trained to set up an operating room for each case. You will be trained to prepare instruments and the proper procedures to follow during surgery, e.g., handing instruments to the surgeon and their assistants. Training will also include breaking down the operating room, and preparing for the next case.

A Surgical Technology Certificate earned from Prairie State College allows you to work in operating rooms, surgical centers, labor and delivery, sterile processing, surgeon's offices.

Essential Functional Abilities of a Surgical Technologist

Students in the surgical technology program are required to learn and consistently apply theoretical concepts and completely demonstrate psychomotor skills. The essential functional abilities (see page 2) reflect the required attributes of the surgical technologist. If a student demonstrates difficulty in either the theoretical or psychomotor area, early intervention and remediation will be instituted by faculty. If the student continues to be unable to consistently perform the essential functions in the clinical setting, it will be necessary to terminate the student's participation in the clinical component. Students cannot complete the program without successful completion of both classroom and clinical course work. Students dismissed from the program for failure to acquire and maintain the essential functional abilities will not be allowed to reapply to the surgical technology program.

Certificate Program

The PSC Surgical Technology Program was accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) April, 2001.

The Surgical Technology program at PSC is a certificate program. It will take one year to complete the core curriculum. Because of the intensive clinical aspect of the program, it is essentially a forty-hour week which would include both classes and clinical. The Surgical Technology Program is an eleven (11) month full-time program, which begins in August of each year, completing in mid-July the following year. This program is only offered as a daytime program.

Clinicals will be held in hospital operating rooms with the student working with a preceptor. Students must have their own transportation to travel to any one of over a dozen hospitals in a 45-mile radius.

Upon completion of the program, students may sit for the certification exam offered by the Liaison Council on Certification for Surgical Technology. Upon successful completion of the certification exam the title Certified Surgical Technologist (CST) can be used.

ESSENTIAL FUNCTIONAL ABILITIES OF A SURGICAL TECHNOLOGIST

Surgical technologists must be in good health. Attendance at both the classroom and clinical agencies is vital to the student's success. Other critical abilities the surgical technologist should possess are:

Motor Capability	Sensory Capability	Communication Ability	Problem Solving Ability	Behavioral Skills and Professionalism
Move from room-to-room and maneuver in small spaces.	Coordinate verbal and manual instructions.	Communicate effectively in English with patients, families, and other health care team members, both verbally and in writing.	Function effectively under stress.	Arrive to class on time, prepared for the day.
Squat, stoop/bend, reach above shoulder level, use standing balance.	Auditory ability sufficient to hear verbal communication from patients and members of the health care team; includes the ability to respond to emergency situations*	Effectively adapt communication both verbally and in writing to the intended audience.	Respond appropriately to emergency situations.	Consistently demonstrate maturity and the ability to perform the duties of a surgical technologist.
Lift 50 pounds and exert up to 100 pounds force to push/pull	Discern soft sounds in a frequently noisy environment.*	Interact; establish rapport with other members of the health care team and patients from a variety of social, emotional, cultural, and intellectual backgrounds.	Adhere to infection control policies and procedures and consistently demonstrate surgical conscience.	Consistently demonstrates surgical conscience.
Use hands repetitively; use manual dexterity; and demonstrate fine motor skills.	Visual acuity to safely execute the responsibilities of the surgical technologist, safely handle sharps, and passing instruments.*	Assume the role of a health care team member.	Demonstrate problem solving skills in the operating room, and patient care.	Assumes the initiative to maximize learning at the clinical agency.
Must be able to stand for long periods of time (6-8 hours).	Comfortable working in close proximity to the patient and other members of the health care team.	Functions effectively under the supervision of other health care team members.	Uses sound judgement and safety precautions.	Demonstrates preparedness for the classroom and daily clinical assignments.
Perform CPR as needed.		Sufficient command of the English language to retrieve information from lectures, textbooks, websites, and understand medical terminology.	Addresses problems or questions to the appropriate persons at the appropriate times.	Adheres to the Prairie State College Student Code of Conduct both in the classroom and clinical agency
Travel to and from the academic and clinical sites.		Basic computer skills including: e-mail and Internet access.	Organize and prioritize tasks and required skills.	Adhere to the Surgical Technology Program policies: classroom and clinical.

*Individuals requiring hearing aids or glasses will not be excluded from applying to the Surgical Technology program.

Initially, applicants are considered to be eligible for acceptance to the program only if they live within the boundaries of the community college district serving Prairie State College, or the districts of the community colleges of the consortium which includes Moraine Valley, South Suburban, Kankakee, Joliet, Morton, Illinois Valley, Heartland and Richland Community Colleges. Any resident of the city of Chicago must contact the main offices of Chicago City Colleges for further information.

Any questions regarding eligibility for acceptance to the program, should be directed to Susan Chap, Coordinator, Surgical Technology Program, (708) 709-3780, or Katherine Horn, in the Office of Enrollment Services at (708) 709-3517.

Application Procedure:

Items 1 through 4 must be completed by March 1.

1. Complete and submit a PSC Application for Admission.
2. Complete the College Assessment Test (COMPASS) at Prairie State College. **NOTE: THE SURGICAL TECHNOLOGY LETTER OF INTENT WILL NOT BE ACCEPTED UNTIL THE COMPASS TEST IS COMPLETED.**
3. Submit the Letter of Intent for the Surgical Technology Program to the Office of Admissions & Enrollment Services. *Application deadline is March 1.*
4. Submit high school transcripts or GED certificate and any previous college transcripts. All transcripts must be official.

Items 5 through 7 must be completed by May 25.

5. BIOL 108-ST or BIOL 221 **AND** 222 (completed within the last five (5) years with a grade of “C” or better). A comparable biology at another institution will be considered after review of the curriculum.
6. Medical Terminology (a proficiency test is available if previously completed as a non-credit course). Applicants requesting a proficiency exam must complete the exam within two (2) weeks of their request. A grade of “C” will be given for successful completion of the proficiency exam.
7. ITAPP 100 - Basic Computing Skills. A comparable computer course at another institution will be considered after review of the submitted course description and syllabus. No proficiency test is available.

It is the **applicant’s responsibility** to notify the Office of Enrollment Services of any change in address and/or phone number and of any required course work being completed elsewhere. The applicant must also follow up with the Office of Enrollment Services regarding receipt of all required documents.

College Assessment Test Minimal Requirements for Surgical Technology Program

English - Placement in PSC’s ENG 101 or successful completion of PSC’s ENG 099.

Mathematics - Placement in PSC’s MATH 095 or successful completion of PSC’s MATH 090.

Reading - A Reading Course Placement of 60 or higher.

ALL developmental courses required by the results of testing must be completed. Applicants may **NOT** retest to test out of developmental classes.

APPLICANTS TO THE SURGICAL TECHNOLOGY PROGRAM MUST COMPLETE ALL DEVELOPMENTAL COURSE WORK BEFORE REGISTERING FOR BIOL 108 OR MEDICAL TERMINOLOGY.

Orientation

Applicants meeting the following requirements by the published deadline dates will be invited to a **mandatory** orientation. Applicants failing to attend the required orientation will **NOT** be considered for the next Fall class.

1. Completion of COMPASS test.
2. Letter of Intent on file.
3. Enrolled in or completion of required prerequisite course work.
3. Official high school transcript or GED certificate on file.

Areas of discussion during the orientation:

- The role of the surgical technologist.
- Time commitment needed to succeed in the program.
- Identification of potential student problem areas related to the surgical technology program.
- Student perspective.
- Financial aid.
- Meet the graduates.
- Questions and answers.

Ranking of Applicants

The probability that the number of qualified applicants for the Surgical Technology Program will exceed the number of clinical sites is high. Therefore, all qualified applicants will be ranked using their COMPASS test scores (English and reading only) and the final grades received in biology and medical terminology.

The method of ranking is as follows:

Take the PSC credit for the course and multiply that number by the grade assigned (A = 4, B = 3, C = 2). Example: BIOL 108 = 4 credits; a grade of A = 4 points. Therefore, $4 \times 4 = 16$ grade points.

Add the COMPASS test scores for English and reading (the highest possible = 198), and the points received for BIOL 108 and medical terminology for the total ranking score.

Selection Process for the Fall Class

The number of seats will be determined each year based on clinical site space. That number will not exceed twenty (20) students.

Applicants who have completed or are completing the prerequisite course work during the spring semester will be considered candidates for the first round for the fall class. Applicants ranking scores will be reviewed during the second week of June, and letters of acceptance will then be sent by certified mail. All other applicants will also be notified of denial. Some qualified applicants may be placed on a temporary wait list in the event a seat opens up.

Preliminaries For Accepted Students ONLY

After receiving the letter of acceptance for the Surgical Technology Program, a **NON-REFUNDABLE** deposit of \$100 must be paid to Prairie State College. This deposit must be received in the Business Office (Room 1110), and students are encouraged to do so either in person or by certified mail. Students who have been accepted but fail to make this \$100 deposit, will **NOT** be allowed to register for the Surgical Technology Program for the fall. The deposit is applicable to fall semester tuition and fees.

Accepted students must register for Fall classes by the date noted in the acceptance letter. Students who do not register by this date will be dropped from the program. Applicants on the wait-list will then be notified of the option to fill any vacancy.

Post-Admission Procedure

All accepted students must submit to a criminal background check and drug screen. The procedure will be included in the acceptance letter. Upon notification of being selected for the next class, the applicant must have a physical exam including a number of tests and/or immunizations. The form will be provided. The completed form and results **MUST** be submitted to the Program Coordinator by the date stated in the acceptance letter. Students are also required to document immunizations including Hepatitis B vaccine status and Tuberculosis (TB) skin test. **It is the student's responsibility to make sure all areas of the history and physical forms are completed. Incomplete forms will be returned to the student and may impede the student's participation in the observance experience which usually takes place the third week of clinical.**

The applicant **MUST** complete a CPR class for medical personnel prior to the beginning of classes in August.

The accepted student **MUST** have proof of health insurance at the start of classes in August. During the program, if students are injured while on clinical sites, students will be treated by the sites; however, students are responsible for healthcare costs related to that treatment.

A copy of both sides of the CPR card and health insurance card **MUST** accompany the physical forms.

Transportation

Students must have their own reliable means of transportation to clinical sites and to campus.

Purchases Required by All Accepted Students

- Textbooks for the surgical technology course. This purchase is made in the fall semester. Those books are for the entire program.
- Syllabus: A fall and spring syllabus will be purchased by each student.
- A mini-DVD-RW disc. Video recording is used during the first eight weeks of the program. This is a valuable teaching and learning tool. Each student is required to purchase one disc. Additional information will be provided in a separate letter following the formal letter of acceptance.
- Scrubs: One set is required. Students may purchase more than one set if desired. The color and style is determined by the program coordinator. Students will be required to wear their scrubs for fall convocation, during their practical examination and for the class picture. To acclimate into the operating room environment, students may find it beneficial to wear scrubs during practice sessions, as well as hats, masks, shoe covers and eye protection.
- Lab Coat: White, length to knees, it must be able to be buttoned completely to cover scrubs when leaving the surgical department.

- Eye protection: Eye protection is mandatory. Most clinical sites provide masks with face shields, or other semi-disposable eye protection. Students may wish to purchase their own, during the first eight weeks of class various eye protection styles will be demonstrated.
- Appropriate shoes: sandals, open-toed shoes and clogs are NOT permitted. You must have shoes you can stand in for long periods of time. Athletic shoes are recommended with good support.

Program Location

Prairie State College (708) 709-3500
 202 South Halsted Street <http://www.prairiestate.edu>
 Chicago Heights, Illinois 60411
 Health/Technology Center, L-180

Health Technology Center

This building is located across Vollmer Road, north of the main campus. Parking and entrance for the students is located on the west side of the building. This building houses classrooms, simulated operating room, computer labs and faculty offices. There is also a student lounge located in the southwest corner of the building.

Tuition and Fees

Tuition and fees are published in the College class schedule, and are subject to change. In-district tuition is \$92.00/credit hour. Out-of-district tuition is \$249.00/credit hour. Out-of-district students may be entitled to in-district tuition rates for this program. Check with your community college about a “co-operative agreement” option. (This does not include fees associated with certain courses.) Consult the schedule in effect for information regarding any fees.

Financial Aid

Includes: Veterans Affairs, grants, loans and work opportunities, Veteran opportunities, Prairie State College Foundation scholarships, scholarships for GED graduates, New Beginnings, Returning Students, Intercollegiate Athletes, Books for Scholars, and child care. A FAFSA must be completed and the results must be on file in the Financial Aid office.

The Financial Aid Office is located on the first floor of the main campus. The office provides assistance in financing your education through federal, state, and institutional programs. Applicants are encouraged to contact the Financial Aid Office early for assistance in filing for monetary aid. Call (708) 709-3735 for more information.

HINTS TO HELP THE TRANSITION BACK INTO SCHOOL

The decision to begin a new program or to return to school is not an easy one for anyone. To maximize the experience and minimize the stress, these are some helpful hints you might want to consider. This is especially true for adults changing vocations, however, it does apply to all students thinking about pursuing a full-time program of education.

1. Check into financial aid before applying. The type of aid you might be eligible for may influence your decision, timing of entry and budget while in an educational program. If you are already employed full-time, check into the availability of tuition reimbursement from your employer. Please keep in mind, enrolling in full-time programs may make it hard for you to work. Stop at the Financial Aid Office early and get help with filing the necessary forms to obtain financial assistance.

When filling out any financial aid forms, be sure to include the correct code for the college you are planning to attend. This will enable the College financial aid personnel to access your information.

2. Keep your family informed about the commitment you are planning to make. This is especially true when small children and spouses are involved.
3. Talk with your employer, let them know your intentions and keep them informed. This may be beneficial in planning hours, if you are delayed getting to your job, need time off for exams and class-related responsibilities.
4. When you are in school, remember to take time for yourself. Don't over burden yourself with too much studying and certainly do not cram. Don't forget to occasionally have fun.
5. Check the Internet: www.google.com and type in grants, and many will come up. Start shopping early.

Note to Female Applicants:

If you are pregnant or plan to become pregnant, you are strongly urged to reconsider applying to the Surgical Technology Program. Attendance is closely monitored and it will affect your success in the program. Also, many procedures involve the use of x-rays, and some orthopedic procedures require the use of bone cement. Pregnancy would dramatically limit your case exposure, and would have an impact on being hired upon completion of the program.

Course Sequence

This program is designed to take one full year (3 semesters, Fall through Summer). Students are in class and clinic for approximately 40 hours per week throughout the program. The courses are sequenced as follows:

Fall Semester		Cr. Hrs.
16 weeks	SRT 102 Patient Care I (2) BIOL 115 Microbiology for Surgical Technology (4)	
1 st 8 weeks	SRT 110 Introduction to Surgical Technology (7)	
2 nd 8 weeks	SRT 120 Surgical Procedures I (3) SRT 122 Applied Surgical Procedures I (2)	18
Spring Semester		
1 st 8 weeks	SRT 103 Patient Care II (1) SRT 130 Surgical Procedures II (3) SRT 132 Applied Surgical Procedures II (3)	
2 nd 8 weeks	HLTH 102 Workplace Issues for Allied Health (1) SRT 140 Surgical Procedures III (3) SRT 142 Applied Surgical Procedures III (3)	14
Summer Semester		
Full 8 weeks	SRT 298 Surgical Technology Seminar (1) SRT 299 Applied Surgical Procedures IV (3)	4
Program Total.		37

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COURSES

BIOL 115 - Microbiology for Surgical Technologists

Prerequisite: Acceptance into the Surgical Technology Program

4 lectures per week: 4 hours credit

Students will learn the impact of Microbiology on the practice of aseptic technique and how to apply those principles in controlling infection in the operating room. The immune response, hypersensitivity, vaccines, common pathogens and the response of infection will also be addressed.

HLTH 102 - Workplace Issues for Allied Health

Prerequisite: None

1 lecture per week: 1 hour credit

Workplace issues in Allied Health are examined. Emphasis is on communication, stress management, negotiating within organizational structures, power and dealing with life/death situations.

SRT 102 - Patient Care I

Prerequisite: None

2 lecture hours per week: 2 hours credit.

Students learn to assess patient needs and response to illness and hospitalization. Emphasis is on routine care and procedures for surgical patients. Students also learn patient rights and care of specimens. Basics of medical terminology, taking vital signs, patient urethral catheterization, positioning of the patient for surgery, and prepping the skin are incorporated.

SRT 103 - Patient Care II

Prerequisite: SRT 102 Patient Care (2)

1 lecture per week: 1 hour credit.

Concepts of documentation, emergency procedures, and thermoregulatory devices are covered. The basics of pharmacology and anesthesia are incorporated.

SRT 110 - Introduction to Surgical Technology

Prerequisite: Acceptance into Surgical Technology Program

5 lecture, 4 lab hours per week: 7 hours credit

The basic concepts and principles for developing skill competencies required to assist in surgery are covered beginning with the health care systems and moving into the specifics of the surgical area. Microbiology and asepsis are stressed, as well as gynecologic and genitourinary instrumentation.

SRT 120 - Surgical Procedures I

Prerequisite: SRT 110 Introduction to Surgical Technology (7)

3 lecture hours per week: 3 hours credit.

Basic surgical procedures including the pre-operative, intra-operative, and post-operative phases commonly performed in the operating room setting are covered. Emphasis is on general/rectal surgery, obstetrics/gynecological surgery, genito-urinary surgery, and instrumentation specific to surgical specialities.

SRT 122 - Applied Surgical Procedures I

Concurrent registration in SRT 120 Surgical Procedures I

10 lab hours per week: 2 hours credit

Students learn to apply concepts and skills learned in SRT 120 in clinical settings arranged by program coordinator.

SRT 130 - Surgical Procedures II

Prerequisite: SRT 120 Surgical Procedures I (3)

3 lectures per week: 3 hours credit

This course continues the study of basic surgical procedures, emphasizing the following specialties: ophthalmic surgery; ear, nose, and throat surgery; head and neck surgery; oral and maxillofacial surgery; plastic surgery; orthopedic surgery; hand surgery; endoscopic surgery, and instrumentation specific to surgical specialties.

Recommended lab fee: \$30**

SRT 132 - Applied Surgical Procedures II

Prerequisite: Concurrent registration in SRT 130 Surgical Procedures II

15 lab hours per week: 3 hours credit.

Students learn to apply concepts and skills learned in SRT 130 in clinical settings arranged by program coordinator.

SRT 140 - Surgical Procedures III

Prerequisite: SRT 130 Surgical Procedures II (3)

3 lectures per week: 3 hours credit

This course continues the study of basic surgical procedures, emphasizing these surgical specialties: neurosurgery, thoracic surgery, cardiac surgery, vascular surgery, general pediatric surgery, and instrumentation specific to surgical specialties.

Recommended lab fee: \$30**

SRT 142 - Applied Surgical Procedures III

Prerequisite: Concurrent registration in SRT 140 Surgical Procedures III

15 lab hours per week: 3 hours credit.

Students learn to apply concepts and skills learned in SRT 140 in clinical settings arranged by program coordinator.

SRT 298 - Surgical Technology Seminar

Prerequisite: SRT 142 Applied Surgical Procedures III (3) and concurrent registration in SRT 299 Surgical Technology Internship

1 lecture per week: 1 hour credit.

This seminar is designed to provide direction and feedback on workplace issues for students enrolled in the Surgical Technology Internship. Additionally, accreditation, certification, resume preparation, interviewing and employee attributes are discussed.

SRT 299 - Applied Surgical Procedures IV

Prerequisite: Concurrent registration in SRT 298 Surgical Technology Seminar

15 lab hours per week: 3 hours credit.

This course is designed to provide real-world experience for students in Surgical Technology programs. Students are supervised in clinical settings arranged by the program coordinator.

PRAIRIE STATE COLLEGE

SURGICAL TECHNOLOGY INTENT FORM

PLEASE NOTE: This form is NOT to be submitted until completion of the PSC COMPASS assessment test and test scores are available in the Office of Enrollment Services.

I have carefully reviewed the "Prairie State College Surgical Technology Information Packet." I understand all of the admission requirements, as well as responsibilities which I must meet in order to be considered for admission to this program.

Further, I understand that: 1) **ALL prerequisite course work must be completed by May 25.** 2) students who complete the prerequisites after May 25, will be considered only as remaining space is available in a given entering class, and 3) qualified applicants who were not granted admission (due to space limitations during a particular year) must reapply in order to be considered the following year.

I wish to be considered for admission to the Fall, 200 _____ Surgical Technology Program.

Signature: _____ Date: _____

Social Security Number: _____

**RETURN THIS FORM TO THE OFFICE OF ENROLLMENT SERVICES ON OR BEFORE
MARCH 1**

PLEASE PRINT: Name: _____

Address: _____

City & State _____

Zip Code: _____

Telephone Number: (Home) _____

(Work) _____

Please contact Katherine Horn at 708/709-3517 if you have or are completing your prerequisite course work at another school.

<i>For Office Use Only:</i>	
COMPASS	
Test Date:	_____
Rdg _____	Eng _____
Total _____	