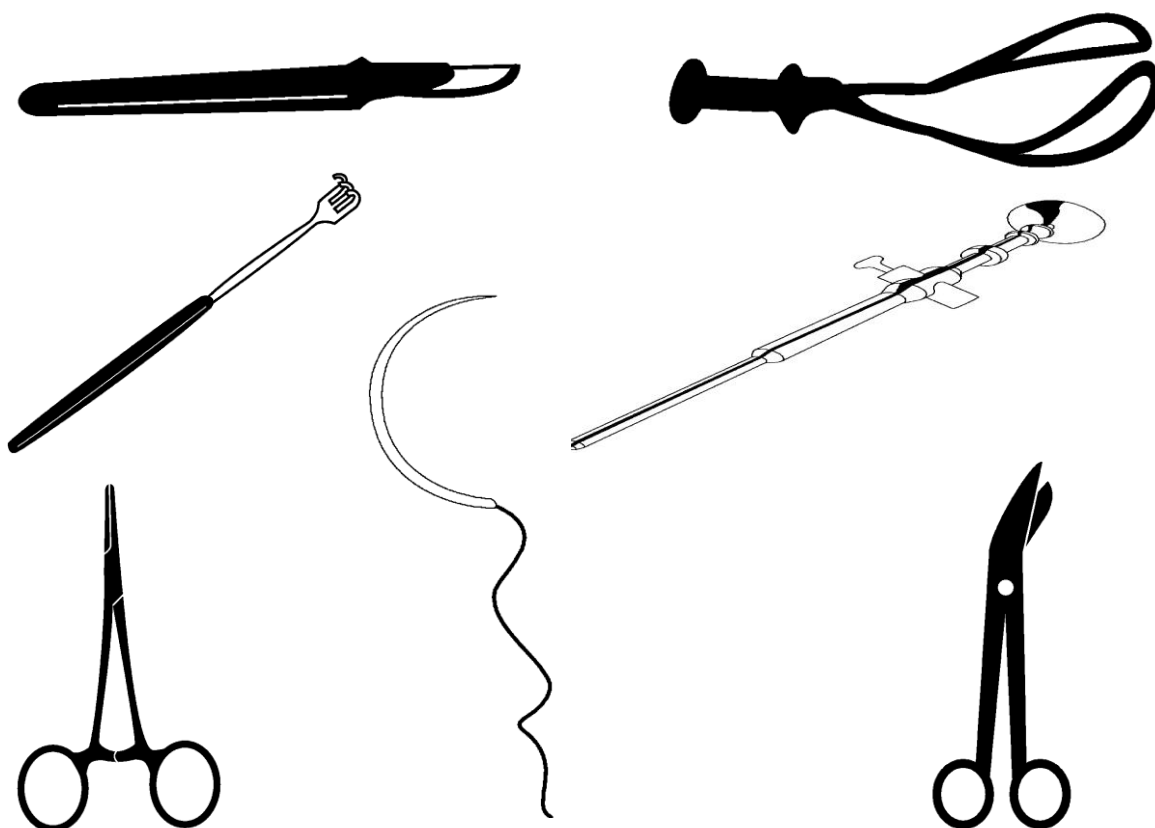


Surgical Technology 2012*



*Subject to change; for additional information, see www.cvcc.edu/health_services

A word about criminal background checks for health programs...

SOME FACILITIES WILL REQUIRE STUDENTS TO UNDERGO CRIMINAL BACKGROUND CHECKS AND/OR DRUG TESTING; STUDENTS MAY BE REQUIRED TO PAY THE FEES ASSOCIATED WITH THESE SCREENINGS.

CLINICAL FACILITIES MAY REFUSE ACCESS TO CLINICAL EXPERIENCES BASED ON THE CRIMINAL BACKGROUND CHECKS AND/OR DRUG TESTING, WHICH WOULD RESULT IN THE STUDENT BEING UNABLE TO CONTINUE IN THE PROGRAM.

CATAWBA VALLEY COMMUNITY COLLEGE
Surgical Technology - Fall Semester 2012
(Admission criteria outlined in this packet are subject to change.)

We are glad you have chosen CVCC to further your educational goals. This packet provides you with information to assist you with the admissions process for the Surgical Technology program. Please **carefully review all information** provided in this packet. If you have questions regarding any of the information provided, please contact Carol Harrison, Director for Surgical Technology, at (828) 327-7000, ext. 4332, or at charriso@cvcc.edu, or Caroline Farmer, Director of Health Services Admissions, at (828)327-7000, ext. 4218, or at cfarmer@cvcc.edu.

General Information

What is a surgical technologist? Surgical technologists work in the operating room helping to provide a safe, sterile environment and adding to the efficiency of the operating room team. Surgical technologists prepare surgical instruments and materials using sterile technique. Surgical technologists help surgeons during the surgical procedure with instruments and supplies. For additional information related to the profession of Surgical Technology, refer to the U.S. Bureau of Labor at <http://www.bls.gov/oco/ocos106.htm>.

What employment opportunities are available? Surgical technologists can work in hospitals, surgical units, day surgery units, labor and delivery, sterile processing, or physicians' offices and as sales representatives. Salaries range from \$24,000 to \$33,000.

What is the class schedule/length for the Surgical Technology program? Surgical Technology classes are held during the day. Students will begin their studies in the classroom and the laboratory. Students will complete their studies in the **hospital operating room**. *The program consists of three semesters which takes one year to complete. Graduates of the Surgical Technology program will take the National Certification Examination for Surgical Technology upon completion of the program. Applicants who wish to do so may take the general education/related coursework for the program prior to acceptance. Please note that taking these courses does not shorten your program length as the actual Surgical Technology courses take one year (three semesters) to complete; however, many applicants find this process beneficial.

*** Criminal Background Check: Some clinical facilities will require students to undergo criminal background checks and/or drug testing; the student may be required to pay fees for these. Clinical facilities may refuse access to clinical experiences based on the criminal background checks and/or drug testing, which would result in the student being unable to continue in the Surgical Technology program.**

Admission: The program begins in the Fall Semester. Admission is based on completion of all minimum requirements as listed on the attached "Minimum Requirements" sheet by the specified deadline date, the number of vacancies in the program, and the competitive selection process. To begin the admissions process, complete the CVCC Application for Admission and meet with a Student Services counselor.

Costs: College tuition is set by the North Carolina State Legislature and is subject to change. The approximate cost is \$2,400. (This figure is based on in-state tuition rates and is an approximate cost only. Cost will increase if remedial courses are required.) Please see the enclosed cost sheet for additional information.

Financial Aid: All applicants are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). For information on financial aid, or assistance with completing the FAFSA, contact the Financial Aid Office at 828-327-7000.

Computer Access: Coursework requires ready access to a reliable computer with Word, PowerPoint, and Excel. Upon application to CVCC, students are assigned a CVCC email address. It is the responsibility of the student to open his/her email account and read it frequently as the College provides crucial program information through this email account. You will be notified via your CVCC email account concerning your status in the program.

SURGICAL TECHNOLOGY
Fall Semester 2012 – – Minimum Requirements

These minimum requirements must be met prior to being considered for competitive selection for the Surgical Technology program.

(Admission criteria outlined in this packet are subject to change.)

Applicants must complete ALL of the following requirements by March 31, 2012 to be considered for admissions for Fall Semester 2012.

1. Applicants must complete the CVCC application for admission, and the application must be received in Student Services. **Applications completed on-line will NOT be processed until the applicant comes in and meets with a Student Services Counselor prior to the requirements deadline stated above.**
2. Applicants must be high school graduates or have received a GED. An official high school transcript showing graduation date or an official copy of the GED scores **must be received by CVCC. To be considered official, transcripts/GED scores must be received by the college in a sealed envelope or they will not be accepted.**
3. Applicants must provide official transcripts from all previously attended colleges. **To be considered official, transcripts must be received by the College in a sealed envelope or they will not be accepted.** Grades less than “C” are not transferable. Transcripts will not be evaluated for transfer credit until **all** transcripts are received in Student Records.
4. **Applicants who do not meet testing exemptions must take the required Reading, Writing, Math, and Computer Competency placement tests.**
Applicants must either place out of or complete the following courses to be considered for the ST program:
RED 070, 080, 090 – ENG 070, 080, 090/090A – MAT 050, 060 – CTS 080.
Placement test results are valid for three years only.
5. Applicants must complete or have completed one year of biology in *high school or one course in biology at CVCC or another college with a minimum grade of C (*official transcript must be provided).
6. Applicants who have taken coursework at CVCC or are currently enrolled in coursework at CVCC must have a minimum cumulative (overall) grade point average of 2.50 on all CVCC coursework.
7. Applicants must take the PSB Examination for Health Occupations. The non-refundable fee for this exam is \$20(subject to change). **Please see the attached PSB Exam information sheet for directions on scheduling this exam. Official PSB scores must be received by CVCC no later than the specified deadline date.**

Completion of the admission requirements is not a guarantee of acceptance. Admission is based on completion of all minimum requirements by the specified deadline date, the number of vacancies in the program, and the competitive selection process.

Applicants not admitted for Fall 2012 must see a counselor in Student Services to re-apply if they wish to be considered for the Fall 2013 class. CVCC does NOT use waiting lists for any health services program. Health program applicants must re-apply for each year they wish to be considered for admissions.

Surgical Technology Competitive Selection Criteria

The following process will be used to select the best qualified applicants out of those who completed all minimum admission requirements by the specified deadline date.

Each applicant will be evaluated using the criteria listed below. The points an applicant receives from each of these criteria will be added together. Those applicants receiving the highest number of points will be admitted to the program until the class is filled. CVCC expects to accept 15-20 students for **Fall 2012**, depending on availability of clinical space.

Criterion 1: Past Academic Performance

a) Assignment of points for any general education courses completed out of the curriculum.

OR

b) The applicant's unweighted cumulative high school grade point average. The applicant must have graduated from high school June 2009 or later.

For applicants who have completed general ed. courses and graduated from HS June 2009 or later, the higher point total (HS or college) will be used in the competitive selection.

Criterion 2: PSB Examination

a) All applicants must take the PSB Examination for Health Occupations.

b) An applicant may take the PSB Examination once per academic year.

c) An applicant will be awarded points according to their performance on the exam. The higher the score, the more points an applicant will receive. (For applicants who have tested more than once, the higher score will be used.) Test scores prior to March 2009 will not be considered.

Note: The Nursing PSB Examination does not qualify for consideration in Surgical Technology.

Bonus Points: BS/BA/MS/MS/MA Degree

Applicants who have attained at least a BA/BS degree will be awarded 11 additional points toward admission. Applicants who have attained at least a MA/MS degree will be awarded 21 additional points.

(No bonus points will be awarded for Certified Nurse Assistant (CNA) or other health care field.)

AFTER initial acceptance, but prior to the first day of class, applicants are required to:

- 1) Attend an orientation session with the ST Dept. Head. The date will be included in the acceptance letter.
- 2) Provide proof of current Healthcare Provider CPR certification, or equivalent by designated deadline.
- 3) Submit a completed health examination form by the first day of the fall semester certifying that he/she appears to be able to participate in the activities of a health profession in a clinical setting.

For additional information, contact Carol Harrison, the ST Director, at (828) 327-7000, ext. 4332, or at charriso@cvcc.edu, or Caroline Farmer, Director of Health Services Admissions, at ext. 4218, or at cfarmer@cvcc.edu.

Applicants are responsible for completing admission requirements, making sure all materials have been received by the College, and for informing the College of any changes in personal information, such as name or mailing address. Personal information changes require appropriate identification and must be made in person at Student Records.

SURGICAL TECHNOLOGY – PSB Information

(Admission criteria outlined in this packet are subject to change.)

The PSB (Psychological Services Bureau) Exam is specifically designed for those students entering education programs for health professions. The PSB Exam is comprised of a series of tests that measure abilities, knowledge, and aptitudes considered important for successful performance of students in a health program. CVCC offers two forms of the PSB Exam.

Surgical Technology applicants will take the PSB Exam for Health Occupations. Applicants applying for more than one program may be required to take two PSB exams. The PSB is a timed test, which carries a **non-refundable fee of \$20.** (Fee is subject to change.)

Following is the series of tests, which comprise the PSB Exam:

Academic Aptitude – Verbal, Arithmetic, Non-Verbal
Information in the Natural Sciences

Reading Comprehension
Spelling

- Vocational Adjustment Index
- *(scores in this area are not used in the competitive admissions process)*

Percentile scores achieved in the areas listed above, with the exception of the Vocational Adjustment Index, will be used in the competitive selection for the Surgical Technology program. PSB results are just one of the criteria used for admission into the program. (Results are not pass/fail.)

- **Students testing at CVCC must take the PSB Exam by March 30, 2012.**
- **Students testing at other schools are responsible for making sure the official PSB score report is received by CVCC no later than the specified deadline date. Those students should schedule their tests early enough to allow for 2-4 weeks processing time by PSB.**
- **Scores prior to March 2009 will not be considered.** (PSB scores are valid for three (3) years; however, a hard copy of PSB scores can only be reproduced for up to one year. If a hard copy cannot be obtained, you will need to re-take the PSB Test.)

To take the PSB Exam: The PSB test is given by appointment only during the months of January - March.

- Pay the fee in the CVCC Business Office. (The Business Office will provide a receipt of payment.)
- Take the receipt of payment with you to the CVCC Testing Center when you go to take the test. (You will not be allowed to test without the receipt of payment.)

If you have taken the PSB for Health Occupations, for a different medical program, within the last three (3) months, you may have your scores re-normed for Surgical Technology, instead of taking the test again. The charge for having the score re-normed is \$20.00, which you pay in the Business Office. If your scores are over three (3) months old, you must re-test. (Fee is subject to change.)

Want more information on the PSB?

For additional information and sample questions go to: www.psbtests.com

The Business Office is located directly across from the Administrative Area in the main building. Normal operating hours for the Business Office are 8:00 a.m. to 5:00 p.m. Monday through Friday.

The Testing Center is located next door to Student Services. Normal operating hours for the Testing Center are 8:00 a.m. to 5:00 p.m. Monday through Friday.

ST Selection Process Tally Sheet

*This tally sheet is provided for informational purposes only and is subject to change.
The official tally sheet used for calculation will determine points used in selecting the class.*

Applicant Name: _____ **Student ID#:** _____

Criterion 1: Points for (A) Gen Ed Courses OR (B) HS GPA

<u>General Education Course/Point Assignment</u>	<u>College (if not CVCC)</u>	<u>Course (if not listed)</u>
ACA 111 College Student Success <input type="checkbox"/> A = 10 <input type="checkbox"/> B = 5 <input type="checkbox"/> C = 2	_____	_____
BIO 163 Basic Anatomy & Physiology <input type="checkbox"/> A = 65 <input type="checkbox"/> B = 50 <input type="checkbox"/> C = 30	_____	_____
BIO 175 General Microbiology <input type="checkbox"/> A = 65 <input type="checkbox"/> B = 50 <input type="checkbox"/> C = 30	_____	_____
ENG 111 Expository Writing <input type="checkbox"/> A = 20 <input type="checkbox"/> B = 10 <input type="checkbox"/> C = 5	_____	_____
PSY 150 General Psychology <input type="checkbox"/> A = 20 <input type="checkbox"/> B = 10 <input type="checkbox"/> C = 5	_____	_____

(A) General Ed Course Points : _____ (Maximum 180 Points)

OR

(B) HS GPA Points: _____ (Maximum 150 Points)

(HS GPA Points: Please see chart on next page to calculate HS GPA points)

HS Grad Date: _____ (Must have graduated June 2009 or later.)

Criterion 1 Point Total: _____ (Maximum 180 Points – higher of (A) Gen Ed Points **OR** (B) HS GPA)

Criterion 2: PSB Exam Total: _____

PSB Total = Average of: Total Academic Aptitude %ile Score + Spelling %ile score+ Reading Comprehension %ile Score + Natural Sciences %ile Score (Note: the vocational Adjustment Index Score is not included in the PSB Exam total.) (Maximum Points: 99) Scores prior to March 2009 will not be considered.

Optional Bonus Point Total: _____

(BA/BS Degree = 11 Points, MA/MS Degree = 21)

FINAL TALLY:

Criterion 1 Points: ____ + **Criterion 2 Points:** ____ + **Bonus Points:** ____ = **Total Points:** _____
(Maximum 180 Points) (Maximum 99 Points) (Maximum 21 Points) (Maximum 300 Points)

ST Selection Process Tally Sheet HS GPA Points

*This tally sheet is provided for informational purposes only and is subject to change.
The official tally sheet used for calculation will determine points used in selecting the class.*

Applicant Name _____

HS GPA Points: _____ (Maximum 150 Points – Please enter this point total on previous page.)

4.00 = 150 Points	2.90 – 2.99 = 95 Points
3.90 – 3.99 = 145 Points	2.80 – 2.89 = 90 Points
3.80 – 3.89 = 140 Points	2.70 – 2.79 = 85 Points
3.70 – 3.79 = 135 Points	2.60 – 2.69 = 80 Points
3.60 – 3.69 = 130 Points	2.50 – 2.59 = 75 Points
3.50 – 3.59 = 125 Points	2.40 – 2.49 = 70 Points
3.40 – 3.49 = 120 Points	2.30 – 2.39 = 65 Points
3.30 – 3.39 = 115 Points	2.20 – 2.29 = 60 Points
3.20 – 3.29 = 110 Points	2.10 – 2.19 = 55 Points
3.10 – 3.19 = 105 Points	2.00 – 2.09 = 50 Points
3.00 – 3.09 = 100 Points	< 2.00 = 0 Points

Technical Standards – Surgical Technology

The following activities are examples of the kind of activities, which a student in the Surgical Technology program will be required to perform or demonstrate in order to successfully complete the program.

1. **Critical Thinking:** A Surgical Technology student should possess critical thinking ability sufficient for clinical judgment. For example: Students must be able to bring together and relate the similarities of surgical procedures and situations in order to function on unfamiliar procedures.
2. **Interpersonal Skills:** A Surgical Technology student shall possess interpersonal abilities sufficient to interact with surgeons, OR personnel, hospital departmental staff, and patients. These individuals are all experiencing different levels of anxiety within the OR environment in relationship to the position they are holding within the surgical suite. This also includes the ability of the student to handle constructive criticism. Constructive criticism is an ongoing process. For example: Constructive criticism is expressed in the lab as a teaching tool, in the classroom and in the clinical sites as well. Students shall establish a working rapport with surgeons, anesthesia personnel, other surgical technologists, nurses, and a variety of other departmental specialists as well as patients.
3. **Communication Skills:** A Surgical Technology student shall possess communication abilities sufficient for interaction with others in verbal form. For example: Discuss and ask questions regarding the surgical procedures both pre-operatively and intra-operatively.
4. **Mobility:** A Surgical Technology student shall possess physical abilities sufficient to move and maneuver in a small operating room. Students will experience periods of standing in one spot for an extensive amount of time as well as during shorter surgical procedures. Some surgical procedures require sitting for long periods of times as well. A Surgical Technology student will experience lifting surgical instrument trays as well as participating in patient lifting and positioning. For example: Holding a patient's extremity for 5 to 15 minutes or standing for a surgical procedure that may last several hours. Instrument trays may weigh as much as 27 pounds.
5. **Motor Skills:** A Surgical Technology student shall possess gross and fine motor abilities sufficient to provide safe and effective care in the operating room. For example: Manipulating very fine and delicate instruments and suture as well as the larger more complex orthopedic and neuro equipment.
6. **Hearing:** A Surgical Technology student shall possess auditory ability to monitor and assess needs by the surgeon and other sterile operating room team members. For example: Surgeons and/or staff wear surgical masks during surgical procedures. This limits the ability to hear requests and directions at the surgical field.
7. **Visual:** A Surgical Technology student shall possess visual ability and acuity for observation and assessment necessary during a surgical procedure. For example: Handling fine surgical suture needles safely and efficiently in response to the needs of the surgeon and surgical procedure, being able to visualize and follow the surgical procedure, and working with small supplies and instruments that require calibration.
8. **Tactile:** A Surgical Technology student shall possess tactile ability to sufficiently handle all the microscopic supplies, instruments, and equipment. For example: Implantable items for patients may be very delicate, in combination with sterile surgical gloves, some supplies and instruments require very delicate manipulation.

(Technical Standards (continued))

9. **Cognitive Abilities:** A Surgical Technology student shall possess the ability to be oriented to time, place, and person, organize responsibilities, and make quick appropriate decisions. For example: Students will need to quickly assess needs for surgical procedures, anticipate surgeon's needs, and act appropriately at all times. Organizational skills when setting up the instrument table and mayo table allows the student to function in a more efficient manner.
10. **Occupational Exposures:** A Surgical Technology student is at high risk for exposure to blood and body fluids resulting in exposure to communicable disease, toxic substances, medical preparations, and chemical sterilization practices at all times. Standard precautions are to be practiced at all times. For example: A student may be assigned to a surgical procedure with a patient that has a known or unknown communicable disease. Ethylene oxide is a means of a lethal chemical sterilization process.
11. **Stress:** Stress in the operating room is very common. Tension runs high many days and it can affect a student's ability to cope with the environment and others in the environment. Stress arises from the difficult development of interpersonal skills within the operating room. Stress is also environmental related (this is a totally different environment than any you have been in; ex: room temperatures, noises, odors, patient conditions, sites, and standing for a long period of time either in an ergonomic or non-ergonomic position). Students often feel stress in the SUR 111 Lab as well as in the clinicals when they are being watched very closely by the operating room staff or the surgical technology faculty.

EXAMPLES ARE NOT ALL INCLUSIVE

2012 Estimated Fees

These are in addition to CVCC's tuition, activity fee, accident insurance, books, and class supplies. (Changes in costs may occur.)

Malpractice Insurance	\$27.50
Set of Scrubs (Some clinical sites may require up to 3 sets)	\$50.00
Vinyl or Leather Shoes	\$50.00 - \$60.00
Hepatitis Vaccine	\$150.00 - \$175.00
Physical Exam	\$165.00
Eye Exam	\$40.00 - \$60.00
CPR Certification	\$37.50
TB Test (Some hospitals may require two)	\$15.00 - \$60.00
Criminal Background Check/Drug Screening	\$85.00 (approximate fee)
Membership package includes: Membership, certification exam, & exam study guide (Certification exam is now required prior to graduation from CVCC)	\$305.00
Travel Expenses for clinical	Cost varies
Travel Expenses for classes	Cost varies

Remember: To be considered for Fall 2012, the deadline to apply and submit all admission requirements is March 31, 2012.

Mail Applications and Transcripts to:
Catawba Valley Community College
Student Records/Health Services Admissions
2550 Highway 70 SE
Hickory, NC 28602

(updated 4/11)