

SURGICAL TECHNOLOGY PROGRAM

ENROLLMENT PACKET

Dear Prospective Surgical Technology Student:

This packet of information contains the following materials:

1. Sinclair Application for Admission
2. Application Instructions
3. Admission Requirements
4. Mathematics, Chemistry, Reading & English Equivalency Information
5. Surgical Technology Graduation Requirements
6. Humanities Requirement
7. Estimated Cost of Program
8. Mental & Physical Abilities Statement
9. Program Requirements: Health Requirements, CPR
10. Organizing Framework
11. Graduation Competencies
12. Statement of Policy

If you have any questions or need assistance in completing the forms, please call 512-3700 and ask for an Academic Advisor in the Life and Health Sciences Division (LHS).

NOTE: *Program admission requirements and policies may change. Changes will be effective September 1st of each year. Applicants must comply with all program policies and meet all program requirements current at the time they begin surgical technology courses.*

The Surgical Technology program at Sinclair Community College has been **CAAHEP** approved since 1998.

CAAHEP is the largest programmatic accreditor in the health sciences field. In collaboration with its Committees on Accreditation, CAAHEP reviews and accredits over 2000 educational programs in twenty (20) health science occupations.

CAAHEP is recognized by the Council for Higher Education Accreditation (CHEA).

Sinclair is fully accredited by The Higher Learning Commission and a member of the North Central Association (**NCA**). Sinclair is also a member of the Ohio Association of Colleges.

Programs of study are approved by the Ohio Board of Regents.

SINCLAIR COMMUNITY COLLEGE

SURGICAL TECHNOLOGY

APPLICATION INSTRUCTIONS

Dear Surgical Technology Applicant:

Thank you for your interest in applying for admission to Sinclair Community College and its Surgical Technology Program. The purpose of this letter is to assist you in completing your records for application to the Sinclair Surgical Technology Program. Your file will not be considered complete until the following requirements are met: **(IT IS YOUR RESPONSIBILITY TO CHECK ON THE STATUS OF YOUR FILE).**

- Step 1: Send completed Sinclair Community College application for admission to the Office of Registration and Student Records, Room 10-231. You will receive notification concerning your acceptance to the college.
- Step 2: Mail or hand-carry a completed Life and Health Science Application indicating Surgical Technology as your program of interest, to the Life and Health Science Academic Advisor's Office (**Room 11-346**). You will receive additional program information at this time.
- Step 3: Send or bring a copy of your high school transcript or GED results to the Surgical Technology Department, 1-012. The transcript may be sent by the high school to the Surgical Technology Program, Sinclair Community College.
- Step 4: Request all other colleges and schools which you have attended send an **official** copy of your transcript(s) to the Office of Registration and Records, Room 10-231. **(Transcripts marked "Student Copy" will not be accepted).**
- Step 5: Take the Assessment test in English, Reading and Mathematics Skills. These tests are given by Sinclair at no charge. No appointments are necessary. Come to the Computer Adaptive Placement Testing Center (Room 10-445) and identify yourself as an Allied Health candidate requiring testing. If you have previous college courses, contact an ALH Counselor to determine which tests are necessary.
- Step 6: After taking the Assessment Tests, **take the time to meet with a Life and Health Science Academic Advisor (Room 11-346) to review your Assessment Test scores, review the program requirements, and plan your course of study.** The counselors see students on a walk-in basis only, no appointments are available.

Application Instructions (continued)

IMPORTANT INFORMATION

Applicants are required to take the Sinclair Skills Assessment Test to document math, reading, and English proficiency. If a deficiency is discovered, courses are available at Sinclair.

All applicants who meet the criteria will be selected on a “first-come, first-serve” basis. Applicants, who have completed all requirements, are accepted based on the date on the application.

Sinclair Community College recognizes the unique characteristics and attributes of individuals aspiring to careers in the health professions. Consequently, the College’s Equal Opportunity guidelines apply to admissions to the Surgical Technology Program. Sinclair strives to assure an appropriate representation of students within the health-related program which is consistent with the philosophy and mission of this institution.

There will probably be a delay between the date applicants are eligible and the date they begin surgical technology courses. Applicants are encouraged to take general education courses while awaiting admission. **Students must comply with all program policies and meet all program requirements current at the time they are accepted into the Surgical Technology Program courses.**

If you have any additional questions regarding requirements for the Surgical Technology Program, you may contact the Life and Health Science Academic Advisors at 512-3700, Building Eleven, Room 11-346, or the Surgical Technology Department at 512-5355, Room 1-012.

REMEMBER: It is your responsibility to check on the status of your file!

SINCLAIR COMMUNITY COLLEGE SURGICAL TECHNOLOGY PROGRAM

ADMISSION REQUIREMENTS

To be eligible for admission to the Surgical Technology Program, an individual must:

1. Complete the Sinclair Application for Admission.
2. Complete an application to the Surgical Technology Program.
3. Be a high school graduate or have passed the General Education Development (GED) Test.
4. Have a 2.0 (C) or above cumulative grade point average in last college quarter / semester (if applicable).
5. Submit an official copy of high school transcript or GED scores and transcript from any colleges attended.
6. Have completed BIO 107 / or high school chemistry, CHE 120, or its equivalent, with a grade of "C" or better within the previous five years.
7. Complete the Sinclair Skills Assessment and have taken any developmental courses required from the testing. For admission an applicant must receive scores recommending:
DEV 108 Introduction to Mathematics (or higher)
ENG 111 English Composition I
EXL 100 Rapid Reading
8. Have completed mathematics, chemistry, or anatomy & physiology courses within the last five years to apply the credits toward the Surgical Technology Program requirements.

An individual may be ineligible for admission to the Surgical Technology Program if the individual has:

1. Received a "D" or an "F" in the **same** college-level science or the same required course two times.
2. Received a "D" or an "F" four times in any combination of non-surgical technology courses required in the program.

NOTE: An individual with these grades should meet with a Life and Health Science Academic Advisor before applying to the Surgical Technology Program.

Students are admitted into the Surgical Technology program once a year, Fall Quarter. Students who have completed all requirements will be selected in chronological order, according to the date of initial application to the program (date on the LHS application).

SINCLAIR COMMUNITY COLLEGE SURGICAL TECHNOLOGY PROGRAM

MATHEMATICS, ENGLISH, READING & CHEMISTRY / BIO ADMISSION REQUIREMENTS

MATHEMATICS:

The Sinclair Skills Assessment indicates proficiency in Mathematics. An applicant must receive a score recommending DEV 108 or higher. If the score is below this level, DEV 085 must be successfully completed.

WRITING (ENGLISH):

An applicant must receive a score recommending ENG 111. If the score is below this level, DEV 110 must be successfully completed.

READING:

An applicant must receive a score recommending a course above DEV 065. If the score is below this level, DEV 065 must be successfully completed.

CHEMISTRY / BIO:

It is recommended that the student take BIO 107. However, CHE 120 may also be taken. If high school or college Chemistry has not been successfully completed within the last five years with a grade of "C" or higher, the applicant may take Chemistry 120/126 (Introduction to Chemistry) to meet the Chemistry admission requirement.

Admission Requirement:
 High School Chemistry,
 Bio 107 / or CHE 120, or equivalent with 5 yrs.
 (Grade of "C" or above)
 Professional CPR certification prior to
 second quarter

**SINCLAIR COMMUNITY COLLEGE
 SURGICAL TECHNOLOGY PROGRAM**

GRADUATION REQUIREMENTS

STUDENT: _____ Tartan ID# _____

COURSE		Credit			Qtr/Yr Completed	TRANSFER CREDIT
		Hours	Lect	Lab		(Place, date accepted) Signature of person accepting
<u>FIRST QUARTER</u>						
BIO 121/127	Human Anatomy & Physiology I	5	4	2	_____	_____
COM 206	Interpersonal Communication	3	3		_____	_____
ALH 103	Health Care Delivery	3	3		_____	_____
ENG 111	English Composition I	3	3		_____	_____
HIM 121	Basic Medical Terminology	<u>3</u>	<u>3</u>		_____	_____
	TOTAL	17	16	2		
<u>SECOND QUARTER</u>						
BIO 122/128	Human Anatomy & Physiology II	5	4	2	_____	_____
PSY 119	General Psychology	5	5		_____	_____
SUT 111	Surgical Technology Fundamentals	<u>6</u>	<u>4</u>	<u>4</u>	_____	_____
	TOTAL	16	13	6		
<u>THIRD QUARTER</u>						
BIO 205	Microbiology	4	3	2	_____	_____
ALH 104	Allied Health Informatics	2	1	2	_____	_____
SUT 112	Surgical Process	<u>10</u>	<u>5</u>	<u>16</u>	_____	_____
	TOTAL	16	9	20		
<u>FOURTH QUARTER</u>						
ALH 201	Survey of Drug Therapy	2	2		_____	_____
MAT 106	Allied Health Mathematics	4	4		_____	_____
SUT 211	Surgical Procedures I	<u>10</u>	<u>5</u>	<u>16</u>	_____	_____
	TOTAL	16	11	16		
<u>FIFTH QUARTER</u>						
ALH 220	Pathophysiology	3	3		_____	_____ or ALH 142
ENG 112	English Composition II	3	3		_____	_____
SUT 212	Surgical Procedures II	<u>10</u>	<u>5</u>	<u>16</u>	_____	_____
	TOTAL	16	11	16		
<u>SIXTH QUARTER</u>						
SUT 213	Surgical Procedures III	11	5	19	_____	_____
ALH Elective	Portfolio	<u>2</u>	<u>2</u>		_____	_____
	TOTAL	13	7	19		
<u>SEVENTH QUARTER</u>						
SUT 220	Surgical Role Transition	10	525		_____	_____
HUM	Elective	<u>3</u>	<u>3</u>		_____	_____
	TOTAL	13	8	25		

TOTAL CREDITS = 107

<u>ADVISING</u>	<u>DATE</u>	<u>STUDENT</u>	<u>FACULTY</u>
Admission	_____	_____	_____
SUT111	_____	_____	_____
SUT 112	_____	_____	_____
SUT 211	_____	_____	_____
SUT 212	_____	_____	_____
SUT 213	_____	_____	_____

HUMANITIES REQUIREMENT

FOR ASSOCIATE OF APPLIED SCIENCE DEGREES

ALL ASSOCIATE OF APPLIED SCIENCE STUDENTS MUST COMPLETE AT LEAST ONE HUMANITIES COURSE.

I. Students with limited knowledge of the humanities should select one of the following courses:

HUM 130	Humanity and the Challenge of Technology
HUM 131	The Search for Utopia
HUM/EGR 132	Connecting Technology & Our Lives

II. Students who have an understanding of, and an appreciation for, the humanities and wish to study one aspect of the humanities can select a course from the following:

ART 101	Art Appreciation: Introduction to Art
ART 102	Art Appreciation: The Media
ART 125	African Art
ART 235	History of Photography
DAN 155	Dance History
DAN 157	Dance Appreciation
GEO 102	Introduction to Geography II
HIS 105	History of the Black American
HIS 111, 112, 113	Western Civilization I, II, III
HUM 125	Images of Humankind
HUM 140	Appalachian Folkways
HUM 205	Cultures of Ancient Greece and Rome
HUM 245	The Vietnam War
HUM 255	People and Religion
LIT 225	Introduction to Drama
MUS 115	Music Appreciation
PHI 205	Introduction to Philosophy
REL 111	Eastern Religions
REL 112	Western Religions
REL 135	American Religious Movements
THE 105	Introduction to Theatre

III. Students with a fairly substantial background in the discipline can select a course from the following which are designed for majors in the area:

ART 231, 232, 233	Art History I, II, III
LIT 201, 202, 203	Survey of English Literature I, II, III
LIT 211, 212	Survey of American Literature I, II
LIT 227, 228	Shakespeare I, II
LIT 230	Great Books of the Western World
MUS 131, 132, 133	Music Styles I, II, III
THE 201, 202, 203	History of Theatre

*Note: MUS 125, History of Rock Music is not acceptable as a Humanities Elective.

SINCLAIR COMMUNITY COLLEGE SURGICAL TECHNOLOGY PROGRAM

*ESTIMATED COST OF PROGRAM

FIRST QUARTER

Application Fee	\$ 10
Tuition (17 Credit Hours)	765
Lab Fee	12
Books	234
Physical & Dental Exam	100
Immunizations	100
Shoes & Supplies	<u>100</u>
TOTAL	\$1,321

SECOND QUARTER

Tuition (16 Credit Hours)	\$720
Lab Fees	62
Books	<u>177</u>
TOTAL	\$959

THIRD QUARTER

Tuition (16 Credit Hours)	\$720
Lab Fees	77
Books	<u>150</u>
TOTAL	\$947

FOURTH QUARTER

Tuition (16 Credit Hours)	\$720
Lab Fees	65
Books	<u>155</u>
TOTAL	\$940

FIFTH QUARTER

Tuition (16 Credit Hours)	\$720
Lab Fees	60
Books	<u>115</u>
TOTAL	\$895

SIXTH QUARTER

Tuition (13 Credit Hours)	\$585
Lab Fees	50
Books	<u>80</u>
TOTAL	\$715

SEVENTH QUARTER

Tuition (13 Credit Hours)	\$585
Lab Fees	50
Books	78
Graduation Fee	<u>10</u>
TOTAL	\$723

TOTAL FOR SURGICAL TECHNOLOGY PROGRAM:

Montgomery County Residents:	\$6,500
Other Ohio Residents:	\$9,532
Out of State/Foreign Residents:	\$13,830

**Based on Tuition Rates for Montgomery County Residents*

Additional costs: Transportation and parking for clinical laboratories.

<p style="text-align: center;">MENTAL AND PHYSICAL QUALIFICATIONS REQUIRED OF APPLICANTS TO SURGICAL TECHNOLOGY PROGRAM</p>
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Minimum acceptable mental and physical qualifications of an applicant for Surgical Technology include the following abilities:

1. Work in a standing position for long periods of time and do frequent walking.
2. Lift and transfer patients up to six inches (6") from a stooped position, then push or pull the weight up to three feet (3').
3. Lift and transfer patient from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
4. Physically apply up to ten pounds (10#) of pressure to bleeding sites, or in performing CPR.
5. Respond and react immediately to verbal instructions/requests and to auditory signals from monitoring equipment; perform auditory auscultation without impediment; discriminate directed sounds in a noise cluttered environment.
6. Physically perform up to a twelve-hour shift clinical laboratory experience.
7. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
8. Discriminate between sharp/dull and hot/cold when using hands.
9. Perform fine and gross motor skills with both hands with dexterity, agility and steadiness of movement.
10. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and work usage.

Applicants to the Surgical Technology Program are responsible for determining their own eligibility in light of these qualifications, for informing the college of any potential problem areas and for identifying to the Surgical Technology Department any particular accommodations they may need. Students with disabilities are encouraged to register with the Office of Disability Services and may utilize these services to determine appropriate accommodations. Students with disabilities who enter the program do so with the understanding that they will be expected to meet course requirements with any REASONABLE accommodation that may be provided by the college.

SINCLAIR COMMUNITY COLLEGE SURGICAL TECHNOLOGY PROGRAM

PROGRAM REQUIREMENTS HEALTH REQUIREMENTS

Prior to entering Quarter II of the Surgical Technology Program, and the first SUT Course (SUT 111), the student will be required to complete the following health requirements:

- physical examination by a physician
- dental examination by a dentist
- one step Mantoux Tuberculosis skin test
- Hepatitis B immunization
- Tetanus and Diphtheria Adult Vaccine
- Rubella and Rubeola (3 day, 5 day measles) vaccine or titre
- chicken pox titre or vaccine

CPR Certification

Prior to entering Quarter II of the Surgical Technology Program and the first SUT course, the student is responsible for obtaining Professional CPR Certification, as taught by the Red Cross or American Heart Association.

Students must provide a copy of their CPR card to the Surgical Technology Office initially and with each recertification.

Updates

The Mantoux test (TB test) must be updated yearly in order to be in the clinical environment.

CPR certification must be renewed every one (Red Cross) or two (American Heart Association) years in order to remain in the clinical environment.

Copies of these updates must be submitted to the Surgical Technology Chairperson.

**SINCLAIR COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM
ORGANIZING FRAMEWORK**

Description of the Profession of Surgical Technology

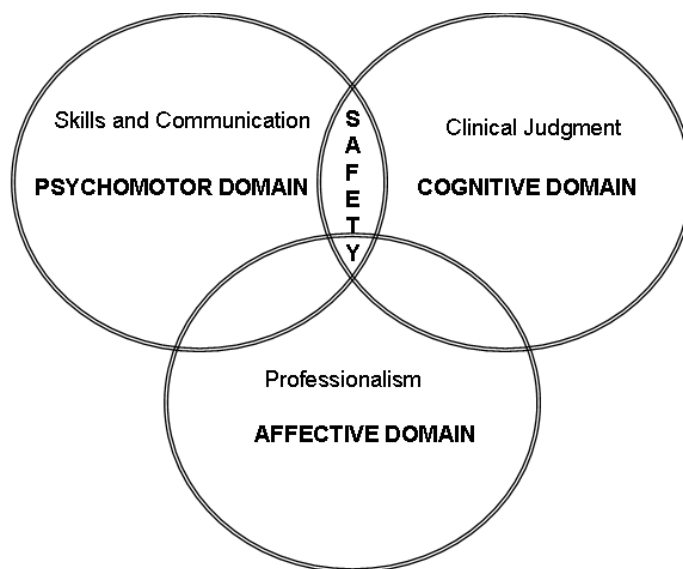
Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Program Goals and Learning Domains

It is the goal of the Surgical Technology Program at Sinclair Community College to prepare competent entry-level surgical technologists in the cognitive, psychomotor, and affective learning domains.

Surgical Technology requires the accurate performance of perioperative skills and the use of effective communication techniques (psychomotor domain), the analysis of information to make clinical judgments (cognitive domain), and the valuing of persons as individuals and the demonstration of professional behaviors (affective domain). These elements are integrated into the actions of the Surgical Technologist for one purpose or desired outcome. That outcome is safety -- safety for patient and for personnel.



The core concept of safety is operationalized through Maslow's Basic Human Needs Theory. The focus is on Level II, the need for safety and security, because of its two components of physical safety and emotional security. The Surgical Technologist assists the patient in meeting the need for physical safety by protecting from potential or actual harm and in meeting the need for emotional security by providing an environment that fosters trust and minimizes fear, anxiety, and apprehension. The need for safety is the priority need of the surgical patient but, because Maslow places human needs on a hierarchy, the Surgical Technologist must also assist in meeting the Level I physiological needs of oxygen, water, temperature, elimination, physical activity, and rest. Meeting safety needs of both patient and personnel mandates thorough planning for each surgery, preoperative care of patient and environment, and firm adherence to a surgical conscience.

Psychomotor (Skills) Domain

Surgical Technology is implemented with psychomotor skills using the tools and technologies that facilitate the surgical procedure.

Perioperative Skills, such as preoperative preparation, asepsis, and instrumentation are the foundations of psychomotor skills. Skills are organized for economy of time, energy, and supplies. They are carried out with efficiency, attention to detail, and a high level of manual dexterity.

Communication is critical to facilitate positive outcomes of the surgical process. Effective interpersonal communication techniques allow for interactions with the surgical team, the patient, and the family that result in quality care. The surgical process occurs as a result of teamwork. As an integral member of the team, the Surgical Technologist uses group process skills to support a working environment that encourages cooperative interactions for the common good of the patient.

Cognitive (Knowledge) Domain

Competent performance of Surgical Technology mandates a solid knowledge base in anatomy and physiology, surgical procedures, pathophysiological changes, surgeon preferences, and an awareness of the individual patient. Using critical thinking to correlate these elements, the Surgical Technologist is able to make clinical judgments that incorporate anticipatory decision making. Integrating theory and skills allows the technologist to remain calm and act quickly in an extremely stressful environment.

Affective (Behavior) Domain

Demonstration of professional behaviors refers to performing in a manner that conforms to and supports the standards and competencies of the discipline of Surgical Technology. The Surgical Technologist acts as a knowledgeable or expert member of the surgical team. Legal and ethical issues are explored, and accountability and responsibility for self, safety, and quality is expected.

Performing with caring behaviors is a professional standard inherent in the discipline. Caring is grounded in universal human values --kindness, concern, and love of self and others. The caring process is practiced interpersonally and is directed toward supporting another person in an effort to satisfy human needs. The Surgical Technologist, acting in the role of patient advocate, respects and protects the patient's rights for privacy, dignity,

confidentiality, safety, comfort, and quality of care. Preoperative preparations for surgical interventions are individualized to meet the needs of the patient and surgeon. Caring behaviors are increased when the technologist thinks beyond the intraoperative period, understanding what happens to the patient preoperatively and postoperatively.

Role of the Educator in Surgical Technology Education

Surgical technology education is a process by which the learner is prepared to utilize a common core of knowledge and skills in order to assume accountability for care within the perioperative period.

The educator serves as a role model through demonstration of professional skill and conduct, acknowledges the student as a unique individual with a readiness and ability to learn, and stimulates the student to pursue life-long learning. Learning is an active and continuous process proceeding from the simple to complex. It is facilitated when the student has the opportunity to test ideas related to Surgical Technology and apply the principles of that knowledge in a variety of situations. The community college setting provides the general education component which complements Surgical Technology courses and provides the opportunity for personal enrichment.

**Sinclair Community College
Surgical Technology Program**

GRADUATION COMPETENCIES

Upon completion of the Surgical Technology Program at Sinclair Community College, the graduate will demonstrate competency in the following area:

1. *Perioperative Skills*

- 1.1 Provides preoperative patient assessment and preparation.
- 1.2 Implements patient care skills
 - Measurement of vital signs
 - Transportation and transfer of the patient
 - Surgical positioning
 - Skin preparation
 - Urinary catheterization
- 1.3 Utilizes principles of asepsis for decontamination, disinfection, and sterilization.
- 1.4 Implements basic surgical case preparation.
 - Preparation of instruments, packs and trays.
 - Preparation of sutures and stapling equipment
 - Preparation of supplies, accessory equipment, and specialty equipment
 - Selection of supplies and equipment to meet the surgeon's specific needs
- 1.5 Creates and maintains the sterile field.
 - Application of the principles of sterile technique
 - Preparation of the operating room
 - Verification of sterility of items
 - Adherence to dress code
 - Opening of supplies, trays, and packs
- 1.6 Performs the role of the scrub person.
 - Implementation of surgical hand scrub
 - Gowning and gloving of self and others
 - Set-up of instrument table. Mayo tray, and equipment
 - Draping of patient
 - Passing correct instrumentation, supplies, and sutures
 - Preparation of medication and irrigating solutions
 - Implementation of counts
 - Handling of specimens
 - Room turnover
- 1.7 Performs the role of the circulator.
 - Selection of supplies and equipment before and during the operative procedure
 - Assisting anesthesia personnel
 - Application of equipment to patient
 - Preparation of specimens
 - Preparation and use of hemostatic and blood replacement devices
 - Verification of counts
 - Monitoring of the environment
 - Documentation

2. *Communication Skills*

- 2.1 Utilizes verbal and non-verbal interpersonal communication skills.
- 2.2 Utilizes group process skills.
- 2.3 Acts to facilitate the maintenance of the team.
- 2.4 Uses medical terminology and abbreviations accurately.
- 2.5 Listens to understand what is received.
- 2.6 Applies conflict resolution skills.

3. *Professional behavior*

- 3.1 Acts with positive, caring behaviors.
- 3.2 Adheres to policies, procedures, and standards of care.
- 3.3 Works within the role of the surgical technologist.
- 3.4 Assumes responsibility and accountability for own actions.
- 3.5 Identifies the needs of the patient.
- 3.6 Respects the rights of health care consumers.
- 3.7 Acts in a manner that instills confidence.

4. *Clinical Judgment*

- 4.1 Assesses and plans for each procedure.
- 4.2 Applies knowledge of normal and pathological anatomy and physiology.
- 4.3 Applies knowledge of the progressive steps inherent in surgical procedures.
- 4.4 Recognizes the impact of the uniqueness of the individual patient.
- 4.5 Utilizes problem-solving and decision-making techniques.
- 4.6 Anticipates the needs of the surgeon and patient.
- 4.7 Performs in an organized manner.
- 4.8 Prioritizes multiple tasks and timelines.
- 4.9 Identifies responses of the patient which deviate from the expected response.

5. *Safety*

- 5.1 Provides a safe and efficient environment.
- 5.2 Provides for the comfort of the patient.
- 5.3 Interacts in a manner to maintain the security of the patient and surgical team.
- 5.4 Maintains an appropriate surgical conscience at all times.
- 5.5 Adheres to OSHA, CDC, and AORN guidelines.
- 5.6 Adapts to changes in procedures or equipment.
- 5.7 Performs skills with dexterity and coordination.
- 5.8 Maintains accuracy with speed.
- 5.9 Recognizes developing emergencies or unsafe conditions and acts appropriately.

SURGICAL TECHNOLOGY PROGRAM

STATEMENT OF POLICY

These policies apply to all students of the Sinclair Surgical Technology Program, including not only current students enrolled in the Program, but also individuals seeking reinstatement to the Program, transfer students, and pre-surgical technology students who intend to seek admission into the Surgical Technology Program.

The Surgical Technology Program is committed to equal opportunity for all applicants and students, and does not discriminate against anyone on the basis of race, color, creed, religion, age, sex, national origin, citizenship, ancestry, disability, marital status, or veteran status.

A. ADMISSION TO THE SURGICAL TECHNOLOGY PROGRAM (To be eligible for admission to the Surgical Technology Program, an individual must:)

1. Complete the Sinclair Application for Admission.
2. Complete an application to the Surgical Technology Program.
3. Be a high school graduate or have passed the General Educational Development (GED) Test.
4. Submit an official copy of high school transcript or GED scores and transcripts from any colleges attended.
5. Have taken high school or college chemistry (or its equivalent) and earned a grade of "C" or better within the previous five years, or show equivalency.
6. Complete the Sinclair Skills Assessment and have taken any developmental courses required from the testing. For admission an applicant must receive scores recommending:
 - DEV 108 Introduction to Mathematics (or higher)
 - ENG 111 English Composition I
 - EXL 100 Rapid Reading
7. Have a 2.0 (C) or above cumulative grade point average in last college quarter/semester (if applicable).
8. To apply previously completed mathematics, chemistry, or anatomy & physiology credits toward the Surgical Technology Program requirements, the courses must have been completed within the last five years.
9. Applicants who have completed all requirements will be selected in chronological order, according to the date of initial application to the program. Students must comply with all program policies and meet program requirements current at the time they begin surgical technology courses. If they do not, they must correct the deficiencies, and a new eligibility date will be assigned upon notification to the Surgical Technology Department that the requirements have been met.

10. Students who become ineligible between the date of eligibility and the date of entry into the Surgical Technology Program for any of the following reasons must wait a minimum of one (1) year from the date of ineligibility before applying for readmission:
 - a. Students who have received a “D” or an “F” two times in the same college level biological or physical science or math course required by the Surgical Technology Program.
 - b. Students who have received a “D” or an “F” four times in any combination of biological or physical science or math courses required by the Surgical Technology Program.
 - c. Those who have been dismissed for non-academic reasons.

B. TRANSFER STUDENTS

1. Students who transfer from other surgical technology programs must meet the following criteria:
 - a. Complete the Sinclair Application for Admission.
 - b. Complete an application to the Surgical Technology Program.
 - c. Be a high school graduate or have passed the General Educational Development (GED) Test.
 - d. Submit a copy of high school transcript or GED scores and transcripts from any colleges attended.
 - e. Have taken high school or college chemistry and earned a grade of “C” or better within the previous five years, or show equivalency.
 - f. Complete the Sinclair Skills Assessment and have taken any developmental courses required from the testing.
2. Non-surgical technology transfer courses will be evaluated by an LHS Academic Advisor.
3. Surgical Technology courses will be evaluated by the Surgical Technology Department Chairperson or Designee based on credit hours, course content, clinical hours, date taken, and any other pertinent data.
4. Students who transfer from other program without three hours of math credit must take MAT 106 and achieve a “C” or better.

5. Students who have failed courses in other Surgical Technology programs must meet the criteria for reinstatement contained in the Reinstatement Procedure of this Statement of Policy (See Paragraph F).

C. CONTINUED ENROLLMENT IN THE SINCLAIR SURGICAL TECHNOLOGY PROGRAM

In order to continue to be enrolled in the Sinclair Surgical Technology Program, a student must:

1. Adhere to College policy as set forth in the Bulletin, the Student Handbook, and the Student Conduct Policy, and adhere to Surgical Technology Program policy as set forth in the Surgical Technology Student Handbook.
2. Maintain at least a 2.0 Overall Grade Point Average (GPA).
3. Attain a minimum grade of "C" in each course required by the Surgical Technology Program. This includes all of the requirements on the graduation program sheet.
4. Meet stated clinical objectives for each course in the Surgical Technology Program.
5. Meet each quarter's current curriculum requirements, as specified on the graduation requirement sheet. Each surgical technology course must be taken in sequence, and all courses in the quarter must be completed by the end of the designated quarter.
6. Complete and update health and immunization records as set forth in the Surgical Technology Student Handbook.
7. Maintain current professional CPR certification.

D. COMPLETION OF THE SURGICAL TECHNOLOGY PROGRAM

In order to graduate from the Surgical Technology Program at Sinclair, a student must:

1. Complete all courses required by the Program with a grade of "C" or better in each course.
2. Complete all clinical laboratory experiences with a rating of "satisfactory".
3. Demonstrate graduation competencies during clinical experiences.
4. Perform in a manner that indicates program learning outcomes have been met.

E. WITHDRAWAL / DISMISSAL FROM PROGRAM

1. Students may elect to withdraw from the Surgical Technology Program.
2. Students will be dismissed from the Surgical Technology Program for academic reasons, which include, but are not necessarily limited to, the following:
 - a. Failure to meet each quarter's current curriculum requirements, as specified by the Surgical Technology Program.
 - b. Incomplete health and immunization record.
 - c. Failure to maintain an active professional CPR card.
 - d. Failure to attain a minimum of "C" in all required Surgical Technology Program courses. This includes all of the requirements on the graduation program sheet, with the sole exception of the humanities elective selected by the student.
 - e. Failure to meet stated clinical objectives.
 - f. Failure to maintain a 2.0 overall Grade Point Average.
 - g. Failure to meet attendance policy.
 - h. If required non-surgical technology courses are taken in advance of the program sequence, and a grade less than "C" is obtained in any such course, that grade must be raised to at least a "C" by the time the course, as indicated in the curriculum, is due to be completed.
3. Students may be dismissed from the Surgical Technology Program and/or the College for non-academic reasons. Such dismissals will be in accordance with the Sinclair Community College Student Conduct Policy.
4. Students may be dismissed from the Surgical Technology Program in the first quarter if the first clinical (lab) is missed. Procedures for administrative withdrawal according to the student handbook will be followed.
5. Students who fail the clinical portion of any Surgical Technology class will not be considered for reinstatement into the program.
6. Admission Deferment – A student who is admitted to the Surgical Technology Program for the start of the Fall Quarter and who subsequently declines to start the program will be required to re-apply.

F. REINSTATEMENT POLICY

A student who has withdrawn or been dismissed from the Surgical Technology Program may petition for reinstatement pursuant to the procedures, and subject to the conditions and limitations which follow. Reinstatement is a privilege, and not a right. Therefore, a petition for reinstatement does not guarantee reinstatement. The Life and Health Science Reinstatement Committee will act on all requests which are properly submitted in writing. Personal interviews will not be conducted. Students will be notified in writing of the decision.

1. An individual who wishes to be considered for reinstatement to the Surgical Technology Program must petition the Surgical Technology Department. The petition forms for this purpose are available in the Surgical Technology Department office. The petition, which must be completed and returned to the Surgical Technology Department, incorporates the following:
 - a. The date of the reinstatement request.
 - b. The last surgical technology course completed.
 - c. Statement of the cause of non-continuance in the Surgical Technology Program. (Identification of the probable factors or reasons which had a bearing on the non-continuance).
 - d. Outline or identification of the steps taken to correct the cause of non-continuance.
 - e. Statement of the reasons why the petitioner should be reinstated into the Surgical Technology Program.
 - f. Any other information which the petitioner wishes the department to consider.
2. An individual who seeks to be considered for reinstatement must have a 2.0 Grade Point Average. An individual whose petition for reinstatement is granted must have a 2.0 Grade Point Average at the time of re-entry into the Surgical Technology Program.
3. Reinstatement to the Surgical Technology Program may be unconditional or, depending on the circumstances, may be subject to the petitioner meeting certain conditions, as specified by the Committee. Such conditions include, but are not necessarily limited to, the following:
 - a. If the petitioner has not been actively enrolled in a clinical Surgical Technology course for more than one calendar year, successful performance on a skills proficiency test for the last successfully completed surgical technology course will be required. This test will be administered one time only. If the test is not passed, the course must be retaken.
 - b. If the petitioner has taken biological or physical science or math more than five (5) year preceding the date of reinstatement, or surgical technology course

more than three (3) years preceding the date of reinstatement, repeat of such course will be required.

4. Eligibility for reinstatement does not guarantee reinstatement at a particular time. A petitioner who is deemed to be eligible for reinstatement will have his/her name placed on an eligibility list, and will be reinstated to the Surgical Technology Program on a space available basis. The date of receipt of the Reinstatement Petition will determine the order of placement on the eligibility list. The petitioner must meet all of the criteria for reinstatement eligibility at the time the petition is submitted, and at the time of re-entry into the Surgical Technology Program. If they do not, they must correct the deficiencies and a new eligibility date will be assigned upon notification to the Surgical Technology Department that the criteria have been met.
5. The following individuals must wait a minimum of one year from the date of dismissal before applying for reinstatement to the Surgical Technology Program:
 - a. Students who have received a “D” or an “F” two times in surgical technology courses with a clinical component. (This may be either two different surgical technology courses or the same surgical technology course twice).
 - b. Students who have received a “D” or an “F” two times in the same college level biological or physical science or math course required by the Surgical Technology Program.
 - c. Students who have received a “D” or an “F” four times in any combination of biological or physical science or math course required by the Surgical Technology Program.
6. Students who have been reinstated to the Surgical Technology Program must meet graduation requirements in place at the time of their reinstatement.
7. Students who have been reinstated to the Surgical Technology Program must meet the requirements for continued enrollment set forth in Paragraph A of this Statement of Policy.

G. CLINICAL CASE REQUIREMENTS

Surgical Technology students will rotate through the clinical affiliates as scheduled in the course sequence. The standard clinical case requirements that students must achieve is 125 cases, following the AST Core Curriculum, 5th edition.

These 125 cases are distributed among three levels of both core and specialty cases. A minimum of 35 cases must be performed independent of the preceptor or instructor.

ARC-ST Standards - Core Curriculum Clinical Standards

Standard (35 must be in the Solo role)

	Core	Specialty	Assist	Solo
Level I	10	10		20
Level II	10	5		15
Level III				

H. STUDENT WORK POLICY

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.