Associate of Applied Science Degree In Surgical Technology

Program Information & Application

SFCC Surgical Technology Program Format

The SFCC Surgical Technology program is a 12-month program starting in August each year. The didactic (lecture) courses are presented in online and hybrid (online and in-person) formats. Students will complete laboratory hours (in-person) at the SFCC Clinton campus and clinical hours (in-person) in an assigned clinical site.

SFCC Surgical Technology Program Admission Process

The Surgical Technology Program is currently accepting applications. Seats are filled on a first come, first served basis once required documents (see below) are received and the Surgical Technology Department has verified prerequisites will be completed by the end of the summer semester for fall admission.

Required Documentation:
- ATI TEAS – AH Exam Results – Applicants are responsible for submitting official transcript. Score must be 50% or higher. See below.
- Applicant Observation Form – Applicants must observe in a surgical setting for a minimum of 2 hours and complete the Applicant Observation Form. See below.

Contingent Admission
- Contingent admission will be offered to applicants who will have met all admission criteria by the end of the summer semester for fall admission.
- Applicants completing prerequisite course work at an institution other than SFCC must request official transcript be sent to SFCC upon course completion.
- Applicants will be ineligible for fall admission if official transcript is not received by the indicated deadline noted in the contingent admission letter emailed to applicant.

Prior to applying for admission to the Surgical Technology program, students are **strongly encouraged to contact the program's Student Success Navigator** to help plan courses, clarify program requirements, and review students' academic history. To schedule an appointment, call (660) 383- 1600 or email clinton@sfccmo.edu.

Steps for Surgical Technology Program Admission

1. Admission to State Fair Community College (If currently admitted to SFCC, skip this step)
- Submit a free online SFCC Application for Admission at https://connect.sfccmo.edu/apply/.
- Students are fully admitted to SFCC after completing the Enrollment Checklist.

2. Surgical Technology Program Application
- Complete the online program application
  - Surgical Technology Application

Contact the Administrative Assistant – Health Sciences if you have questions about the application process:
(660) 383-7054

Applicants are accepted into the program pending a satisfactory background check utilizing a United States social security number, a negative educational conduct evaluation, a negative drug screening and record of all required immunizations. Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Surgical Technology Program Director. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information. For additional information review the background check, drug screening and immunization policies located on the Surgical Technology Program Handbook.

3. Pre-Entrance Exam
- All applicants must take a pre-entrance exam called the **ATI TEAS (Test of Essential Academic Skills) AH (Allied Health)** exam and earn a minimum overall score of 50 or higher.
- SFCC administers the test on several campuses. If the test is completed at a testing center other than SFCC, the student must request an official transcript from ATI.
- For additional information on registration and cost, please visit the SFCC Testing Center website. https://www.sfccmo.edu/offices-services/testing-services/tests/ati-teas/
- Students are allowed to take this test an unlimited number of times. If a student chooses to take the exam more than once, the student must wait 45 calendar days between testing dates.
- Student scores are valid for three application years; program application must be received before test results expire.
- Official transcripts can be purchased from the ATI website https://www.atitesting.com/teas/transcript **Unofficial ATI TEAS results taken from a testing center besides SFCC will not be accepted**.

4. Transcript Submission

- Students must submit official college transcripts from all colleges where credit was earned, including dual credit earned in high school.
- Students who are completing prerequisites at colleges other than SFCC must submit an <u>unofficial</u> with application and <u>official</u> transcript as soon as grades are posted upon completion of final prerequisite course(s).
- Online transcript services are preferred if available through the transfer institution. If the transfer institution does not utilize an online transcript service, official transcript must be sent to the SFCC registrar's office from the institution via email or USPS mail. **Transcripts delivered in person or faxed will not be accepted.**

Program Prerequisites

Prerequisites	Credit Hours	Grade Requirement
ENGL 101 English Composition I (or) ENGL 102 English Composition II	3	C or higher
COMM 101 Public Speaking	3	C or higher
HIST 101 U.S. History Before 1877 (or) HIST 102 U.S. History Since 1877 (or) POLS 101 American/National Government	3	C or higher
MATH 110 Intermediate Algebra with Review (or) MATH 112 Intermediate Algebra (or) MATH 113 Mathematical Reasoning and Modeling (or) MATH 114 Precalculus Algebra (Or higher)	3	C or higher
BIO 207 Human Anatomy with Lab	4	C or higher
BIO 208 Human Physiology with Lab	4	C or higher
HEOC 119 Medical Terminology	3	C or higher
BIO 121 Microbiology	4	C or higher

*Must earn the minimum required grade for each prerequisite course

Essential Qualifications for the Surgical Technology Program

The following essential qualifications address the motor, behavioral, emotional, communication and professional conduct essential to the Associate of Applied Science Degree in Surgical Technology at State Fair Community College. Students must meet these essential qualifications in order to be admitted and retained in the program. Students with documented disabilities who wish to request reasonable accommodations under the American with Disabilities Act must follow the college's procedure for requesting accommodations. The college reserves the right to reject requests for accommodations that would fundamentally alter the nature of an educational program, lower the academic standards, cause an undue hardship on the college, or endanger the health or safety of a student with a disability, other students, or any other member of the college community.

The curriculum for the Associate of Applied Science Degree in Surgical Technology requires students to engage in diverse, complex, and specific experiences necessary for the acquisition and practice of surgical technology skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. Additionally, these functions are necessary to ensure the health and safety of patients, fellow applicants, faculty, and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in the surgical technology field, as well as for completion of the Associate of Applied Science Degree in Surgical Technology at State Fair Community College, include, but are not limited to, the following abilities:

Motor Skills:
With or without reasonable accommodations, a candidate for this program must possess gross and fine motor abilities sufficient to provide safe and effective performance in the handling of equipment and instrumentation. They should have the ability to perform controlled motor movements to provide direct patient care and emergency treatments to patients (lifting, transferring, turning patients, or providing cardiopulmonary resuscitation). In general, this requires candidates to be able to regularly lift at least 50 pounds (to carry instrument trays or direct patient care), stand unassisted for eight continuous hours, move carts weighing up to 100 lbs. A full range of motion of body joints the upper extremities is required in all of the above.

Sensory/Observation:
With or without reasonable accommodations, candidates should have normal, functional vision with corrective eyewear; peripheral vision, differentiate color, and differentiate right from left. Candidates should have sufficient auditory abilities to perform efficiently, which includes hearing faint or muffled voices, hearing situations when not able to see lips, and hearing auditory alarms with or without auxiliary aids.

Behavioral/Emotional:
With or without reasonable accommodations, a candidate for this program must have the emotional stability in order to apply critical thinking skills in a systematic and professional manner. They must be capable of exercising good judgment and promptly completing the responsibilities involved in the care of patients. Candidates must be able to adapt to an environment that may change rapidly without warning and/or in

unpredictable ways. They must be able to demonstrate and communicate empathy for the situations and circumstances of others. Candidates should be aware that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. Candidates must maintain composure and control emotions in high stress or tense situations and demonstrate a willingness and ability to give and receive feedback. They must also be able to stay mentally alert for long periods of time. Candidates must be able to deal effectively with the stresses encountered in required class work per week in addition to family and life demands.

Communication:
With or without reasonable accommodations, the applicant must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. The applicant must be able to communicate effectively in oral and written forms with individuals of all backgrounds and education levels. The applicant must be able to process and communicate information with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the applicant's ability to make a correct judgment in seeking supervision and consultation in a timely manner. It is necessary to utilize the English language.

Cognitive:
With or without reasonable accommodations, an applicant must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of surgical technology study. Candidates must be able to quickly read and comprehend extensive written material. They must also be able to recall, evaluate, and apply information and engage in critical thinking in the classroom and clinical setting.

Professional Conduct:
Candidates must possess the ability to reason morally and practice surgical technology in an ethical manner. They must be willing to learn and abide by professional standards of practice, must maintain confidentiality, and must demonstrate compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Candidates must be able to have respect and engage in patient care delivery in all settings and to all populations regardless of social or economic status, personal attributes, or the reason for surgery. Candidates must possess exemplary personal hygiene due to the surgical site infection risk and the close proximity in which the surgical team works with each other and the patient.

Applicants who are selected for the program must pass a criminal background check as required by our clinical education sites. State Fair Community College's Associate of Applied Science Degree in Surgical Technology certifies that graduates have been educated to enter practice as a surgical technologist, having demonstrated competency in cognitive, affective, and psychomotor domains. Professional coursework and general education requirements contribute to the development and completion of these competencies. To be eligible to sit for the National Certification Exam, all components of the degree program must be completed.

Occupational Exposures:
Candidates must recognize that the work environment will include exposure to diseases, blood and bodily fluids, withstand unusual smells (cauterized tissue), and toxic substances (x-rays, fumes, latex, sterilants).

Applicant Observation Form
SURGICAL TECHNOLOGY PROGRAM
1701 N. 2nd St. - Clinton, MO 64735

To the applicant:

You are required to observe a surgical procedure(s) in a surgical setting for a <u>minimum of 2 hours</u> as part of the application process. You may visit more than one clinical site and use a new form for each site (make copies of this form as necessary). Students should contact the site in advance and schedule the observation. Arrive in business casual attire for your observation. Wear comfortable shoes without heels. Take this form with you and give it to the Director of Surgical Services or Room Nurse to complete and sign. Submit the signed form with your application.

Student Name (please print):	
Date of Observation:	
Total Number of Hours Observed:	
Facility Name:	
City/State:	

To the Director of Surgical Services or Room Nurse:

As an **admission requirement to the SFCC Surgical Technology Program,** applicants are required to observe a surgical procedure(s) in a surgical setting for a <u>minimum of 2 hours</u>. If the information listed above for the prospective student is correct for today's observation, please complete the section below, sign the form, and return it to the applicant. Forms with missing signatures will not be accepted.

Type of exams that the student observed at this facility on the above date (check box below):

	Laparoscopic Cholecystectomy		Shoulder or Knee Arthroscopy
	Breast Biopsy		Carpal Tunnel/Trigger Finger Release
	Laparoscopic Hernia Repair		ORIF_____
	Open Hernia Repair		Hysterectomy
	Tonsillectomy		C-Section
	Thyroid Lobectomy		Cystoscopy/Ureteroscopy
	Sinus Surgery		Other_____

Did the student present himself or herself if a professional manner? _____Yes _____No

Print Name and Title:	
Signature:	

Thank you for allowing this prospective student to observe in your facility. Please complete the comment box or contact our office if you have further comments regarding this applicant.

Additional Comments:

SFCC Surgical Technology Program
Michelle Green, Program Director
660-383-7052
mgreen18@sfccmo.edu

Observation Information

o Applicant is responsible for contacting the facility, scheduling an observation time, and filling out and/or providing the required documents for the facility at the time of the observation.

o The applicant will either change into facility scrubs or put on a "bunny suit" (disposable jumpsuit); as instructed, as well as shoe covers, surgical hat, and safety glasses.

o Make sure to wear comfortable shoes; no high heels or boots.

o Enjoy the experience!

Approved Observation Locations

Golden Valley Memorial Healthcare 1600 N. 2nd – Clinton, MO Contact: Human Resources 660-890-7131	Fitzgibbon Hospital 2305 S. Hwy 65 – Marshall, MO Contact: Administrative Assistant – Human Resources 660-831-3318
Bothwell Regional Health Center 601 E 14th – Sedalia, MO Contact: Recruiter AFTER filling out job shadow application www.brhc.org	Western Missouri Medical Center 403 Burkarth Rd. – Warrensburg, MO Contact: Employee Health & Wellness Coordinator 660-747-2500 Ext: 7926
Cass Regional Medical Center 2800 Rock Haven Rd. – Harrisonville, MO Contact: bhauck@cassregional.org 816-380-5888 x4980	Lake Regional Health System 54 Hospital Dr. – Osage Beach, MO Contact: Education Coordinator – Student Relations 573-302-3006
SSM Health St. Mary's Hospital 2505 Mission Drive – Jefferson City, MO Contact: Volunteer Services 573-681-3739	Citizen's Memorial Hospital District 1500 N Oakland Ave. – Bolivar, MO Contact: TBD

Disability Resource Center

Students with documented disabilities who are applying for admission to State Fair Community College's Surgical Technology Program are welcome according to guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students with documented disabilities, who have the abilities to assume the role and meet expected educational outcomes as required for all students seeking the Associate of Applied Science in Surgical Technology degree. These abilities are outlined in the Essential Qualifications for the Surgical Technology Program.

Institution Accreditation

SFCC has been affiliated with the North Central Association (NCA) of Colleges and Schools, now the Higher Learning Commission, since it was founded. Full accreditation was granted in 1976 and the college continues to be accredited today through the Higher Learning Commission.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800.621.7440 or 312.263.0456 Fax: 312.263.7462
HLC website: http://ncahlc.org/ HLC Email: info@hlcommission.org
Complaints or concerns about an Institution affiliated with the Commission can be sent to:
complaints@hlcommission.org

Program Accreditation

The Surgical Technology Program at State Fair Community College has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

Surgical Technology Program Information

Graduates of SFCC's Surgical Technology Program will earn an Associate of Applied Science degree in Surgical Technology. Through classroom theory, laboratory practice and clinical application, students will utilize competencies learned to deliver patient care as expected of the entry-level Surgical Technologist.

Program Minimum Expectation

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program Mission

The mission of the State Fair Community College Surgical Technology program is to deliver the educational foundation for students to become employed as entry-level Surgical Technologists and act as contributing members of the surgical team.

Program Vision

The vison of the State Fair Community College Surgical Technology program is to provide relevant curriculum and a student-centered environment to prepare competent graduates for entry-level Surgical Technology positions.

Graduate Goals and Learning Outcomes

The State Fair Community College Surgical Technology program will provide a positive educational atmosphere in which to prepare Surgical Technologists who as graduates will be able to:

- Utilize competencies learned to deliver patient care expected of the entry level Surgical Technologist.
- Communicate professionally and use appropriate medical terminology with patients, physicians, and other health care personnel.
- Integrate knowledge gained to safely perform during the preoperative, intraoperative, and postoperative phases of patient care.
- Develop a surgical conscience and professional attitude that will promote responsibility as a health care professional and as a member of a health care team.
- Develop a respect for the dignity and worth of patients regardless of physical, psychological, or spiritual needs.
- Assume responsibility for lifelong learning.

Student Conduct Evaluation Policy

Educational Conduct Evaluation

An educational conduct evaluation may be conducted at any time while a student is enrolled at SFCC with a declared health science or pre-health science major, or when an application has been submitted to a health science program.

The student's educational conduct records will be reviewed in the internal reporting system. If conduct is identified which may make the student unsuitable for the health care profession or the health care educational environment, the concern will be brought before the Health-Science Student Conduct Committee.

The committee will review the student's records and determine the student's eligibility to enroll in the SFCC Health Science program. A student who is found responsible for conduct including but not limited to the behaviors listed below may be disqualified from enrolling in a health science program.

- Academic dishonesty
- Threats against teachers or fellow students
- Intimidating behavior
- Obstructive or disruptive conduct
- Bullying or harassment
- Disrespect for property of others
- Conduct that interferes with the academic environment
- Possession of banned items or substances on campus
- Other items listed in the SFCC student code of conduct (Reg 2610)

If a potentially disqualifying concern is identified the student will be informed via SFCC e-mail and will have the opportunity to appear before the committee. If the student does not respond to communication within 10 business days or is unwilling to appear before the committee the committee may decide in their absence. If the committee determines that the student is ineligible due to conduct unsuitable for the health care profession or health care educational environment the student will be informed of the committee's decision in writing via their SFCC student e-mail.

The student will then have up to 10 business days to appeal the committee's decision by submitting a written request of appeal. Initial appeals will be heard by the Health Science Dean. If the appeal is denied the Dean will inform the student in writing via SFCC e-mail.

Health Science Student Conduct Committee

The Health Science Student Conduct Committee will consist of three or more full-time SFCC Health Science employees with representation from at least three Health Science specialty areas. The committee will be convened as needed to review student conduct records which may make a student unsuitable for the health care profession.

Surgical Technology Program Courses

1st Semester: Fall

Course Number	Course Title	Credit Hours	Prerequisite Course(s)
NURS 102	CPR for Health Care Providers	.5	Official Program Acceptance
SRGT 101	Intro to Surgical Technology	2	Official Program Acceptance
SRGT 103	Fundamentals of Surgical Technology	7	Official Program Acceptance
SRGT 105	Surgical Instrumentation	4	Official Program Acceptance
SRGT 107	Surgical Technology Clinical I	1	Official Program Acceptance
Total:		**14.5**	

2nd Semester: Spring

Course Number	Course Title	Credit Hours	Prerequisite Course(s)
SRGT 109	Surgical Procedures I	4	Official Program Acceptance
SRGT 111	Surgical Technology Clinical II	10	Official Program Acceptance
Total:		**14**	

3rd Semester: Summer

Course Number	Course Title	Credit Hours	Prerequisite Course(s)
SRGT 113	Surgical Procedures II	2	Official Program Acceptance
SRGT 115	Surgical Technology Clinical III	4	Official Program Acceptance
SRGT 117	Certification Prep and Review	1	Official Program Acceptance
Total:		**7**	
Program	**Total:**	**35.5**	

Surgical Technology Program Layout

Fall Semester:

American Heart Association CPR for Health Care Providers	Hybrid (Interim) course prior to program start and will be required to attend on-campus skills demonstration
Introduction to Surgical Technology (1*8)	Online
Fundamentals of Surgical Technology	Lecture – Tuesday / Lab - Wednesday & Thursday
Surgical Instrumentation	Lecture – Tuesday / Lab - Wednesday & Thursday
Surgical Technology Clinical I (2*8)	At assigned clinical facility - Friday

**Fundamentals and Instrumentation will have lecture and labs on the same days as each other. **

Spring Semester:

Surgical Procedures I	Lecture and Lab - Monday
Surgical Technology Clinical II	At assigned clinical facility - Tuesday, Wednesday, & Thursday

Summer Semester:

Surgical Procedures II	Lecture and Lab - Monday
Surgical Technology Clinical III	At assigned clinical facility - Tuesday, Wednesday, & Thursday
Certification Prep & Review	Online

Specific days of the week may vary to work around holidays and the academic calendar

The SFCC Surgical Technology Program is **located at the Clinton campus.** It will be using a hybrid course format for didactic (lecture) courses with an option to attend class via web conference. This format improves access to the program for students who live a distance away and/or better accommodates personal schedules for those balancing family or work schedules.

Here's what you need to know:
- The program starts once per year in August and is three semesters in length.
- Hybrid = approximately half of the didactic course curriculum is delivered synchronous (students attend instructor-led class at the same time) and half of the curriculum is delivered asynchronous (online activities such as discussion posts).
- Students have the option to attend classes in-person at the Clinton campus or meet on a web conference platform (i.e. Zoom) for the one day/week synchronous class sessions. The course instructor will simultaneously instruct both in-seat students and students who attend the class via web conference platform. If a student is struggling academically in a course, the student may be required to attend class sessions on campus.
- Students have the option to alternate between in-seat attendance and web conferencing for those who prefer or need to adjust.
- The tuition cost for the hybrid format is the same as the traditional format.
- The laboratory course curriculum is delivered in-person in the Clinton campus Surgical Technology lab.
- Clinical courses will be on-site at assigned clinical facilities including, but not limited to Golden Valley Memorial Healthcare, Cass Regional Medical Center, Bothwell Regional Health Center, Fitzgibbon Hospital, Western Missouri Medical Center, Lake Regional Health System, and St. Mary's Hospital – Jefferson City, Centerpoint Medical Center, Lee's Summit Medical Center, and Citizen's Memorial Hospital.

The following are expectations when attending a class session via web conference:

- All students will be logged into the web conference platform at least 5 minutes prior to scheduled class time. Instructor will provide link or instructions for logging in.
- Students should have either a laptop with a camera or a web-camera. Students will log into the class using a web camera or laptop camera to be considered 'present'. Using a cell phone for web conferenced classes is not permitted without prior approval by the instructor in extenuating circumstances.
- Students should mute their audio upon entrance into the class and camera should be on to allow instructor and classmates to see one another. Muting will minimize the background noise or students talking over the instructor or each other.
- Be mindful that when using the web camera, everyone can see everyone else. Proper attire as per the student handbook is expected.
- If a student needs to leave the class early or disable their camera, they should notify the instructor.
- Student will be considered tardy if they are not logged into the class with camera on at the start of the scheduled class time.
- Students may unmute their microphone to ask a question, type questions into the chat link or raise their hand at any time depending on instructor preference.
- Make every attempt to secure daycare arrangements for children, assure pets are fed/walked, and family knows that you are "in class".
- During class breaks, students do not need to log off and can step away from the computer but return ready at the time given.
- If you have internet connection problems, please reach out to instructor. You will need reliable internet for virtual learning.

Technology Requirements

Computer:

In the SFCC Surgical Technology program, didactic courses are taught online and hybrid. **Students must have access to a reliable computer, webcam, microphone, and reliable internet access in order to successfully complete the program.**

Technology Requirement:

Students will be required to utilize a personal laptop to complete in-class and out of class quizzes and exams. No iPads or tablets will be permitted for computer-based exams.

Some configuration options for Internet Explorer might make some features of the online learning management system difficult to use therefore, it is recommended that students use Chrome or Firefox. Additionally, a word-based software program is recommended to open and download course materials. SFCC students must have Microsoft Office available for use. A free download of Microsoft Office is available through their student email account. Instructions are available at https://www.sfccmo.edu/its-knowledge-base/office-365/ All written assignments submitted via the online learning management system must be in Microsoft Word (*.doc or *docx) or Rich Text Format (*.rtf) or in a format approved by the course instructor. The learning management system will display a copy of the attached file for review once it is submitted. It is the student's responsibility to double-check the attachment to ensure that it is the correct file. Resubmission for credit related to technology issues will be considered by the course instructor on a case-by-case basis. SFCC Help Desk provides technical support 24/7 for students enrolled in SFCC courses. Call extension 7711 (on campus) or toll free at (866) 295-3070 (off campus) for technical support.

Cell Phone:
Students will need a cell phone with internet access to access the clinical tracking system and to clock in and out at their clinical sites. Students will be required to turn on their phone's GPS in order to track that they are logging in from the clinical location.

Students should also install their SFCC e-mail on their phone so that they are able to check for important communication when away from their computer. www.sfccmo.edu/**its**-knowledge-base/

Clinical Education

Clinical Education plays a very significant role in your development as a Surgical Technologist. Participation in clinical education is not optional. Your clinical rotations will occur at a variety of locations. Unlike traditional college courses, clinical rotations will usually consist of 8.5-hour shifts (30-minute lunch). Clinical placement is determined by student housing location in relation to the clinical facilities. Traveling more than 1.5 hours to clinical is not advised, but will be addressed on a case by case basis, if needed.

Some questions you should ask yourself include:
- Do I have dependable transportation?
    - ❖ It is the student's responsibility to provide transportation that will permit prompt and dependable reporting for each clinical education assignment. Although we attempt to minimize the travel distance for students to their clinical sites, this is not always possible due to circumstances beyond our control.
- Will I be able to afford gas to travel to and from clinical (keep in mind the fluctuating gas prices)?
- Will my employer be flexible with my clinical education schedule?
    - ❖ It is strongly recommended that students do NOT attempt to work more than a few hours a week due to the intense educational demands of the Surgical Technology program.
- How reliable are my childcare arrangements?
- What alternatives do I have if my child is too sick for daycare?

There may be times when you will miss a clinical rotation because of illness, but if you miss too much time you may be required to repeat the course, or you may be dismissed from the program.

The technologists and staff at the facilities will make every effort to welcome you and make you feel comfortable. However, you should realize that congeniality is a two-way street. The friendlier and more outgoing you are the warmer reception you will receive in return.

**Clinical requirements during the 12-month Surgical Technology program:**
Fall: Students are assigned to the clinical site four days for 8.5 hours each day.
Spring: Students are typically assigned to the clinical site 3 days a week for 8.5 hours each day.
Summer: Students are typically assigned to the clinical site 3 days a week for 8.5 hours each day.

Students should expect to commit 40 hours per week to successfully completing lab, didactic, and clinical requirements of the Surgical Technology program. This estimation does not include travel time to campus or clinical.

Clinical Case Requirement
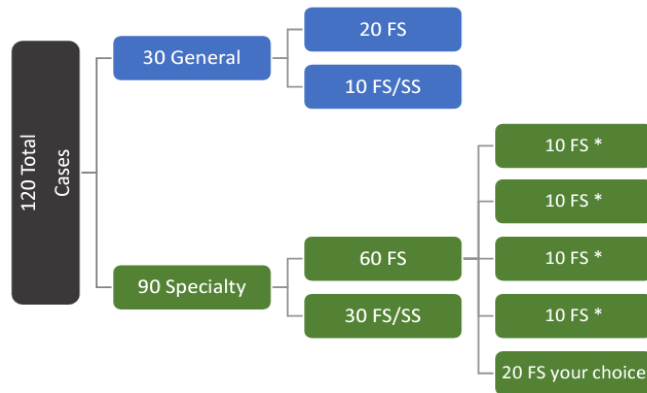
Case requirements – A student must complete a minimum of 120 cases as delineated below: (refer to diagram)

A. General surgery
  1. A student must complete a minimum of 30 cases in General Surgery.
      a) 20 of these cases must be performed in the FS role.
      b) The remaining 10 cases may be performed in either the FS or SS role.
B. Specialty surgery
  1. A student must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery.
      a) A minimum of 60 cases must be performed in the FS role and distributed amongst a minimum of four surgical specialties.
          1) A minimum of ten cases in four different specialties must be completed in the FS role (40 cases total).
          2) The additional 20 cases in the FS role may be distributed amongst any one surgical specialty or multiple surgical specialties.
      b) The remaining 30 cases may be performed in any surgical specialty in either the FS or SS role.
  2. Surgical specialties (excluding General Surgery)
      a) Cardiothoracic
      b) Genitourinary
      c) Neurologic
      d) Obstetric and gynecologic
      e) Orthopedic
      f) Otorhinolaryngologic
      g) Ophthalmologic
      h) Oral Maxillofacial
      i) Peripheral vascular
      j) Plastics and reconstructive
      k) Procurement and transplant

FIRST AND SECOND SCRUB ROLE AND OBSERVATION

FIRST SCRUB ROLE
The student surgical technologist shall 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.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions 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.

SECOND SCRUB ROLE
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 by performing one or more of the following:
- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

OBSERVATION ROLE
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.

SFCC Health Science Communicable Disease and Immunization

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however, these measures do not eliminate the risk that a student or healthcare provider may become infected.

During healthcare training in the lab and clinic setting, students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to ensure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your healthcare provider.

CDC: Workplace Safety and Health Topics: Health Care Workers
https://www.cdc.gov/niosh/topics/healthcare/default.html

CDC: Infection Control: Standard Precautions for All Patient Care
https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html

CDC: Sequence for Putting on PPE and Safe PPE Removal https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account **IF** your program requires it. Students not meeting immunization requirements or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and, therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change, students will be required to meet the standard or will be prohibited from participating in clinical education.

Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:
- COVID-19 Vaccine
  - Verification of immunization series completion and boosters as required by clinic sites
    - Series of 2 doses of monovalent Moderna or Pfizer **OR**
      - Doses at least 3 weeks apart
      - As of 5/6/23 vaccine is no longer available
    - Single dose of monovalent Johnson and Johnson **OR**
      - As of 5/6/23 vaccine is no longer available
    - Single dose of bivalent Moderna or Pfizer

- Measles, Mumps & Rubella (MMR) Vaccine
    - Laboratory evidence of immunity
        - Laboratory confirmation of rubella, mumps or measles disease OR
    - Birth before 1957 does not require immunization
    - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
    - Laboratory evidence of immunity OR
    - Document of vaccination with 2 doses of varicella vaccine
        - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
    - Verification of annual flu vaccine (fall)
- Hepatitis B
    - Laboratory confirmation of Hepatitis B immunity OR
    - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
        - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
    - Series of 2 doses of Heplisav-B
        - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
    - Documentation of having received a booster within the last 10 years
- Tuberculosis
    - If no TB test completed in the last 12 months, must have a QFT, T-Spot, or a 2-step PPD
        - The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed within 1-3 weeks of each other
            - Step 1 – Tuberculin Skin Test and result read within 2-3 days
            - Step 2 - Tuberculin Skin Test 1-3 weeks after step 1 and result read within 2-3 days.
    - If the student has had annual TB skin tests (PPD, QFT, or T-Spot) for the past 2 consecutive years or more, with no gap greater than 12 months between each test, evidence of the 2 prior TB tests must be submitted.
    - TB test (1 step) is required annually (PPD, QFT, or T-Spot)
    - Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
        - Evidence of a positive TB skin test must be documented by one of the following:
            - Chest x-ray report indicating positive TB skin test as the reason for the exam OR
            - Official TB skin test record indicating a positive result
        - If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

Students with approved immunization exemptions must abide by clinical facility mandates such as PPE or communicable disease testing on a regular basis (possibly at the student's expense).

Students must maintain current immunization records for the duration of the health science program and throughout the course remediation period.

(Updated 8.9.23)

Surgical Technology Fee Schedule*

	In-District**	Missouri	Out-of-State
First Semester (Fall) 14.5 credit hours			
0.5 credit hours (base tuition)	$63.00	$95.50	$128.50
14 credit hours (tier 4 tuition)	$4914.00	$5824.00	$6748.00
Online tuition - $50/credit hour (2 credit hours)	$100.00	$100.00	$100.00
Technology Fee - $45/credit hour	$630.00	$630.00	$630.00
Lab Fee (SRGT 103)	$400.00	$400.00	$400.00
Trajecsys – 6-12-month license (SRGT 105)	$100.00	$100.00	$100.00
Total for First Semester	**$6,207.00**	**$7,149.50**	**$8,106.50**
Second Semester (Spring) 14 credit hours			
14 credit hours (tier 4 tuition)	$4914.00	$5824.00	$6748.00
Technology Fee - $45/credit hour	$630.00	$630.00	$630.00
AST Gold Member Package (SRGT 109)	$300.00	$300.00	$300.00
Total for Second Semester	**$5,844.00**	**$6,754.00**	**$7,678.00**
Third Semester (Summer) 7 credit hours			
7 credit hours (tier 4 tuition)	$2457.00	$2912.00	$3374.00
Online tuition - $50/credit hour (1 credit hour)	$50.00	$50.00	$50.00
Technology Fee - $45/credit hour	$315.00	$315.00	$315.00
Total for Third Semester	**$2,822.00**	**$3,277.00**	**$3,739.00**
TOTAL FOR ENTIRE PROGRAM	**$14,873.00**	**$17,180.50**	**$19,523.50**

* Subject to change without notice by the SFCC Board of Trustees

In-district tuition applies to residents of the following school districts: Cole Camp R-1, Green Ridge R-VIII, La Monte R-IV, Lincoln R-II, Otterville R-VI, Pettis County R-12 at Dresden, Pettis County R-V at Hughesville/Houstonia, Sedalia 200, Smithton R-VI, and Warsaw R-IX. Active-duty military personnel, reserve, National Guard members, and veterans and their dependents qualify for **in-district tuition based on residency (must be in the primary "in-district" service area-Benton & Pettis County). Standard Missouri resident rates apply to active-duty military outside the primary service area.

Surgical Technology Program		
Estimated Additional Expenses		
There are many expenses that will be incurred in addition to course tuition and fees. While we have tried to be as thorough as possible, expenses may vary from the estimates listed. **NOTE: Additional expenses to consider include printing, supplies (notebooks, binders, and pens), and vehicle maintenance.**		
Semester 1 (Fall)	Books	550.00
	Laptop	550.00
	Uniforms (scrubs, shoes, eye protection)	135.00
	Immunizations (assuming all are needed)	300.00
	CastleBranch – Background check, immunization tracking, & drug testing	160.00
Semester 2 (Spring)	Mileage (travel to campus and clinicals for the year)	300.00
Semester 3 (Summer)	Graduation Package	45.00
	Surgical Technology pin	45.00
Grand Total		**$2,085.00**

SFCC Academic Withdrawal

Any withdrawal from a surgical technology course or the program will need the consultation of the Surgical Technology Program Director.

If it is necessary to withdraw from the college (drop all of your classes for a semester or session), you can do so before dates listed in each syllabus. After the last date to withdraw, you cannot withdraw and you must remain in the classes until the end of the semester/session. If a student fails to officially withdraw, the student will stay on the class roll as an active student and potentially receive a final grade of an **F**. Tuition and select fee refunds will only be made if the student withdraws within the refund period as designated on the academic calendar.

Campus Resources

Additional information about the following are available at www.sfccmo.edu:

- Academic Records and Registrar Office
- Campus Safety and Security
- Campus Store
- Career Services
- Course Catalog
- Counseling Services
- Disability Resource Center
- Financial Aid
- Library
- Navigator Advising
- Residence Life and Student Activities
- Student Success Center
- Student Technology Help Center and 24/7 Help Desk
- Testing Services
- TRiO – Student Support Services
- Transfer Services
- Tutoring Services
- Veterans Services

Institutional Regulations and Policies

All institutional policies and regulations can be found on the SFCC website at:
www.sfccmo.edu/about/policies-regulations/

Please refer to the above website and read these policies:
Harassment – Policy 2130
Student Educational Records – Policy 2400
Financial Aid – Policy 2710
Drugs and Alcohol and Tobacco Products – Policy 2830
Please refer to the above website and read these regulations:
Students with Disabilities Testing Accommodations – Regulation 2116
Student Grievance and Appellate Process – Regulation 2160
Student Educational Records – Regulation 2400
Student Academic Achievement – Regulation 2511
Discipline – Regulation 2610
Student Services – Regulation 2810
Students with Communicable Diseases – Regulation 2810