

Curriculum Guide

GENERAL OVERVIEW

The **SURGICAL TECHNOLOGY PROGRAM** at Jefferson Community & Technical College is designed to provide the basic knowledge and skills to function in a modern perioperative suite. The curriculum consists of instruction in specialized courses and concentrated study in theory and lab practices. Clinical experience in area hospitals prepares the student for an integral role on the perioperative staff. The program is accredited by the Commission on Accreditation of Allied Health Education Programs and the Association of Surgical Technologists.

WHO ARE SURGICAL TECHNOLOGISTS?

Surgical Technologists most often function as members of the surgical team in a sterile environment. During surgery, they anticipate the needs of the surgeon's, pass instruments and provide other sterile items, as well as directly assisting by handling tissue, using instruments and providing wound exposure within the operating field.

GETTING STARTED

Students interested in the Surgical Technology Program at Jefferson should begin by reading this curriculum guide thoroughly. The guide contains important information regarding the program's admission requirements, the application and selective admission processes, required coursework, conference schedules, and various other advising notes. Students are also encouraged to visit the college's website for additional program and career information. <http://www.jefferson.kctcs.edu/>

Interested students, as well as those wishing to apply, should attend a pre-admission conference to learn more about the program. Conferences are held periodically throughout the academic year. Students may seek additional information by contacting the Surgical Technology program faculty advisors. Conference schedules and contact information may be found on the last page of this guide.

APPLICATION PROCESS

Students must first apply and be accepted to Jefferson Community & Technical College, and after attending a Surgical Technology pre-admission conference, submit a completed separate Surgical Technology Application for Admission to the Surgical Technology Academic Program Coordinator. Program applications will be made available during the pre-admission conference. The Surgical Technology Program Pre-Admission Conferences are held on various dates/times and are announced in the on-line student bulletin. (<http://www.jcc.kctcs.edu/docs/StudentBulletin/>) The application process and procedures are reviewed during the pre-admission conferences. Therefore, all students interested in applying to the Surgical Technology Program must attend a pre-admission conference.

Once pre-admission conferences conclude, students must submit to the Academic Program Coordinator the completed, separate Surgical Technology Application for Admission along with all appropriate credentials no later than **March 15** of the year in which the student is applying for admission in order to be considered by the Surgical Technology Selective Admissions Committee. In the event March 15 falls on a weekend, the student has until 3:00 p.m. the following Monday to submit the required documentations. This application and appropriate credentials are to be submitted in a 9 X 12 catalog envelope with your name, address and phone number clearly written in the upper left corner of the envelope. All required paperwork must be submitted at the same time. In the event of an incomplete application packet students will not be admitted to the program.

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Created by Mary Warford

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Curriculum Guide

ADMISSION REQUIREMENTS

In order to be considered for admission, applicants must comply with college *and* program application requirements. Students applying for admission to the Jefferson Community & Technical College Surgical Technology Program must meet the minimum requirements established by the *Senate Rules of the Community and Technical College System*. Students who do not meet the minimum requirements cannot be admitted to the Surgical Technology Program. Meeting the minimum requirements permits a student to be included in the **qualified applicant pool**, but does not guarantee admission to the Program. Admission to the college does not imply admission to the Surgical Technology Program.

Minimum Requirements:

In order to be considered by the Surgical Technology Admissions Committee, each applicant must attend a pre-admissions conference and/or meet with the Academic Program Coordinator and present the following credentials by March 15 of the year in which the student is applying for admission:

1. Application for admission to the college.
2. Notice of Intent to Surgical Technology Program.
3. High school transcript indicating the applicant has or will have completed a high school course of study *or* a passing GED report.
4. Official transcripts of all post-secondary education; and list of all current classes at all post-secondary schools.
5. ACT, SAT or Compass test Score Report.

Optional:

1. Documentation of a minimum of 8 hours of observation and/or experience in a surgical technology setting.
2. Any Letters of Recommendation.

Technical Standards:

The surgical technology program students work in a hands-on situation. **Therefore, in order to work successfully with patients, all applicants should possess:**

1. Sufficient visual acuity, such as observation necessary for administering patient care and reading equipment gauges and settings used in the perioperative suite..
2. Sufficient auditory perception to receive verbal communication and to execute patient care through the use of monitoring devices.
3. Sufficient strength and gross and fine motor coordination to respond promptly to patient needs.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's interest; and
5. Sufficient intellectual and emotional functions to implement patient care.

ADMISSION PROCESS

All applications received by March 15 will be reviewed for appropriate credentialing. The Surgical Technology Admissions Committee will determine the **qualified applicant pool** based on the minimum requirements for admission established by the *Senate Rules of the Community and Technical College System*. Enrollment in the Surgical Technology Program is limited because of available faculty, financial, and/or clinical resources at the college. The Surgical Technology Admissions Committee gives preference to:

1. Candidates who demonstrate above average standing in college, high school or on the GED examination.
2. Applicants with an ACT composite score of 19 or higher.
3. Applicants who have completed 12 or more credit hours in the approved curriculum with a cumulative GPA of 3.0 or higher from any accredited college.

Curriculum Guide

4. Kentucky residents.
5. Applicants who have completed more than 8 hours of observation and/or experience in a perioperative setting.

After the qualified applicant pool has been established, students will earn points based on certain levels of performance as outlined in the POINT SYSTEM FOR ADMISSION. (See Page 4 of this guide.) The Admissions Committee will recommend for admission the 15 students who have earned the highest total number of points. In the event of a tie, GPA will be rank ordered. The president of the college or the president's designee will select students for the Surgical Technology Program after considering recommendations from the Surgical Technology Admissions Committee. Late applications will be reviewed at the discretion of the Surgical Technology Admissions Committee and/or in the event that less than 15 students are admitted to the program one week prior to the beginning of the fall semester. A new program class begins each fall semester. All packets must be pick-up by the students, who was not admitted by June 5 until 3:00pm. All packet will be shredded.

Jefferson Community & Technical College is an Equal Opportunity Institution. The Kentucky Community and Technical College System is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability

POST-ADMISSION REQUIREMENTS

Students accepted into the Surgical Technology Program are required to attend a program orientation session prior to the beginning of the fall semester. At that time, students will receive a Surgical Technology Program Student Handbook and be obligated to comply with all program policies and procedures. Brief summaries of post-admission health/immunity, financial, and academic requirements are listed below:

- Criminal background check must complete before orientation session. At a cost around \$43.00.
- Obtaining/maintaining CPR Certification (1 and 2 person adult, child, and infant).
- Provide documentation of an annual TB Skin Test, immunity to measles, mumps and rubella (MMR) or vaccination against MMR, and vaccination against Hepatitis B or an executed Hepatitis B Vaccine Declination Form.
- Students are required to purchase liability insurance coverage through the college at cost of approximately \$20 per year.
- Purchase all the required books and supplies for Surgical Technology program courses.
- Purchase appropriate clinical/lab uniform attire: 4 sets of Royal Blue Scrubs Uniforms & 1 Lab Coat; knee-length with shoulder patch on right sleeve (1 inch from the top of shoulder seam.) pick-up at schools bookstore.
- Cost of PAE/student evaluation exam \$27.00 to \$30.00.
- Cost of National Certification Exam at the end of this program. Around \$300.00.
- Students will incur all costs related to Clinical Education, including transportation, housing, and meals.
- All pre-admission requirements must be completed with a "C" or better prior to official acceptance into the Surgical Technology program.
- Students must earn a minimum grade of "C" in each surgical technology program course to continue in the program.

FINANCIAL INFORMATION

Fee schedules may be found in the college catalog or on-line at <http://www.jefferson.kctcs.edu>. Specific questions concerning financial assistance should be directed to the Downtown Campus Financial Aid Office located on the 4th Floor of the Jefferson Education Center, or by calling (502) 213-2146 or the Technical Campus Financial Aid Office located in room 109 Building B, 800 W. Chestnut Street, Louisville, KY 40202 or by calling Tonya Flanagan at (502) 213-4275/

Curriculum Guide

POINT SYSTEM FOR ADMISSION*

*Effective July 1, 2006

Category	Criteria	Maximum Points Available
I. Surgical Technology observation and/or Experience	<p>Applicants with documented evidence of the completion of 8 hours of observation and/or experience in a perioperative setting = 2 point</p> <p>Applicants with documented evidence of the completion of 16 hours of observation and/or experience in a perioperative setting = 4 points</p> <p>Applicants with documented evidence of the completion of 32 hours of observation and/or experience in a perioperative setting = 5 points</p> <p>Applicants with documented evidence of the completion of 40 hours or more of observation and/or experience in a perioperative setting = 6 points</p> <p><i>Documented evidence must be in the form of a letter from a surgical technologist, nurse or physician with whom the applicant completed the observation and/or experience.</i></p>	6
II. ACT Score OR-	<p>Composite Score of 19 or above = ACT Points will be awarded according to the composite ACT score, up to a maximum of 12 points.</p> <p>Composite score of 28+ = 12 points Composite score of 25-27 = 9 points Composite score of 22-24 = 6 points Composite score of 19-21 = 4 points Composite score of 16-18 = 2 points Composite score of 16 or below = 0 points</p> <p><i>Composite scores for ACT results issued prior to 10-28-89 will be adjusted one point higher.</i></p>	12
III. Compass Score	<p>Reading</p> <p>94-99 = 4 points 88-93 = 3 points 82-87 = 2 points 76-81 = 1 point</p> <p>Algebra</p> <p>67-100 = 4 points 35-66 = 3 points 0-34 = 2 points</p> <p>or-</p> <p>Pre-algebra – 34+ = 2 points</p> <p>Writing</p> <p>90-100 = 4 points 80-89 = 3 points 70-79 = 2 points 57-69 = 1 point</p> <p><i>The applicant's highest score will be utilized for point allocation, regardless of the date or type of exam. SAT scores will be converted using the SAT-ACT concordance table.</i></p>	(12)
III. General Academic Standing (GPA)	<p>Academic standing scores for the following courses will be recognized for point assessment. The minimum grade requirement is "C" or better in the following courses.</p>	Maximum number of points

Curriculum Guide

115 AHS	Medical Terminology (3) OR	
131 CLA	Medical Terminology from Greek & Latin (3) A= 4 points, B = 3 points, C= 2 points	4
135 BIO	Basic Anatomy & Physiology with Lab (4) OR-	
137 BIO	Anatomy & Physiology I (4) AND-	
139 BIO	Anatomy & Physiology II (4) *for calculating points, the highest grade of either 137 BIO or 139 BIO will be used. A= 4 points, B = 3 points, C= 2 points D or below = 0 points	4
225 BIO	Medical Microbiology (4) OR-	
227 BIO	Principles of Microbiology with Laboratory (5) OR-	
226 BIO	Principles of Microbiology (3) AND	
209 BIO	Principles of Microbiology Laboratory (2) *for calculating points, the highest grade of either 226 BIO or 209 BIO will be used. A= 4 points, B = 3 points, C= 2 points	4
Maximum Points Available		30

In the event of an excessive applicant pool and a tie occurs, the overall GPA of the following recommended courses will be rank ordered and added to the total points awarded.

200 WPP	Workplace Principles (3)	
200 TEC	Technical Communications (3) OR	
101 ENG	Writing I (3)	
CIS 100	Introduction to Computer(3) OR	
CPU150	Computer Fundamentals (3)	
100 MNA	Medicaid Nurse Aide OR	20
100 NAA	Nurse Aide Assistant	
100 EFM	Personal Financial Management (3) OR	
120 BA	Personal Finance A= 4 points, B = 3 points, C= 2 points	

In the event a tie still exists, the overall GPA will be rank ordered and added to the total points awarded.

GPA of 3.75 – 4.0 = 6 points	6
GPA of 3.50 – 3.74 = 5 points	
GPA of 3.25 – 3.49 = 4 points	
GPA of 3.0 – 3.24 = 3 points	
GPA of 2.5 – 2.99 = 2 points	
GPA of 2.0 – 2.49 = 1 points	
GPA below 2.0 = 0 points	

Additional Points Available 26

Total Points Available 56

Curriculum Guide

SAMPLE CURRICULUM PLAN FOR SURGICAL TECHNOLOGY- DIPLOMA TRACK

The following is a **sample** curriculum outlining required coursework for the diploma program of Surgical Technology.

- Surgical Technology courses (bold) are reserved for only those students admitted to the Surgical Technology Program. Surg Tech courses are shown in the actual semester sequence and cannot be combined or taken out of this sequence.

Please refer to the KCTCS College Catalog for course descriptions, which include individual course prerequisites/co-requisites.

Semester	Course Number	Course Name	Credit Hours	Credit Hours per Semester
		Check website for current term offerings http://www.jefferson.kctcs.edu/		
1st Year Fall	100 CPR	*CPR – Full Healthcare Provider	1	
		*Note: CPR certificate must be obtained prior to admission to the Surgical Technology program and certification must be kept current throughout the program.		
	100 GE	Introduction to College (1) OR	1	
	105 AHS	Introduction to Health Occupations (3)		
	115 AHS	Medical Terminology	3	
	135 BIO	Basic Anatomy & Physiology with Lab	4	
	200 WPP	Workplace Principles	3	
		Sub-Total		12
1st Year Spring		Computers Literacy or demonstrated competency (0-3)	3	
	227 BIO	Principles of Microbiology with Laboratory	5	
	101 ENG	Writing I (3) OR	3	
	200 TEC	Technical Communication (3)		11
		*Note: Computer literacy must be demonstrated either by competency exam or by completing a computer literacy course.		
After admission into the Surgical Technology Program				
2nd Year Fall	100 SUR	Surgical Technology Fundamentals/ Theory	12	
	101 SUR	Surgical Technology Fundamentals/Lab	1	
	125 SUR	Surgical Technology Skills Practicum I	2	
	130 SUR	Principals of Surgical Pharmacology	2	
		Sub-Total		17
2nd Year Spring	200 SUR	Surgical Technology Advanced Theory	9	
	201 SUR	Surgical Technology Skills Practicum II	6	
		Sub-Total		15

Curriculum Guide

2nd Year Summer	275 SUR	Surgical Technology Advanced Clinical Practicum	2
		Sub-Total	2
		Total Credits Diploma Surgical Technology	57

Total Credit Hours of Surgical Technology Diploma Program = Minimum of 54 credits

Any changes to this schedule will be announced in the on-line student bulletin. Each conference is scheduled to last approximately one hour. Although most questions can be addressed during the conference, students are welcome to stay afterwards for individual advising. While it is only necessary to attend one conference in order to apply to the program, interested students are welcome to attend at any time. If for any reason, you are not selected to be admitted into most current class, you must attend a pre-admission conference scheduled for the next class in order to be considered.

ACADEMIC ADVISING

Individual academic advising is available immediately after each conference. Students may also contact any Surgical Technology Program faculty member to schedule an appointment for academic advising. Faculty offices are located on the Jefferson Technical Campus, 800 West Chestnut Street, Louisville, KY 40202, Bldg A, Room 200c. We request that students use e-mail communication to establish an initial contact. Students are strongly encouraged to read through this curriculum guide and visit our departmental web site prior to meeting with an advisor. Students requiring developmental coursework should contact the Advising Center for academic advising. Students may contact the Technical Campus, located in room 109, Building B, Jefferson Technical Campus, 727 W Chestnut Street, Louisville, KY 40202 or by calling (502) 213-4272 or (502) 213- 4184.

TRANSCRIPT EVALUATION

A transcript evaluation is available for any student desiring to transfer credit into Jefferson Community and Technical College from other accredited institutions of higher learning. Formal transcript evaluation occurs upon the official receipt of transcripts by the Registrar and concurrent with the admissions process. However, for advising purposes, the Program can provide the student an informal assessment of status relative to the general education requirements specific to the Surgical Technology Program. Students may request such evaluation by contacting the Academic Program Coordinator and/or bringing a copy of the transcript(s) to be evaluated to the pre-admission conference.

SURGICAL TECHNOLOGY PROGRAM FACULTY – CONTACT INFORMATION

Robert “Matt” Matthews II
Academic Program Coordinator/Instructor
 Phone: (502) 213-4261
 Email: matt.matthews@kctcs.edu

Clinical Coordinator/Instructor
 (502) 213-4236
 Email: @kctcs.edu

Surgical Technology Program Web Site:
http://www.jcc.kctcs.edu/administration/Programs/surgical_tec.php

College Web Site:
<http://www.jefferson.kctcs.edu>

Curriculum Guide**GENERAL ADVISING / PRE-ADMISSION CONFERENCE SCHEDULE****FOR FALL 2010 ADMISSION**

Monday	October 19, 2009	9:00 a.m.	Technical Campus	Bldg A, room 209
Tuesday	October 20, 2009	12:00 a.m.	Technical Campus	Bldg A, room 209
Monday	November 16, 2009	5:15 p.m.	Technical Campus	Bldg A, room 209
Friday	December 11, 2009	10:00 a.m.	Technical Campus	Bldg A, room 209
Monday	January 11, 2010	5:00 p.m.	Technical Campus	Bldg A, room 209
Wednesday	February 3, 2010	5:00 p.m.	Technical Campus	Bldg A, room 209
Friday	March 5, 2010	10:00 a.m.	Technical Campus	Bldg A, room 209
Friday	March 9, 2010	10:00 a.m.	Technical Campus	Bldg A, room 209
Monday	March 15, 2010	5:00 p.m.	Technical Campus	Bldg A, room 209