

## Surgical Technology

### D 45 74 0 Diploma

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations. Graduates of this program will be eligible to apply to take the National Board of Surgical Technology and Surgical Assisting Certificate Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units. College of The Albemarle's Surgical Technology is accredited by the Commission on Accreditation of Health Services Education Programs.

#### General Education Courses

<i>Communications</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ENG 111 Expository Writing	[ENG 090/RED 090 or appropriate test scores]	F1	3	0	0	3
Natural Science/Mathematics	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
BIO 168 Basic Anatomy & Physiology I	[ENG 090/RED 090/MAT 070/ one unit of HS biology or BIO 090 and one unit of HS Chemistry or CHM 090]	F1	3	3	0	4
BIO 169 Basic Anatomy & Physiology II	[BIO 168]	S1	3	3	0	4

#### Major Courses: Core

<i>Core courses</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
SUR 110 Introduction to Surgical Technology	[Enrollment in Surg. Tech. Program]	F1	3	0	0	3
SUR 111 Periop. Patient Care	[Enrollment in Surg. Tech. Program]	F1	5	6	0	7
SUR 122 Surgical Procedures I	[SUR 110/SUR 111]	S1	5	3	0	6
SUR 123 Surgical Clinical Practice I	[SUR 110/SUR 111/BIO 168]	S1	0	0	21	7
SUR 134 Surgical Procedures II	[SUR 123]	SU1	5	0	0	5
SUR 135 Surgical Clinical Practice II	[SUR 123/BIO 169]	SU1	0	0	12	4
SUR 137 Professional Success Prep	[SUR 123/BIO 169]	SU1	1	0	0	1

#### Other Required Hours

<i>Courses</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ACA 111 College Student Success		F1	1	0	0	1
CIS 110 Introduction to Computers	[ENG 090/RED 090/MAT 070]	S1	2	2	0	3

**Total Semester Hours Required for Diploma:**

**48**



**College of The Albemarle**  
Surgical Technology (D 45 74 0)  
Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

Title	Seq	Class	Lab	Clin	Crd	Grade	Sem
<b>I. GENERAL EDUCATION COURSES</b>							
<b>Communications</b>							
ENG 111 Expository Writing [P=ENG090/RED090]	F1	3	0	0	3	_____	_____
<b>Natural Science</b>							
BIO 168 Anatomy and Physiology [P=Eng090, RED090, MAT070, one unit of HS biology Or BIO090 and one unit of HS Chemistry or CHM090]	F1	3	0	0	4	_____	_____
BIO 169 Anatomy and Physiology II [P= BIO 168]	S1	3	3	0	4	_____	_____
<b>II. MAJOR COURSES: CORE</b>							
SUR 110 Introduction to Surgical Technology[P=Enrollment in Surgical Technology Program] [C=SUR111]	F1	3	0	0	3	_____	_____
SUR 111 Periop. Patient Care[P=Enrollment in Surgical Technology Program] [C=SUR111]	F1	5	6	0	7	_____	_____
SUR 122 Surgical Procedures I[P=SUR 110 and SUE 111] [C=SUR123]	S1	5	3	0	6	_____	_____
SUR 123 SUR Clinical Practice I[ P=SUR 110 and SUE 111] [C=SUR123]	S1	0	0	21	7	_____	_____
SUR 134 Surgical Procedures II[P=SUR 123] [C=None]	SU1	5	0	0	5	_____	_____
SUR 135 SUR Clinical Practice II[P=SUR 123 and BIO 169] [C=SUR134 and SUR137]	SU1	4	0	12	4	_____	_____
SUR 137 Professional Success Prep [P=SUR 123 and BIO 169] [C=SUR134 and SUR135]	SU1	1	0	0	1	_____	_____
<b>III. OTHER REQUIRED HOURS</b>							
ACA 111 College Student Success [P=None]	F1	1	0	0	1	_____	_____
CIS 110 Introduction to Computers [P= Eng090, RED090, MAT070]	S1	2	2	0	3	_____	_____
<b>Total Semester Hours Required for Diploma</b>					48		
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### COA Health Science Programs Comparison Grid

Students must complete these requirements before receiving a Health Sciences application

Pre-Admission Requirements***											
Program	COA Appl. on file	HS and College Transcripts on file	Eng Devel. Requirement Completed through	Math Devel. Requirement Completed through	Minim. GPA	HS Biology C / 77 or better required	HS Chemistry C / 77 or better required	HOBET Math	HOBET Reading	HOBET Composite	Applic. Deadline date -5 p.m.
<b>A.D.N.</b> (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	<b>1/14/2011</b>
<b>LPN-A.D.N.</b> (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	<b>9/15/2010</b>
<b>MLT*</b> (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	<b>5/15/2011</b>
<b>PN</b> (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.0	Yes	---	50%	45%	50%	<b>3/15/2011</b>
<b>Surg Tech</b> (168/169)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	Yes**	50%	45%	50%	<b>5/15/2010</b>
<b>Med Asst</b> (163)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	---	45%	35%	40%	<b>6/1/2010</b>
<b>Phleb*</b> (none)	Yes	Yes	ENG 090& RED 090	MAT 060	2.0	Yes	---	****	****	****	<b>6/15/2011</b>

\*MLT and Phlebotomy Programs admit students every other year, starting with 2007 (odd years only)

**\*\*Chemistry is a Bio 168 - Anatomy & Physiology I pre-requisite; if any questions please call Kiesha Knight, ext. 2304**

**\*\*\* Shaded areas MUST be completed before a student will be allowed to take the HOBET. When students have completed ALL shaded requirements for their program of interest - they should see Annette Roberson for validation of meeting these pre-admission requirements and pay to take the HOBET Admission test (\$30.00)**

**\*\*\*\* Phlebotomy program does not require the HOBET test - but they still must complete the validation form. Students are selected on a first-come-first-served basis based on the date on their validation form.**

#### HOBET TESTING DATES

Computer Lab-Owens Center, EC Campus  
Choice of test sessions are usually 9 am, 1 pm, or 6 pm on the dates listed:  
**2010**

Thursday Jan. 14  
Thursday Feb. 11  
Thursday Mar. 11  
Thursday Apr. 8  
Thursday May 13

Thursday Jun. 10  
Thursday Jul 8  
Thursday Aug. 12  
Thursday Sept. 9  
Thursday Oct. 14  
Thursday Nov. 11  
Thursday Dec. 9  
**2011**

Thursday Jan.13  
**Picture ID Required!!!  
Pencils, scrap paper & calculators provided.**

## College of The Albemarle HOBET Information

**What is the HOBET?** The **H**ea**l**th **O**ccupation **B**asic **E**ntrance **T**est is a computerized test administered by College of The Albemarle at the Owens Center, on the Elizabeth City campus, & at the Dare County campus for most of the Health Sciences programs. It is a diagnostic test used to help provide information on a prospective student's aptitude for success by identifying skill development in math and reading comprehension related to the competitive Health Science programs. In addition, the HOBET provides valuable information on learning style, test-taking skills, and other components essential for student success in the health science programs.

**How can I prepare for the HOBET?** The coursework you have already completed is probably the best preparation for this test. However; if you would like additional preparation, two copies of the HOBET study guide are available for review at the Owens Center from **Kiesha Knight, office 107** or **Vivian Bridgers, office 102**, however; you will only be allowed to use these copies at the Owens Center and cannot take them out of the facility. We also suggest a Google websites search for additional study guides and sample practice test.

**How do I sign up for the HOBET?** You must complete the pre-admission requirements for the Health Science program(s) you wish to apply for before you can request to take the HOBET. Verification of completed pre-admission criteria is done through a HOBET Validation form with **Annette Roberson, Admission Technician office AE 133, ext. 2221**. You will need to take the form to the business office and pay for the test and bring the form back to Ms. Roberson with your payment receipt to verify payment. Your file will then be forwarded to the Owens Center for review of pre-admission requirements. You may call **335-0821 ext. 2304**, or stop by the Owens Center (**office OC 107 or OC 102**) after completing the validation form to schedule a date and time for testing.

**How long does it take and when will I get my results?** The timed test will be taken on a computer in the Owens Center and will last approximately three hours. Results will be available immediately after completing the test.

**How are scores used?** The most recent HOBET test score is used for qualification. Students must score the minimal required scores for their program(s) of interest in Math, Reading and Composite scores within a single HOBET test. The Composite percentage score(s) are also used as 50% of the competitive ranking process. If you do not score at the minimal scores, the test will give you feedback on your strengths and weaknesses so you can work to improve these areas or consider other career options.

**How much does it cost?** A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form.

**How many times can I take the test?** You may take the test once and then are allowed one retake within a 365 day period, as long as 90 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. Retakes are not permitted once minimum scores for a program of interest have been met. If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant's testing opportunities.

**How long are my scores good for?** Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the test date. Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration.

**How do I secure reasonable accommodations for testing if I am a student with a disability?** If you are seeking reasonable accommodations for the HOBET, please see Andrea Temple, Director of Disability Support Services, at 335-0821 ext. 2277, [atemple@albemarle.edu](mailto:atemple@albemarle.edu), or visit AE 119.

### **IMPORTANT!!!**

**A PICTURE ID (Student ID or Driver's License) IS REQUIRED FOR TESTING. CALCULATORS, PENCILS AND SCRAP PAPER WILL BE PROVIDED.**

## SURGICAL TECHNOLOGY PROGRAM GUIDANCE SHEET

This guidance sheet for students and their advisors is designed to serve as an abbreviated version and check-off sheet for the requirements of the Surgical Technology admission process. Students and their advisors should refer to the Surgical Technology Admissions Fact Sheet for specific information related to each phase and criteria of the admission process.

### PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Surgical Technology program must complete the following steps by **May 15, 2010** in order to be considered for acceptance for the **Fall Semester 2010**.

- \_\_\_\_\_ A. **Complete and submit a written COA Application for Admission**
- \_\_\_\_\_ B. **Bring or send an official high school transcript and official post-secondary transcripts.**
- \_\_\_\_\_ C. **Achieve minimum English, Math, and Reading competencies.**
- \_\_\_\_\_ D. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable.
- \_\_\_\_\_ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher)
- \_\_\_\_\_ F. **Applicants must have completed one unit of chemistry in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (CHEM 090 or higher) (**Chemistry is a Bio 168 – Anatomy & Physiology I pre-requisite**)

REQUIREMENTS A, B, C, D, E, and F must be met in entirety before applicants may apply for requirement G. Once a student has met criteria A-F completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to receive an eligibility form to take the HOBET at a cost of \$30.00. Proof of payment for the test will be required with the validation form.

- \_\_\_\_\_ G. **Achieve at or above all the set scores for the HOBET test for the Surgical Technology program within a single test administration.**

### PHASE II: SURGICAL TECHNOLOGY APPLICATION REQUIREMENTS:

- \_\_\_\_\_ H. **COMPLETE THE SURG TECH ADMISSION APPLICATION by 5 p.m. on May 15, 2010. NOTE: APPLICANTS WHO INDICATE SURG TECH AS THEIR FIRST CHOICE ON THE HEALTH SCIENCE APPLICATION FORM WILL BE RANKED AND PLACED FIRST - PRIOR TO OTHER APPLICANTS TO THE PROGRAM**
- \_\_\_\_\_ I. **ATTEND THE SURG TECH PRE-ADMISSION MEETING** Qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the Surg. Tech faculty.

### PHASE III: SELECTION PROCESS:

\_\_\_\_\_ **NUMERICAL RANKING PROCESS:** system is utilized to determine the most qualified students based on their performance on the HOBET Composite percentage score (50%), cumulative GPA 25%, (**The most recent transcript containing a minimum of twelve (12) semester hours of non-developmental course work will be used**), points awarded for courses completed in the Surg. Tech curriculum program 25%, previously earned degree(s), and health related work experience. **Two rounds of ranking will occur for the Surg. Tech program based on documented interest in the program on the Health Science Application form.** Any qualified applicants or alternates who do not enter by the first day of class must begin the admission process again and resubmit all paperwork for the next year’s admission.

\_\_\_\_\_ **OTHER REQUIRMENTS:** if selected into the program, applicants must complete a health physical with immunization requirements and proper CPR certification by the first day of class,. Students should also be aware that a criminal background check and/or drug testing may be required by clinical sites for participation in the clinical component of this program.

**COLLEGE OF THE  
ALBEMARLE  
Fall 2010  
SURGICAL  
TECHNOLOGY  
ADMISSION  
FACT SHEET**

**EACH APPLICANT MUST PROVIDE CORRECT CONTACT  
INFORMATION TO THE ADMISSIONS DEPARTMENT**

**INFORMATION CONTAINED IN THIS FACT SHEET IS CURRENTLY  
UNDER REVIEW AND THEREFORE SUBJECT TO CHANGE**

**COLLEGE OF THE ALBEMARLE**  
**PO BOX 2327**  
**1208 NORTH ROAD STREET**  
**ELIZABETH CITY, NC 27906-2327**  
**COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS**  
**(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)**

**SURGICAL TECHNOLOGY PROGRAM FACT SHEET**

The Surgical Technology program is nationally accredited by: Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida, 33756

**PHASE I: PRE-ADMISSION REQUIREMENTS:**

Applicants seeking admission into the Surgical Technology program must complete the following steps by **May 15 2010**, in order to be considered for acceptance for the Fall Semester 2010. (At the discretion of the Program Coordinator, some applications may be considered after the deadline.)

- A. Complete and submit a written COA Application for Admission**, which expresses interest in the Surgical Technology, to the Admissions Office, Elizabeth City Campus.
  
- B. Bring or send an official high school transcript and official post-secondary transcripts**, if applicable, to the Admissions Office.
  
- C. Achieve minimum English, Math, and Reading competencies.**  
 Minimum English, Reading, and Math competencies may be accomplished by achieving the minimum scores listed below on the college placement test or SAT/ACT exams. Students who do not achieve these minimum scores may retest once or complete the applicable developmental course(s), with a grade of “PC” or better, from a regionally accredited institution. Placement tests will be waived if the student has completed, with a minimum grade of “C” or better before the application deadline, ENG 111 and/or MAT 070 or their equivalents, or courses beyond these, from a regionally accredited institution. (MAT 115 does not satisfy the math competency requirement.)

This requirement may also be accomplished by completion with a minimum grade of “PC” or “C” on ENG 090 and RED 090 or ENG 111 or their equivalents, or courses beyond these, from a regionally accredited institution and completion with a minimum grade of “PC” or “C” on MAT 070, or it’s equivalent, or courses beyond these, from a regionally accredited institution.

**PLACEMENT TEST/SAT/ACT MINIMUM SCORE CHART**

For those who took SAT/ACT **after 2005**, the following scores apply.

	COMPASS	ASSET	SAT	ACT
Reading	81	41	440 *	19 *
English	70	41	440 *	19 *
Math	47 Pre-Algebra	41 Numeric		
Math	46/Beginning Algebra	41/Elementary Algebra		

- **SAT and ACT scores prior to 2005 will not have scores for Reading. These test scores require a Verbal Score of 440 for the SAT and a English score of 19 for the ACT.**

- \_\_\_\_\_ D. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.
- \_\_\_\_\_ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.
- \_\_\_\_\_ F. **Applicants must have completed one unit of chemistry in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (CHEM 090 or higher). An official transcript must be provided. (Chemistry is a Bio 168 – Anatomy & Physiology I pre-requisite. If you have any questions, please contact the program coordinator, ext. 2995)

**REQUIREMENTS A, B, C, D, E, and F must be met in entirety before applicants may apply for requirement G. Once students have met criteria A-F completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to receive a validation form to take the HOBET (Health Occupations Basic Entrance Test). HOBET Validation forms will be submitted to the Surgical Technology Office by the Health Sciences Admissions Technician. One week after submitting HOBET Validation forms, students may contact the Health Sciences Administrative Assistant (Owens Center, Office 102, Ext. 2283) or Chris Robertson, the Health Sciences Admission, Lab/Clinical Coordinator (Ext. 2304) who will confirm their form has been received and at that time the applicant may schedule an appointment to take the HOBET.**

- \_\_\_\_\_ G. **Achieve at or above all the set scores for the HOBET test for the Surgical Technology program.** Students must achieve the minimum score or above for all three scores within a single test attempt. Not meeting the score of any one section will result in not meeting the requirements of this criterion.

**The required minimum scores for the HOBET are:**

Essential Math Skills Percentage Score	Reading Comprehension Percentage Score	Composite Percentage Score
50%	45%	50%

A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form. Students who do not provide proof of payment with their validation form will not be allowed to schedule a time for the HOBET.

Applicants are allowed one retake of the HOBET within a 365 day period, as long as 30 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. **Only the most recent HOBET test score available is used for qualification and ranking for the program.**

**Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration.** If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant’s testing opportunities.

**Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the date the test was taken. If an applicant retakes the HOBET after achieving minimal score requirements, the more recent scores will be used for qualification and ranking, even if any or all scores are lower.**

## PHASE II: SURGICAL TECHNOLOGY APPLICATION REQUIREMENTS:

- \_\_\_\_\_ H. **COMPLETE THE HEALTH SCIENCES ADMISSION APPLICATION.**  
Once students have met all preadmission criteria A,B,C,D, E, F, and G– students must complete an application indicating interest in the COA Surgical Technology Program. **APPLICANTS SHOULD BE AWARE : STUDENTS WHO INDICATE FIRST PREFERENCE FOR THE SURGICAL TECHNOLOGY PROGRAM (BY INDICATING ON THEIR HEALTH SCIENCES APPLICATION FORM THAT THEY DESIRE THE SURGICAL TECHNOLOGY PROGRAM FIRST - BEFORE ANY OTHER HEALTH SCIENCES PROGRAM) WILL BE SELECTED/RANKED SEPERATELY; PRIOR TO ALL OTHER APPLICANTS TO THE PROGRAM. (see Section on the Selection Process)**

Applications may be obtained from Chris Robertson (Owens Center, Office 107). Applications will only be given to students who demonstrate completion of preadmission requirements A-G.

**Only those students who have completed an application form in its entirety will be considered for the admission ranking process. Applications must be received in the Health Sciences Administrative Assistant's office (Owens Center, Office 102) by 5 p.m. on May 15, 2010. Late applications will NOT be accepted for any reason.**

- \_\_\_\_\_ I. **ATTEND THE SURGICAL TECHNOLOGY PRE-ADMISSION MEETING**  
After meeting the minimum PRE-ADMISSION qualifications for admission to the Surgical Technology program, qualified applicants will receive a letter of notice and must attend a pre-admission meeting. The purpose of the pre-admission meeting is to inform prospective applicants about the program and answer questions or concerns of the applicants. During the meeting, applicants may be requested to validate the accuracy of the academic data contained in their file. This academic data will be utilized in the ranking process.

**Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Health Sciences Administrative Assistant's office, Owens Center, Office 102, Extension 2283 or the program coordinator, Extension 2995. It is the applicant's responsibility to maintain communication with the college via the Health Sciences Administrative Assistant's office, Owens Center, Office 102, Extension 2283.**

### **SURGICAL TECHNOLOGY PROGRAM NUMERICAL RANKING PROCESS**

Students who have met the entire required academic and testing criteria, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked based on a numerically objective and weighted ranking system if there are more applicants than allotted slots. This system is utilized to determine the most qualified students based on their performance on the HOBET (50%), college or high school cumulative GPA (25%), and points awarded for courses completed in the Surgical Technology curriculum, previously earned degree(s), and health related work experience (25%).

**The numerical ranking system assigns points from the following three different areas:**

**1) HOBET Score – 50%**

The applicant will receive the number of percentage points based on their **COMPOSITE PERCENTAGE SCORE** on the HOBET

**2) POINTS System – 25%**

The applicant will receive a point total based on specific courses within the Surgical Technology program that have already been completed, previous degrees earned, and previous health care experience. Points are awarded as follows:

**SPECIFIC COURSE POINTS**

**The Course Points section of the ranking process assigns points based on academic performance from these five (5) academic courses. All of the courses are required for the Surgical Technology program.**

ACA 111 – College Student Success  
BIO 168 - Anatomy & Physiology I  
BIO 169 - Anatomy & Physiology II  
ENG 111 - Expository Writing  
CIS 110 – Introduction to Computers

**Points will not be assigned for BIO 168, BIO 169, and CIS 110 if the course(s) was/were completed five years or more prior to enrollment in the Surgical Technology program. Points will not be assigned for courses the student has enrolled in more than twice.**

**POINTS FOR PREVIOUSLY EARNED DEGREE(S)**

**2 points will be assigned for an Associate’s Degree** which was earned at a regionally accredited institution. (Limit of one degree)

**10 points will be assigned for a Bachelor’s Degree** which was earned at a regionally accredited institution. (Limit of one degree)

**5 points will be assigned for a Master’s Degree** which was earned at a regionally accredited institution. (Limit of one degree)

**POINTS FOR PREVIOUS HEALTH CARE EXPERIENCE**

**One point will be assigned for every full year of paid fulltime (32 hours or more per week) health care related work experience within the past 10 years, not to exceed a total of 10 points.**

Acceptable fields of work experience are CNA I, CNA II, LPN, Paramedic (EMT), Medical Assisting, and Phlebotomy. Awarding of points for other health related occupations will be at the discretion of the Program Coordinator, whose decision is final.

**Proper documentation must be provided when submitting the Surg Tech application or by the deadline date** and must include a dated statement on official letterhead from the Personnel/Resource Officer of the health care facility where the applicant worked. The letter must include the following information:

- Beginning and ending dates of work
- Basic description of job duties
- Average number of hours worked per week
- Applicant’s current employment status

**Awarding of all points related to previous health care experience is at the discretion of the Program Coordinator, whose decision is final.**

### 3) OVERALL GRADE POINT AVERAGE - 25%

The cumulative OVERALL GRADE POINT AVERAGE section of the ranking process assigns points from the **most recent college transcript**. **This transcript must contain a minimum of twelve (12) semester hours or eighteen (18) quarter hours of non-developmental course work.** High school transcripts will be used for ranking purposes if college transcripts do not meet the necessary criteria.

### PHASE III: SELECTION PROCESS:

- A. **TWO ROUNDS OF SELECTION/RANKING MAY OCCUR FOR THE SURGICAL TECHNOLOGY PROGRAM BASED ON DOCUMENTED INTEREST IN THE PROGRAM ON THE HEALTH SCIENCES APPLICATION FORM.**
- B. **ROUND ONE OF THE SELECTION PROCESS WILL TAKE ALL APPLICANTS WHO INDICATED ON THE HEALTH SCIENCES APPLICATION FORM A DESIRE FOR THE SURGICAL TECHNOLOGY PROGRAM AS THEIR PRIMARY/FIRST PROGRAM OF INTEREST.** If the number of applicants exceeds the number of slots available, results from the HOBET Composite Percentage Score, Points System, and Overall Grade Point Average point assignment will be added together for the total points assigned to each applicant. These applicants will be ranked in a descending numerical order which is based on total points. Round two will not take place if the number of first choice applicants fills the available slots for the Surgical Tech program.
- ROUND TWO OF THE SELECTION PROCESS WILL RANK ALL OTHER APPLICANTS WHO INDICATED ON THEIR APPLICATION FORM A DESIRE FOR THE SURGICAL TECHNOLOGY PROGRAM, BUT NOT AS THEIR FIRST CHOICE.** These applicants will be ranked in a descending numerical order which is based on total points to fill any remaining slots in the program after round one has been completed.
- C. Letters of contingent acceptance will be sent to the top applicants for the number of program slots available.
- D. Letters to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their total ranking points. It is from this alternate list, starting with “Alternate 1”, that any vacancies that occur prior to the first day of classes may be filled at the discretion of the Program Coordinator, whose decision is final.
- E. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.

An applicant who has concerns about the admissions process to the Surgical Technology program should contact the Program Coordinator (Owens Center, Office 206, Ext. 2995).

## OTHER IMPORTANT INFORMATION RELATED TO THE SURGICAL TECHNOLOGY PROGRAM:

Upon conditional acceptance, but prior to enrollment in the Surgical Technology program, applicants will be required to provide additional information including:

- A. **Documentation of current CPR Certification (must be either American Heart Association - Health Care Provider or American Red Cross – Professional Rescuer) provided to the Health Sciences Administrative Assistant's office by the first day of fall classes. Students who do not meet this requirement may be dropped from consideration for the Surgical Technology program, even if they have met all other criteria and have initially been accepted into the program.**
- B. **A completed COA health care examination form indicating physical and emotional health and record of immunizations must be received in the Health Sciences Administrative Assistant's office by the first day of fall classes. Students who do not meet this requirement may be dropped from consideration for the Surgical Technology program, even if they have met all other criteria and have initially been accepted into the program.**
- C. **Criminal Background Check and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited certification and employment opportunities.**

## READMISSION PROCESS

**Definition of Re-Admit: A student who has previously been enrolled in any Surgical Technology program.**

Applicants applying for readmission into the Surgical Technology program should contact the Surgical Technology Program Coordinator (ext. 2995) for information concerning this special situation.

### DIPLOMA

## SURGICAL TECHNOLOGY CURRICULUM SCHEMA

Fall Semester		Spring Semester		Summer Semester	
ACA 111 College * Student Success	1	BIO 169 Anatomy and Physiology II	4	SUR 134 Surgical Procedures II	5
BIO 168 Anatomy and Physiology I	4	CIS 110 Intro. to Computers	3	SUR 135 Surgical Clinical practice II	4
ENG 111 Expository * Writing	3	SUR 122 Surgical Procedures I	6	SUR 137 Professional Success Preparation	1
SUR 110 Intro to Surgical Technology	3	SUR 123 Surgical Clinical Practice	7		
SUR 111 Periop Patient care	7				
<b>TOTAL Semester Hours</b>	<b>18</b>		<b>20</b>		<b>10</b>

**Total Credit Hours Required for Graduation = 48 Semester Hours**