

"Imagine Possibilities"



El Centro College

Perioperative Nurse Internship

The Perioperative Nurse Internship program offers registered nurses (RN) the opportunity to acquire additional theory and skills required for patient care in the surgical setting. The perioperative approach to patient care is employed. Principles of surgical asepsis, patient care, the use of surgical instruments, supplies, equipment, and ethical/legal aspects are presented. The emphasis of the program is on the scrub and circulating roles.

A minimum of 10 students is required to offer the Perioperative Nurse Internship program and the maximum number of spaces will be determined by clinical availability. Selection of applicants is upon a first-come, first-served basis; however, **early application during the official filing period is strongly encouraged.** Upon successful completion of this eleven month , 10 credit hour curriculum, the registered nurse receives an Enhanced Skills Certificate.

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that he/she has read the packet thoroughly and understands the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS TO THE PERIOPERATIVE NURSE INTERNSHIP PROGRAM

Application to the Perioperative Nurse Internship program requires the following steps:

- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Possess current Registered Nurse (“RN”) licensure from the state of Texas

OR

Be a recent graduate of a Associate Degree or Bachelor’s Degree nursing program and be eligible to write and pass the NCLEX-RN examination prior to the beginning of the Perioperative Nurse Internship program.

- Hold current CPR certification at the “Healthcare Provider” level.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

- Revised 04/07/09 -

A. *General Admission Requirements to the College*

Applicants to the Perioperative Nurse Internship program must meet college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>. Applicants must have earned either a high school diploma or General Education Development (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements.

B. *Application Packet Submission*

Applicants must submit a complete application packet to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline. **Incomplete packets will not be considered in the selection process and will be returned to the applicant.**

The Perioperative Nurse Internship program application materials must include the following items to be considered complete and valid:

1. A completed Perioperative Nurse Internship Application form and the signed Statement of Student's Responsibility form (both available in this information packet).
2. One official transcript from each college previously attended other than DCCCD colleges. (A DCCCD transcript is no longer required; continuing education transcripts are not required.)
 - The transcript from the college or university where the individual earned their nursing degree must indicate the date the degree was conferred.
 - Individual official transcripts are required from each college attended (other than DCCCD colleges) although that coursework may be printed on another transcript as transferred coursework.
 - **Students must submit a complete set of official transcripts to the Health Occupations Admissions Office with the Perioperative Nurse Internship application packet materials** although they may have already submitted official transcripts to admissions/registrar offices at other DCCCD campuses including the El Centro campus.
 - If the student cannot obtain a transcript personally and the transcript must be mailed directly from the institution, the student must have the transcript mailed directly to the Health Occupations Admissions Office at El Centro College. Documentation verifying the date the student requested the transcript (such as a copy of a transcript order form) must be included with the rest of their application packet materials. **The applicant is wholly responsible for ensuring that transcripts sent directly to the Health Occupations Admissions Office are received before an application filing deadline.**
 - Grades reported on WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
3. The completed Physical Examination and Immunizations Record form (from this information packet) with documented immunizations recorded on or attached to the physical form. See

- the Addendum in the back of this information packet for the form and specific guidelines.
4. A photocopy of the applicant's current "Healthcare Provider" level CPR card. The expiration date of the card must not occur before the end of the Perioperative Nurse Internship program. See item 6 under the General Information section of this information packet.
 5. **When submitting your packet in person**, you must present your Texas RN license (or documentation verifying eligibility to write the NCLEX-RN prior to the start of the Perioperative Nurse Internship program) for verification by Health Occupations Admissions personnel at that time.

If you intend to mail your application materials, you must first bring the Perioperative Nurse Internship application form to the Health Occupations Admissions Office in person and present your license or NCLEX-RN eligibility documentation. Health Occupations Admissions personnel will then verify your license/documents and initial the appropriate space on the application form to include with the rest of your application materials when you submit them by mail at a later date before the filing deadline.

C. Application Filing Period

The completed application packet should be submitted to the El Centro College Health Occupations Admissions Office (Room P-101) on or before the application deadline:

Official application filing period for Fall semester (late August) admission:

June 1 – July 15

Complete application packets may be presented in person at the Health Occupations Admissions Office only during regular hours of operation to verify RN licensure. An application packet may also be mailed providing it is postmarked no later than an application filing deadline date and the RN licensure has been previously verified in person by Health Occupations Admissions personnel.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office *in person by noon on the next regular business day.*

When submitting your application by mail, address your envelope containing complete application materials to:

Kim Sauls, Perioperative Nurse Internship
Health Occupations Admissions
El Centro College
801 Main Street
Dallas, Texas 75202

When submitting your application in person, bring your envelope containing complete application materials to:

Kim Sauls, Perioperative Nurse Internship
Health Occupations Admissions Office Room P-101
Center for Allied Health and Nursing (Paramount Building)

301 North Market Street
Dallas TX 75202

D. Selection Process

Qualified applicants are selected for acceptance to the Perioperative Nurse Internship program on a first-come, first-served basis. Should any available spaces remain in the program after the July 15th application deadline, late applications may be entertained at the discretion of the Program Coordinator and the Health and Legal Studies Division administration.

E. Student Considerations

The surgical setting is a physically and psychologically stressful environment. In considering the Perioperative Nurse Internship program as a nursing specialty, applicants should be aware of the following:

- Students will be required to lift and move patients, heavy instruments, heavy and bulky equipment and supplies, and stand or sit in one place for long periods of time, often without relief.
- In emergency situations, a student may be required to move very quickly.
- Fine hand-eye coordination skills are needed in certain situations while gross hand-eye coordination skills are needed in others (i.e., threading small-eyed needles or handing large orthopedic drills to surgeons).
- Students will be required to anticipate quickly and adequately the needs of the patient, physician, and other health workers.
- Students will be required to develop and utilize interpersonal relationship skills and be able to function in highly stressful situations.
- Students may be subjected to various gases, chemicals, and radiation which may be harmful to them, their reproductive system and/or unborn fetus. In order to protect the student, a physician's release form must be obtained by the student indicating the student is able to fully participate in the surgical setting.
- The surgical setting is a high-risk area for contracting human immuno-deficiency virus (HIV), acquired immune deficiency syndrome (AIDS), and hepatitis B (HBV). Students are taught protective and precautionary procedures which must be followed in the clinical setting.
- Perioperative Nurse Internship courses are taught only during daytime hours due to surgical schedules.

F. Class Schedule

Perioperative Nurse Internship classes begin in the Fall semester (late August) and conclude in early May the following year. The sample class schedule is found below:

PERIOPERATIVE NURSE INTERNSHIP SAMPLE COURSE SCHEDULE
Fall 2009 – Spring 2010

COURSE	CLASS DAYS	TIME	DATES
FALL SEMESTER SRGT 1471 – Perioperative Nursing I	Online M – F	Class will meet the first day (08/24/09) for orientation and the last day (12/10/09) for final exams.	08/24/09 – 12/10/09
SRGT 1167 – Practicum (clinical)	Friday	7:00 a.m. – 5:00 p.m.	08/28/09 – 12/04/09
SPRING/SUMMER SEMESTER SRGT 2571 – Perioperative Nursing II	Online M – F	Class will meet the first day (01/04/10) for orientation and the last day (04/29/10) for final exams.	01/04/10 – 04/29/10
SRGT 2366 – Practicum (clinical)	Friday	6:30 a.m. – 6:30 p.m.	12/11/09 – 08/06/10

* No classes and/or clinical on: November 26-27, 2009; December 25, January 1, March 9, and April 02, 2010.

ESTIMATED EXPENSES FOR THE PERIOPERATIVE NURSE INTERNSHIP PROGRAM *

	Dallas County <u>Resident</u>	Out of County_ <u>Texas Resident</u>	Out of State/ <u>Country Resident</u>
PRIOR TO APPLICATION			
Physical Exam and Immunizations *	\$ 225.00	\$ 225.00	\$ 225.00
CPR Certification	<u>65.00</u>	<u>65.00</u>	<u>65.00</u>
Total	\$ 290.00	\$ 290.00	\$ 290.00
SEMESTER I – Fall			
Tuition (5 credit hours)	\$ 205.00	\$ 380.00	\$ 605.00
Textbooks/Syllabi	392.00	392.00	392.00
Professional Liability Insurance	18.13	18.13	18.13
Name Badge	8.00	8.00	8.00
Blank DVD	3.00	3.00	3.00
Background Check/Drug Testing	<u>84.00</u>	<u>84.00</u>	<u>84.00</u>
Total	\$ 710.13	\$ 885.13	\$ 1,110.13
SEMESTER II – Winter/Spring			
Tuition (8 credit hours)	\$ 328.00	\$ 608.00	\$ 968.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 1,328.13	\$ 1,783.13	\$ 2,368.13

All fees are subject to change. Please refer to the tuition table in the current course schedule for current tuition rates. Students may contact the College Accounting Office for information regarding the tuition payment plan.

Estimate does not include additional expenses such as transportation to the College and clinical site, parking fees at El Centro and clinical sites, good support shoes, lab coat per clinical affiliate's requirements, or CST exam after graduation.

STUDENT CONSIDERATIONS AND GENERAL INFORMATION

1. The Perioperative Nurse Internship program accepts a class of approximately 10 students. The El Centro College Health/Legal and Continuing/Workforce Education Division reserve the right to make changes in program enrollment capacity. **Program guidelines are subject to change. Students are advised to obtain the latest program information from the Health Occupations Admissions Office (Room P-101)**
2. **The Perioperative Nurse Internship courses are offered during daytime hours only.** The program involves online class hours and 10-12 hours of clinical experience every week. A student will need to plan 2-3 hours of studying and preparation time for each hour of class and clinical experience. The demands of surgical technology/perioperative nurse internship courses suggest that students may not be able to work full time while enrolled in these courses.
3. A physical examination and immunization record form is included in this program information packet. The physical examination form must be completed by a physician or nurse practitioner and documents the applicant's medical history, health questionnaire, results of a general physical examination, and immunization records. **The physical exam form and immunization records are submitted with the program application materials.**

An applicant must have completed the immunizations indicated below according to the indicated guidelines and schedules. Documentation of a titer (blood test) *with specific lab values* verifying immunity or seropositivity is also acceptable for Measles, Mumps, Rubella, Varicella and Hepatitis B.

- **Tuberculosis Screening**

An intradermal PPD (Mantoux) "skin" test is required for all applicants and must be current within nine (9) months of the applicant's anticipated entry into a health occupations program.

If the PPD indicates a positive reaction, documentation must indicate the induration of the test site and the applicant must also obtain a chest x-ray verifying the absence of active disease. Chest x-rays are valid for two (2) years. Individuals with a history of tuberculosis or positive PPD results should obtain a chest x-ray rather than the PPD.

- **Measles** – Two (2) doses of measles vaccine is required either in a separate injection or in combination with mumps and rubella ("MMR"). Both measles immunizations must have been received after January 1, 1968. Individuals who were born prior to 01/01/57 are exempt from the measles immunization requirements.
- **Mumps** – One (1) dose of mumps vaccine is required either in a separate injection or in combination with measles and rubella ("MMR"). Individuals who were born prior to 01/01/57 are exempt from the mumps immunization requirement.
- **Rubella** – One (1) dose of rubella vaccine is required either in a separate injection or in combination with measles and mumps ("MMR"). Individuals born prior to 01/01/57 **are not** exempt from the rubella immunization requirement.
- **Tetanus/diphtheria** – One (1) dose of T/d or TDaP is required within the past ten (10) years.

- **Varicella** (chickenpox) – Two (2) doses of varicella vaccine are required. However, if one dose was received before the age of 13, only one dose is required. Individuals who have a history of varicella disease may present a *notarized statement* signed by his/her parent, guardian, physician, or school nurse as verification of varicella immunity.
- **Hepatitis B series** – Three (3) doses of Hepatitis B vaccine are required per the timetable below:

Initial dose
 2nd dose one month after the initial dose
 3rd dose five months after the second dose

Student must have completed the first injection of the HEP B series prior to registration for the Perioperative Nurse Internship program or submit documentation verifying subsequent completion of the second and third injection to the Health Occupations Admissions Office. Health situations (i.e. pregnancy, allergies, and nursing mothers) which may prohibit the use of the hepatitis B vaccine must be documented by a physician, and a waiver signed by the student.

You may visit a private physician, clinic, health maintenance organization (HMO), or medical center for the physical examination. The immunizations are available for students through the El Centro College Health Center at a reduced charge. Please call 214-860-2113 to make an appointment for immunizations. Chest x-rays and physical exams *are not* provided at the El Centro College Health Center.

4. Students must be currently certified in Cardiopulmonary Resuscitation (CPR) at the "Healthcare Provider" level (sometimes known as BLS – Healthcare Provider level). A copy of the current CPR card must be submitted with program application materials. CPR classes are available through the American Heart Association, the Red Cross, hospitals, DCCCD Continuing Education Departments, etc.
5. It is necessary to consider transportation to and parking costs at the college, as well as the clinical sites throughout the city. Clinical rotations vary from among the facilities listed below:

Baylor Surgicare
 Baylor University Medical Center
 Baylor University Medical Center at Garland
 Baylor University Medical Center at Irving
 Baylor University Medical Center at Waxahachie
 Children's Medical Center
 Doctors Hospital
 Medical Center of Mesquite
 Medical Center of Plano
 Medical City Dallas Hospital

Methodist Charlton Medical Center
 Methodist Dallas Medical Center
 North Texas Veterans' Affairs Healthcare System
 Parkland Memorial Hospital
 RHD Memorial Medical Center
 Richardson Medical Center
 Trinity Medical Center
 UTSW University Hospital at St. Paul
 UTSW University Hospital at Zale Lipshy

6. Hospitals and clinical facilities require students to undergo a criminal background check and drug testing prior to admittance to their facility for a clinical/practicum rotation. Students are responsible for any cost incurred and will receive further information regarding this screening after admission to the program.
7. Please contact the following individuals for further assistance:

Belinda Allen, Program Director
Surgical Technology
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5047
Email: BAllen@dcccd.edu

Al Tolentino, Liaison Counselor
Health/Legal Studies Division
El Centro College
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5045
E-mail: ATolentino@dcccd.edu

Kim Sauls, Surgical Technology
Admissions
Health Occupations Admissions Office
El Centro College
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5005
E-mail: KSauls@dcccd.edu

Gary Peschka, Faculty Advisor
Health/Legal Studies Division
El Centro/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5037
E-mail: GPeschka@dcccd.edu

The official mailing address for all application materials, transcripts, and correspondence is:

Kim Sauls, Surgical Technology Admissions
Health Occupations Admissions Office
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the El Centro College Health Occupations Admissions Office or the printable information packet on the website below.

Visit the Surgical Technologist Program webpage:

<http://www.dcccd.edu/Current+Students/Courses+and+Programs/Programs/SurgTech/>

Health Occupations webpage:

www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage:

www.ElCentroCollege.edu/HealthOccAdmissions

CURRICULUM OVERVIEW – PERIOPERATIVE NURSE INTERNSHIP CERTIFICATE

PREREQUISITES

Applicants to the Perioperative Nurse Internship program must hold a current license from the Texas Board of Nursing, or be a recent graduate of a Associate Degree or Bachelor’s Degree nursing program and be eligible to write and pass the NCLEX-RN examination prior to the beginning of the Perioperative Nurse Internship program. Applicants must hold a current BLS – Healthcare Provider level CPR certification.

			<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Cont</u>	<u>Cr</u>
			Hrs	Hrs	Hrs	Hrs	Hrs
SEMESTER I							
SRGT	1340	Perioperative Nursing I	3	0	0	48	3
SRGT	1167	Practicum - Surgical/OR Technician	<u>0</u>	<u>0</u>	<u>10</u>	<u>160</u>	<u>1</u>
		Total Hours:	3	0	10	208	4

SEMESTER II

SRGT	1343	Perioperative Nursing II	3	0	0	48	3	
SRGT	2366	Practicum - Surgical/OR Technician	<u>0</u>	<u>0</u>	<u>21</u>	<u>384</u>	<u>3</u>	
		Total Hours:		5	0	21	432	6

TOTAL HOURS FOR CERTIFICATE: 640 10

SRGT 1343 - Perioperative Nursing Internship II is the exam capstone for this program.

SRGT 2366 - Practicum - Surgical/Operating Room Technician is the external capstone for this program.

PERIOPERATIVE NURSE INTERNSHIP APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. _____ Obtain Perioperative Nurse Internship program information packet.
2. _____ Attend an optional Surgical Technologist program information session if desired.
3. _____ Complete a DCCCD application for college admission.
4. _____ Present current Texas RN license to Health Occupations Admissions personnel OR present current documentation indicating eligibility to write the NCLEX-RN exam before the start of the Perioperative Nurse Internship program. (These documents may be presented with application materials listed below in item #5 if the complete application materials are presented in person and not mailed to the Health Occupations Admissions Office.)
5. Compile the following materials as your complete Perioperative Nurse Internship application packet:
 - _____ Completed Perioperative Nurse Internship application form (from this information packet).
 - _____ Signed Statement of Students' Responsibility form (from this information packet).
 - _____ Official transcripts from each college attended other than DCCCD colleges (A DCCCD transcript is no longer required.) See pages 2, section B, number 2 for specific instructions regarding official transcripts.
 - _____ Physical Examination form and immunization documentation with photocopy of your CPR card attached.
6. _____ Place above materials in a 9" x 12" envelope for submission either in person or by mail to:

MAILING ADDRESS:

Kim Sauls, Surgical Careers Admissions
Health Occupations Admissions Office
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

PHYSICAL ADDRESS:

Kim Sauls, Surgical Careers Admissions
Health Occupations Admissions
Room P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202

- Revised 04/07/09 -

IMMUNIZATION RECORD AND PHYSICAL EXAM FORM

Once submitted, this document and any immunization or lab result attachments are considered official student records and will not be returned or photocopied for the student's use. Students should photocopy this form and any attachments to retain with their personal records.

SOCIAL SECURITY NO. / / DATE

NAME Last First Middle I. BIRTHDATE Month/Day/Year

ADDRESS Street City and State ZIP

TELEPHONE () Home () Business/Cell

I am applying to the Program.

HEALTH QUESTIONNAIRE - (To be completed by the applicant)

Do you have any physical limitations which would affect your ability to lift, turn, or transfer patients? Yes No

Do you have any limitations in use of your senses, such as in sight or hearing, which would limit your ability to practice a health profession? Yes No

Do you have any other condition which might interfere with your ability to practice a health profession? Yes No

If you have answered "yes" to any of the above, please explain your limitations in detail on a separate sheet of paper.

List any medications you have been taking on a regular or frequent basis during the past year.

TUBERCULOSIS SCREENING

Documentation requires a physician's signature or verification from the Health Center.

Intradermal PPD (Mantoux) - within nine (9) months unless previously positive

Date Results Physician's Signature

Chest x-ray - within one (1) year if PPD positive (Must also include positive PPD verification above.)

Date Results Physician's Signature

PHYSICAL EXAMINATION (cont.)

Normal	Check each item in appropriate column	Abnormal	Describe every abnormality in detail (attach sheet if necessary)
	Eyes - ears - nose - throat		
	Mouth - teeth – neck		
	Thyroid		
	Heart and vascular		
	Lungs		
	Abdomen and viscera		
	Hernia		
	Scars		
	Back, vertebrae		
	Genitalia		
	Pelvis with Pap Smear (optional)		
	Rectal, anus (optional)		
	Extremities		
	Skin		
	Neurological		

LABORATORY DATA: Specific lab findings, when necessary for diagnostic purposes.

Name of Test Results

PHYSICIAN RECOMMENDATION

Based upon your physical examination, is the applicant free of any restrictions in his/her ability to turn and/or move heavy objects? If "no," please describe: Yes ____ No ____

Is the applicant able to see and hear adequately to practice a health care profession? If "no," please explain: Yes ____ No ____

Is the applicant free of any pathological conditions either physical or mental which would interfere with the practice of a health profession? If "no," please describe: Yes ____ No ____

Signature of Physician or Nurse Practitioner

Date

Printed Name of Physician or Nurse Practitioner

Address of Physician or Nurse Practitioner

STATEMENT OF STUDENTS' RESPONSIBILITY

Review and initial each section as verification that you have read and understand this information:

- _____ I acknowledge that this information packet contains policies, regulations, and procedures in existence at the time this publication went to press. I also acknowledge that the District Colleges including El Centro College reserve the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. Furthermore, I understand that this packet is for information purposes only and does not constitute a contract, expressed or implied, between any applicant, student, or faculty member and the Dallas County Community College District.
- _____ I have read and understand the admission process for the Perioperative Nurse Internship program and acknowledge that it is a competitive selection process with a limited number of spaces available. I understand that meeting eligibility requirements and submission of complete application packet materials does not guarantee acceptance to the program.
- _____ I accept full responsibility for submitting a complete Perioperative Nurse Internship application packet prior to or by the designated application filing deadline and understand that it is also my responsibility to inform the El Centro College Health Occupations Admissions Office of any change in my status, address, telephone number, or any other information that would affect my entrance into the Perioperative Nurse Internship program.
- _____ I understand that if accepted to a Health Occupations program, all physical examination forms, immunizations records, etc. submitted with my application packet becomes the property of the Health Occupations Admissions Office and will not be returned nor photocopied for me. Therefore, I take full responsibility for keeping photocopies of these documents for my own personal files before I submit them with program application packet materials.
- _____ I acknowledge that if admitted to the Perioperative Nurse Internship program, I may be assigned to clinical rotations at area healthcare facilities which may require proof of personal healthcare insurance coverage and additional proof of seropositivity to required inoculations/immunizations for program admission and additional inoculations.
- _____ I am aware that I will be required to undergo a criminal background check and mandatory drug screening prior to being allowed to attend a clinical rotation. I understand that should I be prohibited from attending a clinical rotation at a clinical facility due to findings on my drug screen or criminal background check, I may be dismissed from the El Centro College Perioperative Nurse Internship program.

Applicant's Signature

Date