

"Imagine Possibilities"



El Centro College

Surgical Technologist

The Surgical Technologist program prepares the student to provide patient care in the operating room suite under the supervision of the director or surgical services. The surgical technologist, as part of the operating team, aids in providing safety, sterility, cleanliness, and efficiency necessary for patient care in the surgical setting. The surgical technologist organizes sterile instruments, supplies, and equipment for use at the operating room table and assists in the use of these materials during surgical procedures.

The program is a 15-month, 50 credit-hour curriculum leading to a certificate upon completion and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology. Graduates from this accredited program are eligible to take the certification examination sanctioned by the Association of Surgical Technologists and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Acceptance to the Surgical Technologist program is via a **competitive selection process for selection** based primarily on grade point average on prerequisite courses and subsequent tie breakers.

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 SURGICAL TECHNOLOGIST PROGRAM

Application to the Surgical Technologist program requires the following steps:

- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Attendance at a Surgical Technologist program information session.
- Achievement of minimum score on mathematics assessment testing.
- Completion of the five program prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on those specific courses and a cumulative 2.5 GPA on **all** coursework.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

A. General Admission Requirements to the College

Applicants to the Surgical Technologist 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 Diploma (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements. For more information regarding TSI, please consult the official college catalog.

- Revised 08/31/08

B. Texas Success Initiative (TSI) Requirements

The Texas Success Initiative (formerly TASP) is an assessment strategy in Texas public colleges and universities to evaluate a student's reading, writing, and math skills for registration advisement and placement into college-level courses. Students should consult the college counseling office to determine their TSI status and testing advisement as necessary prior to application to the Surgical Technology program. For more information regarding TSI, please consult the official college catalog.

Potential applicants to the Surgical Technology program must meet TSI requirements in order to apply to the program. If TSI testing indicates that developmental courses in reading, writing, and/or math are required to satisfy TSI requirements, the applicant must complete that remediation before applying to the Surgical Technology program.

C. Program Information Sessions

Potential applicants are required to attend a Surgical Technologist information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held monthly at the El Centro campus; no reservation is necessary to attend. The Information Session schedule for the current semester is available in the El Centro College Health Occupations Admissions Office (Room P-101) at the Paramount Building (301 North Market), on our information line at 214-860-2272, menu item 3, and online at <http://www.ElCentroCollege.edu/Programs/HealthLegalStudies/InfoSessasp>.

D. Mathematics Assessment Testing

An applicant who is required to meet TSI requirements completes assessment testing in reading and writing and any prescribed developmental courses in order to enroll in ENGL 1301 and SPCH 1311 which are prerequisite courses to the Surgical Technology program. The applicant may also have completed math assessment testing and/or developmental coursework to satisfy TSI requirements.

An applicant must complete additional math assessment testing for application to the Surgical Technology program if:

1. The applicant's TSI math scores placed them into developmental courses and the applicant did not retest successfully after completing the developmental courses; **OR**
2. The applicant is exempt from TSI testing (i.e. the applicant completed college level coursework prior to 1989 or holds a previous degree, etc).

Math assessment tests that meet the testing requirement for the program are listed below with the minimum passing score for each. An applicant to the Surgical Technology program must have scored at least the minimum on **one** of the following math assessment tests:

<u>TEST</u>	<u>MINIMUM SCORE</u>
Accuplacer Math 1	66
Accuplacer Math 2 (alternate TSI math test)	63
THEA Math	230
ASSETT Math	38
COMPASS Math	39

An appointment to test is usually not necessary for math assessment testing. Please contact the El Centro College Assessment Center at 214-806-2178 for hours of operation. Please obtain a testing referral slip from the College Counseling Office for the Accuplacer or THEA math assessment tests and indicate that you are a Surgical Technology applicant.

Retesting Policy

If an applicant does not meet the minimum indicated score on one of the above math assessment tests, the applicant may retest once during that application filing period and the retest will be for Accuplacer Math 1 test only. A referral is required from the Counseling Center and the applicant must pay a \$10.00 retest fee. The referral and the paid receipt must be presented to the Assessment Center in order to retest.

If the applicant does not achieve the minimum math score on the retest, the applicant must comply with one of three options for a third and final test (again on Accuplacer Math 1 with an additional \$10.00 charge) during that application filing period: a) enrollment and successful completion of a developmental math course; b) documented math tutoring; or c) enrollment and completion of “College Fresh Start” offered by the El Centro College Continuing Education Division. If an applicant is allowed the third opportunity to test and does not achieve the minimum score, the applicant will not be allowed to submit a Surgical Technologist application during the current filing period and cannot test again until the following semester.

E. Program Prerequisite Courses

Applicants must complete the following five prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on these specific courses in order to submit an application to the Surgical Technologist program:

			<u>Credit Hrs</u>
SCIT	1407*	Applied Human Anatomy & Physiology I <i>OR</i>	4
	BIOL 2401	Anatomy & Physiology I	
ENGL	1301	Composition I	3
SPCH	1311+	Introduction to Speech Communication	3
HPRS	1204	Basic Health Professions Skills	2
HPRS	2231	General Health Professions Management	<u>2</u>
	TOTAL		14

* Science courses including SCIT 1407 or BIOL 2401 must be completed less than 5 years prior to program application. SCIT 1407 is not offered at Richland College of the DCCCD. BIOL 1406 is the prerequisite for BIOL 2401.

+ Although SPCH 1311 is the recognized prerequisite course, SPCH 1315 – Introduction to Public Speaking is also accepted.

Applicants must also achieve a cumulative GPA of 2.5 or better on a 4.0 system on all college coursework to be eligible for program application. Developmental course grades are not included in the cumulative GPA calculation.

E. 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 Surgical Technologist program application materials must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed Surgical Technologist Program Application form (available only at the program information session) and the signed Statement of Student’s Responsibility form (printed on the back of the application form).

2. Proof of a minimum score on one of the math testing instruments listed on page two, section D of this information packet (must be documented on an official transcript or a score sheet from a DCCCD Assessment Center).
3. 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.)
 - **Separate official transcripts are required from each college attended** 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 application packet materials** although they may have already submitted official transcripts to admissions/registrar offices at other DCCCD campuses including the El Centro campus.
 - Unofficial transcripts and grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
 - If a college will only release an official transcript directly to El Centro, **the student must request that the transcript be mailed to the Health Occupations Admissions Office.** 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 which are to be sent directly to the Health Occupations Admissions Office are received before an application filing deadline.
 - If a student is enrolled in support courses (SCIT 1408 or BIOL 2401, HPRS 1202, HPRS 2300) toward the Surgical Technology curriculum which can be completed before the next application filing deadline, the student should not submit their application packet until the course grades are posted to an official transcript. Once a complete and valid application packet is submitted during a filing period, additional materials including updated transcripts cannot be added to the packet for that filing period.
4. A photocopied catalog course description for each course taken outside the Dallas County Community College District which applies to the Surgical Technologist curriculum (prerequisite courses and/or general studies courses) and for which the student seeks transfer credit.

The course numbers on catalog course descriptions must match those on the transcript. Course descriptions should be marked on the photocopy. **Do not mark or highlight courses on official transcripts.** Course descriptions are not required for courses completed at a DCCCD campus.
5. 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.
6. A photocopy of the applicant's current "Healthcare Provider" level CPR card. Please note that the expiration date of the card must not occur before the end of the first semester of potential entry to a Health Occupations program. See page 12, item 6 under the General Information section of this information packet.
7. A photocopy of the student's high school diploma, high school transcript, or GED certificate.

F. Application Filing Period

The completed application packet should be submitted to the El Centro College Health Occupations Admissions Office on or before the application deadline. *NOTE: Early submission of an application during a specific filing period does not influence ranking for admission.*

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

January 1 – May 31

Notification letters are mailed by July 1st.

Complete application packets may be presented in person at the Health Occupations Admissions Office only during regular hours of operation. An application packet may also be mailed providing it is postmarked no later than an application filing deadline date.

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:

Surgical Technology Admissions
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:

Surgical Technology Admissions
Health Occupations Admissions Office Room P-101
Center for Allied Health and Nursing (Paramount Building)
301 North Market Street
Dallas TX 75202

Late Application Guidelines

In the rare event that all individuals on the ranked are accepted and space still remains in the Fall class, **late applications received June 1 – July 15** will be ranked ordered in a separate list to fill the remaining spaces. Students selected from the late applicant pool will be notified of acceptance status after July 15th. Any spaces which remain in the Fall class after this late application procedure is completed will be filled on a first-come, first-served basis up until the first class day of the Fall semester.

NOTE: *Only applicants who are being offered a late space will be notified via email. If an individual is not accepted for a late space, the application materials will be returned to the applicant for future submission. It should not be assumed that late applications will be necessary for every fall Surgical Technology class.*

G. Selection Process

Applicants are selected for acceptance to the Surgical Technologist program according to the following competitive ranking process:

1. Applicants are listed by grade point average (GPA) on the five prerequisite courses from highest (4.0) to lowest (2.5) to initially rank applicants. A minimum 2.5 GPA is required on the five prerequisite courses for application.
2. When two or more applicants have the same prerequisite GPA, the total credit hours of general education support courses are listed from highest number of credit hours (9) to lowest (0) to break the tie.
3. When two or more applicants have the same prerequisite GPA and the same total credit hours of general education support courses, the cumulative GPA on the general education support courses is listed from highest (4.0) to lowest (2.0) to break the tie.
4. When two or more applicants have the same prerequisite GPA, the same total credit hours of general education support courses, and the same cumulative GPA on the general education support courses, the date of attendance at the program information session is used to break the tie.

The table below illustrates the ranking process for a sample group of applicants:

EXAMPLE OF RANKING PROCESS

	GPA on 5 Prereq. Courses	Cr. Hrs. of Gen. Ed. Support Courses	GPA on Gen. Ed. Support Courses	Info. Session Attendance Date
Applicant #1	4.0	0	0.0	05/11/08
Applicant #2	3.79	6	3.33	08/10/08
Applicant #3	3.79	5	3.4	08/10/08
Applicant #4	3.5	7	3.57	04/06/08
Applicant #5	3.5	7	3.43	02/16/08
Applicant #6	3.0	9	4.0	06/19/08
Applicant #7	3.0	9	4.0	07/11/08

If six spaces were available, applicants 1 through 6 would be accepted.

5. Applicants may improve their ranking by 1) repeating one or more of the five prerequisite courses to earn a higher prerequisite GPA (the last grade earned will be the grade of record), 2) completing additional general education support courses; or 3) repeating one or more general education support courses to earn a higher grade point average. NOTE: The decision to repeat a successfully completed course (any prerequisite or general education support course completed with a grade of “C” or higher) in order to improve an applicant’s competitiveness in the ranking process rests solely with the applicant.

Using the above process, a ranked list is generated from those applications received during an official filing period and both acceptance and non-acceptance notification letters are mailed out.

A student who applies during an official filing period and who receives an acceptance letter is required to return a confirmation form within a specified timeframe to verify their space in the class.

Applications submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet by a specified date to reapply during the next application filing period.

H. *Educational Planning*

Although the Health Occupations Admissions Office advises potential applicants in regard to program admission requirements, individuals who have not yet applied to a Health Occupations program are considered generic students and must follow general advisement and registration procedures in the Dallas County Community College District.

Initial Advisement

Students who are new to the college experience or who need assistance with placement testing, TSI issues, and registration for prerequisite courses must consult an academic advisor in the College Counseling Center as their first step toward future application to the Surgical Technology program. The student who has not completed college coursework may request a general Associate Degree plan from the Counseling Center as a starting point toward application to a Health Occupations program.

Transfer Course Evaluation / Educational Plan

Students presenting coursework completed outside the Dallas County Community College District for transfer as prerequisite or general support courses for a Health Occupations program should request an Educational Plan which will serve as an evaluation of their previous coursework. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.** To request an Educational Plan, the student must present the following materials to the Health Occupations Admissions Office at El Centro College:

- An Educational Plan request form available in the back of this information packet, at www.ElCentroCollege.edu/Programs/HealthLegalStudies/HealthOccAdmissions.htm, and in the Health Occupations Admissions Office.
- All official college transcripts (a DCCCD transcript is not required)
- A catalog course description taken from that college's catalog for each course to be reviewed for evaluation (course descriptions numbers must match those on the transcript; course descriptions are not necessary for DCCCD courses).

The courses will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary "degree plan" for student advisement, financial aid, and VA benefit purposes.

Five-Year Time Limit

All science coursework (anatomy/physiology) must have been completed less than five years prior to application to a Health Occupations program. If an individual has **current** experience utilizing their related science knowledge or has completed **advanced courses** in a related science area, the student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review or in conjunction with an educational plan request. **NOTE:** In order for a science course taken outside the DCCCD to be considered for a five-year time limit waiver, the course must first be approved for transferability.

In addition to an official transcript and a catalog course description for each course to be reviewed, the following materials must also be submitted:

- A letter from the student indicating 1) the Health Occupation program they intend to enter, and 2) specifically how they are currently utilizing the science knowledge (employed in a healthcare field, advanced degree, etc.);
- If the student is employed in a healthcare field, a letter from the student's supervisor with duties outlined in specific detail.

If approved, a five-year time limit request is valid only for the current application filing period. In the event that the five-year time limit waiver is denied, the student may pursue credit for SCIT 1407 and/or SCIT 1408 through a departmental exam at the El Centro campus. To determine eligibility to challenge the departmental exams, the student should contact the Arts and Sciences Division at 214-860-2193. The student must be enrolled at the El Centro campus to request the departmental exam. If successful on the exam, the credit is awarded as a letter grade.

Coursework Completed Outside the United States

Transfer consideration for coursework completed at colleges or universities outside the United States is limited to college algebra and science courses (anatomy, physiology, and microbiology). No other courses will be considered. Science courses must be within the five-year time limit. Presentation of these materials does not guarantee that transfer credit will be granted toward a Health Occupations program. All expenses for the evaluation and translation of foreign transcripts are the student's responsibility. The following materials must be presented to the Health Occupations Admissions Office at El Centro College:

- Official college transcripts with English translation (if applicable);
- Complete evaluation of foreign transcripts from an approved evaluation agency (a list of approved evaluation agencies is available at all DCCCD Registrar Offices or online at <http://www.dccd.edu/Employees/Departments/EA/TS/UTG/Foreign+Credential+Evaluators.htm>);
- A photocopy of the catalog course description or syllabus of the course.

Special Note Regarding Evaluation of Coursework, Educational Plans, Review of Out of Country Coursework, and Five Year Time Limit Waiver Petitions

These evaluations are usually completed within 10-14 working days. **During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant's advantage to request any course evaluation, Educational Plan or five year waiver petition at their earliest convenience prior to application to the program.** *The El Centro College Health Occupations Admissions Office and the Health/Legal and Continuing/Workforce Education Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.*

Advanced Placement Credit, CLEP, and Credit by Examination

Advanced Placement ("AP") credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. AP credit is awarded as "CR" credit in the degree plan and does not count toward grade point average calculation.

The DCCCD does not offer the CLEP test for ENGL 1301. However, a departmental exam at El Centro College may be available. To determine eligibility for the ENGL 1301 departmental exam, contact the Communications/Math/Developmental Studies Division at 214-860-2247 for more information.

NOTE: A student may present AP credit, CLEP, or departmental exam test result for only one of the five prerequisite courses and one support course when applying to the Surgical Technology program.

Support Courses

Students are encouraged to complete the general education support courses included in the Surgical Technology curriculum (SCIT 1408 or BIOL 2402, HPRS 1202, HPRS 2300) prior to entrance into the Surgical Technology program, particularly if the student plans to work while enrolled or has significant family responsibilities.

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:

www.ElCentroCollege.edu/SurgicalCareers

Health Occupations webpage:

www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage:

www.ElCentroCollege.edu/HealthOccAdmissions

CURRICULUM OVERVIEW – SURGICAL TECHNOLOGIST PROGRAM

<u>Prerequisites to Program Admission</u>			Lec	Lab	Ext	Cont	Cr
			Hrs	Hrs	Hrs	Hrs	Hrs
SCIT	1407*	Applied Human Anatomy & Physiology I <u>OR</u>	3	3	0	96	4
BIOL	2401	Anatomy & Physiology I					
ENGL	1301	Composition I	3	0	0	48	3
SPCH	1311**	Intro to Speech Communication	3	0	0	48	3
HPRS	1204	Basic Health Professions Skills	1	3	0	64	2
HPRS	2231	Health Professions Management	<u>1</u>	<u>2</u>	<u>0</u>	<u>48</u>	<u>2</u>
TOTAL PREREQUISITE CREDIT HOURS			11	8	0	304	14
 <u>SEMESTER I – Fall</u>							
SRGT	1505	Introduction to Surgical Technology	4	3	0	112	5
SRGT	1509	Fundamentals of Perioperative Concepts & Technique	4	3	0	112	5
SRGT	1166	Practicum (or Field Experience) – Surgical Technology/Technologist	0	0	10	160	1
SCIT	1408+	Applied Human Anatomy & Physiology II <u>OR</u>	3	3	0	96	4
BIOL	2402	Anatomy & Physiology II					
HPRS	2300+	Pharmacology for Health Professions	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
TOTAL SEMESTER I CREDIT HOURS			12	11	10	528	16
 <u>SEMESTER II – Spring</u>							
SRGT	1541	Surgical Procedures I	5	0	0	80	5
SRGT	1542	Surgical Procedures II	5	0	0	80	5
SRGT	1367	Practicum (or Field Experience) – Surgical Technology/Technologist	0	0	21	336	3
HPRS	1202+	Wellness and Health Promotion	<u>2</u>	<u>0</u>	<u>0</u>	<u>32</u>	<u>2</u>
TOTAL SEMESTER II CREDIT HOURS			12	0	21	528	15
 <u>SEMESTER III – Summer (9 weeks**)</u>							
SRGT	2266#	Practicum (or Field Experience) – Surgical Technology/Technologist	0	0	20	320	2
SRGT	2130##	Surgical Readiness	<u>1</u>	<u>0</u>	<u>0</u>	<u>16</u>	<u>1</u>
TOTAL SEMESTER III CREDIT HOURS			1	0	20	336	3
 TOTAL PROGRAM HOURS =			38	17	51	1696	50

* BIOL 1408 recommended prior to SCIT 1407 if no previous high school biology. BIOL 1406 are required prerequisites for BIOL 2401. Science courses must have been completed less than five years prior to program application.

** Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.

+ These general education support courses may be completed prior to entering the Surgical Technologist Program; however, they must be completed by the semester indicated in the curriculum outline. SCIT 1407 or BIOL 2401 must be completed before HPRS 2300.

++ Hours calculated on a 16-week semester.

SRGT 2266 – Practicum (or Field Experience) – Surgical Technology/Technologist is the external experience Capstone experience for the Surgical Technologist program.

SRGT 2130 – Surgical Readiness contains the exam Capstone for the Surgical Technologist program.

A minimum grade of “C” is required in all courses.

GENERAL INFORMATION

1. The surgical setting is a physically and psychologically stressful employment area. In considering surgical technology as a career, 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 handling large orthopedic drills to surgeons).
 - Students will be required to anticipate quickly and adequately the needs of the patient, surgeon, and other health care workers in the surgical area.
 - 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. A pregnant student must obtain a physician's release indicating the student is able to fully participate in the surgical setting.
 - The surgical setting is a high-risk area for contracting human immune deficiency virus (HIV), acquired immune deficiency syndrome (AIDS), and other blood-borne pathogens such as hepatitis B (HBV). Students are taught protective and precautionary procedures which must be followed in the clinical setting.
2. The Surgical Technologist program accepts one class of approximately 12 students each fall semester. The El Centro College Health/Legal and Continuing/Workforce Education Division reserves the right to make changes in program enrollment capacity.
3. The Surgical Technologist courses, including clinical schedules, are offered during daytime hours only. After completion of prerequisite courses, the program is completed in two, 16-week academic semesters and one, 9-week summer semester. Each course involves 28-35 hours of class and clinical experience per week. A student should plan to spend 2-3 hours of additional study and preparation time for each hour of class and clinical experience. The demands of the Surgical Technologist program suggest that a student may not be able to work full-time while enrolled in the program.
4. Students are encouraged to take the required general education support courses (SCIT 1408 or BIOL 2401, HPRS 1202, and HPRS 2300) prior to entrance into the Surgical Technologist program, particularly if the student works or has significant family responsibilities. Many students find that completing the support courses first enables them to complete the program successfully while maintaining other responsibilities.
5. All Surgical Technology program applicants must comply with physical examination and immunization requirements and **submit the documentation with application materials** according to the guidelines in the Addendum of this information packet. **Physical examination forms and immunization records become the property of the Health Occupations Admissions Office and will not be returned or photocopied for the student; therefore, the student is instructed to retain a copy of these documents for their personal records.**

6. All Surgical Technology program applicants must be certified in cardiopulmonary resuscitation (CPR) at the "Healthcare Provider" level as designated by the American Heart Association. **A copy of the CPR card is submitted with application materials.** CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, various hospitals, independent instructors, etc.
7. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program. **A Social Security number is required to take the CST certification examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).**
8. Many of the Surgical Technology prerequisite and support courses are offered online. Students without prior experience with Internet courses should take the Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.readi.info> and log in as a New User. The current User Name is ECCFall2008 on the pull-down menu and the Password is student.
9. *Criminal Background Check / Drug Screening*

Effective August 2001 all students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$85.00) for these screenings. This procedure is conducted *after* a student has been accepted to their respective program. Results of these screenings are forwarded to the El Centro College Health/Legal/Distance and Continuing/Workforce Education Division for review and verification that a student is eligible to attend clinical rotation.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

NOTE: Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.

DRUG SCREEN:

The drug screen follows National Institute on Drug Abuse (NIDA) guidelines and screens for ten (10) substances as designated in the Substance Abuse Panel 10 ("SAP 10").

These substances are:

Amphetamines	Methadone
Barbiturates	Methaqualonedone
Benzodiazepines	Opiates
Cocaine Metabolites	Phencyclidine
Marijuana Metabolites	Propoxyphene

SAP 10 test results which fall outside of any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography Mass Spectrometry (GCMS) method. If these results remain positive, the test results are sent to a Medical Review Officer ("MRO") which will entail an additional cost of \$25.00-75.00 to the student. The MRO will then contact

the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed to the negative and acceptable.

CRIMINAL BACKGROUND CHECK:

The criminal background check reviews a person's criminal history seven (7) years previous to the data of program application. The check will include all cities and counties of the person's residency during that time period. The following histories will disqualify an individual from consideration for a clinical rotation:

- Felony convictions;
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.);
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;
- Registered sex offenders.

EXCEPTIONS:

If a licensing/registry body (i.e. Texas Board of Nursing) approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.

The College may request an exception from the first clinical agency for a student with a felony deferred adjudication and no alternate recourse through a licensing/registry authority is necessary. Following approval from the first clinical agency, the student may progress as stated above.

For more information regarding the criminal background check and drug testing requirements, please contact Dr. LaCheeta McPherson, Executive Dean of Health and Legal Studies at 972-860-5097 or Ms. Suriya Sheriff-Edwards, Health and Legal Studies Coordinator at 972-860-5095.

10. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experience. Clinical assignments vary from among the facilities listed below:

Baylor Medical Center at Ellis County
Baylor Medical Center at Garland
Baylor University Medical Center
Children's Medical Center at Dallas
Dallas Regional Medical Center
Doctor's Hospital
Medical City Dallas Hospital
Methodist Charlton Medical Center

Methodist Dallas Medical Center
North Texas Veterans' Affairs Healthcare System
Parkland Health and Hospital System
Plano Medical Center
Richardson Medical Center
UTSW University Hospital at St. Paul
UTSW University Hospital at Zale Lipshy

11. El Centro College students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available two weeks after the semester begins. See the Cashier's Office for details.
12. Many hospital clinical sites require students to provide documentation of personal healthcare insurance. Therefore, prospective students are advised to secure their own coverage. Information on college student policies and rates can be found at: <https://www.1.dcccd.edu/cat0608/ss/sd/insurance.dfm>.
13. Effective Fall 2005, Dallas County Community Colleges will charge a higher tuition rate for courses in which a student registers for the third or more times. The "Third Attempt" policy includes courses taken at any of the Dallas County Community Colleges since Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the DCCCD "Third Attempt" policy, please visit the following website: <http://www.dcccd.edu/ThirdCourseAttempt>

14. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins. (Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete that dual degree.)

15. Financial Aid

Students should contact the Financial Aid Office for application forms, filing procedures and deadlines. A number of area hospitals offer financial assistance to students pursuing healthcare careers. For a listing of those hospitals with contact information, application procedures, etc., please contact the Dallas/Fort Worth Hospital Council at 972-719-4900 to obtain their "scholarship booklet." The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact Suriya Sheriff-Edwards at 972-860-5095 for more information.

16. Please visit the website below for links to professional organizations and other information regarding the Surgical Technologist profession:

<http://www.ElCentroCollege.edu/SurgicalCareers/stlinks.htm>

17. Please contact the individuals below for 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

Surgical Technology Admissions
Health Occupations Admissions Office
El Centro College
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5001
E-mail: HealthOccAdmissionsECC@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:

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

ESTIMATED EXPENSES FOR THE SURGICAL TECHNOLOGIST PROGRAM *

	<u>Dallas County Resident</u>	<u>Out of County Texas Resident</u>	<u>Out of State/ Country Resident</u>
Prerequisite Tuition (14 credit hours)	\$ 574.00	\$ 1,164.00	\$ 1,694.00
Textbooks, Lab Manuals	815.00	815.00	815.00
CPR Certification	65.00	65.00	65.00
Physical Exam and Immunizations **	<u>225.00</u>	<u>225.00</u>	<u>225.00</u>
Total	\$ 1,679.00	\$ 2,169.00	\$ 2,799.00
 SEMESTER I - Fall			
Tuition (16 credit hours)	\$ 656.00	\$ 1,216.00	\$ 1,936.00
Textbooks	490.00	490.00	490.00
Lab Pack	100.00	100.00	100.00
Professional Liability Insurance	18.13	18.13	18.13
Lab Coat	25.00	25.00	25.00
Name Badge	8.00	8.00	8.00
Shoes (approximate cost)	60.00	60.00	60.00
Blank DVD	3.00	3.00	3.00
Colored Pencils	2.00	2.00	2.00
Background Check/Drug Testing	<u>84.00</u>	<u>84.00</u>	<u>84.00</u>
Total	\$ 1,446.13	\$ 2,006.13	\$ 2,726.13
 SEMESTER II - Spring			
Tuition (15 credit hours)	\$ 615.00	\$ 1,140.00	\$ 1,815.00
Textbooks/Class Supplies	100.00	100.00	100.00
PAE Testing Fee	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>
Total	\$ 745.00	\$ 1,270.00	\$ 1,945.00
 SEMESTER III - Summer			
Tuition (3 credit hours)	\$ 123.00	\$ 228.00	\$ 363.00
CST exam after graduation (non-AST member cost)	<u>290.00</u>	<u>290.00</u>	<u>290.00</u>
Total	\$ 413.00	\$ 518.00	\$ 653.00
 TOTAL ESTIMATED PROGRAM EXPENSE	 \$ 4,283.13	 \$ 5,963.13	 \$ 8,123.13

* Tuition reflects increase effective Spring 2009 semester. Tuition and other fees are subject to change. See official catalog for tuition table.

** Estimated cost of physical exam and immunization prices charged at the El Centro College Health Center.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Transportation and Parking Fees to El Centro and hospital clinical sites.

ADDENDUM
PHYSICAL EXAMINATION AND IMMUNIZATION RECORDS

In order to comply with the Texas Administrative Code (Title 25 Health Services, Rules 97.61-97.72) regarding immunization records for students enrolled in health-related programs, the following guidelines are now in force for applicants to El Centro College Health Occupations programs. Health Occupations program applicants must present the following documentation with their application materials:

I. Physical Examination and Immunization Record Form

A physical examination and immunization record form is included with each program information packet. The completed physical form verified by a physician or nurse practitioner will document:

- the applicant's physical examination results which must be dated less than nine (9) months prior to the applicant's anticipated entry to the health occupations program; and,
- dates of all required immunizations and/or date of a positive titer result for each.

NOTE: If immunization records have been recorded on separate documentation such as a hospital printout, health department card, office call invoice, etc., a clear photocopy of that documentation may be attached to the Physical Examination and Immunization Record form.

A. Physical Examination

The physical examination form must be completed by a physician or nurse practitioner and documents the applicant's medical history, health questionnaire, and results of a general physical examination.

B. Tuberculosis Screening

An intradermal PPD (Mantoux) "skin" test is required for all applicants. The PPD must be current within nine (9) months of the applicant's anticipated entry into a health occupations program. When accepted to a health occupations program, a student must repeat the PPD every twelve (12) months for the duration of his/her enrollment in the 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.

C. Immunizations

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.

1. 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.
2. 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.
3. 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.
4. Tetanus/diphtheria – One (1) dose of T/d is required within the past ten (10) years.
5. 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.

6. 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

If an applicant fails to adhere to the above schedule, the series must be restarted with the first dose.

NOTE: If an individual has received the first two Hepatitis B injections with the third and final injection scheduled after an application filing deadline, the individual may submit their application materials, including the physical exam form and all other immunizations provided the third injection is completed on schedule with documentation forwarded immediately to the Health Occupations Admissions Office.

II. Exceptions

Exceptions from meeting certain immunizations requirements are allowed for such circumstances as medical conditions (i.e. pregnancy), religious beliefs, etc. Applicants must present documentation as indicated below. Requests for exceptions are reviewed on an individual basis.

A. Medical Exceptions

The applicant must present a statement signed by their physician with personal knowledge of the applicant's medical history. The statement must indicate in detail that a specific vaccine poses a significant health risk to the individual. If the statement requests exemption from the Hepatitis B series, the applicant must also complete a separate waiver form (available in the El Centro College Health Occupations Admissions Office) to accompany the physician's statement.

Unless the statement specifies that a lifelong condition exists, the exemption is valid for one year only from the date of the signed statement. The signed statement must be submitted with the applicant's Physical Examination and Immunization Record form.

B. Exceptions Based on Religious Belief/Reasons of Conscience

The applicant must obtain an Exclusion Affidavit from the Texas Department of State Health Services by submitting a written request and including the applicant's full name and date of birth. The written request must be mailed to the following agency:

Texas Department of State Health Services
Bureau of Immunization and Pharmacy Support
1100 West 49th Street
Austin Texas 78756

The affidavit form will be mailed to the applicant who must complete and sign the form which must include the basis for the exception. The affidavit will be valid for a two-year period. The signed affidavit must be submitted with the applicant's Physical Examination and Immunization Record form.

III. El Centro College Health Center Services

The El Centro College Health Center offers the PPD tuberculosis screening and many of the required immunizations at a reduced cost. 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.

Applicants are responsible for retaining a photocopy of all physical exam and immunization documentation for their personal records. Once this documentation is submitted and an applicant is accepted to a Health Occupations program, the documentation will not be returned to nor photocopied for the applicant.

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 _____ BIRTHDATE _____
Last First Middle I.
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

PAGE 1 of 3

IMMUNIZATIONS REQUIRED *

Dates of immunizations or dates of lab results with a copy of the lab values attached indicating seropositivity required. Each line requires a doctor's signature or verification from the Health Center. *

	Date of Immunization	If Seropositive, Date of Positive Titer	Doctor's Signature Or Health Center Signature
1. Measles – 2 doses since 01/01/68 if born on or after 01/01/57; or positive Titer	#1		
	#2		
2. Mumps – 1 dose if born on or after 01/01/57; or positive Titer			
3. Rubella – 1 dose; or positive Titer			
4. Tetanus/diphtheria – 1 dose within past 10 yrs.			
5. Varicella (chickenpox) - 2 doses (only 1 if taken before age 13); or positive Titer	#1		
	#2		
6. Hepatitis B series ➤ 1 st initial dose ➤ 2 nd dose after 1 month ➤ 3 rd dose after 5 months			

* See attached appendix for details of immunization requirements.

NOTE: Physical exam form will not be accepted without doctor's signature or health center verification for each immunization and TB screening. The PPD screening, MMR, T/d, and Hepatitis B immunizations are available at the El Centro College Health Center **by appointment** at a reduced cost. **No student may begin clinical rotations without verification of immunization status.**

PHYSICAL EXAMINATION: To be completed by physician or nurse practitioner

NAME _____ DATE _____
Last First Middle Initial

HEIGHT _____ WEIGHT _____ TEMP _____ BLOOD PRESSURE _____ SEX _____

VISION _____ GLASSES _____ CONTACT LENSES R _____ L _____

HISTORY: Include any significant information regarding previous medical and surgical conditions,
and use of alcohol and/or drugs.

GENERAL APPEARANCE:

PAGE 2 of 3

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.

<u>Name of Test</u>	<u>Results</u>
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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

**EL CENTRO COLLEGE
CENTER FOR ALLIED HEALTH AND NURSING
HEALTH OCCUPATIONS EDUCATIONAL/DEGREE PLAN REQUEST**

PLEASE PRINT

Student ID Number/Social Security Number _____

Last Name First Name Maiden/Other

Street Address Apt.

City State Zip Code

Home Phone Cell/Other Business Phone

Email Address

I am requesting an educational/degree plan for the _____ program.

I understand that I must attach official transcripts from all the colleges and universities I have attended (list below) along with *catalog course descriptions for courses completed outside the Dallas County Community College District* which apply to the above program curriculum and for which I am requesting transfer credit.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

I acknowledge that I will be notified via email when my Educational/Degree Plan is ready for pickup.

NOTE: PLEASE ALLOW TWO (2) WEEKS FOR EDUCATIONAL/DEGREE PLANS TO BE PROCESSED. Official degree plans are only available for students who are enrolled in a Health Occupations program.

Student Signature _____ Date _____

NOTE: Please allow TWO (2) WEEKS for Educational/Degree Plans to be processed. Official degree plans are only available for students who are enrolled in a Health Occupations program.

Mailing Address: Patsy Jones-Strawther
Degree Audit Specialist
Health Occupations Admissions Office
El Centro College/ Paramount
801 Main Street
Dallas TX 75202-3604

Physical Address: El Centro College
Center for Allied Health and Nursing
Health Occupations Admissions
Room P-101
301 North Market Street
Dallas TX 75202