

"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 they have 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) 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. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

- Revised 09/01/09 -

Initial Advisement

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program.

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. 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*

All applicants to the Surgical Technology program must complete math assessment testing. **Previous degrees and/or coursework including college algebra does not exempt an applicant from this testing.**

Examples of math assessment tests that meet the testing requirement for the program are listed on the next page 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
Accuplacer Math 3	64
THEA Math	230
ASSETT Math	38
COMPASS Math	39
SAT Math	270
ACT Math	19

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.

Math 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.

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 <u>OR</u>	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.

F. Evaluation of Previous Coursework

To insure the transferability of previous coursework completed at colleges and universities other than Dallas County Community College District campuses, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office three to six months prior to the application deadline for their program of choice. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

Transcripts and accompanying course descriptions 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.

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 the Educational Plan at their earliest convenience prior to application to the program.**

The El Centro College Health Occupations Admissions Office and the Health and Legal Studies Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form at the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Five-Year Time Limit on Science coursework

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. Information on the five-year time limit waiver is included with the **Request for Educational Plan** guidelines at the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Coursework from Foreign Universities

Only courses such as anatomy/physiology may be considered for transfer to Health Occupations programs from colleges or universities outside the United States. No other courses will be considered. Science courses must be within the five-year time limit.

For more information regarding the evaluation of foreign coursework for transfer credit, see the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement ("AP") credit for ENGL 1301 is acceptable if the credit appears on a college transcript as ENGL 1301 equivalency. A letter grade is not awarded for "AP" credit.

NOTE: An applicant to the Surgical Technology program may present credit by exam, CLEP, or "AP" credit for only one of the five prerequisite courses and one support course. Credit will be acknowledged but not calculated with the grade point average.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found at <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

G. Application Packet Submission

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. 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 every college previously attended** other than DCCCD colleges. (Dallas County Community College District transcripts, continuing education transcripts, and transcripts from outside the U.S. are not required.) **NOTE: The print date of a transcript must be less than three years old at the time of program application.**
 - **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 program application packet materials.* **NOTE: Another complete set of official transcripts should also be submitted to the El Centro College Registrar's Office if not submitted previously to another DCCCD campus.**
 - **Transcript photocopies issued to the student or issued by a registrar's office are not acceptable as official transcripts.** 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 not release an official transcript to a student and must mail it 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 toward the Surgical Technology curriculum (SCIT 1408 or BIOL 2402, HPRS 1202, or HPRS 2300) which can be completed before the next application filing deadline, the student should not submit their application packet until the course is completed. 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 **catalog course description** for each course taken outside the Dallas County Community College District which applies to the Surgical Technology curriculum (prerequisite courses and/or general studies courses) and for which the student seeks transfer credit.

Course descriptions may be photocopies or printouts from online catalogs. 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.** Applicants are responsible for obtaining the physical form and immunization guidelines from the following link: www.ElCentroCollege.edu/HealthOccAdmissions. See also item number 4 under the General Information section on page 12 of this packet.
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 13, 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.

H. 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 during regular hours of operation or submitted in the dropbox adjacent to the office door. Mailed application packets must be 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 5:00 p.m. the next regular business day.*

To submit your application by mail, address your envelope to:

Kim Sauls, Surgical Technology Admissions
Health Occupations Admissions
El Centro College/Paramount Building
801 Main Street
Dallas, Texas 75202

To submit your application in person, bring your envelope to:

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

I. 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.

Notification Letters

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 the official filing period and receives an acceptance letter is required to return an enclosed confirmation form within a specified timeframe to confirm their space in the class. Failure to return the confirmation form by the specified date or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of the student's space in that class.

NOTE: Applications submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission for the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet during the next filing period to be considered for the next admission opportunity.

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.

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/Program/Health/SurgTech

Health Occupations webpage:

www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage:

www.ElCentroCollege.edu/HealthOccAdmissions

SURGICAL CAREERS PROGRAMS MISSION STATEMENT

The Surgical Careers programs strive to provide the cognitive, affective, and psychomotor (kinetic) skills necessary for the graduate to function in a diverse community as a surgical technologist or a perioperative nurse.

SURGICAL CAREERS PROGRAMS PHILOSOPHY

The Surgical Careers faculty accepts the philosophy, mission, and objectives of the college of which we are a part.

We believe that Surgical Careers are a service to the community. The graduate of a surgical careers program utilizes the humanistic application of scientific principles concerning knowledge of anatomy, physiology, sterile technique, and external control forces to meet and protect the physiological and emotional needs of the patient.

We further believe that the education of the surgical technologist and perioperative nurse is a dynamic teaching-learning process that involves modification of cognitive, psychomotor, and attitudinal potentials of the student. We consider learning to be an active process contingent upon the student and facilitated by the instructor.

Upon graduation, we expect the surgical technologist to be prepared to write the National Certifying Examination for Surgical Technologists. It is recognized that there is an increasing body of knowledge dealing with new, complex surgical procedures and that the surgical technologist will gain competency in these areas through his/her active participation in continuing education and professional organizations.

The faculty accept the responsibility for planning, implementing, and evaluating the teaching-learning process in order to ensure the delivery of safe, competent surgical performance. We also believe that through periodic review and revision, the curriculum shall continue to reflect the philosophy of the Surgical Career program as related to the needs of the community.

SURGICAL CAREERS PROGRAMS STUDENT WORK POLICY

All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist. Clinical facility personnel must be available to assist or replace the student to prevent the patient or student from being placed in a compromising position.

**EL CENTRO COLLEGE
SURGICAL CAREERS PROGRAM**

PROGRAM GOALS AND LEARNING DOMAINS

COGNITIVE DOMAIN

GOAL: To prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), affective (behavior) learning domains, and to meet the needs of the health care industry by providing qualified, well-trained Surgical Technologist.

OBJECTIVE: The graduates of the Surgical Career program will complete the following objectives during their course of study:

1. Identify the role of the Surgical Technologist as a member of the health care team.
2. Utilize theoretical knowledge base while caring for patients.
3. Exhibit competence in all roles of the Surgical Technologist by performing safe, skilled technical practice.
4. Utilize effective communication skills while interacting with all members of the health-care team, patients and their families, faculty, and other groups in the health care setting.
5. Display legal and ethical behavior in the practice of technical skills.
6. Assume responsibility for continuing educational growth.
7. Demonstrate the ability to comprehend, apply and evaluate knowledge of anatomy, physiology, sterile technique, and external control forces to meet and protect the physiological and emotional needs of the patient.

AFFECTIVE DOMAIN

GOAL: To prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), affective (behavior) learning domains and to meet the needs of the health care industry by providing qualified, well-trained Surgical Technologist.

OBJECTIVE: Upon completion of the program, students will demonstrate professional behavior consistent with employer expectations as a certified Surgical Technologist.

PSYCHOMOTOR DOMAIN

GOAL: To prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), affective (behavior) learning domains and to meet the needs of the health care industry by providing qualified, well-trained Surgical Technologist.

OBJECTIVE: Upon completion of the program, students will demonstrate the technical proficiency in all the skills necessary to fulfill their roles as a certified Surgical Technologist.

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 and Legal Studies Division reserve 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 applicants must comply with physical examination and immunization requirements and **submit the documentation with application materials. 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. The Physical Examination Form and immunization requirements guidelines are available at:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>.

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 **elcentro** 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 \$84.00) 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 Studies for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health and Legal Studies Division and will not be released to the student or any other third party.

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.

More information regarding the Criminal Background Check and Drug Screening procedure is found at: <http://www.ElCentroCollege.edu/HealthOccAdmissions>

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. All students accepted to the program will be required 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://www1.dcccd.edu/cat0608/ss/sd/insurance.cfm>.

13. The Dallas County Community College District charges 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 apply for Financial Aid Office well in advance of program application. Information on filing procedures and deadlines is found at http://www.elcentrocollege.edu/Student_Services/FinancialAid. For a listing of area hospitals which offer financial assistance to students pursuing healthcare careers, 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 Sherriff-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.ast.org>

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

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

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.

SURGICAL TECHNOLOGIST 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 Surgical Technologist program information packet.
2. ___ Attend a Surgical Technologist program information session.
3. ___ Complete a DCCCD application for college admission.
4. ___ See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
5. Complete math assessment testing as required (examples below). See page 2, section D for guidelines.
 ___ Accuplacer Math 1 ___ ASSET Math
 ___ Accuplacer Math 2 ___ COMPASSMath
 ___ Accuplacer Math 3 ___ SAT Math
 ___ THEA Math ___ ACT Math
6. ___ If needed, request Educational Plan/transfer evaluation of course work taken outside the DCCCD that applies to Surgical Technology curriculum with Health Occupations Admissions Office.
7. Complete the following Surgical Technologist prerequisite courses:
 ___ ENGL 1301 ___ SPCH 1311 or SPCH 1315
 ___ SCIT 1407 or BIOL 2401 ___ HPRS 1204
 ___ HPRS 2231
8. Complete any other support courses which apply to the Surgical Technologist curriculum as time allows prior to application:
 ___ SCIT 1408 or BIOL 2402 ___ HPRS 2300
 ___ HPRS 1202
9. Compile the following materials as your complete Surgical Technologist application packet:
 ___ Completed Surgical Technologist application form (obtained at information session).
 ___ Signed Statement of Students' Responsibility form (obtained at information session).
 ___ Official transcripts from each college attended other than DCCCD colleges (A DCCCD transcript is no longer required.) See pages 5 section G, number 3 for specific instructions regarding official transcripts.
 ___ Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the Surgical Technologist curriculum.
 ___ Physical Examination form and immunization documentation with photocopy of your CPR card attached.
 ___ Photocopy of high school transcript, high school diploma, or GED certificate.
 ___ Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.
10. ___ Place the above materials in a 9" x 12" envelope for submission either in person or by mail to:

MAILING ADDRESS:

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

PHYSICAL ADDRESS:

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

- Revised 09/01/09 -