Application for the Surgical Technology Program

Please read the following information carefully. All application items on page 6 are required.

1. Incomplete applications and application documents received outside the application period will <u>not</u> be accepted.

2. **Adult applicants only**, who are at least 18 years old, and have an official documentation of a high school diploma.

3. **Official Transcripts are required of college level classes and in a sealed envelope from the institution.**

4. Both of the BCI Background Check and Work-Med Drug Panel <u>results</u> are required before the application deadline.

5. Allow at least 3 weeks in advance to obtain the BCI Background Check and Work-Med Drug Panel results. Those applicants who do not submit these documents to the program by the application deadline, will be not be considered for an interview and the application will not be scored.

6. Application does not guarantee admission to the program, and application does not guarantee a program interview.

7. A competitive, points-based process determines entry into the Surgical Technology Program. There is no waiting list.

8. Mountainland Technical College (MTECH) is fully committed to policies of non-discrimination and equal opportunity. MTECH does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.
   Inquiries regarding non-discrimination policies can be directed to:

Justin Browning	**Office for Civil Rights, Denver Office U.S.**
Department of Education	Cesar E. Chavez Memorial Building
Title IX Coordinator	1244 Speer Boulevard, Suite 310
Mountainland Technical College	Denver, CO 80204-3582
2301 West Ashton Blvd.	Phone: 303-844-5695
Lehi, UT 84043	Fax: 303-844-4303
Phone 801-753-4109	TDD: 800-877-8339
jbrowning@mtec.edu	OCR.Denver@ed.gov

9. If you are applying for Federal Financial Aid, please go to https://mtec.edu/student-services/ for more information. You should **apply at least three weeks** before the program starts to ensure processing prior to your start date.

10. Please read this application packet and the Surgical Technology Program webpage for information about the application deadline date and application process at: https://mtec.edu/programs/surgical-technology/

11. This is a 1,314-clock hour program, including a 455-hour clinical externship.

12. **To submit your application packet you may:**
    a. <u>Hand deliver</u> your completed application to **the MTECH Thanksgiving Point Student Services Office**, Monday through Friday from 8 am to 5 pm. Complete applications with all required documentation must be submitted before or on the deadline that is published on the current Surgical Technology Program web page.
    b. <u>Mail</u> your completed application to the following address:
       - Mountainland Technical College (Lehi Campus)
       - ATTN: SURGICAL TECHNOLOGY PROGRAM; 2301 Ashton Blvd., Lehi, Utah 84043

I have read, and I understand MTECH Surgical Technology Program Information pages.

Signature: _____ Date: _____

SURGICAL TECHNOLOGY PROGRAM INFORMATION

MTECH MISSION STATEMENT

To enhance the employability of individuals through market-driven career and technical education.

Surgical Technology Program Mission Statement

To prepare students to enter the profession of surgical technology by providing high quality education and to meet the needs of healthcare facilities in the Mountainland Region. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PROGRAM DESCRIPTION

The Surgical Technology Program prepares individuals to work primarily in the operating room. Students will be placed in clinical facilities at the discretion of the program coordinator. Students must provide their own transportation to and from the clinical sites and may be required to take public transportation. Upon completion of the program, students will receive an MTECH Certificate in Surgical Technology. All students are required to participate in the Certified Surgical Technologist (CST) examination as mandated by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). This is an accreditation requirement that all MTECH Surgical Technology students must adhere to for course completion and graduation eligibility. The Surgical Technology Program is limited to the number of available clinical sites.

JOB DESCRIPTION

The Surgical Technologist is an individual with specialized education who functions as a member of the surgical team in the role of surgical technology person. This person assists with surgical procedures, creates and maintains the sterile surgical field, sets up the surgical field, and hands the instruments, sutures, and other equipment needed to the surgeon to do the procedure. This person is also responsible for care of the instruments before and after the procedure. Employment opportunities are available in hospitals, surgical centers, labor and delivery, and physician's surgical suites.

PHYSICAL REQUIREMENTS

The Surgical Technologist must be in good physical and mental health to withstand the rigors of the job. Requirements include:
- o Manual dexterity
- o Pushing/pulling
- o Good vision, and Good hearing
- o Good communication (hearing, listening, writing, and speaking skills)
- o Standing for long periods of time without breaks or stopping for meals
- o Mobility
- o Must be able to lift 50 pounds.

DRUG SCREENING

Prospective students are required to take a drug screen panel and provide the **results** documentation with the application packet by the application deadline, in order to be considered for a Surgical Technology Program interview. Surgical Technology students must take a second drug screen, (during the program), within 48 hours before starting a clinical externship rotation. Students are responsible for this expense. If further test(s) are required by the medical review officer physician to determine safe level(s) or if a controlled substance is found, the student will be responsible for the cost of this test as well. All students must understand that over the course of this program, if at any time the program coordinator, clinical supervisor, instructors or facility personnel become suspicious of illegal drug or alcohol abuse, the police will be called and the student may be required to take a drug test (out-of-pocket). If a student declines such a request, or tests positive for any misuse of a substance, they may be dismissed from the program.

BACKGROUND CHECKS

Prospective Surgical Technology students must complete a background check through the Utah Bureau of Criminal Identification (BCI) and provide results documentation included with their application packet before the application deadline to be considered for a program interview. The student is responsible for the cost. (See application instructions with this application for admission. **Background check results must be less than 12 months old and current within the year of the application. This process must be started at least 3 weeks prior to the program application deadline. It does take time, at least 3 weeks prior, for BCI to process the documents. Any results documentation received after the application deadline will be considered an incomplete application packet and the application packet will be returned without scoring. The third party release form allows BCI to post mail report results directly to the college.**

EXTERNSHIP POLICY

Upon satisfactory completion (80% or higher) of all exams, assignments, professionalism, program attendance (95%), and payment of all college costs and fees, students will be eligible for a clinical externship. Students may only begin their externship after they have passed all three final competencies (instrumentation final, written final, mock surgery final). All students must be fully prepared, able, and willing to represent MTECH in a professional manner. The ST Program Coordinator arranges Clinical Externship placements, for the student at appropriate facilities. The student is responsible for transportation to and from the externship sites. **No concession or guarantees will be made regarding to the distance, day, time, instructor, facility or other student preference.** The externship experience is a period of learning, observing, and practicing the skills learned in the student's program. Upon completion of a clinical externship site rotation, the clinical externship supervisor will complete an evaluation report of the student's performance. Failure to perform professionally while on a clinical externship rotation which includes speech or demeanor, which reflects poorly on the college or affiliated clinical externship site, may result in dismissal from the clinical site and/or college. Students are expected to complete their clinical externship experience within the period allotted. **Students must not schedule breaks, vacations, or major life events during their program course or clinical externship, nor schedule a break between the end of the classroom portion and the externship period.** It may be necessary to assign a student to a clinical externship training facility that is up to 100 miles one way from the student's home.

Each Surgical Technology student is required to fulfill the Association of Surgical Technologists (AST) and National Board of Surgical Technologists and Surgical Assistants (NBSTSA) clinical externship requirements. The requirements include 455 hours of clinical experience with 120 required procedures. These procedures are broken down into general and specialty procedures and the scrub roles required. These requirements will be explained when the student is eligible for clinical externship training.

NATIONAL CERTIFICATION EXAM (Certified Surgical Technologist) (CST)

Effective August 1, 2011, all students are required to participate in the Certified Surgical Technologist (CST) examination as mandated by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). This is an accreditation requirement that all MTECH Surgical Technology students must adhere to for course completion and graduation eligibility.

The National Board of Surgical Technologists and Surgical Assistants (NBSTSA) administer the CST examination. All students must sit for this examination at the college towards the end of their clinical externship. The CST exam will be administered at the college and it is mandatory that all students return to the college on the scheduled examination date/time. The NBSTSA does not allow any exceptions for absences. The NBSTA will forfeit the exam attempt and fee if the student is late or absent for the date and time of the exam.

BASIC LIFE SUPPORT CARDIO PULMONARY RESUSCITATION (BLS for the Healthcare Provider)

Students must be BLS CPR Certified before going out on externship. All participating surgical facilities and hospitals require that each student be BLS CPR Healthcare Provider certified prior to entrance into the surgical facility for externship training. It is mandatory that ALL students attend the on-campus BLS CPR Healthcare Provider course as part of the Surgical Technology Program.

PROGRESSION PROCEDURE

All students must maintain progress at a rate of 80% (B grade) or better. Failing to do so will result in the student being placed on

probation by a school counselor. The student must raise their progress to 80% according to their Academic Improvement Plan or the student will be dismissed from the program due to lack of progress.

STUDENT ATTENDANCE POLICY

Due to the hands-on nature of the training received, attendance is very important in all MTECH programs. It is very difficult to make up missed training and as a result, 85% attendance is required in all MTECH programs. However, due to state licensure requirements, some programs have stricter attendance requirements that need to be met in order to receive the license. The instructors of those programs will explain the attendance rules. Students are responsible to notify the instructor before upcoming absences or emergencies that arise that may cause them to miss class, lab or clinical externship. The MTECH Surgical Technology Program requires 95% attendance.

DRESS CODE POLICY

Surgical Technology Program students are required to wear program specific scrubs. The scrub uniform is a pewter/gray scrub top and a black scrub pant. This scrub uniform is available for purchase, by the student, in the MTECH Lehi Bookstore. Closed toe shoes, in good repair, and that are liquid repellant, are to be worn at all times during lab and class. Open-toe shoes, canvas shoes, flip-flops, slippers, and sandals are not allowed for the safety of the student.

Students will wear their school uniform scrubs <u>to and from</u> clinical externship sites. Students may be required to change from their school uniform scrubs into the clinical externship site approved scrubs at the facility. Students dressed inappropriately for class or for a clinical externship site will be directed to leave the site. If a student fails to comply with the dress standards after counseling by the Program Coordinator or instructor, the student will meet with the Academic and Career Counselor. Student will improve or the student's dismissal will be required. Jewelry of any kind is prohibited at all clinical externship site assignments. This includes visible piercings of the ear, eyebrow, cheek, tongue, lip, and other surfaces. Failure to adhere to this college and industry standard may result in student dismissal from the program. Fingernails are required to be short and free of polish. Artificial, acrylic, gel, or dipped nails are prohibited, as they harbor copious amounts of microbes. Failure to adhere to this college and industry standards may result in student's dismissal from the program. Good hygiene and grooming are essential. Students must be clean-shaven of facial hair as a student of the surgical technology program clinical externship.

PROGRAM STUDENT LEARNING OUTCOMES

1. Prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Prepare surgical technology students to sit for the National Board Exam for Surgical Technologists and Surgical Assistants.
3. Prepare surgical technology students to scrub in the primary role in Endoscopy, General, Obstetrics and Gynecology, Otorhinolaryngology, Genitourinary, Orthopedic, Oral and Maxillofacial, Plastic and Reconstructive, Ophthalmic, Peripheral Vascular, Cardiovascular and Neurological specialties.
4. Engage students in a clinical experience under the supervision of an experienced and certified surgical technologist. Produce evidence of a minimum of 120 surgical cases. Show 30 cases in General Surgery, of which 20 must be in the First Scrub Role. Show 90 cases in various surgical specialties, of which 60 cases must be in the First Scrub Role and evenly distributed between a minimum of five surgical specialties. Demonstrate progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Develop effective communication skills including reading, writing, speaking and listening as necessary in the surgical setting.
6. Develop reasoning, problem solving, and anticipation and prioritization skills in the surgical setting in order to effectively create and organize the sterile field for efficiency, safety and conservation of financial resources.
7. Prepare students to serve various patient populations with an ability to meet their individual needs including those of diverse ethnicity, religion, disability, gender, age, and sexual orientation.
8. Develop a strong surgical conscience in the student, and always placing the patient first.

I have read, and I understand Surgical Technology Program Information pages.

Signature_____ Date _____

MTECH SURGICAL TECHNOLOGY PLAN OF STUDY

PROGRAM COMPONENTS	LAB	LECTURE	HYBRID	TOTAL
ST 1010: Introduction to Surgical Technology and Lab	44	44	0	88
ST 1015: Anatomy and Physiology	0	45	0	45
ST 1020: Microbiology and Infection Control and Lab II	44	44	0	88
ST 1030: Surgical Pharmacology and Lab III	44	44	0	88
ST 1040: Principles and Practices of Surgical Technology and Lab IV	44	44	0	88
ST 1050: Surgical Procedures I and Lab V	56	54	0	110
ST 1060: Surgical Procedures II and Lab VI	56	54	0	110
ST 1080: Surgical Procedures III and Lab VII	56	54	0	110
ST 2010: Final Comprehensive	33	33	0	66
ST 2020: CST Exam Review	0	33	0	33
ST 2040: Workplace Readiness	0	33	0	33
ST 2060: Surgical Technologist Clinical Externship	0	0	0	455
Total	377	482	0	1314

MTECH SURGICAL TECHNOLOGY CLASS SCHEDULE (EXTERNSHIP TIMES WILL VARY)

DAYS	TIMES
Monday	7:30 am-2:00 pm with a one hour lunch break
Tuesday	7:30 am-2:00 pm with a one hour lunch break
Wednesday	7:30 am-2:00 pm with a one hour lunch break
Thursday	7:30 am-2:00 pm with a one hour lunch break
Friday	7:30 am-10:30 am (first 15 weeks of ST Program).

MTECH SURGICAL TECHNOLOGY PROGRAM COST

The cost breakdown is an approximate amount for the program and can be found at: https://mtec.edu/programs/surgical-technology/

Please Note:

1. The non-refundable $30 ST Program Application Fee must be paid before you turn in the MTECH Application Packet.

2. The $40 MTECH Student Registration Fee will be paid once admitted to the ST program.

3. You are required to pay for and submit the drug screen **results**, and the background check **results** documents before the application deadline. Both of these results documents must be in the application packet to be considered for a program interview.

4. Once you are admitted to MTECH, you will need to register and pay your FULL tuition two weeks before the program start date at Student Services. Tuition rates generally change annually on July 1st, and may increase from current rates.

5. The above costs are estimates only. The cost for fees, tuition, and any other associated costs are subject to change at any time, and without notice.

By signing here, I agree that I have read and understand the information on this page.

Print Name_____

Signature_____ Date_____

APPLICATION PACKET REQUIREMENTS

Application submission does not guarantee acceptance or program interview. Application packets that do not have all of the required documents, including the BCI background and IHC Orem, Work-med, 9-panel drug panel document results in the Surgical Technology Office by the deadline is considered incomplete and not scored. The top 20 applicants, selected by the Surgical Technology Program faculty, will be invited to a program interview. The Surgical Technology Program webpage has the current dates and deadlines for the application.

Checklist: All documents below are required for consideration of a ST Program Coordinator's interview:

☐ **Career Ready 101 Math and English Assessment.** (MTECH Testing Center, M-F, 8 – 5 p.m.).

☐ **Application for Admission form: completed and signed. The entire and original application, including all requirements.**

☐ **One-page essay:** on why you want to be a Surgical Technologist. Times New Roman, 12-point font, double-spaced.

☐ **Current CV or Résumé.** (Please have someone proof-read your essay and resume/CV for grammar and spelling).

☐ **Official: High School Diploma and College transcripts:** in sealed envelope from institution(s). Applicant must be a High School graduate and must be 18 years old by deadline. Diploma document is required by programmatic accreditation.

☐ **Background check results.** An official, embossed, and original document from BCI is required, (**current within 1 year**).

- ***The applicant must mail fingerprints, fee, and third-party release forms, directly to BCI address.***
- Allow at least 3 weeks prior to deadline to submit forms to BCI for processing. The BCI **results** document is required **prior** to consideration for a program interview. **BCI will mail the official results to the surgical technology program.**

☐ **A copy of immunization documents of all required immunizations: ALL are required for a complete the application:**

- Evidence of immunity to Measles, Mumps, Rubella as demonstrated by either:
  1. Documentation of two MMR immunizations at least 28 days apart after the age of one (1) **or**
  2. Documentation of a positive antibody Titer for Measles/Mumps/Rubella.
- Immunity to Varicella (chickenpox) verified by documentation:
  1. Booster one (1) immunizations if vaccinated before age 13, two (2) if vaccinated after age 13, **or**
  2. Positive Titer for Varicella.
- TB Test **(2 step test)**, must be current and not older than one year:
  1. Test may be obtained the Utah County Health Department or at Intermountain Work-Med 830 North 980 West, Orem, Utah.
  2. If positive TB test, must have official document of clear lung x-ray.
- Hepatitis A and B Vaccine (three dose series) **or:**
  1. Twinrix (three dose series), or
  2. Positive Titer for Hepatitis A and B, **(at least 1st and 2nd done, in the three to begin program).**
- TDAP Immunization:
  1. TDAP only, this is not the same as DTaP, DPT, a Td or a Tetanus shot. Not older than 10 years.

☐ **Drug Screen: obtained at Intermountain Work-Med, 830 North 980 West Orem, Utah. The results must be received by our computer program, from Orem Work-Med, by the deadline to be considered for a program interview.**

➢ **NOTE: Allow at least 3 weeks in advance to obtain the BCI Background Check and IHC Orem, Work-Med 9-Panel Drug Screen. There is a long process time for both of these results.**

By signing here, I agree that I have read, and understand the information on this page.

Print Name_____

Signature_____**Date**_____

Pregnant students need to consult their physician before beginning the vaccinations and tests.

Please note: If any student signs a waiver form that he/she accepts the risk of possibly contracting Hepatitis or waives other required vaccinations, it is the right of MTECH's participating surgical facilities to deny the student entry into their operating room or facility.

WHAT HAPPENS AFTER YOU APPLY

Once the application period is closed, the Surgical Technology Program faculty and Program Coordinator will review all submissions and contact each selected applicant for a program interview. The top 20 applicants will be invited for an interview. Incomplete application packets, and packets not submitted by the deadline, will be returned without scoring.

Application evaluations use a point system with a standard rubric to select candidates based on the Career Ready 101 Math and English Assessment scores, the essay, and the interview, and complete application packet requirements, including embossed document results post mailed from BCI background check. The 9-panel drug screen results by the deadline. *The drug screen results are reported to us by the Intermountain Healthcare Orem, Work-Med via our computer program with them.*

The top 20 applicants selected by the program faculty will be contacted for a program interview. Twelve applicants with the highest overall scores following the interviews will then be offered seats in the program. The Surgical Technology Program Coordinator and faculty reserve the right to interview additional qualified applicants if the initial interviewees do not meet minimum standards. When additional clinical externship facility slots are secured, additional seats may be available.

MTECH SURGICAL TECHNOLOGY APPLICATION POINT BREAKDOWN

Components	Point Value
Interview	60
Interview Preparation and Impression	25
Essay	20
Medical Experience - Employment (5 points per year up to 2 years)	10
Medical Experience - Education (2 points per class up to 5 classes)	10
Documentation of Required and Current Immunizations, BCI, and drug panel **results prior to the interview invitation**	10
Career Ready 101 Assessment Test	7
Previous Applicant	3
TOTAL	**145**

Previous application packets are not retained. Applications are only good for one application period. If you apply, but are not accepted, you may reapply at another time. `Surgical Technology Program admission and interviews are not guaranteed. *All prior applicants are required to submit a completely new application packet with all required documentation and documentation results to reapply.*

ADDITIONAL INFORMATION YOU WILL NEED IF YOU ARE ACCEPTED:

Surgical Technology Program acceptance notices will be sent out **two weeks after** interviews are completed.

NOTE: Admission to the program is contingent on:

 Full payment of tuition, fees, and registration with Student Services, **two weeks prior to class start date.**

I understand that upon acceptance into the MTECH Surgical Technology Program that all the items listed above are required by the due date indicated in my acceptance letter. If I fail to submit required documents by the due dates given or if I fail to attend the first week of classes, I will be dropped from the program. I may reapply for another class in another application period. I further agree that I have read and understood all of the information on this page.*

Signature_____   Date _____

*Mountainland Technical College and the Surgical Technology Program reserve the right to make changes to the program and the application criteria at any time based on requirements from the institutional accrediting body (The Council on Occupational Education), the programmatic accrediting body (CAAHEP) and the Program Advisory Committee.

APPLICATION FOR ADMISSION

PERSONAL INFORMATION

Please print neatly. Please complete all information requested.

Application Date: _____

Name: _____Date of Birth: _____
              Last   First   MI   00/00/0000

Home Address: _____
                        Street

_____
           City   State   Zip Code

Telephone: _____   _____
                 Home   Cell

Email: _____

Are you a previous applicant: YES   NO

       If yes, when did you last apply? _____

Please list name, address, and phone number of your nearest relative or friend NOT living with you who will always know how to reach you: required:

Name: _____
                      Last   First

Home Address: _____
                        Street

_____
           City   State   Zip Code

Telephone: _____   _____
                 Home   Cell