

Surgical Technology
Program
Information Packet



Hello,

I am so happy that you have asked about the NCTC Surgical Technology program. Enclosed please find information about the curriculum and admission requirements. **The Department Assistant will schedule you for an Information Advisement Session.**

Much more information is available at www.nctc.edu. Click on the "Programs Offered" tab. Then choose "Health Science" and then click on "Surgical Technology."

Or you can just click on: <http://www.nctc.edu/health-sciences/surgical-technology.html>

Information Sessions will begin again in January 2018. One must first attend an Information Session to be able to enter the Surgical Technology Program. Allied Health programs are not like regular college classes. They all have lengthy preparation times. Please e-mail the Surgical Technology Department Assistant, to schedule your Information Session.

Day	Date	Year	Time	Place	
Tuesday	January	9	2018	1:00 pm	LLL 110
Friday	February	16	2018	1:00 pm	LLL 110
Tuesday	March	20	2018	6:00 pm	LLL 110
Friday	April	13	2018	1:00 pm	LLL 110
Tuesday	May	8	2018	6:00 pm	LLL 110

The Information Sessions are held in the Surgical Technology Suite, in Pinnell Square across the street from the main campus in Corinth. There are 5 buildings. Surg Tech is in the middle of the 3rd, the one with the big electric sign. Please enter through Life Long Learning, door 307 and turn left into the Surgical Technology Suite. There are signs. Sessions begin on the hour. Please be seated by then so that you do not disrupt those already seated and you get ALL of the information that you need. Sessions last 1 ½ -2 hours. These are information sessions. Please plan to be there the whole time. Corinth Exit 460.

Even though you have missed entrance into the Fall 2017 Surgical Technology Class, you may still prepare for the fall 2018 class. You may take Medical Terminology (HITT 1205) and A&P (VNSG 1420 or BIOL 2401 & 2402) before your testing or entrance. You should also begin now to get your immunizations. Anyone who goes into any type of medicine is required by the Center for Disease Control (CDC) to be immunized for the same diseases. (See pages 6-7 of this information packet.) Attached is the recently approved curriculum for the AAS in Surgical Technology, yet another option for your education. Academics may be done as desired before or after the Surg Tech classes.

There is also another choice that can get you working in the OR and give you lots of surgical tech knowledge before you get into the regular surg tech classes, Life Long Learning's one semester Sterile Process Technician classes. These are the people who run the big sterilizers and prepare the instruments for use in surgery. For information regarding those classes, please contact LLL at 940-498-6428 or click on <http://www.nctc.edu/adult-and-continuing-education>

An Allied Health Advisor is Courtney Jaimes, cjaimes@nctc.edu 940-498-6203. She can help with class registration. NCTC registration for Fall 2017 classes began in April 2017.

If you have other questions, I will be happy to hear from you or you may contact the Surgical Technology Department Assistant, 940-498-6436, kmason@nctc.edu. Please let us know if we can help you in any other way.

Sincerely,

Judie Rodgers

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Surgical Technology Curriculum

Level 1 Certificate Program (TASP WAIVED)

The curriculum is organized into the areas recommended in the *Core Curriculum for Surgical Technology* published by the Association of Surgical Technologists, Inc. Each course syllabus will include the Desired Outcome, the Performance Objectives and will contain a Content Outline. The learning objectives will address the cognitive, affective and psychomotor domains of learning as conceived by Bloom and will be reflected in the objectives throughout the curriculum.

Medical Terminology will address pronunciation and spelling, basic word structure, abbreviations and symbols, and the body systems.

Anatomy and Physiology will address the organization of the human body and human tissues, organs, and systems.

Introduction to Surgical Technology will cover orientation to surgical technology with emphasis on health care facilities, hospital organization and management, job description of the surgical technologist, surgical team members, aspects of the physical environment of a surgical suite, interdepartmental relations, communication skills, development of surgery, and ethical, moral and legal responsibilities.

Fundamentals of Perioperative Concepts and Techniques introduces the student to microbiology and wound healing, the process of infection, general and immunological defense mechanisms, principles of sanitation, sterilization, and disinfection.

Surgical Procedures I and II will address pharmacology, patient care concepts, and surgical procedures.

Clinical – Surgical/Operating Room Technician (Introductory, Intermediate, and Advanced) will provide the student clinical opportunities to apply what they have learned in the classroom. The clinical component allows the student to practice the skills, decision making, and social-emotional attributes that make up competent performance.

*****The Anatomy and Physiology for Allied Health and Medical Terminology classes can be taken before or after entrance into the Surgical Technology Program.**

Semester I		Credit Hours
HITT 1205	Medical Terminology	2
VNSG 1420	Anatomy and Physiology for Allied Health	4
SRGT 1505	Introduction to Surgical Technology	5
SRGT 1509	Fundamentals of Perioperative Concepts and Techniques	5
SRGT 1261	Clinical – Surgical/Operating Room Technician (Introductory)	2
Total		Semester I 18
Semester II		
SRGT 1441	Surgical Procedures I	4
SRGT 1442	Surgical Procedures II	4
SRGT 1661	Clinical – Surgical/Operating Room Technician (Intermediate)	6
Total		Semester II 14
Semester III		
SRGT1662	Clinical – Surgical/Operating Room Technician (Advanced)	6
Semester III Total		6
GRAND TOTAL HOURS		38

Typical Schedule

Fall

Monday	9-4 Lab @ NCTC Corinth Campus x 4 weeks; Then 6:30 am-3:00 pm Clinical @ assigned hospital 10 weeks
Tuesday	9-12 Classroom 1-4 Lab @ NCTC
Wednesday	9-12 Classroom 1-4 Lab @ NCTC
Thurs or Fri	VNSG 1420
On-Line	Medical Terminology

Spring

Monday	6:30 am-3:00 pm Clinical @ assigned hospital
Tuesday	6:30 am-3:00 pm Clinical @ assigned hospital
Wednesday	9-12 Classroom 1-4 Lab @ NCTC
Thursday	9-12 Classroom 1-4 Lab @ NCTC

Summer

Monday	6:30 am-3:00 pm Clinical @ assigned hospital
Tuesday	6:30 am-3:00 pm Clinical @ assigned hospital
Wednesday	6:30 am-3:00 pm Clinical @ assigned hospital

Admission Requirements

POLICY

In addition to the admission requirements of North Central Texas College, the student must meet qualifications for admission into the Surgical Technology Program.

PROCEDURE

The applicant must:

- a. Attend an information session to apply and obtain additional information about the Surgical Technology Program.
- b. Receive a Test Referral Form to take the Surgical Technology Entrance Test known as the HESI 2.
- c. Complete the admission process into NCTC.
 - Fill out an on-line application for admission to NCTC.
 - Submit to the Registrar's Office official transcripts from each college one has ever attended, if college attended before.
 - Submit to the Registrar's Office high school transcript or GED scores, if college not attended before.
 - Contact financial aid at 940-498-6294 if financial assistance is needed.
 - Contact the Admissions Office in Gainesville for specific international student requirements, if an International student. A social security number is required.
- d. Sit for the Entrance Exam on the designated date.
(The Entrance Exam may be taken only twice in any given year with a lifetime limit of 5 times.)
- e. Spaces available in the Surgical Technology program are limited to 24. Selection of students admitted is based upon the rank order of the Entrance Exam composite scores.
- f. Students will be notified by e-mail regarding their status: acceptance, alternate or rejection.
- g. The student who is admitted:
 - Must pass a criminal background check
 - Criminal background checks will be completed on all students upon acceptance to the program. The following histories will disqualify an individual from consideration for clinical rotations: 1) felony convictions, 2) misdemeanor convictions or felony deferred adjudications involving crimes against persons (personal or sexual abuse), 3) misdemeanor convictions related to

moral turpitude (prostitution, public lewdness/exposure, etc., 4) felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances, 5) registered sex offenders.

- Must pass a physical examination from his/her private physician.
- Must be CPR certified for the **American Heart Association Healthcare Provider**.
- Must show proof of health accident insurance (Student insurance policies are available through school.)
- Must provide documentation of completed immunization requirements.
- Must pass a urine drug screen.
- Must be at least 18 years old on the first day of class.

1. Applicants are encouraged to self-identify their accommodation needs. It is important to note that in order to successfully progress through the surgical technology curriculum and function as a practicing surgical technologist upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, and dexterity requirements. Early contact by individuals with an accommodation need will enable the program coordinator to carefully consider each request on a case-by-case basis.

Technical Standards

Students should be able to perform these essential functions with or without reasonable accommodations, such as the help of compensatory techniques and/or assistive devices.

1. Critical thinking ability sufficient for clinical/placement judgment
2. Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.
3. Communication abilities sufficient for effective interaction with others in expressive and written English, including computer literacy
4. Remain continuously on task for several hours while standing, sitting, walking, lifting, bending, and/or transporting patients/clients
5. Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion, manual and finger dexterity and hand-eye coordination
6. Gross and fine motor abilities sufficient to provide safe and effective patient/client care and operate equipment
7. Ability to reach and operate overhead equipment
8. Auditory ability sufficient to access essential patient information
9. Normal or corrected visual ability sufficient for patient/client assessment
10. Olfactory senses (smell) sufficient for maintaining environmental safety
11. Ability to present professional appearance and attitude, implement measures to maintain personal physical and mental health and emotional stability

Health and Safety Policies

Students enrolled in the Surgical Technology program of NCTC spend a great deal of time in critical care areas of the program's affiliations, and are therefore exposed to blood-borne pathogens and other dangerous health hazards, such as x-rays and anesthetic gases. These policy guidelines were created to outline those work-related hazards and to offer specific methods to protect the student during clinical instruction in the operating room suite. Guidelines are also offered for student responsibilities concerning health-related policies for the program.

Surgical Technology students will take responsibility for maintenance of their health to enhance their educational experience. In addition, surgical technology students will meet the requirements of clinical agencies and regulating agencies of the State of Texas.

PROCEDURE

1. Surgical technology students are required to provide a completed physical examination form prior to admission to the program. Each student must also provide documentation demonstrating that the student is in compliance with the immunization requirements for students enrolled in health related career education courses as set forth by the Texas Department of Health.

Disease	Requirement	Requirement
Bacterial Meningitis	Vaccination within last 5 years for all under 30 years of age	Document evidence of vaccination at least 10 days before NCTC registration
Tetanus/Diphtheria/Pertussis (TDap required)	Booster must have been within the past 9 years .	Document evidence of immunization
Measles (Rubella)		Titer evidence of immunity
Mumps		Titer evidence of immunity
Rubella		Titer evidence of immunity
Varicella (Chicken Pox)		Titer evidence of immunity
Hepatitis B		Titer evidence of immunity
TB Skin Tests x2, 30 days apart	within past 1 year within past 2 years	Document evidence of negative test; or a current IGRA (Blood Test for TB: either Q-Gold or T-Spot); Chest X-Ray if skin test reactive plus evidence of reactive skin test
Flu Shot	Annually in September	Document evidence of immunization

Hospitals may require additional tests prior to using their facilities.

Surgical Technology Program Projected Expenses (2017-2018)

(All estimates are approximate only) Important Link: The Association of Surgical Technologists <http://www.ast.org>

Expense	Date Due	Amount Due	Pay to	Notes
Entrance Exam Testing	January-June	Appx. \$37	NCTC Business Office	
Transcripts	For NCTC Registration	Varies with School	Previous schools	ALL past transcripts are required for registration
Tuition (Includes Gen Use and Student Services fees)	For NCTC Registration	\$85/Sem Hr Cooke County Residents	NCTC Business Office	Sem 1 =18 hrs Sem 2 = 14 hrs

				Sem 3 = 6 hrs
Tuition (Includes Gen Use, Out of District and Student Services fees)	For NCTC Registration	\$95/Sem Hr Branch Campus	NCTC Business Office	Sem 1 =18 hrs Sem 2 = 14 hrs Sem 3 = 6 hrs
(Includes Gen Use, Out of District and Student Services fees)	For NCTC Registration	\$150/Sem Hr Out of Cooke County Residents \$250/Sem Hr Out of Texas Residents	NCTC Business Office	Sem 1 =18 hrs Sem 2 = 14 hrs Sem 3 = 6 hrs
Lab Fee	For NCTC Registration	\$24/ Lab \$168 Total	Included in fees paid to NCTC Business Office	Total of 7 Labs
DCTA shuttle Fee	For NCTC Registration	\$2/semester credit hour (Up to 12 hours)	NCTC Business Office	Denton County Transit Authority shuttle fee is assessed of college students who attend classes at the Corinth or Flower Mound Campuses, including classes held at Pinnell Square. Students can access any DCTA transportation by showing their NCTC ID card)
Reinstatement Fee	For NCTC Reregistration	\$50 (Non –refundable) \$20 Return check	NCTC Business Office	Reinstatement Fee is assessed for students who re-enroll in courses after being dropped for non-payment
Criminal Background Check	For NCTC Registration	Appx \$45	Included in fees paid to NCTC Business Office	
10 Panel Drug Screen	For NCTC Registration	Appx \$50	Included in fees paid to NCTC Business Office	Done at NCTC
Immunization Tracking	For NCTC Registration	Appx \$45	Paid to Corporate Screening Services, Inc.	Student will set up personal account with this company
Malpractice Insurance	For NCTC Registration	Appx. \$20	Included in fees paid to NCTC Business Office	
AST membership and Testing	For NCTC Registration	Appx. \$250	Included in fees paid to NCTC Business Office	Includes CST Exam, AST Membership, Study Guide
Books	For NCTC	Appx. \$375	Included in fees paid	Books for the

	Registration		to NCTC Business Office	whole year Included
Healthcare Provider CPR card	Orientation Day	\$30-\$50	Hospitals or Fire Dept., NCTC Adult Continuing Education Dept -Student Choice	Must be American Heart, Health Care Provider
Accident/Health Insurance	Orientation Day	\$80 or more	Insurance Co.- Student Choice	Student Insurance Available after about July 4th
Physical Exam	Orientation Day	\$20-\$200	Private Physician	Use NCTC Form
TB Test, 2 step (2 tests 21-30 days apart)	Orientation Day	Varies-\$10 at County Health Dept	MD/Public Health Unit	Or evidence of previous annual testing
Bacterial Meningitis	10 days before NCTC registration	\$10 @ Health dept.; \$130-150 drug store or MD	MD/Public Health Unit	Required only for those <30 years old
Hepatitis Series of 3 shots before titer Positive titer results required	Orientation Day	\$85 each = \$255 \$20 each at Health Unit	MD/Pharmacy Kroger/ Public Health Unit	Take one, wait a month, take another, wait 4-6 months, get a 3 rd , wait 30 days, get a Titer drawn or An accelerated dosing schedule of 0, 7, 21-30 days and a month 12 booster dose was recently approved by the FDA. Still requires Pos Titer+
Positive Titer evidence of immunity	Orientation Day	Hepatitis B Measles (Rubeola) Mumps, Rubella (3 Day measles) Varicella (Chicken Pox)	Student choice, Price varies with company	Personal choice: physician, Anylabtestnow.com; www.requestatest.com ; LabCorp: 940-891-0691, 940-382-3023; Denton Regional Medical Center Occupational Medicine 940-384-3570; Clinical Pathology Labs 303 Colorado

				Blvd # B (940) 566-0010
Scrubs-Royal Blue, top and bottom	First Day of class	\$10-25/piece	Uniform Shop, Discount Store, On-line	Minimum of 2 sets, 3 preferred; some donated scrubs and patches available=ask ST Dept
White Shoes-2 pair- Lab and OR	First Day of class	Varies with student; <u>All white</u> , this is part of a uniform	Student's choice	Leather for Safety; No clogs or backless or open toe shoes;
Surgical Tech patches	First Day of class	Appx. \$5.50	NCTC Bookstore	One for each uniform top or warm-up jacket
Passport Quality Photo	First Day of class	\$10-15	Walgreens, CVS, Sears	For CST application
Printer Paper & Ink, Flash Drives		Varies	N/A	For home computer; NCTC ST uses "Word." Documents. Most assignments are required to be turned in on-line
Personal school supplies	Orientation Day	Appx. \$30	N/A	Student choice: pens, pencils, highlighters, Notebook, notebook paper, spiral notebook, dividers, page protectors
Poster Assignment	End of October	\$2-\$10	N/A	Thin cardboard poster board only
Professional Portfolio	End of First Semester	\$5-\$10	N/A	Begin after Letter of Intent; 3 ring binder, clear plastic page protectors, subject

				dividers
Feed the Clinical Site	End of each of 3 semesters	Varies with student	N/A	Cookies, candy, etc. - you choose
Adopted Family	Early December	Varies	Class Treasurer	
Oral Report	February	\$5-\$10	N/A	
Cap, Gown and Tassel	May 1	\$40	Bookstore	Some are donated by past classes
Surg Tech Pin	May 1	Varies by person-\$0-\$?	Various Vendors	
Graduation Reception	May 1	Varies by class	Class Treasurer	

Texas Workforce students: Please consult your counselor ASAP re these expenses and required documentation. The estimated cost of the Surgical Technology Program is \$3,500-\$10,000. *Please note that tuition and fees may increase at any time.

Optional AAS in Surgical Technology

NCTC Surgical Technology Certificate Plus:

1st Year					
1st Semester					
Prefix	Number	Course Name	Weekly Lec Hrs	Weekly Lab Hrs	Cred Hrs
BIOL	2401	Anatomy and Physiology I	3	3	4
ENGL	1301	Composition I	3	0	3
BIOL	1322	Basic Nutrition	3	0	3
HUMA	X3XX	Humanities Elective	3	0	3
ARTS	1301	or Art Appreciation	3	0	3
MUSI	1306	or Music Appreciation	3	0	3
TOTAL					13

1st Year					
2 nd Semester					
Prefix	Number	Course Name	Weekly Lec Hrs	Weekly Lab Hrs	Cred Hrs
BIOL	2402	Anatomy and Physiology II	3	3	4
ENGL	1302	Composition II	3	0	3
MATH	1342	Elementary Statistics	3	0	3
PSYC	2314	Lifespan Growth and Development	3	0	3
TOTAL	13				13

EMPLOYMENT OF SURGICAL TECHNOLOGY STUDENTS

POLICY

Dev 5/2003/Rev 7/2014

The North Central Texas College Surgical Technology Program is committed to excellence and that surgical technologists are appropriately prepared for the services they are rendering.

PURPOSE

The role of the surgical technology student accepting employment in hospital or health agencies should be clearly defined.

PROCEDURE:

Students should not portray themselves as Surgical Technologists while enrolled in the program.

1. North Central Texas College undergraduate surgical technology students who accept positions in which they receive compensation for their employment are not functioning as students in the Surgical Technology program but as paid employees. They will not wear the uniform with insignia or other indications of their student status.
2. Students are advised to familiarize themselves with policies of the employing institution so that they will recognize the full scope of their responsibility. North Central Texas College undergraduate surgical technician students who accept positions for pay must recognize that they may be held legally liable for their actions.
3. The performance of students when working for compensation is the legal responsibility of the employing agency and the individual student.
4. The student is responsible for maintaining the required grade point average and should consider the demands of employment upon the student's time and energies.
 - a) Courses are structured to require a minimum of two (2) hours of preparation for each class hour and laboratory hour.
 - b) In order to meet the demands of the course work, it is recommended that students do not exceed 20 hours employment each week.
5. The clinical component of the program shall be educational in nature.
6. The student shall not be substituted for paid staff personnel during the clinical component of the program

Responsible Person	Action
Student	1. Accepts full responsibility for his/her actions when accepting positions for pay.
Employing Agency	1. Assumes legal responsibility for the performance of students accepting positions for pay in their agency.