



SEATTLE CENTRAL COLLEGE

One of the Seattle Colleges

**Seattle Central College
Allied Health Division
Health Education Center
1200 12th Ave S, Rm 202
Seattle, WA 98144**

Surgical Technology Program

**Application Procedures
Summer 2018**



**SEATTLE CENTRAL COLLEGE
SURGICAL TECHNOLOGY PROGRAM**

APPLICATION PROCEDURES

TABLE OF CONTENTS

	Page
Program Introduction, Applicant Information, Estimated Cost Link.....	2
Program Accreditation Standards—Compliant Policy	2
Prerequisite Courses and Requirements	3
Prerequisite Worksheet.....	4
Application Procedures, List of Required Paperwork, and Deadline	5
Requirements after Acceptance into the Surgical Technology Program	6
Surgical Technology Application Form.....	7
Medical Experience Document (if applicable)	8
Recommendation Form	9
Surgical Technology Program Essay	10
Selection/Review Process Information.....	10
Selection/Review Criteria Form	11

**SURGICAL TECHNOLOGY PROGRAM
APPLICANT INFORMATION****SUMMER 2018****Application Deadline: February 5, 2018****Program Introduction**

The Seattle Central College Surgical Technology Program is fully accredited by the Accreditation Review Council for Surgical Technology and Surgical Assisting (ARC/STSA). Students are admitted once a year. It is a four-quarter, full-time course of study. The program starts in the summer and progresses over four continuous quarters sequentially.

The Surgical Technology curriculum emphasizes quality clinical practice and academic excellence. After successful completion of advanced clinical techniques, students completing the program are required to take the National Certification Examination for Surgical Technology and apply for state registration. Surgical Technologists are in significant demand in Washington, with many varied practice opportunities throughout the state. Excellent placement opportunities exist for program graduates.

The Seattle Central College Surgical Technology Program is looking for students who are committed to the profession of surgical technology. Before applying to our program, applicants should explore all facets of a surgical technology career, which may include, but are not limited to, infection control, practice settings, and the law as it pertains to surgical technology. Applicants are encouraged to apply to all surgical technology programs in the region to enhance their chances of securing entrance in a surgical technology program. Admission is a competitive process.

Please read this full application packet carefully and follow the application procedures exactly. YOU MUST MEET THE APPLICATION DEADLINE OF FEBRUARY 5, 2018 AND ALL SPECIFIC REQUIREMENTS IN ORDER TO BE CONSIDERED A QUALIFIED APPLICANT TO THE SEATTLE CENTRAL COLLEGE SURGICAL TECHNOLOGY PROGRAM.

Incomplete applications will not be processed.

The Seattle Central College District does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, Vietnam-era or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. If you need more information, please contact the Disability Support Services office at 206-934-4183 or DSS.Central@seattlecolleges.edu.

Please note that a thorough **background check** will be completed on all qualified applicants being considered for admission to the surgical tech program.

In accordance with health facility affiliation agreements, students enrolled in clinical courses are required to complete a background check. All information will be kept confidential. Students should be aware that any discrepancies or convictions will prevent their clinical placement and employment, and, therefore, they will not be admitted to the program. Any discrepancies or convictions during the program may prevent completion of clinical practice and may prevent certification, licensing, or employment. Clinical affiliates require that all background checks be clear. There are no exceptions to this rule.

BACKGROUND CHECKS

- National Criminal Background Check and Washington State Patrol Background Check (WATCH) upon admission/readmission to surgical technology program, prior to clinical observation and practicum, prior to clinical assignment in Feb- June of academic year, reentry to surgical technology program, upon hire after successful completion, and will include all counties of residence, all Washington State counties per RCW 43.43.830 and OIG and GSA screens. Excluded provider search on OIG <http://exclusions.oig.hhs.gov/>
GSA <http://www.sam.gov>

If you need more information, please contact the Allied Health Division at AlliedHealth.Central@seattlecolleges.edu or 206-934-4347.

PROGRAM ACCREDITATION STANDARDS—COMPLAINT POLICY

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of allied health related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 or by calling 727-210-2350.

OPTIONAL ASSOCIATE IN APPLIED SCIENCE TRANSFER DEGREE IN SURGICAL TECHNOLOGY

Registered and Certified Surgical Technologists are encouraged to acquire an Associate in Applied Science Transfer (AAS-T) Degree in Surgical Technology by completing additional coursework (see Pg. 3-4).

For more information on pre-program class advising, review of transcript evaluation results, and AAS-T option:

See any Academic Advisor in our Advising & Transfer Center

Location: Room 1102

Phone: 206-934-4068 (best for appointments) // Email: advisorcentral@seattlecolleges.edu

ESTIMATED COST OF THE PROGRAM

Tuition and fees - <http://www.seattlecentral.edu/programs/surgicaltech/cost.php>

PREREQUISITE COURSES AND REQUIREMENTS

A background in the basic sciences, medical terminology, and general education college courses is essential to prepare a student to succeed in the Surgical Technology Program.

The following is a summary of requirements:

1. Visit the following link: <http://www.seattlecentral.edu/programs/surgicaltech/>
2. Contact the Allied Health Division HEC 202 for clarification on program requirements.
3. Attend a Surgical Technology **Information Session**. Upcoming dates are listed under "Surgical Technology" online at <http://www.seattlecentral.edu/course/infosessions.php>. Attendance is monitored.
4. **Apply to Seattle Central College** in the Admissions Office, room BE 1104, or on-line <http://seattlecentral.edu/admissions/index.php> if you are not already a student. Applicants should provide evidence of high school (or GED) completion in the United States to Admissions. If you are an international student, get verification of equivalent U.S. high school completion from the International Student Programs Office.
5. Attend a mandatory **START** orientation session in person or online. <http://seattlecentral.edu/start/>
6. **Transfer credits** to Seattle Central, if applicable. Submit official transcripts of all post-high-school institutions attended AND an Incoming Transcript Evaluation Request Form to the Registration office (BE 1104). Make certain to address ATTN: Technical Programs Transcript Evaluator. This form can be located in the Registration office (BE 1104) or online at <http://www.seattlecentral.edu/forms/workforce-evaluation-form-B-191.pdf>. Transcript evaluation can take up to 8 weeks so you must submit them well in advance of the application date.

NOTE: Transcripts must be in the original sealed school envelope and may be sent directly from the sending institution or hand-carried to the Admissions Office, 1701 Broadway, 2BE1104B1, Seattle, WA 98122. Faxed copies of transcripts are not acceptable. The Seattle Central College Technical Programs Transcript Evaluator will mail notification to you as to which courses were transferred to Seattle Central College. To meet the **February 5, 2018** application deadline, you should submit your transcripts for evaluation prior to **November 30, 2017**. In addition, an unofficial copy of transcripts, academic progress report or degree audit can be submitted with application while waiting for transcript evaluation.

7. Take the **COMPASS** test if required. Check with the Admissions Office to determine if testing is required for placement in English and math. Students must complete at least MATH 092 or MATH 098 or test into a higher level of Math.
8. Students must successfully complete the **prerequisite** courses listed below prior to applying to the program. You may repeat courses to improve your grade. Your most recent grade will be used for selection purposes. Completion of prerequisites does not guarantee acceptance into the surgical technology program. Admission is a competitive process.

BIOL 128	Survey of Human Anatomy & Physiology	5 credits
AHE 168	Medical Terminology	5 credits
ENGL& 101	English Composition I	5 credits
PSYC& 100 or 200	General or Lifespan Psychology	5 credits

9. There is a **\$35.00 nonrefundable application fee** required for the Surgical Technology program. The fee can be paid at the Cashier's Office in room BE 1104 at Seattle Central College or online using the Cashier Credit Card Authorization Form on the last page of this packet. Please submit a copy of the receipt with program application.
10. Applicants that are accepted into the program must successfully complete AHE 126 "Essential Skills in Healthcare" (CPR for Healthcare Providers, First Aid) and HIV/AIDS (7 hours of completion) prior to summer clinical practicum in August 2018. AHE 126 enrollment is summer quarter 2018. There are **NO** exceptions. All students participating in clinical observation and practice must meet and maintain continual and currency of clinical requirements while in the surgical technology program.

Prerequisite Worksheet for Application to the Surgical Technology Program

Please complete this worksheet and include it with your application packet. If you have made an advising appointment, please bring this form with you. The BIOL 128 science prerequisite course listed below must have been taken within 5 years of applying to the Surgical Technology program. Student must complete MATH 092 or OR test into a higher-level MATH course. The application deadline is **February 5, 2018.**

Student Name _____ Date _____

Prerequisite Courses for Surgical Tech Certificate		Credits	Taken?	Grade
AHE 168	Medical Terminology	5.0		
BIOL 128	Survey of Human Anatomy & Physiology	5.0		
ENGL& 101	English Composition	5.0		
PSYC& 100 OR	General Psychology OR	5.0		
PSYC& 200	Lifespan Psychology			

OR

Prerequisite Courses for Surgical Tech AAS-T Degree		Credits	Taken?	Grade
AHE 168	Medical Terminology	5.0		
BIOL 128	Survey of Human Anatomy & Physiology	5.0		
ENGL& 101	English Composition	5.0		
PSYC& 100 OR	General Psychology OR	5.0		
PSYC& 200	Lifespan Psychology			
HUM 105*	Intercultural Communications	5.0		
MATH& 146* OR	Elementary Statistics OR	5.0		
MATH& 136*	Inferential Statistics	5.0		

*HUM 105 and MATH& 146 or MATH& 136 may be completed during the first quarter of the program. Prerequisite and corequisite courses may not be taken during the second, third, or fourth quarters of the program.

SURGICAL TECHNOLOGY PROGRAM APPLICATION PROCEDURES**DEADLINE: February 5, 2018**

Application Procedure checklist:

- 1. Contact the Allied Health Division office HEC202 for program inquiries and information.
- 2. Attend a Surgical Technology Information Session. Attendance is monitored.
- 3. Visit the Seattle Central College website <http://www.seattlecentral.edu/getstarted/newstudents.php> to become familiar with Seattle Central's academic, administrative, and student services.
- 4. Apply to Seattle Central College.
- 5. Officially transfer credits from other institutions (if applicable) by submitting official transcripts of all post-high-school institutions attended AND an Incoming Transcript Evaluation Request Form to Registration.
- 6. Take the COMPASS placement test (if needed).
- 7. Complete the START orientation, available online or in person.
- 8. Complete all prerequisites.
- 9. Pay the \$35.00 Surgical Technology application fee at the Cashier's Office BE1104 or online using the Cashier Credit Card Authorization Form on the last page of this packet.
- 10. Submit the Surgical Technology Application PACKET; see checklist in the box below:

Application packet required paperwork:

- 1. Surgical Technology Application (All pages of the application must be submitted.)
- 2. Receipt for application fee (Application fee is nonrefundable and nontransferable.)
- 3. Transcript Evaluation results. Attach a copy of transcript evaluation (if available)*
- 4. Prerequisite Worksheet: Complete and attach copy of unofficial transcripts (and current academic progress report if applicable).
- 5. Medical Experience form (if applicable)
- 6. Military Experience Documents such as photo ID and DD214 (if applicable)
- 7. Recommendation forms with signatures (does not need sealed or time stamp).
- 8. Essay
- 9. Put in a large (9"x12" or larger) envelope. Do not staple sheets, and do not fold documents.

APPLICATION PACKETS MUST BE RECEIVED or POSTMARKED BY FEBRUARY 5, 2018, IN ADDITION, CAN BE MAILED OR HAND-DELIVERED IN A LARGE (9"x12" or larger) ENVELOPE TO:

Seattle Central College
Allied Health Division
Health Education Center
1200 12th Ave S, Ste. 202
Seattle, WA 98144

*see page 3 regarding transferring credits

Note: Prior to completion of the program in June (at the end of the academic year) students are required to sit for the National Certification Exam for Surgical Technology. CST Mandate effective January 2013 reviewed and reaffirmed the 100% participation and 70% pass-rate thresholds for the Outcomes Assessment Exam* (OAE) for accredited surgical technology programs. The NBSTSA's CST™ examination is the only approved OAE.

THOSE ACCEPTED INTO THE SURGICAL TECHNOLOGY PROGRAM WILL BE REQUIRED TO PROVIDE DOCUMENTATION OF PHYSICAL EXAMINATION, VACCINATIONS, AND IMMUNIZATIONS. DO NOT INCLUDE VACCINATIONS AND IMMUNIZATION RECORDS PRIOR TO ACCEPTANCE into program.

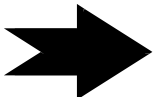
Once an applicant has been accepted into the Surgical Technology Program, **prior** to the beginning of Summer Quarter the applicant must:

1. Attend the mandatory one-day Orientation (separate from the S.T.A.R.T. session) on **June 6, 2018**. Students will be provided information to prepare them for their Surgical Technology education.
2. Attend the mandatory one-day Orientation "Professionalism and Ethics" on **June 26, 2018**, or the first day of Summer Quarter 2018.
3. Complete and forward the following results to the Surgical Technology/ Allied Health Office before entering the program in Summer Quarter 2018:
 - a. A physical examination (within three months prior to entering the Program) evaluating general and musculo-skeletal health. This examination must include previous or current injuries and conditions to hands and arms (i.e. carpal tunnel, tendonitis, fractures, etc.), shoulders, neck and back (including muscles, tendons, bones, and/or nerves). In addition, this physical examination must include laboratory tests and update of immunizations as recommended by the Centers for Disease Control and Prevention (CDC) or your health care provider. Guidelines for immunizations, set by the CDC, are provided at the end of this section. Take these guidelines with you to your appointment to ensure that you receive the proper immunizations. Required forms will be included in the acceptance letter.
 - b. Quantiferon (preferred) or two-step PPD/Manitou screening test for Mycobacterium tuberculosis is required after acceptance into the program and not prior to **July 1, 2018**. This is not an immunization but a test of exposure to Mycobacterium tuberculosis.
 - c. A vision/eye examination that includes an evaluation of depth perception. Students will be required to wear safety glasses during the performance of all lab and clinical activities/procedures. Students who wear prescription glasses should consult with the Surgical Technology Clinical Coordinator for acceptable eyewear options. Side shields are required on all safety glasses including personal prescription glasses. Some frame designs create difficulty in meeting this requirement.
 - d. Students that are accepted into the program are required to have all immunizations prior to summer registration. All required immunizations must be current upon acceptance into the Surgical Technology Program. Any variations must be documented by a healthcare provider, indicating why the medication was not/will not be given. No waivers will be accepted for Hepatitis B vaccination or Seasonal Influenza. The cost for all vaccinations including HBV is the responsibility of the student. Ideally, Hepatitis B series of three will be completed prior to summer quarter of admission. Note: The series must start prior to summer registration. A confirming test to determine immunity is encouraged after the second dose and is required after the third dose.

MMR: *Measles* (Rubeola), *Mumps*, and *Rubella* (German measles): required to have two MMR's or proof of titer (3 titers, one for each of Measles [Rubeola], Mumps, and Rubella). Note: In most cases, receiving the MMR vaccination is far less expensive than having blood titers drawn. Revaccination with MMR vaccine is safe.

Tdap (Tetanus, Diphtheria & Pertussis) - At this time, Tdap is licensed for only one lifetime dose per person. Healthcare workers under 65 who have direct patient contact in hospitals or clinics should get a dose of Tdap. A 2-year interval since the last Tetanus is suggested but not required.

Hemophilus Influenza B (HIB): now FDA approved in combination with DPT immunization. (Flu vaccination will not be accepted prior to **October 1, 2018**, but must be administered by **October 5, 2018**.) All accepted students will receive verbal and email notification prior to start of clinical observations.



Hepatitis B Vaccine: Series of three vaccines at zero, one, and 6 months including immunity confirmed by anti-HBs titer is recommended. The titer should be drawn 4-8 weeks after completion of the series. Begin this series ASAP.

Varicella Virus (Chicken Pox) Vaccine: Two varicella vaccines or first varicella vaccine and had disease or exposure to Herpes Zoster (Shingles). A titer is only recommended if you have had the disease.

Special Note: The educational environment contains multiple latex products, exposure to potential blood borne pathogens, and other risks. All post-exposure treatment conforms to current infection control standards as designated by the Centers for Disease Control (CDC) and the United States Occupational Safety & Health Administration (OSHA).

SURGICAL TECHNOLOGY APPLICATION FORM

How/Where, did you hear about our program?

- School Catalog
- Family & Friends
- Surgical Technology graduates
- Hospital or Health Care facility
- CollegeWebsite
- Other: _____
- Have you ever attended a Surgical Technology Program?
- No Yes

School Name: _____

Date(s) Attended: _____

- Are you U.S. Citizen? No Yes
- U.S. High School Graduate? No Yes
- Are you in the Worker Retraining program? No Yes

Name _____ Date _____

SID. _____ - _____ - _____

Address _____

City _____ State _____ Zip code _____

Phone (eve) _____ Phone (day) _____

E-mail _____ Cell Phone _____

A non-refundable and non-transferrable application fee of \$35.00 must be paid before you can apply for the Surgical Technology Program (include your receipt with your application). The application fee must be paid at Seattle Central College's Cashier's Office, room BE 1104 or online using a Cashier Credit Card Authorization form on the last page of this packet. Please present your application form to the cashier with your payment. Cash, check, money order, VISA, MasterCard, or Discover can make payment. You must then submit your application form and receipt, showing the paid \$35.00 application fee as part of your application packet. See page 5, Item 10.

Cashier Note: Fee code: AH

Checks must be written for the exact amount and must be drawn on banks located in the United States. A handling fee of \$30.75 is charged for any returned checks.

**MAIL OR HAND-DELIVER YOUR APPLICATION PACKET (IN A LARGE ENVELOPE) PRIOR TO
February 5, 2018 TO:**

**Seattle Central College
Allied Health Division
Health Education Center
1200 12th Ave S, Ste. 202
Seattle, WA 98144**

Medical Experience Form

(If you have previous medical experience, please ask your employer to complete this form)

Dear Employer:

The Seattle Central College Surgical Technology Program asks that our prospective surgical technology students be observed and evaluated as they work in medical and/or surgical settings. We appreciate your time and effort in assessing applicants in your workplace. Our goal is that our applicants will be better informed regarding their chosen career path, and thus more successful in graduating and practicing as surgical technologists, should they enter and complete our program. Thank you for taking the time to give us your feedback on:

Prospective Student Name

PERSONAL CHARACTERISTICS	3	2	1
Rating Scale (Please mark only 1 box per row with a \checkmark or X)	Excellent	Average	Low
1. This person follows through on assigned tasks.			
2. This person demonstrates attention to detail.			
3. This person works as a team member.			
4. This person communicates well orally.			
5. This person communicates clearly in writing.			
6. This person solves problems independently.			
7. This person has a system of ethics.			
8. This person organizes tasks well.			
9. This person demonstrates a high level of professionalism and conflict resolution.			
10. This person is punctual.			

Please give a short summary of your perception of this person's ability to be successful in a surgical technology program.

 Name Title/Relationship to Prospective Student Date

 Address City State Zip Code Telephone

Email Address

DUE: Feb. 5, 2018

Recommendation Form
Employer/Professional Association Officer/Volunteer Organization Chair/Community Service Leader

Dear Employer/Professional Association Officer/Volunteer Organization Chair/Community Service Leader:

The Seattle Central College's Surgical Technology Program asks for a recommendation from a member of our community. We appreciate your time and effort in completing this assessment. Please provide the feedback on the personal characteristics of:

Prospective Student Name

PERSONAL CHARACTERISTICS	3	2	1
Rating Scale (<i>Please mark only 1 box per row with a \checkmark or X</i>)	Excellent	Average	Low
11. This person follows through on assigned tasks.			
12. This person demonstrates attention to detail.			
13. This person works as a team member.			
14. This person communicates well orally.			
15. This person communicates clearly in writing.			
16. This person solves problems independently.			
17. This person has a system of ethics.			
18. This person organizes tasks well.			
19. This person demonstrates a high level of professionalism and conflict resolution.			
20. This person is punctual.			

Please give a short summary of your perception of this person's ability to be successful in an Allied Health program; include examples of how this person has applied the personal characteristics listed above.

 Name Title/Relationship to Prospective Student Date

 Address City State Zip Code Telephone

 Email Address

SURGICAL TECHNOLOGY PROGRAM APPLICANT ESSAY

In view of the changing focus of the healthcare professions, please write an essay of no more than 250 words describing your personal career plans, i.e., what you think you will be doing immediately after getting your surgical technology certification. Discuss where you would ideally plan to live, what type of practice setting you will ideally choose, and what type of job might most appeal to you. Describe your long-term career plans (if you have thought about them), such as where you would like to be five years or longer after graduation.

Please type your essay on a separate sheet of 8.5" X 11" paper and use double spacing and no smaller than 10-point font. Include your name at the top of the front page and the bottom of the last page of the essay.

Selection/Review Process: Incomplete files will not be processed in the selection/review process.

Admission is a competitive process. Applicants will participate in a group interview. Group interviews will begin in May 2018 (usually during the second or third week). Participation in the group interview is mandatory to be considered for selection into the program. Program Ready Applicants will be notified via email of a date, time, and location of their scheduled group interview. The selection panel will consist of the surgical technology program faculty and alumni, a physician, and hospital clinical educators. Twenty students will be selected for program entry each summer quarter. All other qualified students will be placed on an alternate list. Applicants wanting to re-apply for the following year must resubmit their application forms, pay the nonrefundable application fee again, and meet that year's deadline date.

All applicants will be notified (4 weeks after the final group interview) of their acceptance, status by email and applicants on the alternate list will be ranked. Alternates should stay in contact with Allied Health / Surgical Technology Program (206) 934-4347, if interested in remaining as an active applicant. If a selected applicant withdraws, alternate candidates will be contacted by email.

Prior to summer quarter registration, all selected students must have no discrepancies or convictions on their National and State criminal background check. A link to the Level I Background Check will be included in the acceptance letter. All required forms to complete clinical requirements will be included in the acceptance letter.

Total Points _____

Student Selection/Review Criteria

Reviewer's Name _____ Date _____

Applicant's Name _____

Student Identification Number# _____

Points Possible Per Item

- 5 1. _____ Average GPA of Pre-Requisite Courses Completed
 _____ 2.2 or higher in each pre-requisite **(2 pts.)**
 GPA between 3.0 – 3.3 **(3 pts.)**
 GPA 3.4 or higher **(5 pts.)**

- 1 2. _____ Strongly Recommended by Employer/Other Persons **(1 pt.)**

- 2 3. _____ Essay Evaluation, Personal Career Plans **(2 pts.)**

- 1 4. _____ Medical Experience (if applicable) Verification, 500-1000 hours: **(1 pt.)**

- 1 5. _____ Military Experience (if applicable) Verification, 500-1000 hrs. **(1 pt.)**
 (Inactive/active status in good standing, veteran or honorable discharge; provide
 documentation to earn this point)

Total Points _____ from a possible of 10 points

Comments _____



**SEATTLE CENTRAL
COLLEGE**
One of the Seattle Colleges

CREDIT CARD AUTHORIZATION FORM

If paying online send this completed form to:
cashier.central@seattlecolleges.edu

Student Name: _____

Student ID number: _____

Reason for payment: _____
(Tuition, application fee, etc.)

Name on Card: _____

Card Type: Visa MasterCard American Express Discover

Card Number: _____

Expiration Date: _____

Billing Zip Code: _____

Amount of Authorization: _____

Signature: _____

Email receipt of payment to: _____

Return to:

Fee Code: AH

Cashier's Office
Seattle Central College
1701 Broadway, BE1104A
Seattle, WA 98122
206-934-4108, 206-934-5563 (fax)
cashier.central@seattlecolleges.edu