Spring 2019
Program Information and Registration Packet:

Surgical Assisting
http://www.cod.edu/programs/surgical_assistant/

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SURGICAL ASSISTANT PROGRAM OVERVIEW

Career:
Currently, there are no other Surgical Assistant Programs in the State of Illinois. The development of a Surgical Assistant program at College of DuPage will provide students with an opportunity to complete their career ladder

Program Profile:
The Surgical Assistant Certificate program will provide students with career ladder advancement opportunities as a surgical assistant using a variety of instructional methods. The program's didactic content will be offered in an online format, allowing the students to continue their employment. The program will also consist of a suture lab and clinical experience. The student is responsible for securing his/her own clinical site.

The Surgical Assistant program will educate and train students to actively, safely and expeditiously assist the surgeon in surgical operations. The Surgical Assistant program provides advancement opportunities for students through a variety of instructional methods including online, laboratory and clinical instruction and experience. The Surgical Assistant program will provide students with experience in aiding in surgical procedure exposure, hemostasis, closure and other intraoperative surgical functions that help a surgeon carry out a safe surgical procedure with optimal results for the patient. In addition to intraoperative duties, the Surgical Assistant program will also provide students with the knowledge and skills to perform preoperative and postoperative functions to better facilitate proper patient care under the direction and supervision of a surgeon in accordance with hospital policy and appropriate laws, regulations and standards.

Laboratory Skills, Competencies and Exams
This program has mandatory lab skills, competencies and exams that must be passed prior to going to clinical rotations. If the student does not successfully complete these, then the student will be asked to withdraw from the program.

Classes:
Surgical Assistant Program Classes:
- SURGT 2501 – Surgical Assisting Principles I (9 credit hours)
- SURGT 2502 – Surgical Laboratory Practicum (6 credit hours)
- SURGT 2503 – Surgical Assisting Principles II (13 credit hours)
- SURGT 2504 – Surgical Assisting Principles III (7 credit hours)
Total: 35 credit hours

First Semester
- SURGT 2501 – Surgical Assisting Principles I (9 credit hours)
- SURGT 2502 – Surgical Laboratory Practicum (6 credit hours)
Total: 15 credit hours

Second Semester
- SURGT 2503 - Surgical Assisting Principles II (13 credit hours)
Total: 13 credit hours

Third Semester
- SURGT 2504 - Surgical Assisting Principles III (7 credit hours)
Total: 7 credit hours
**Clinical Education:**
The applicant is responsible for securing his or her own clinical site. Once a site is established an official affiliation agreement will be initiated. Applicants must also identify a surgeon who will be willing to serve as a preceptor. Agreement letter and a copy of surgeon’s CV/resume is required.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) along with the ARC-ST/SA require that all surgical procedures that are part of the 140 mandated cases be done “off the clock”, meaning on your own time. Students must complete 140 surgical procedures: 20 general surgery cases, and 20 cases in each of two other specialties, other than that the remaining 140 cases can be done in any specialty.

CAAHEP also mandates that the clinical component of the program shall be educational in nature. Also, students shall not be substituted for personnel during the clinical component of the program. College of DuPage does have a Student Work Policy in place, which is also required by the accreditation body.

The intent of the Student Work Policy is to ensure that medical control and accountability exist. Medical control and accountability exist when there is unequivocal evidence that Surgical Assisting students are not operating as independent practitioners on clinical assignment and when SA students are under direct medical control or in a system where timely medical audit and review provide for quality assurance. The sponsoring institution program should establish and implement a Student Work Policy reviewed and approved by the Program Advisory Committee (PAC). The Student Work Policy should minimally state:

- All activities including clinical in the program must be educational
- Students must not be substituted for hired staff

**Technical Standards of Acceptance:**
To participate in any Health Career program at College of DuPage that has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills, which protect the health and well-being of patients, may include, but are not limited to, the ability to:

- Lift, push, pull and/or carry greater than 100 pounds
- Lift and transfer patients to and from wheelchairs, stretchers, beds and imaging tables
- Move, adjust and manipulate equipment
- Position patients for exams
- Respond appropriately to sounds such as the patient’s voice and movements at a normal conversational volume
- Respond appropriately to equipment signals such as sound and light
- Manipulate the necessary hospital equipment for patient care such as dials, switches, push button keyboards
- Perform for a prolonged period without breaks in a typical shift of eight hours
- Communicate orally and in writing with patients, doctors and other personnel clearly and effectively, and have the ability to follow verbal and written directions

In the surgical assisting profession, you may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases. See the packet for the Health Career program to which you are applying for specific occupational requirements. Students who do not meet these standards may be considered ineligible for a program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult an adviser, counselor or member of the program faculty to discuss the situation, and/or schedule an appointment with your physician prior to applying to the program or enrolling for classes.
Financial Aid
Information is available at the [Office of Student Financial Assistance](#), SSC 2220, or (630) 942-2251.

Statement on Medical Care and Health Insurance
Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Center for Access and Accommodation](#) website for additional details. Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance
Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs. Students must be officially registered and listed on the instructor’s class roster to be covered by the malpractice insurance.

Statement on Transportation
Students are responsible for finding their own transportation to and from the College of DuPage and the clinical site. Student should expect to drive within a 50-mile radius of the college to their clinical site.

Non-Discrimination Statement
The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual’s right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College’s prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

Student E-Mail Policy
College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof
- FERPA-related communications
- Transcript order

[http://www.cod.edu/academics/email.aspx](http://www.cod.edu/academics/email.aspx)
REGISTRATION REQUIREMENTS

The following are REGISTRATION REQUIREMENTS for the Surgical Assisting Program. These Registration requirements are a part of your PACKET. Your packet must be complete in order to be considered for REGISTRATION and allowed to REGISTER for the course. Use this Registration Requirements checklist to assure that you have everything you need to complete your packet.

NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.

1. Contact Program Coordinator, Kathy Cabai at cabai@cod.edu or (630)942-8328 to schedule an Individual Advising Session. It is required that an applicant attend an advising session within a 12 month period prior to the semester in which you begin the program.

2. If you have not been admitted to College of DuPage, please complete the non-refundable $20 College of DuPage General Admissions Application online. This application is for general admissions to College of DuPage only.

3. If you are an F-1 International Student, you must receive prior approval from the International Student Advisor in the International Student Admissions Office, SSC 2225 prior to registration.

4. Submit a letter written by your surgeon that he/she is willing to precept you and it must be signed by the surgeon. Email letter to cabai@cod.edu. (Please inform the surgeon that once you are in the program, accreditation mandates that you complete a minimum of 140 procedures: 20 in general surgery, 20 in two other specialty areas, and remaining of your choice).

5. Submit a copy of the surgeon’s CV or resume. Email to cabai@cod.edu.

6. Submit contract information as soon as possible to cabai@cod.edu. Students may not begin completing the case requirement until the contract is in place. This could take 3-6 months if there is not already a contract in place between the institution and College of DuPage. Please email cabai@cod.edu the following information:
   - Name of clinical site
   - Address and phone number of clinical site
   - Contact name who a contract can be sent to
   - Contacts’ phone number, email address and complete mailing address

7. Registration Process:
   Once you have completed the steps above and have been granted permission to register, you will be notified. A $50 non-refundable ‘Registration Fee’ must be paid at the Cashier’s Office, Berg Instructional Center (BIC), Room 2525 or (630) 942-2206, once you are eligible to register.

   You must wait until you are officially “cleared” by the Program Coordinator before you are eligible for a permit. All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.