



Surgical First Assistant

Program Information and Registration Packet

Fall 2026

Registration Deadline:

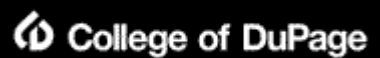
Friday, August 14, 2026 at 5pm or until course fills.

Important Dates:

On-Campus Suture Lab will be held August 28, 29, and 30th from 7:30am – 5:00pm

Surgical First Assistant Program
Health and Science Center
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630)942-2516
Esperanza “Ranzie” Wilson, MEd, CSFA, CST
Surgical Assistant Program Coordinator
franadae@cod.edu
www.cod.edu/surgical-assistant

Note: Completion of Health Requirements, CPR completion, criminal background checks, and proof of insurance is an independent activity to prepare for entrance into health programs at College of DuPage and/or participation in clinical sites within health programs. Funds paid to Edward Corporate Health or to a personal health care provider/ source, Criminal Background.com (or equivalent), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course is not successfully completed.



425 Fawell Blvd.

Glen Ellyn, IL 60137

www.cod.edu

(630) 942-2516

Dear Applicant,

Thank you for your interest in the College of DuPage Surgical First Assistant Program. Enclosed is the registration packet that will inform you on your next steps to the registration process. The information in this packet is subject to change. If you have any additional questions, please feel free to contact me at franadae@cod.edu or by calling (630) 942-2516. For more information and resource links, visit www.cod.edu/surgical-assistant.

Sincerely,

Esperanza “Ranzie” Wilson

Esperanza “Ranzie” Wilson, MEd, CSFA/CST
Program Chair

SURGICAL FIRST ASSISTANT PROGRAM OVERVIEW

Occupational Description

As defined by the American College of Surgeons, the surgical first assistant provides aid in exposure, hemostasis, closure, and other intraoperative technical functions that help the surgeon carry out a safe operation with optimal results for the patient. In addition to intraoperative duties, the surgical first assistant also performs preoperative and postoperative duties to better facilitate proper patient care. The surgical first assistant to the surgeon during the operation does so under the direction and supervision of that surgeon and in accordance with hospital policy and appropriate laws and regulations.

Job Description

In general, surgical first assistants have the following responsibilities:

- Determine specific equipment needed per procedure
- Review permit to confirm procedure and special needs
- Select and place of x-rays for reference
- Assist in moving and positioning of patient
- Insert and remove Foley urinary bladder catheter
- Place pneumatic tourniquet
- Confirm procedure with surgeon
- Drape patient within surgeon's guidelines
- Provide retraction of tissue and organs for optimal visualization with regard to tissue type and appropriate retraction instrument and/or technique
- Assist in maintaining hemostasis by direct pressure, use and application of appropriate surgical instrument for the task, placement of ties, placement of suture ligatures, application of chemical hemostatic agents, or other measures as directed by the surgeon
- Use electrocautery mono and bi-polar
- Clamp, ligate, and cut tissue per surgeon's directive
- Harvest saphenous vein, including skin incision, per surgeon's directive
- Dissect common femoral artery and bifurcate per surgeon's directive
- Maintain integrity of sterile field
- Close all wound layers (facia, subcutaneous and skin) as per surgeon's directive
- Insert drainage tubes per surgeon's directive
- Select and apply wound dressings
- Assist with resuscitation of patient during cardiac arrest or other life-threatening events in the operating room
- Perform any other duties or procedures incident to the surgical procedure deemed necessary and as directed by the surgeon

Career:

Graduates from the Surgical First Assistant program at College of DuPage will be given an opportunity to become a Surgical First Assistant and are eligible to take the Certified Surgical First Assistant Examination (CSFA-ERC) from the National Board of Surgical Technology and Surgical Assistant (NBSTSA).

Program Profile:

The Surgical First 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 preceptor and clinical site.

The Surgical First Assistant program will educate and train students to actively, safely, and expeditiously assist the surgeon in surgical operations. The Surgical First 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 First 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 the competencies, then the student will be asked to withdraw from the program.

Program Courses:

- **CSFA 2501 – Surgical First Assistant Principles I (9 credit hours; Fall semester)**

Students will explore surgical first assisting fundamentals. Topics include surgical first assisting role and responsibilities, perioperative microbiology, pharmacology, electrolytes, fluid, and shock, anesthesia principles, surgical site infections, hematological principles, and all-hazards preparation. Concepts of general and obstetric and gynecologic surgeries will also be included. Prerequisite: Admission to the Surgical First Assistant Program is required. (9 lecture hours)

- **CSFA 2502 – Surgical First Assistant Laboratory Practicum (6 credit hours; Fall semester)**

Students will be introduced to concepts of surgical procedures including incision, step-by-step elements of the surgical procedures, wound closure, dressings, and drains that require a surgical first assistant. Topics include principles, techniques, didactics, and laboratory practicum of basic and advanced suturing, knot tying, and wound closure for a variety of injuries, surgeries, and incisions. Prerequisite: Admission to the Surgical First Assistant Program is required. (3 lecture hours, 4 lab hours, 8 clinical hours)

- **CSFA 2503 – Surgical First Assistant Principles II (13 credit hours; Spring semester)**

Students will explore the perioperative management of genitourinary, ophthalmic,

otorhinolaryngology, orthopedic, plastics, neuro, cardiothoracic, and peripheral vascular surgeries. Prerequisite: Admission to the Surgical First Assistant Program is required. CSFA 2501 with a grade of C or better, or equivalent AND CSFA 2502 with a grade of C or better, or equivalent (9 lecture hours, 16 clinical hours) AND completion of 40 clinical cases minimum.

- **CSFA 2504 – Surgical First Assistant Principles III (7 credit hours; Summer semester)**

Students will participate in a clinical internship as a culmination of course work in the Surgical First Assistant Program. Emphasis will be placed on acquiring proficiencies in the clinical setting. Students will participate in mock national exams and scenarios, which will prepare them to take the national certification examination. Prerequisite: CSFA 2503 with a grade of C or better, or equivalent (4 lecture hours, 12 clinical hours) AND completion of 50 clinical cases minimum

Total: 35 credit hours

First Semester

- CSFA 2501 – Surgical First Assistant Principles I (9 credit hours)
- CSFA 2502 – Surgical First Assistant Laboratory Practicum (6 credit hours)
- Completion of 40 clinical cases

Total: 15 credit hours

Second Semester

- CSFA 2503 - Surgical First Assistant Principles II (13 credit hours)
- Completion of 50 clinical cases

Total: 13 credit hours

Third Semester

- CSFA 2504 - Surgical First Assistant Principles III (7 credit hours)
- Completion of 50 clinical cases

Total: 7 credit hours

Clinical Education:

The applicant is responsible for securing his or her own clinical preceptor (surgeon) and clinical site.

The process of obtaining a clinical site and starting a clinical contract can take up to 12 weeks. **The clinical affiliation agreement must be fully executed prior to receiving permission to register for the program.**

Applicants must also identify a surgeon who will be willing to serve as a main preceptor. An agreement letter and a copy of the surgeon's CV/resume is required prior to registration. It is recommended that students obtain more than 1 main preceptor (surgeon).

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 are

done “off the clock”, meaning on your own time. Students must complete 140 surgical procedures: 20 general surgery cases, and 120 cases can be done in any specialty as long as it requires a surgical first assistant and/or upon surgeon request.

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

NOTE: If the student is also an employee of the Facility, the Student and Facility will abide by the following: Student is not to function as an employee when performing student clinical rotations, and may not wear any identifiable information indicating they are an employee of the Facility. When the Student is functioning as an employee of the Facility, the time shall not be considered as student clinical rotation hours.

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. Please fill out financial aid application; if your financial aid has not been approved yet, please pick the appropriate payment plan: DEFERRED PAYMENT PLAN, until your financial aid has been approved.

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 <https://cod.edu/student-life/resources/student-insurance.aspx> 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 Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

<https://cod.edu/student-life/resources/information-technology/email/email-policy.html>

Estimated Costs for the Surgical Assistant program

Please visit the [Program Costs webpage](#) for estimated fees

Cost estimate **does not** include provisions for travel to and from school and clinical education sites.

College of DuPage is a member of the [Comprehensive Agreement Regarding the Expansion of Educational Resources \(CAREER\)](#), an agreement that provides expanded educational services with 38 other community colleges in Illinois.

Members of the [CAREER consortium](#) offer in-district tuition rates for select career and technical programs. Under the agreement, out-of-district students can enroll in an applied science program at College of DuPage that may not be available through their area community college.

Please visit [Cooperative Agreement Request form](#) and contact the Office of Student Registration Services at (630) 942-2377 for questions.

REGISTRATION REQUIREMENTS

The following are **REGISTRATION REQUIREMENTS** for the Surgical First Assistant 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. There is a **Registration Deadline of Friday, August 14, 2026 at 5pm** for this program. Be sure all items below are completed in advance of that deadline.

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. **Information Session:** Contact the Instructor, Esperanza “Ranzie” Wilson at franadae@cod.edu or (630) 942-2516 to schedule an Individual [Information Session](#). **It is required that an applicant attend an information session within a 12-month period prior to the semester in which you begin the program.**
2. **Health Insurance proof:**
Students are expected to provide proof of a **Comprehensive Health Insurance Plan** prior to the start of the program. The comprehensive health insurance plan must cover you **throughout the length of your clinical experience**, which in most cases, consists of the entire length of the program. If you are in need of Health Insurance, please see important dates below and visit <https://cod.studentbenefitplans.com/bpg-insurance-individual/>.

IMPORTANT DATES:

November 1st – January 15th- Open Enrollment

If you will need health insurance ANYTIME in 2026, you must apply during the current open enrollment period.

December 15th: Deadline to enroll in a plan that will start January 1st, 2026.

January 15th: Deadline to enroll in a plan that will start February 1st, 2026.

After January 15th – enrollment is closed.

If you miss open enrollment but have a qualifying life event, you can apply during a [Special Enrollment Period](#).

While we **cannot** guarantee your official acceptance into the program, you need to be aware that there is short timeframe of when you are able to purchase a Health Insurance plan. The purpose of this step is to make you aware and that the time to research and purchase is **NOW**. Purchasing health insurance outside of this timeframe will take months and may prohibit your admittance into the Program. **NOTE:** Obtaining Health Insurance is NOT an application requirement but it is a requirement to be in the program.

3. **College of DuPage application:** 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.**
4. **Certified Surgical Technologist/CST/ST:** Submit proof of a minimum of **one (1)** of the following prerequisites to surgicalassistant@cod.edu:
 - Certified Surgical Technologist with current certification (email copy of certificate)
 - Graduate of a CAAHEP accredited Surgical Technology program (email copy of certificate and/or transcripts)

OR

Registered Nurse with perioperative experience, Physician Assistant with perioperative experience, and/or foreign medical doctor with perioperative experience: submit proof of the following to surgicalassistant@cod.edu:

- Registered Nurse License with verification from employer (within perioperative field)
- Physician Assistant License with verification from employer (within perioperative field)
- Foreign Medical Doctor with verification of transcript with perioperative rotations

5. Required forms that must be emailed to surgicalassistant@cod.edu:

- a) Request that your precepting surgeon complete Page 13 - '**College of DuPage Letter Written by your Surgeon Preceptor Template**'. The form must be completed by your surgeon preceptor (must be a surgeon who is a Medical Doctor (M.D.) or Doctor of Osteopathic Medicine (D.O)) that he/she is willing to precept you and it must be signed and dated by the surgeon. (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, 120 in any other specialty areas as long as it requires a surgical first assistant. (Email completed form to surgicalassistant@cod.edu).
- b) Submit the '**Clinical Contract Information**' form (page 14) as soon as possible to surgicalassistant@cod.edu. The clinical affiliation agreement must be **fully executed prior to receiving permission to register** for the program. This process could take 3-6 months if there is not already a contract in place between the institution and College of DuPage.
- c) Submit the completed '**Health Requirement Acknowledgement Form**' (page 13) to surgicalassistant@cod.edu.

6. Initiate Background Check through Castle Branch - Begin ASAP

Go to <https://login.castlebranch.com/login>. Choose **USER type**:

- **If New User – click on “Create Account”** (You are a New User if you did NOT create a Castle Branch account at COD for another program in the past)
 - Enter an email address and create a password. Click “Next” and follow steps
- **If Current User – enter Username & Password then click “Sign In”** (You are current user if you previously created an account for a COD program).
 - If you do NOT remember your password, click on “Forgot Password”. If you do NOT remember your Username, call Customer Service: (888) 723-4263
- All Users will be directed to enter/confirm User Profile Information and Security Questions.

7. Order Background Check & Medical Document Manager through Castle Branch

- When logged in to Castle Branch from above, select “Place Order” at the top right.
- Enter Package Code: **OE30bgim**
(This code allows you to order the Background Check & Medical Document Manager)
cost: \$91.49
 - A. Review the Summary Page and make sure all information is ACCURATE
 - B. Enter Payment information
 - C. When you reach Order Confirmation page, click “NEXT”. You will be re-directed to your Castle Branch “MyCB” Dashboard – click “Go”
 - D. Click “**To Do List**”. This is your landing page for (Background Check, Medical Document Manager & Drug Screening)

- E. Click on “(+)” Background Check
- F. Then click “(+)” **Illinois Statewide Criminal Release Form** – *download & print*
- G. Within 5 business days, provide **hand-written signature** and e-mail to expedite@castlebranch.com.
- H. NOTE: Form must be e-mailed within 5 business days, otherwise, your Background Check will be cancelled.

8. Complete Health Requirements (physical exam, vaccines, and titer blood draws)

Refer to the <https://www.cod.edu/admission/health-science/pdf/healthrequirements.pdf> and [Video tutorial](#) for detailed instructions.

There are 2 options for completing your physical exam, vaccines, and titer blood draws:

1. Visit your **own Healthcare Provider** (encouraged for use of health insurance)

OR

2. **Edward Occupational Health (EOH)**. (EOH does not accept insurance but offers reduced pricing listed in the [Health Requirement Packet](#)).

Obtain the following health requirements:

Health Requirements
Physical Exam – (PRINT ‘FORM’ on LAST page of this packet & bring to your physician. Must be completed within the last year.
QuantiFERON Gold TB Blood Test -MUST be dated 12/18/2025 or late
TDAP vaccine
Hepatitis B Immune IgG Immune Titer (blood test)
Varicella Immune IgG Immune Titer (blood test)
MMR – Measles (Rubeola), Mumps, Rubella IgG Immune Titer (blood test)
2025-2026 Flu Vaccine

9. AFTER you complete the above Health Requirements, our Medical Review Officer, Edward Occupational Health (EOH), will need to complete a Chart Review for you.

- **Out-of-State students** - email surgicalassistant@cod.edu for **Chart Review** instructions.
- **In-state students** - proceed with an **in-person Chart Review** with **Edward Occupational Health (EOH)** – cost \$38
Call one of these EOH locations below. **Please leave your full name and call-back phone # and they will return your call.**
 1. Naperville (630) 527-7299 (press 2 to schedule an appointment)
 2. Bolingbrook (630) 527-7299 (press 2 to schedule an appointment)
 3. Addison (311) 221-0570 (press 2 to schedule an appointment)
 4. Elmhurst (311) 221-0570 (press 2 to schedule an appointment)

10. CPR Certification – Submit **American Heart Association - BLS** CPR Certification to your **Castle Branch Medical Document Manager** (Must be given & hosted by the American Heart Association (AHA) for BLS providers. Certification given by any other provider will NOT be honored).

CPR Course Options:

- Go to AHA ([click here -Find an AHA BLS provider course near you](#))
OR
- <https://downersgrovecpr.enrollware.com/schedule#ct253839>

11. Comprehensive Health Insurance coverage: submit proof to **Castle Branch Medical Document Manager**.

You need to have valid insurance that covers you for the entire length of the program. Upload proof to your Branch Medical Document Manager. If you do NOT have health insurance, you have 2 options on how to proceed with obtaining Health Insurance. **You need to begin researching these options NOW** as the approval process can take up to 90 days.

- If you had a “**Life Event**” change, then you may qualify for a Special Enrollment Period (SEP). Please visit <https://getcovered.illinois.gov/special-enrollment-period/special-enrollment.html> to view list of “Life Events” to see if you qualify. Again, please research this NOW. Please contact Debra Gaetano at 877-247-8817 for assistance navigating this option.
- If you did not have a “Life Event” change from above, you should start the application process for Medicaid **NOW**, by visiting [Applying for Medicaid](#). The approval process for Medicaid can take 60 – 90 days, therefore, you need to start this process **ASAP**. We want you to be aware that you must be approved by Medicaid prior to your clinical start date in order to remain in the program.

12. Medical Document Manager through Castle Branch- Involves:

1. Uploading CPR certification
2. Uploading Insurance
3. Uploading Flu Vaccine
4. Signing Policy forms
5. Uploading the Edward Health Clearance Form

13. When all Castle Branch items show ‘complete’, you will receive registration instructions from clinicalrequirements@cod.edu.

14. Drug Test – Do NOT begin until instructed. This will be completed AFTER registration and prior to course starts through Castle Branch. **The drug test must be ‘cleared’ prior to course start in order to proceed in the course.**

IMPORTANT NOTES:

‘Positive’ results for Marijuana will **NOT** be accepted as marijuana is not federally regulated. This means that if you receive a ‘positive’ result for Marijuana, you will **not** be able to move forward in the program as the clinical sites require a ‘clear’ drug test. FYI, marijuana can remain in your system for at least 4-8 weeks. Please note that even if you had a prescription for medical marijuana, it will still not be accepted. This policy is also stated in our [Policy for Professional Conduct](#).

If you receive a “*dilute negative*” result, this means that your urine was too diluted to obtain an accurate result and you need to re-pay and take a new drug test. Please be cognizant of how

much liquid you drink. It is best to try to schedule the test first thing in the morning when the sample will be most concentrated, if possible.

15. The **Registration Deadline** for this program is **August 14, 2026, at 5pm**. Once you have completed the steps above, you will be notified via email that you have permission to register. Please continue to monitor your email for instructions.
16. Once given permission to register, please call the Registration Office at (630) 942-2237 and register for the Surgical First Assistant Fall 2025 courses:
 - CSFA 2501-NET01
 - CSFA 2502-NET01

You must wait until you are officially “cleared” by the Program Coordinator before you are eligible to register. Acceptance into the program is tentative, until a clinical site and contract have been secured. 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.

College of DuPage Letter Written by your Surgeon Preceptor Template

(To Be Completed by Surgeon/ Medical Group)

Surgeon/Medical Group Name

Address

Phone Number

Email

Date

To Whom It May Concern,

My name is Dr. _____ and I will be the surgeon preceptor for the College of DuPage Surgical First Assistant student, _____. My surgical specialty is _____ and I operate at the following clinical *sites (hospitals, outpatient surgery centers, office)*: _____

_____. I understand that my role as the surgeon preceptor is to be the student's mentor while they learn and adapt the clinical skills needed to become a successful surgical assistant. These clinical skills include:

- Patient prep and positioning
- Local administration onto surgical site
- Draping
- Tourniquet application
- Foley catheter insertion
- Explanation of anatomical features involved within the surgical procedure
- Blunt dissection, retraction, assisting with the surgical view
- Suturing including tying (involved in all layers of the wound closure if possible)
- Drain placement and suture/tying procedures
- Dressing application
- Turnover of the operating room and assisting patient communication within pre-operative (holding) and/or PACU

I will be responsible in evaluating the student while they assist in a minimum of 140 cases throughout the duration of the College of DuPage Surgical First Assistant program (3 consecutive semesters, 1 year) from the dates of August _____ (year) to August _____ (year). Although I am the student's surgeon preceptor, the student is not limited to only assisting with me (as long as a clinical contract is in place). **NOTE:** If the student is also an employee of the Facility, the Student and Facility will abide by the following: Student is not to function as an employee when performing student clinical rotations and may not wear any identifiable information indicating they are an employee of the Facility. When the Student is functioning as an employee of the Facility, the time shall not be considered as student clinical rotation hours.

Regards,

[Insert Signature] [Insert Date]

Return completed form to surgicalassistant@cod.edu

College of DuPage Clinical Contract Information

NOTE: You may have more than 1 clinical site/contract; please duplicate this form if needed.

(To be completed by Student)

Name of Clinical Site:	
Address:	
Phone Number:	
Contact Name (Manager/Educator) and Title:	
Address:	
Phone Number:	
Email Address:	

Return completed form to surgicalassistant@cod.edu

College of DuPage

Health Career Programs

Health Requirement Acknowledgement

(To be completed by Student)

Part of this program is to complete health requirements prior to the first clinical rotation. Please see the [health requirement packet](#) for details. **Please do not complete these requirements until you are instructed to do so.** Along with the health requirements, you will also complete a drug test and background check.

Failure to submit the necessary paperwork, obtain the required examinations and vaccinations, and/or are obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, you may be considered ineligible for the program and can be withdrawn from the program courses in which you are registered.

I, hereby, acknowledge that:

- a. I have reviewed the [Health Requirement packet](#) for the program and understand that the program has specific requirements that must be completed during specific time periods as directed.
- b. I have reviewed and understand that enrollment and participation in the clinical component of the program is subject to the practices and requirements of the clinical site, which may necessitate additional health requirements.
- c. I understand that my failure to complete the health requirements mandated by the program and/or the clinical site may prevent either my registration into the program or continuation in the program.

Print Full Name

Date

Signature

Program Name

Return completed form to surgicalassistant@cod.edu

PHYSICAL EXAMINATION FORM

College of DuPage - 425 Fawell Blvd, Glen Ellyn, IL 60137

This form must be completed by your physician and brought to Edward Occupational Health for your Chart Review

Please Print

Name _____
Last First

Health Program _____ Date of Birth (MM/DD/YYYY) _____ SS# _____ - _____ - _____

Must be completed by a licensed medical professional

Height _____ Weight _____ Blood Pressure _____ Pulse _____

Physical Findings - **Must be completed by a licensed medical physician, nurse practitioner or physician assistant.**

Body Systems	Normal	Abnormal, please describe
Cardiovascular		
Eye		
Ear, Nose, Throat		
Conversational Hearing		
Color Vision		
Gastrointestinal		
Metabolic-Endocrine		
Musculoskeletal		
Neurological		
Respiratory		
Skin (Exposed areas only)		
Lymph Nodes		

Is student presently under any medical treatment? If yes, please explain:

Conclusion: (check one)

- ☐ The student is medically cleared for the College of DuPage health program.
- ☐ The student is medically cleared for the College of DuPage health program with the following **accommodation(s)/restriction(s)**.

- ☐ The student **has not** been medically cleared for the College of DuPage health program.

Examiner's Name (Please Print) _____ Date of Examination _____

Signature of Examiner _____