Fall 2019
Surgical Assisting
Program Information and Registration Packet
(subject to change)

www.cod.edu/surgical_assistant

Registration Deadline:
Tuesday, August 13, 2019 at 5pm or until course fills.

Esperanza “Ranzie” Wilson, MSEd, CSFA, CST
Surgical Assistant Program Instructor
franadae@cod.edu
(630)942-2516
SURGICAL ASSISTANT PROGRAM OVERVIEW

Career:
Graduates from the Surgical Assistant program at College of DuPage will be given an opportunity to become a Surgical 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 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 Assistant program will educate and train students to actively, safely, and expeditiously assist the surgeon in surgical operations. 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 the competencies, then the student will be asked to withdraw from the program.

Program Courses:
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 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 contract must be signed and cleared prior to the start of clinicals. Students will be asked to drop if they are unable to secure a clinical site and/or if the clinical contract has not been signed by the end of the suture lab, first day of clinical (6 weeks from the semester start date).

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 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

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.

**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 Sensitive
- FERPA-related communications
- Transcript order
- Important messages from instructors

https://cod.edu/student_life/resources/information_technology/email/email-policy.aspx

Estimated Costs for the Surgical Assistant program

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of DuPage Application</td>
<td>$20.00</td>
</tr>
<tr>
<td>Course Fees</td>
<td>$452</td>
</tr>
<tr>
<td>Online Fee for all courses ($57.50 x 4 courses)</td>
<td>$230 *</td>
</tr>
<tr>
<td>Tuition</td>
<td>$4,761 *</td>
</tr>
<tr>
<td>Books (approximate cost)</td>
<td>$450</td>
</tr>
<tr>
<td>Criminal Background Check, Drug Screen, Chart Review &amp; Medical Document Manager (if applicable)</td>
<td>$143 *</td>
</tr>
<tr>
<td>Health Requirements (approximate cost and out-of-pocket) (if applicable)</td>
<td>$450 *</td>
</tr>
</tbody>
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Estimated Total: $6,556 *

*Indicates prices subject to change
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.

Use this Registration Requirements checklist to assure that you have everything you need to complete your packet. There is a Registration Deadline of Tuesday, August 13, 2019 at 5pm for this program. Be sure all items below are completed in advance of that deadline.

1. Contact the Instructor, Esperanza “Ranzie” Wilson at franadae@cod.edu or (630) 942-2516 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. Email the following items to franadae@cod.edu:

   a). Submit a letter written by your clinical 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, 20 in two other specialty areas, and remaining of your choice).

   b). Submit a copy of the surgeon’s CV or resume.

   c). Submit contract information as soon as possible to franadae@cod.edu. Students may not begin completing the case requirement until the executed 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 franadae@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

   ***Please note that if a clinical site is not secured or a contract has not been signed by the end of the suture lab, first day of clinical (6 weeks from the semester start date), the students will be asked to drop the program.
d). Submit proof of a minimum of one (1) of the following prerequisites to franadae@cod.edu:

- CST, CNOR, or PAC, with current certification (email copy of certificate)
- Graduate of a Surgical Technology program (email copy of certificate and/or transcripts)
- Three years of current operating room scrub and/or assisting experience within the last 5 years (Email copy of letter on official company letterhead that is signed by the supervisor, including supervisor contact information)
- Military medical training with surgical technologist/assistant experience (Email copy of letter on official military letterhead that is signed by the supervisor, including supervisor contact information)

All candidates accepted into the program require previous operating room experience or credentials specific to operating room practice. This will be determined by the program director after the individual advising session.

5. Submit the completed Health Requirement Acknowledgement Form (page 10) to clinicalrequirements@cod.edu. Please note that this program also requires you to complete Health Requirements, Background Check, and a Drug Test prior to clinical rotation. The due date for completion is September 9, 2019, however, you should begin the entire process (explained below) AS SOON AS POSSIBLE.

6. The Registration Deadline for this program is August 13, 2019 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.

7. Once given permission to register, please call the Registration Office at (630) 942-2237 and register for the Surgical Assistant Fall 2019 courses:
   - SURGT 2501-NET01
   - SURGT 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.

REQUIREMENTS BELOW TO COMPLETE BY September 9, 2019. Please begin as soon as possible. All steps below MUST be complete prior to clinical rotations.

1. Completion of all Health Requirements. Please click on the Health Requirements Packet link for details. Please be aware of the time limit on select health requirements. The Program Support Specialist must receive notification directly from Edward Corporate Health that you have completed the necessary requirements and will then notify the Registration Office of student compliance. (The Registration Office cannot accept your documents as proof of compliance).

   Please read the Health Requirements Packet. You have two options for completing your health requirements. You can use your own Healthcare Provider or choose Edward Corporate Health (ECH). (You are encouraged to use your own healthcare provider so that you can use insurance. ECH does not accept insurance). Please refer to https://youtu.be/zGCKvbbsMY0 for detailed instructions.
NOTE: Please start your health requirements as soon as possible as you must have IgG immune titers for Hep B, MMR & Varicella. Proof of the vaccine series will not be acceptable. In summary, you will need to complete the following:

- **QuantiFERON TB Gold Blood Test:** Complete on 8/3/19 or later. You must wait until 8/3/19 to complete this test
- Physical Exam – within the last year
- TDAP vaccine
- Hepatitis B Immune IgG Titer (blood test)
- Varicella Immune IgG Titer (blood test)
- MMR – Measles (Rubeola), Mumps, Rubella Immune IgG Titer (blood test)
- Flu Vaccine: Current flu season (when available - typically September – May)

2. **Edward Corporate Health Chart Review.** See below for students who are out-of-state vs. in-state.

   **Out-of-state students:** Since you live out of state, you will need to email the above health records to clientservicerep@eehealth.org in order for your records to be officially reviewed. If you have any questions, you can contact them directly at 630-527-7299.

   **In-state students:** Call Edward Corporate Health NOW to schedule the in-person Chart Review appointment, choosing dates 8/3/19 through 9/9/19. Even though you probably have not completed all of your health requirements, the goal is to reserve an appointment time now. The cost of the Chart Review is $30.

   Edward Corporate Health options:
   1. Naperville 630-527-7299
   2. Bolingbrook 630-527-7299
   3. Plainfield 779-263-3029

   NOTE ALL students: The reason in which you have to wait for your Chart Review is due to the fact that the QuantiFERON TB Gold Blood Test must be done on 8/3/19 or later. You cannot have your Chart Review until after the QuantiFERON TB Gold Test is complete.

3. Complete a **Criminal Background Check** through CastleBranch.com (details listed below for each requirement)
   1. Go to CastleBranch.com and enter package code: OE30bg
   2. **Payment Information** – At the end of the online order process, you will be prompted to enter your Visa or MasterCard information.
   3. You will receive a **Release Form** when placing your order and it will be in your CastleBranch To-Do List
      a. Complete and return the CastleBranch Release Form by e-mailing to expedite@castlebranch.com or faxing to 910-343-9731
      b. Please note, that your background check will not get processed until the release form is received so please return to them asap.
4. Email the below 3 requirements to clinicalrequirements@cod.edu:

1. **CPR Card** -
   You will need to obtain CPR Certification through the American Heart Association (AHA) and choose ‘Basic Life Support (BLS) Providers’. The class MUST be for ‘Healthcare Providers’. (NOTE: If you take a CPR course that is different than the above, it will NOT be accepted and you will be asked to complete the correct course).

2. **Health Insurance Proof** -
   You will need to have comprehensive health insurance that covers you for the entire length of the program. If you need assistance obtaining insurance through the College, please visit http://insurewithintegrity.com/COD/.

3. **Sign & Email the attached forms**
   a) Release of Information Form
   b) Policy for Professional Conduct Form

5. **Drug Test** – Can begin **on 7/22/19 or later** through CastleBranch.com

   On **7/22/19 or later**, Order Package Code: **OE30dt**

   Once you place the order & pay, please go to your “To Do List” in your Castle Branch account and print the “Chain of Custody” form. You will then need to go to the Quest Diagnostic Lab location listed on the bottom of the Chain of Custody form and take the 10-panel urine drug test.
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.

___________________________________________  ______________
Signature                                          Date

________________________________________________________
Print

________________________________________________________
Program Name

**Email to clinicalrequirements@cod.edu or return to:**

College of DuPage Nursing & Health Science Division Office, HSC 1220