College of DuPage

Surgical First Assistant Program Fall 2022

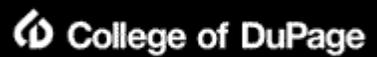# Program Information and Registration Packet
(Subject to change)

Registration Deadline:
Friday, August 12, 2022 at 5pm or until course fills.

(NOTE: Due to the COVID-19 outbreak, this program may not be delivered exactly as described or in the time frame indicated)

Surgical First Assistant Program
Health and Science Center
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-2516
Esperanza "Ranzie" Wilson, MSEd, CSFA, CST
Surgical First Assistant Program Program Chair
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.

College of DuPage

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 admissions process. 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 resources please visit the College of DuPage webpage:

https://www.cod.edu/surgical_assistant

Sincerely,

Esperanza "Ranzie" Wilson

Esperanza "Ranzie" Wilson, MSEd, CSFA/CST
Program Chair

SURGICAL FIRST ASSISTANT PROGRAM OVERVIEW

Program Information Disclaimer

This Program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the Program. The Program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this Program information packet in accordance with College of DuPage policies and procedures.

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 assistant also performs preoperative and postoperative duties to better facilitate proper patient care. The surgical 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 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 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.

Surgical First Assistant Certificate

Students may earn the Surgical First Assistant Certificate at the College of DuPage and gain the skills for entry-level positions as Surgical First Assistants and/or Certified Surgical First Assistants (CSFA).

The program is approved by the Illinois Community College Board (ICCB) and the College of DuPage is accredited by the Higher Learning Commission (HLC).

Upon graduation, students can sit for the national certification exam for the Certified Surgical First Assistant (CSFA) administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Accreditation Status

The program is accredited by the Commission on Accreditation of Allied Health Education Program which administers standards by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC STSA) and the only accredited surgical first assistant program in Illinois.

Information can be found on: https://www.caahep.org/Students/Find-a-Program.aspx
Mailing address: 9355 - 113th St. N, #7709 Seminole, FL 33775

Phone: 727-210-2350 Fax:727-210-2354 Email: mail@caahep.org

Program Courses:

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

Students will explore surgical assisting fundamentals. Topics include surgical 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 Assisting Program is required. (9 lecture hours)

- **CSFA 2502 – Surgical 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 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 Assisting 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 Assisting Program is required. Surgical Technology 2501 with a grade of C or better, or equivalent and Surgical Technology 2502 with a grade of C or better, or equivalent. (9 lecture hours, 16 clinical hours)

- **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 Assisting 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: Surgical Technology 2503 with a grade of C or better, or equivalent. (4 lecture hours, 12 clinical hours)

Total: 35 credit hours

First Semester
- CSFA 2501 – Surgical First Assistant Principles I (9 credit hours)
- CSFA 2502 – Surgical Laboratory Practicum (6 credit hours)

Total: 15 credit hours

Second Semester
- CSFA 2503 – Surgical First Assistant Principles II (13 credit hours)

Total: 13 credit hours

Third Semester
- CSFA 2504 – Surgical First Assistant 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 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 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 first assistant 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.

Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. Non-compliance with rules, regulations and procedures is a basis for dismissal from either program. The Health Sciences Program Standards for Professional Conduct is available upon request and will be disseminated to the students upon their acceptance into the program.

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.

Estimated Costs for the Surgical First Assistant program

Please visit the Program Costs webpage for estimated fees.

Policies and Procedures

All Nursing and Health Science Division policies and procedures are found on our Division website. It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

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 <mark>**Friday, August 12, 2022 at 5pm**</mark> for this program. Be sure all items below are completed in advance of that deadline.

1. <u>**Advising Session**</u>: Contact the Instructor, Esperanza "Ranzie" Wilson at franadae@cod.edu or (630) 942-2516 to schedule an Individual <u>Advising Session</u>. **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. <u>**College of DuPage application**</u>: 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. <u>**Certified Surgical Technologist/CST/ST**</u>: Submit proof of a minimum of **one (1)** of the following prerequisites to franadae@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)

   <mark>**NOTE: Certified Surgical Technologist (CST/ST) applicant excluded from this step**</mark>

4. **Required forms that must be emailed to franadae@cod.edu:**

   a) Complete and submit the '<u>**College of DuPage Letter Written by your Surgeon Preceptor Template'**</u> on **page 11** of this packet and it 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, 20 in two other specialty areas, and remaining of your choice).

   b) Submit contract information as soon as possible to franadae@cod.edu. **The clinical affiliation agreement must be fully <u>executed</u> 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.**

      Please email franadae@cod.edu the following **'Clinical Contract Information'** on **page 12** of this packet:
      1) Name of clinical site
      2) Address and phone number of clinical site
      3) Contact name who a contract can be sent to
      4) Contacts' phone number, email address and complete mailing address

5. Submit the completed **Health Requirement Acknowledgement Form** on **page 13** of this packet 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 **August 26, 2022**, however, you should begin the entire process (explained on the final 2 pages of this packet) **AS SOON AS POSSIBLE**.

6. The **Registration Deadline** for this program is **August 12, 2022 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.

   ***Please NOTE: The clinical affiliation agreement must be fully <u>executed</u> prior to receiving permission to register for the program.**

7. Once given permission to register, please email the Registration Office at registration@cod.edu or call them at (630) 942-2237 in order to officially register for the Surgical Assistant Fall 2022 courses:
   1. CSFA 2501-NET01
   2. 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.

   ## <u>Waitlist Statement:</u>

   Registration is based off of the completion of registration requirements. Students who complete their registration requirements first will have the priority of registering for the program/Fall semester courses. The program is limited to 10-12 students per cohort (depending on faculty assignment). Once the program is full, the student may be put on a waitlist. Students on the waitlist are not guaranteed into the program for the current cohort (if a student were to drop within the withdrawal timeframe; a student on the waitlist is still not guaranteed into the program due to the amount of information learned within each week of the course(s)). Students that are waitlisted may be selected to register for the following cohort starting the next academic year.

College of DuPage Letter Written by your Clinical Preceptor Template

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 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 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]

Email to franadae@cod.edu

College of DuPage Clinical Contract Information

(To Be Filled Out by Student)

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

Email to franadae@cod.edu

College of DuPage

Health Career Programs

Health Requirement Acknowledgement

(To Be Filled Out 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.

_____   _____

Signature   Date

_____

Print

_____

Program Name

Email to clinicalrequirements@cod.edu

Surgical First Assistant - Health Requirements Checklist

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: If you have received or plan on receiving the **COVID vaccine BEFORE** the start of clinicals, please e-mail clinicalrequirements@cod.edu for details on testing and vaccine restrictions regarding the requirements below.

   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 8/5/22 or later.** You must wait until 8/5/22 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. The cost of the Chart Review is $30.

   In-state students: Call Edward Corporate Health **NOW** to schedule the in-person **Chart Review appointment**, choosing dates **8/5/22 through 8/26/22**. 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 **8/5/2022**. 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)
    i. Go to CastleBranch.com and enter package code: **OE30bg**

    ii. **Payment Information** – At the end of the online order process, you will be prompted to enter your Visa or MasterCard information.
    iii. 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:**

    i. **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).*

    ii. **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/.

5. **Drug Test** – Can begin on **7/25/2022 or later** through CastleBranch.com

    On **7/25/2022 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.