

College of DuPage

Surgical Technology

Associate of Applied Science Degree

Program Admissions Packet
Spring 2022 Class

Deadline: August 12, 2021 at 5 pm



Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

College of DuPage
Surgical Technology Program
Admissions Checklist

Students must complete the following Admissions Check List and all Program Entrance Requirements to be considered for admission to the Surgical Technology program. Submitting an application to this program does **not** guarantee program acceptance. Requests for admission are **not** automatically carried over to the following year. Applicants who were not accepted for the year in which they originally applied are asked to pay the \$50 non-refundable application fee and submit a new application.

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

It is the applicant's responsibility to ensure that all material listed below have been completed and received by hsadmissions@cod.edu by 5 pm on August 12, 2021.

Selection is based upon a numerical system based on a rubric, found at the end of this packet. Click on the blue, underlined titles for access to the link.

- _____ 1. 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; it is not an application to the Health Sciences Limited Enrollment Surgical Technology program.**

*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.

- _____ 2. View the Surgical Technology Advising Session. Please see the link below for access:

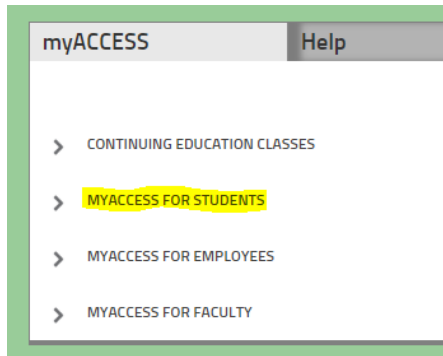
<https://www.cod.edu/academics/programs/surgical-tech/advising-session.aspx>

- _____ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:

- a. Submit your official transcript(s) to **College of DuPage, [Office of Student Records](#)**. ***If College of DuPage is the only institution you have attended, you do not need to request official transcripts.***
- b. Verify receipt of your transcript(s). Log into myACCESS account, click on 'myACCESS for Students', select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website https://www.cod.edu/registration/records/trans_eval_listing.aspx for details.

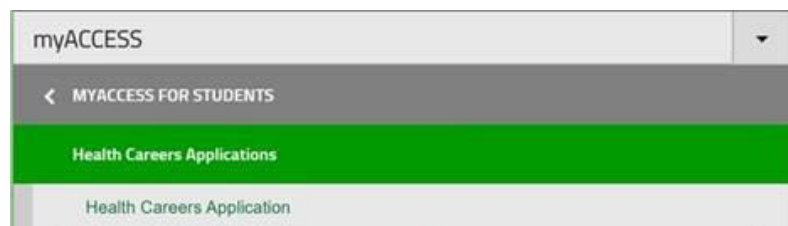
- _____ 4. Complete the **non-refundable** \$50 [Health Career Selective Enrollment Program Application](#) online by logging into the student portal at <https://inside.cod.edu>
- Click on myACCESS for Students



- Click on the Health Careers Applications link



- Select Health Careers Application



- Select **Surgical Technology Degree or Certificate** when asked “What selective enrollment program are you applying to?”

Once the application is submitted, you may not change the term or program. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer

_____ 5. Complete the [College of DuPage Residency Verification form](#) and provide 2 proofs of residency to the **Office of Student Registration Services** by emailing to registration@cod.edu by the program application deadline date

- **Separate Residency Verification Forms must be submitted for each program application.**

_____ 6. **Three (3) pre-requisite courses** (*Must be completed within 5 years of application*) must be completed by the application deadline, or until the program is filled, with a grade of “C” or better.

- SURGT 1000: Ethics in Health Care
- ORPCT 1001: OR Patient Care Tech
- SURGT 1111 or CSPD 1111: Central Processing Distribution Technician

- Submission of Certification Board for Sterile Processing & Distribution (CBSPD) or International Association of Healthcare Central Service Material Management (IAHCSMM) Certification to College of DuPage Nursing & Health Science Division Office by emailing hsadmissions@cod.edu. **IMPORTANT NOTE:** If accepted into the College of DuPage Surgical Technology Program and you have current Certification from CBSPD and/or IAHCSMM, one must obtain and complete a **“Credit by Demonstrated Competency”** by the Program Coordinator in order to graduate from the College of DuPage Surgical Technology program and receive a certificate in Surgical Technology.

To complete the “Credit by Demonstrated Competency”, one must obtain the form from the **Academic Testing Center**, Glen Ellyn – Main Campus, Berg Instructional Center (BIC), Room 2A06, (630) 942-2400. For further information please visit <https://www.cod.edu/academics/testing/about.aspx>

*If courses were not completed at College of DuPage, official transcripts must document that the above pre-requisite courses were completed with a grade of “C” or better.

7. Complete the AAS General Education Required Categories 1-3, this includes Communications, Mathematics, and Physical and Life Sciences. See below list of required courses. Points will be given on the scoring rubric for grades received in the three categories. In order to achieve the category completion, the minimum credit hours are required within each category and must have a grade of “C” or better.

General Education Required Categories required

Minimum credit hours

- | | |
|--|-------------|
| 1. Communications | 6 credits |
| 2. Mathematics | 3-5 credits |
| 3. Physical and Life Sciences
**Anatomy & Physiology 1500, 1551, 1552, 1571, or 1572
Must be completed after Aug.12 2016 | 4-8 credits |
| 4. Humanities | 3 credits |
| 5. Social and Behavioral Sciences | 3 credits |
| 6. Global/Multicultural Studies or Contemp. Life Skills | 3 credits |

8. Student may be offered a “Contingent Acceptance” before completion of the general education Categories 4-6. These courses may be completed during, but no later than, the fall semester before the program start. All three courses must be completed with a C or better. If courses are not successfully completed, the student will not be offered a spot in the program.

“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.”

Early Admission

Early admission will be offered to students on a first come first serve basis before the application deadline. To be considered, students must have completed the following:

- Completion of steps 1-8
- 30 or more rubric points (see below)

If you have met the above requirements, send an email to campbella86@cod.edu requesting an application evaluation. An application will only be evaluated once for early admission, if all requirements are not met, the student’s application will not be evaluated again until after the application deadline. Students will be notified by email if accepted. A spot will be secured upon receiving the student’s signed acceptance letter. Early admissions will be issued until the class is full, or the application deadline has passed.

Admission Rubric:

Applications will be scored using the following rubric:

Admission Checklist	Requirement	Completed	
#1-5	-Completed Health Career Selective Enrollment Program Application -Completed COD Residency Verification Form	Yes or No "No" is an immediate denial of program entry	
Admission Checklist	Rubric	Grades Received	Points per Grade
#6	SURGT1000, ORPCT1001, and SURGT1111 or CSPD 1111	A	4
		B	3
		C	2
#7	Required Categories Before Deadline: 1.Communications: English & Speech 6 credits 2.Mathematics (1000 level or above) 3-5 credits *MATH 1102 Recommended 3.Physical & Life Science 4-8 credits *ANAT 1500, 1551, 1552, 1571, or 1572 Required	A	4
		B	3
		C	2
#8	May be completed during Fall 2021 4. Social & Behavioral Sciences: 3 credits 5. Global/Multicultural Studies 3 credits 6. Humanities 3 credits	A	4
		B	3
		C	2
	Re-applicant		1
		MAX POSSIBLE SCORE	41
		MIN REQUIRED SCORE	20
		MIN EARLY ADMISSION	30

Acceptance Letters

Points will be evaluated by the end of September. The candidates with the top points will be selected until a class of 24 is reached. Students will be notified through the email they listed when completing their Surgical Technology application of admission or denial. Students must respond to the offer, in writing, with an acceptance or refusal by the specified date, to **RESERVE** their place in the class. Accepted students must also attend a mandatory orientation meeting in late fall, the date and time will be announced on the offer letter. Please do **not** begin completing your health requirements until after the mandatory orientation, otherwise, you may need to complete them twice.

Suggested Education Plan for Surgical Tech Pathway

This suggested education plan is an excellent, efficient way to complete your surgical technology degree at the College of DuPage. You may substitute courses and semesters as you choose, however deadlines for applications and requirements are firm.

Fall: (13 credits)

Take Math and English Placement Test

CSPD (4 credits) **PREREQUISITE****Can work as a sterile processing tech after successful completion

Ethics in Healthcare (3 credits) **PREREQUISITE**

Speech (3 credits)

English (3 credits) ***Completion of Category 1**

Spring: (12 credits)

Math (3 credits) or begin Math sequence ***Completion of Category 2**

*MATH 1102 **Recommended**

ORPCT (5 credits) **PREREQUISITE**

Physical and Life Sciences (4 credits) ***Completion of Category 3**

*After Jan. 1 20 A&P 1500, 1551, 1552, 1571, or 1572 **Required**

Summer:

****Apply to Surgical Tech****

Fall: (13 credits)

Humanities (3 credits) ***Completion of Category 4**

Recommended Philo 1110

Social and Behavioral Science (3 credits) ***Completion of Category 5**

Recommended Psychology 1100

Multicultural/Global studies (3 credits) ***Completion of Category 6**

Spring: (13 credits)

SURGT 1101 Surgical Technology Concepts I (13 credits)

Summer: (8 credits)

SURGT 1102 Surgical Technology Concepts II (8 credits)

Fall: (13 credits)

SURGT 1103 Surgical Technology Concepts III (13 credits)

Please see the following link to the Student Planning Worksheet for the Associate in Applied Science Degree for details.

https://www.cod.edu/student_life/resources/counseling/pdf/student_planning/student_planning_aas_current.pdf

Program Overview

The Surgical Technology program begins every January and runs three consecutive semesters with a December graduation date. Each semester includes classroom, lab, and clinical experiences. Lecture is held all year using in class and online formats. Lab runs the first eight weeks of the spring semester, and includes all required skills for functioning in the operating room. Clinical begins the second 8 weeks of spring semester and continues through graduation. The clinical sites are selected for the student, requests are not granted and students must provide their own transportation to and from the institution. Please note, students may have to travel up to an hour for their clinical rotation. The number of applicants admitted to the CST program is limited by the availability of clinical sites and may vary year to year. Information about a career in Surgical Technology is available at: www.ast.org or www.SurgicalTechSuccess.com.

Essential Functions

You may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases while working as a surgical technologist. Please look carefully at the following Essential Functions for the operating room. These are physical, mental, and emotional characteristics that are required for employment in the operating room. Only you can decide if this career is right for you. It is better to recognize if a program is a right fit before committing to a career. Once admitted into the program, 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 the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.*

Gross Motor Skills:

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (e.g., adjust overhead lights)
- Reach below waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands firm and slight pressure (ex. surgical instruments, sutures)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser and surgical scrub)

Physical Endurance:

- Stand for long periods of time from 2-4 hours
- Maintain same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment for hours

Physical Strength:

- Push and pull 50 pounds (e.g., carry instrument pans, position client, move equipment)
- Support 50 pounds of weight (e.g., hold arm or leg)
- Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment/supplies (e.g., lift instrument pans)
- Use upper body strength (e.g., retraction, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguishers)

Hearing:

- Ability to hear normal speaking level sounds (e.g., person to person conversation, request for an instrument)
- Hear faint voices and body sounds (e.g., heartbeat)

- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips (e.g., masks are worn in the operating room)

Visual:

- See objects up to 20 inches away (e.g., information on monitor screen, identification of small needles)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)
- See in darkened room (e.g., during endoscope procedures, eye surgery)

Environment:

- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors
- Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses, laser, radiation)
- Tolerate working indoors
- Tolerate working in extreme temperatures

Emotional Stability:

- Establish professional relationships
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client condition, crisis)
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others (e.g., grief, anger, stress)
- Accept constructive feedback
- Accept responsibility for own actions

Interpersonal Skills:

- Establish rapport with individuals (e.g., surgeons, staff members and groups)
- Respect/value diversity in others
- Negotiate interpersonal conflict
- Demonstrate tolerance in working with others
- Function as part of a team

Accreditation

The Commission on Accreditation of Allied Health Education Programs (www.caahep.org/) (727) 210- 2350, accredits the Surgical Technology program offered at College of DuPage. College of DuPage is accredited by the North Central Association of Colleges and Schools (NCA-HLC), The Higher Learning Commission.

Program Mission Statement

The primary purpose of the Surgical Technology program is to educate students with didactic, laboratory, and clinical experiences in preparation to take the national certification exam and work as a professional surgical technologist. Program policies and procedures have been designed to meet or exceed those established by The Commission on Accreditation of Allied Health Education Program (CAAHEP) (www.caahep.org/) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCST/SA) (www.arcstsa.org). The graduate will demonstrate competency to meet national certification requirements, provide skills that meet standard in patient care, and function as an essential member of the health care and operating room team with knowledge and skilled competence.

Program Goals and Outcomes

Goal #1: Students will demonstrate clinical competence.

Outcomes:

- Students will demonstrate all basic intraoperative skills
- Students will apply principles of aseptic technique
- Students will demonstrate efficient cleaning and room turn over

Goal #2: Students will demonstrate critical thinking skills.

Outcomes:

- Students will apply knowledge and skills to prepare for a surgical procedure
- Students will demonstrate anticipation of surgical needs

Students will evaluate their function as first scrub and list areas of improvement

Goal #3: Students will demonstrate professional and ethical behavior.

Outcomes:

- Students will demonstrate professional behavior
- Students will demonstrate ethical behavior

Goal #4: Students will communicate effectively.

Outcomes:

- Students will demonstrate written communication skills
- Students will demonstrate oral communication skills
- Students will effectively communicate in the healthcare environment

Laboratory Skills, Competencies and Exams

This Program has mandatory lab skills, competencies, and exams that must be passed prior to going to clinical. Lab is within the Surgical Technology Concepts I course. The student will have 8 weeks to learn and demonstrate these skills. The student will not be placed at a clinical site until all skills are correctly demonstrated.

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.

Student Email 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 your COD email weekly for important information like:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order
- Important messages from instructors

For more information on the student email policy go to:

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

Non-Discrimination Policy:

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).

Criminal Background Check Information

All students will have to complete a NEW Background Check, regardless of when you may have completed the Central Sterile Processing program.

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

Statement of Health

Please do not complete these requirements until you are instructed to do so. Once accepted, the health requirements must be completed prior to clinical start dates. Students will need to ensure that all of health requirements, Background Check, and Drug Test are up to date. You will need to complete an updated Chart Review through Edward Corporate Health. You will need to upload your updated health records to your [CastleBranch.com](#) Profile account. Please see the [health requirement packet](#). Students with chronic medical problems or physical limitations, such as back or knee problems, must have these conditions specifically addressed on the forms, including any restrictions and current medications the student is required to take for health maintenance. For all students, the physician must indicate whether the student's health status will allow them to safely pursue the educational objectives of the program to which they have applied and/or have registered. The health examination and vaccinations are completed at the student's expense.

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

Mandatory Drug Testing: Policy and Procedures

Health Career students with direct patient contact must be drug-tested annually prior to clinical experience in every program at the student's expense. All students will need to complete a drug test through [CastleBranch.com](#) regardless of when you completed Central Sterile Processing.

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 [Student Health Insurance 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 for SURGT 1101. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

Citizenship/Visa Status

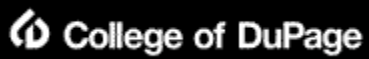
If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the **International Student Office**, SSC 2225, (630) 942-3328, e-mail: intlstdt@cod.edu.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:

- U.S. citizens
- Permanent residents

Program Admission Preference

Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program. Priority for admissions are a) In-district applicants; b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required each semester); and c) Out-of-district applicants including those students with a joint or chargeback agreement and International students.



Nursing & Health Sciences Division
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
Division Office (630) 942-8331
Fax (630)942-4222
www.cod.edu

Dear Applicant,

Thank you for your interest in the College of DuPage Surgical Technology program. This admissions packet has been developed to provide you with a complete overview of our program including the process for admission.

Please note, the College of DuPage Surgical Technology program requires all students within the program complete an Associate in Applied Science Degree in Surgical Technology.

If you should have further questions, please contact me at campbella86@cod.edu. For more information and resource links, please visit <http://www.cod.edu/surgtech>.

Sincerely,

Anna Campbell

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