Please disregard all previous versions of the Surgical Technology Information Packet

Please note: Information in this packet is subject to change. If you do not intend to apply to the Surgical Technology Program for the 2019-2020 academic year, please obtain an updated packet for future years.
**Introduction**

Surgical Technologists are integral members of the surgical team who work closely with surgeons, registered nurses, and anesthesia personnel. Surgical Technologists are also responsible for assembling and organizing all the specialized instruments, equipment and tools needed for a wide variety of surgical procedures. They are experts in sterile technique, responsible for maintaining the sterile field during surgery.

The Housatonic Community College (HCC) Surgical Technology Program is licensed by the Connecticut Board of Regents and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Once students enrolled in the HCC Surgical Technology Program successfully complete the requirements of the two-year Associate of Science Degree Program, they will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) examination. A passing score on this exam will grant the student status as a Certified Surgical Technologist, employable in all 50 states.

The Gateway Community College (GCC) Surgical Technology Program is licensed by the Connecticut Board of Regents and is applying for accreditation status as a satellite campus of the Housatonic Community College (HCC) Surgical Technology Program through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

**Program Mission:**
The Surgical Technology Program prepares students to be competent entry-level Surgical Technologists in the cognitive, psychomotor, and affective learning domains. Graduates will qualify to become certified through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) examination.

**End of Program Student Learning Outcomes:**

- Apply principles of anatomy, physiology, pathophysiology, and microbiology to perioperative patient care. Assessment: Successful completion of preparatory courses such as Biology for Allied Health, Medical Terminology, and Microbiology for Surgical Technology.
- Distinguish the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
- Demonstrate safe practice in the role of Surgical Technologist. Assessment: Successful completion of Operating Room Techniques and Operating Room Skills Seminar, as well as the hours spent in the actual operating room setting.
- Display competence in technical skills and aseptic technique in the perioperative environment.
- Practice responsible and accountable behavior within the role and competencies of the Surgical Technologist.
- Organize the intraoperative environment efficiently as a member of the surgical team.
- Apply learned knowledge and skills in the cognitive, psychomotor, and affective domains to become nationally certified as a Surgical Technologist.

**Approval and Accreditation**

The Housatonic Community College Surgical Technology Program is accredited by the: Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL 33756 Phone: 727-210-2350 Fax: 727-210-2354

**Gateway Community College and Housatonic Community College Contacts**

<table>
<thead>
<tr>
<th>Sherifa Douglas</th>
<th>Program Coordinator</th>
<th>203-332-5993</th>
<th><a href="mailto:SDouglas@hcc.commnet.edu">SDouglas@hcc.commnet.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Angel Pickett</td>
<td>Clinical Education Coordinator</td>
<td>203-508-6025</td>
<td><a href="mailto:APickett@gwcc.commnet.edu">APickett@gwcc.commnet.edu</a></td>
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Application Process

The application period for the HCC and GCC Surgical Technology Programs for Fall 2019 is February 4, 2019 – May 6, 2019. The applications for the HCC and GCC Surgical Technology Programs are available on both College web sites; www.gatewayct.edu and http://www.housatonic.edu and can only be submitted on-line.

Applicants may only submit an application to either the HCC Surgical Technology Program or the GCC Surgical Technology Program.

Applications and all applicable transcripts must be submitted by the deadline date of May 6, 2019. Late applications and transcripts will not be accepted.

All applications that are completed by the May 6, 2019 deadline will be reviewed AFTER the application deadline, regardless of date of submission. Applicants will be notified by mail prior to June 21, 2019 as to their admission status.

All initial communication with students is to each student’s community college email address. Applicants that have not activated their community college email address should go to http://www.ct.edu/netid.
Checklist for Application Process:

**Students are required to submit the following to their Selected Program (GCC or HCC) Admissions Office by the May 6, 2019 deadline:**

<table>
<thead>
<tr>
<th>Items to Complete</th>
<th>How to Complete</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit a general college application at your “college of choice” if you are not already a student.</td>
<td>Go to <a href="http://my.commnet.edu">http://my.commnet.edu</a> Click on apply for admission under &quot;Other Resources&quot;</td>
<td></td>
</tr>
<tr>
<td>High school transcripts or high school diploma indicating date of graduation, General Educational Development (GED) diploma, or State High School Equivalency diploma.</td>
<td>Contact your high school and request. Contact the issuing agency for other proof of graduation options.</td>
<td></td>
</tr>
<tr>
<td>Official College/University transcripts from <strong>ALL colleges ever attended (including all CT Community Colleges)</strong>, regardless of the age of the transcripts and applicability to the Surgical Technology Program.</td>
<td>If a CT Community College - request through Banner Self-Service (Select the College, Student Records, Transcripts, Official Transcripts, select eTranscripts). All other colleges/universities, contact that college/university and send electronically if possible. Must be FINAL transcripts to be considered complete. If transcript is from out of country, it must be evaluated by an approved agency to be considered complete.</td>
<td></td>
</tr>
<tr>
<td>Proof of immunizations</td>
<td>Consult with the Admissions Office at your “college of choice” for current immunizations required for general admission to the college.</td>
<td></td>
</tr>
</tbody>
</table>

**Students are required to submit the following on-line by the May 6, 2019 deadline:**

| Community College Surgical Technology application | Surgical Technology Program applications for academic year 2019-2020 will be available on the Gateway Community College website, [www.gatewayct.edu](http://www.gatewayct.edu) and the Housatonic Community College website, [http://www.housatonic.edu](http://www.housatonic.edu) from February 4, 2019 – May 6, 2019. Applicants must complete all fields on the application in order to be able to submit. |                |
**Surgical Technology GPA**

The Surgical Technology GPA is based only on the college courses with grades that meet the Surgical Technology Program general education requirements. The Surgical Technology GPA is a calculation specific to Gateway Community College and Housatonic Community College Surgical Technology applicants and may differ from your college GPA.

- If an applicant is using a course from a Fresh Start semester to meet a Surgical Technology Program general education requirement, that course will count in the calculation of the applicant’s Surgical Technology GPA.

- If an applicant repeats a course, the highest eligible grade is used in calculating the Surgical Technology GPA.
Formula for Computing Ranking

The formula for computing ranking is as follows:

1. **50% Overall Surgical Technology GPA**
   The Surgical Technology GPA is a calculation specific to GCC/HCC Surgical Technology applicants and may differ from your College GPA. The Surgical Technology GPA is based only on the college courses with grades that meet the Surgical Technology Program General Education Course requirements which include:

<table>
<thead>
<tr>
<th>Housatonic Community College Course</th>
<th>Gateway Community College Course Equivalent</th>
<th>Required Grade</th>
</tr>
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<tbody>
<tr>
<td>ENG*101: English Composition</td>
<td>ENG*101: English Composition</td>
<td>C or greater</td>
</tr>
<tr>
<td>MAT*104: Quantitative Literacy or higher</td>
<td>MAT*109: Quantitative Literacy or higher</td>
<td>C or greater</td>
</tr>
<tr>
<td>MED*125: Medical Terminology</td>
<td>HIM*101: Medical Terminology</td>
<td>C or greater</td>
</tr>
<tr>
<td>CSA*105: Intro to Computer Applications</td>
<td>CSA*105: Intro to Computer Applications</td>
<td>C or greater</td>
</tr>
<tr>
<td>BIO*119: Human Biology for Allied Health</td>
<td>BIO*115: Human Biology</td>
<td>C+ or greater</td>
</tr>
<tr>
<td>BIO<em>211 and BIO</em>212 can be substituted for BIO*119</td>
<td>BIO<em>211 and BIO</em>212 can be substituted for BIO*115</td>
<td>C+ or greater</td>
</tr>
<tr>
<td>ENG<em>102: Literature and Composition or ENG</em>202: Technical Writing</td>
<td>ENG<em>102: Literature and Composition or ENG</em>202: Technical Writing or ENG*200: Advanced Composition</td>
<td>C or greater</td>
</tr>
<tr>
<td>PSY*111: General Psychology</td>
<td>PSY*111: General Psychology</td>
<td>C or greater</td>
</tr>
<tr>
<td>Elective: Social Phenomena &amp; Understanding II</td>
<td>Elective: Social Phenomena/Knowledge/Understanding</td>
<td>C or greater</td>
</tr>
<tr>
<td>Elective: Aesthetic Dimensions of Humankind</td>
<td>Elective: Aesthetic Dimensions of the Humankind</td>
<td>C or greater</td>
</tr>
</tbody>
</table>

2. **50% Number of Surgical Technology Program General Education Courses Completed by the application deadline date of May 6, 2019.**
Selection Process

Students who apply to the GCC or HCC Surgical Technology Programs will be selected using the following process:

1. All applications will be reviewed to determine Eligible/Ineligible status. Eligible is defined as an applicant who is eligible to take ENG*101 and MAT*109 in the Fall 2019 semester.
2. Eligible applicant files will be reviewed to calculate the Surgical Technology GPA.
3. Eligible applicants will be ranked using the Formula for Computing Ranking.
4. Up to 50% of the available seats (up to 10 seats) in the Surgical Technology Program at each campus will initially be filled according to the rank order.
5. Students who have not completed all of the required courses in the first semester of the Surgical Technology plan of study, but have been determined an eligible applicant, may be conditionally accepted. Conditional acceptance is based on the student successfully completing the required first semester courses in the Surgical Technology plan of study with the required grade. Conditional acceptance will be revoked if the student does not meet this requirement.
6. The remaining eligible applicants who were not accepted in the rank selection will be given the opportunity to complete Surgical Technology Program general education courses in the Summer 2019 session and Fall semester ONLY in order to be ranked again using the above formula.
7. Students who meet the eligibility requirements but are not in the rank order for acceptance will be placed on the program waitlist. Applicants on the waitlist will be ranked using their rank number. When openings occur, applicants will be selected (in rank order) from the waitlist and offered a seat in the program. Applicants will be selected from the waitlist until the program reaches its maximum acceptance number.
8. The waitlist will not carry over from year to year. Applicants who are not selected from the waitlist will need to submit a new application if they want to be considered for admission to the Surgical Technology Program the following year.
Program of Study

The program of study reflects a full-time curriculum plan that students enrolled in the Surgical Technology Program are required to complete for graduation. Non-Surgical Technology courses must be taken in the semester indicated in the program of study or may be taken earlier; Surgical Technology courses must be taken in the stated sequence.

A grade of C+ is required for the science general education requirement and core courses in the Surgical Technology program of study and a grade of C is required for all other general education requirement courses in the program of study. General education courses must be satisfactorily completed before or during the semester in which they are scheduled in the curriculum. Students who fail to complete required general education requirement courses in the published sequence, or do not achieve the grade requirement may be dismissed from the program.

Housatonic Community College
FALL FIRST YEAR
ENG*101 Composition 3
MAT*104 Quantitative Reasoning 3
MED*125 Medical Terminology 3
CSA*105 Intro to Computer Applications 3
BIO*119 Human Bio for Allied Health 4

SPRING FIRST YEAR
ENG*102 Literature & Composition 3
or ENG*202: Technical Writing

ELECTIVE Social Phenomena & Understanding II 3
SUR*109 Microbiology for Surgical Technologists 2
SUR*110 Operating Room Techniques 4
SUR*111 Operating Room Skills Seminar 4

FALL SECOND YEAR
PSY*111 General Psychology 3
SUR*211 Clinical Surgical Experience I 6
SUR*213 Surgical Procedures I 3
SUR*215 Surgical Technology Pharmacology 3

SPRING SECOND YEAR
ELECTIVE Aesthetic Dimensions of Humankind 3
SUR*212 Clinical Surgical Experience II 6
SUR*214 Surg. Procedures II 3
SUR*250 Advanced Seminar for the Surgical Technologist 3

Total Credits: 62

Gateway Community College Equivalent
FALL FIRST YEAR
ENG*101 Composition 3
MAT*109 Quantitative Reasoning 3
HIM*101 Medical Terminology 3
CSA*105 Intro to Computer Applications 3
BIO*115 Human Biology 4

SPRING FIRST YEAR
ENG*102 Literature & Composition 3
or ENG*202: Technical Writing
or ENG*200: Advanced Composition 3

ELECTIVE Social Phenomena/ Knowledge/Understanding 3
SUR*109 Microbiology for Surgical Technologists 2
SUR*110 Operating Room Techniques 4
SUR*111 Operating Room Skills Seminar 4

FALL SECOND YEAR
PSY*111 General Psychology 3
SUR*211 Clinical Surgical Experience I 6
SUR*213 Surgical Procedures I 3
SUR*215 Surgical Technology Pharmacology 3

SPRING SECOND YEAR
ELECTIVE Aesthetic Dimensions of Humankind 3
SUR*212 Clinical Surgical Experience II 6
SUR*214 Surg. Procedures II 3
SUR*250 Advanced Seminar for the Surgical Technologist 3

Total Credits: 62
Transfer Credits

Twenty-five percent (25%) of the total credits applicable to the Surgical Technology degree must be granted by the college awarding the degree. No more than thirty credit hours of non-traditional credit may count towards the Surgical Technology degree. Non-traditional credit includes CLEP, DSST, Challenge Exams, Military Service Schools, and Assessment of Prior Learning.

In accordance with transfer of credit guidelines set forth by the Board of Regents, general education courses that are part of the program of study will be accepted by Gateway Community College. Once an applicant earns credit, transfer credit for the same course from another college will not be granted.

Credits Earned Outside the United States – Transcripts need to be evaluated by the “Course By Course” option through the World Education Services Inc, PO Box 745, Old Chelsea Station, New York, New York 10113 or another approved site and submitted to the Gateway Community College Admissions Office or the Housatonic Community College Admissions Office based on which location the student submitted an application.

Transfer Grades

Courses from colleges not regionally accredited will not be accepted in transfer.

A minimum grade of C is required unless otherwise noted by the admission requirements.
Miscellaneous Information for Accepted Surgical Technology Students

- An orientation will be held in June 2019 for accepted Surgical Technology students and eligible applicants. The College that the student was accepted to will notify the student of the date, time, and location.

- Initial Student advisement will occur at the June orientation.

- Students who are accepted into the Surgical Technology Program will be required to travel to ANY/ALL of the clinical sites that are affiliated with that Program. The rotation assignments are subject to change. GCC/HCC reserve the right to affiliate with additional clinical sites at any time.

- Students are responsible for arranging their own transportation to and from assigned clinical sites. Assignment of clinical sites is at the discretion of the program faculty. Clinical sites could be within an hour and a half (1 ½) radius of the College, and may require a mandatory parking fee.

TECHNICAL STANDARDS
The Surgical Technology student must be able to apply the knowledge and skills necessary to function in a broad variety of clinical situations. Technical standards reflect reasonable performance expectations of the Surgical Technology student for the performance of common functions. These requirements address capabilities in the areas of motor, sensory, communication, behavior and critical thinking abilities. The technical standards can be found at www.gatewayct.edu and http://www.housatonic.edu/

HEALTH REQUIREMENTS
Immunization Requirements- students will receive a packet of information describing current program requirements.
Health Assessment Form - completed forms (which document specific requirements for the Surgical Technology Program) must be on file in accordance with college policy.

BASIC LIFE SUPPORT (BLS) CERTIFICATION
Students are required to provide documentation of current professional level certification in Basic Life Support for adult, child, and infant. Certification can only be earned through the American Heart Association or the American Red Cross and must remain current throughout the Program. Courses meeting this requirement are: The American Heart Association Basic Life Support (BLS) for Healthcare Providers OR The American Red Cross Basic Life Support for Healthcare Providers. Failure to comply will result in exclusion from the clinical learning experience.
CRIMINAL BACKGROUND CHECKS, TOXICOLOGY SCREENING & HEALTHCARE PROFESSIONAL/PRACTICE/LICENSURE OR REGISTRY RESTRICTIONS

Due to clinical learning affiliate requirements, criminal background checks and toxicology (drug) screening may be required for all Surgical Technology students prior to participation in clinical experiences. Students must follow instructions for obtaining a background and/or toxicology screening at college of attendance. Students who are found guilty of having committed a felony/misdemeanor and/or are found to have a positive toxicology screen may be prevented from participating in clinical experiences in accordance with clinical learning facility policy. Results of student background checks and toxicology screening do not become a part of the student’s educational record, as defined by the Family Educational Rights and Privacy Act (“FERPA”). If a student cannot participate in a clinical rotation at an assigned facility, the student will not be able to complete the objectives of the course and of the program.

Nondiscrimination Policy

The Community College System of the State of Connecticut will not discriminate against any person on the grounds of race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations.

Further, the System will not discriminate against any person on the grounds of political beliefs or veteran status.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies at Gateway Community College and Housatonic Community College as the Title IX and Section 504/ADA Coordinator(s).

Marilyn Albrecht, Counselor, Title IX Investigator, Gender Equity Coordinator
Housatonic Community College
(203)332-8521
MAlbrecht@hcc.commnet.edu

Jennifer Wenderoth-Holster, Gender Equity Coordinator
Gateway Community College
(203)285-2412
jwenderoth@gatewayct.edu
The mission of the Gender Equity Center is to coordinate on-campus sexual violence prevention programming, and to provide students with resources and referrals in response to sexual violence, including sexual assault, sexual harassment, stalking, and intimate partner violence.

- Confidential Consultation
- Confidential Crisis Response
- Prevention Programming

Ron Chomicz, Section 504/ADA Coordinator
Gateway Community College
(203)285-2234
rchomicz@gatewayct.edu

Marilyn Wehr, Section 504/ADA Coordinator
Housatonic Community College
(203) 332-5018
mwehr@hcc.commnet.edu

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Kim M. McGinnis, Dean of Students, Title IX Coordinator for Students
Housatonic Community College
(203)332-5183
KMcGinnis@hcc.commnet.edu

Theresa Eisenbach, Director of Human Resources, Title IX Coordinator for Faculty and Staff
Housatonic Community College
(203)332-5013
TEisenbach@hcc.commnet.edu

Lucy Brown, Director of Human Resources, Title IX Coordinator for Faculty and Staff
Gateway Community College
(203)285-2534
LBrown@gatewayct.edu

Dean of Students, Title IX Coordinator for Students
Gateway Community College
(203)285-2210

Gateway Community College and Housatonic Community College work to ensure compliance with Title IX, which is a federal law that prohibits discrimination based on the sex (gender) of employees and students of educational institutions that receive federal financial assistance.