

# Surgical Technology Admission Criteria

*This is a selective and competitive admission program. Admission to the college doesn't guarantee admission to the clinical component of the program. Work with your advisor to apply to the clinical/core component of the program.*

**Minimum Criteria to Apply:** See the point system

**Shadowing:** Required within 24 months prior to submission of clinical program application - shadowing experience (arranged by emailing Amy Kennedy ([alkenned@hacc.edu](mailto:alkenned@hacc.edu)) Form attached.

**Advising:** You are required to meet with the program director, Amy Kennedy. Call 717-221-1392 to schedule an appointment.

**Application:** Available **September 15** on the web, an on-line application using Survey Monkey

**Application deadline:** **October 15**

**Class Selection Date:** December (after fall grades are posted) for late spring start

**Admission Interview:** All qualified applicants will be invited for on-campus personal interviews in October. Interviews will be pass/fail. Students who pass the interview may be offered clinical admission.

---

## **ADDITIONAL REQUIREMENTS PRIOR TO STARTING THE CLINICAL PORTION OF THE PROGRAM (after acceptance)**

Additional information and required forms will be provided to you upon acceptance into clinicals. Failure to provide all the necessary documentation before the established deadline could lead to denial of admission into the clinical program. The following must be completed (at your own expense) after you have been selected for, but prior to starting the clinical portion of the program:

### **Physical Examination and Required Immunizations**

All students accepted into the clinical component of the program must submit a health examination form completed by a physician/nurse practitioner/physician's assistant with immunization history including verification through blood work. No student will be admitted with a disqualifying result or failure to meet the specified deadline.

### **Background Checks**

All students accepted into the clinical component of the program must undergo annual Pennsylvania Child Abuse History Clearance, FBI Check and State Police Criminal Record Check. No student will be admitted with a disqualifying criminal history or child abuse clearance. Students with criminal backgrounds interested in admission into the clinical portion of any health career program at HACC must follow the Prohibitive Offense Procedure for Health Career Programs.

### **Drug and Alcohol Screens**

All students accepted into the clinical component of the program must undergo a drug and alcohol screen annually at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

### **Current Certification in American Heart Association Healthcare Provider (Adult and Child) Cardiopulmonary Resuscitation (CPR)**

**Any candidate not meeting these criteria will be denied admission into the program.**

|   |
|---|
| <b>HACC</b><br><b>Surgical Technology Program</b><br><b>Point System – Spring 2020 (fall selection for Spring 2020 start)</b> |
|---|

Students will be considered for admission into the surgical technology program who have:

- **2.0 overall GPA**
- Completed Math 055 or 051 with C or better
- Completed BIOL 121 with C or better
- Completed English101 with a C or better
- Met with the program director
- Attended Mandatory information session within a year of application

All surgical technology program applicants will be ranked on the following criteria:

| Your Points   | Points  | Criterion  |
|---|---------|--|
|   | 5 to 15 | *Grade in BIOL 105<br>A=15, B=10, C=5  |
|   | 5 to 15 | *Grade in BIOL 121<br>A=15, B=10, C=5  |
|   | 5 to 15 | *Grade in ENGL 101<br>A=15, B=10, C=5  |
|   | 5 to 15 | *Grade in PSYC 101<br>A=15, B=10, C=5  |
| * Note: All transferred courses will be assigned the number of points based on the actual grade earned. |         |  |
|   | 2 to 3  | Education (completed at a regionally accredited school)<br>Associates or higher degree-healthcare related = 3<br>Associates or higher degree not healthcare related = 2  |
|   | 5       | Surgical services work experience (includes Sterile Processing Department (SPD) and OR Assistant)  |
|   | 4 to 8  | **GPA x 2 (Minimum Overall GPA of 2.0)   |
|   | 5       | Ranked applicant from previous year (max 5 points awarded one time only)   |
|   | 5       | Shadowing experience completed prior to application deadline   |
|   | 5       | No history of W's, D's or F's in BIOL105, BIOL 121 within last 7 years   |
|   |         | <b>Admission Interview:</b> Based on the review of the applications by the Admissions Committee, top ranked applicants will be invited for on-campus personal interviews. Interviews will be pass/fail. Students who pass the interview may be offered clinical admission. |
|   | 91      | <b>(Total Score) 91 Max</b>  |

\*\*For any transfer student who, at the time of selection, has only transfer credits available for review, a 2.0 GPA will be assigned in the calculation of this admission criteria.

Fall semester courses will be included in point calculation.

**The accepted time limit for science courses (HACC or transfer) for use in health career program requirements is 7 years.**

4/8/08 rev 12/13/18 ALK

*HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.*

**ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS**  
**SURGICAL TECHNOLOGY**

All individuals, including persons with disabilities, who apply for admission to the surgical technology program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the surgical technology program at HACC. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

**COMMUNICATION**

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for communication

**PHYSICAL SKILLS**

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or surgical instrument trays)
2. Wear lead aprons (approx. 10 pounds) up to 8 or more hours
3. Move quickly, freely and safely around the assigned work area and patient care settings
4. Sustain professional activities for up to 8 or more hours
5. Remain standing up to 8 or more hours
6. Remain sitting up to 8 or more hours
7. Reach above shoulder level (to manipulate equipment)
8. Reach below waist level (to manipulate equipment)
9. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
10. Keep hand and arm steady while moving arm or while holding arm and hand in one position
11. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
12. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

**OBSERVATION AND SENSORY SKILLS**

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
  - a) Function efficiently in various degrees of light, from dark to bright lighting
  - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
  - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc)

**INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS**

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

**BEHAVIORAL / SOCIAL SKILLS / ETHICS**

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.** \_\_\_\_\_ (Initial)

**I have read and understand the program admission criteria** as posted on the HACC Health Careers website. \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student's expense** at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. \_\_\_\_\_ (Initial)

**I have read and understand the Health Careers Code of Ethics** as posted on the HACC Health Careers website. \_\_\_\_\_ (Initial)

**I have read and understand the Prohibitive Offense Procedure** as posted on the HACC Health Careers website. \_\_\_\_\_ (Initial)

**I understand that some clinical sites do not allow tobacco use** and may require testing at the student's expense. \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense.** No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. \_\_\_\_\_ (Initial)

**I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials.** \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program must have the following immunizations (at the student's expense):** MMR, DPT, Varicella, an annual TB screen, and an annual influenza vaccination. \_\_\_\_\_ (initial)

**I understand that in the event of an incident in the clinic, lab or outside rotation that I am responsible for all related medical expenses.** \_\_\_\_\_ Initial

**I understand that intentional deceit or falsification on this document will disqualify a student from admission and/or continuation in any health career program at HACC.** \_\_\_\_\_ (Initial)

Have you ever been admitted to another clinical health career program at HACC from which you did not graduate?  
 \_\_\_\_\_ I have not \_\_\_\_\_ I have (**Good Standing Form to be completed**)

**I understand that if I have ever worked at a hospital and am ineligible for re-hire I may not be eligible to be admitted to or continue in the program.** I understand that if I am released from my duties, I will immediately notify the program director. \_\_\_\_\_ (Initial)  
 2/3/15

Applicant Signature

Date

Witness

Program

---

Print Name

---

HACCid

## Health Career Code of Ethics

In order to promote excellence in patient care, the HACC Health Career student, while in their program, or in their clinical uniform, are to:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety, and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law.
- Not disclose or share information associated with their health career program about or relating to any patient, person, clinical facility, or clinical experience outside of the sanctioned educational context of the classroom or online course environment with oversight of an instructor. This includes communication in any format including verbal, written, and digital (includes but is not limited to text, email, photographs, and social media).
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical, or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate professional behavior that reflects integrity and a positive image of the profession and the college.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students shall be denied admission to a program for breaches in any of the above code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at HACC.

---

Student Signature

---

Date

---

Print Name

---

HACCid

### **Health Careers Medical Marijuana Policy**

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as [law](#) on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law.

Students entering any Health Careers Program are required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

**Students using medical marijuana will not be eligible for clinical placement in any HACC clinical program**, due to the current discrepancy between state and federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally may find issue with eligibility for federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions. **This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure.**

In order to be transparent with this entire process, we recognize our responsibility to fully inform students of HACC's policy regarding the use of medical marijuana. Due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

---

Student Signature

---

Date

12/10/18



### Surgical Technology Shadowing Form

Student Name: \_\_\_\_\_ HACC ID: \_\_\_\_\_

Date of Observation \_\_\_\_\_ Facility \_\_\_\_\_

List the procedures that you observed: \_\_\_\_\_

Check off any of the following that you observed the scrub person performing:

- |  |   |
|--|---|
| <input type="checkbox"/> Opening sterile supplies        | <input type="checkbox"/> Covering the patient with sterile drapes                       |
| <input type="checkbox"/> Gowning and gloving self        | <input type="checkbox"/> Preparing the instruments and supplies for use                 |
| <input type="checkbox"/> Labeling medications            | <input type="checkbox"/> Counting sponges/instruments, how many times _____             |
| <input type="checkbox"/> Preparing suture material       | <input type="checkbox"/> Paying close attention to the sterile field                    |
| <input type="checkbox"/> Gowning and gloving the surgeon | <input type="checkbox"/> Applying the dressing to the wound at the end of the procedure |

Check off activities that you observed the rest of the team performing.

- |   |   |
|---|---|
| <input type="checkbox"/> Documentation of patient care activities | <input type="checkbox"/> Conducting a "Time Out"                                  |
| <input type="checkbox"/> Providing warm blankets for the patient  | <input type="checkbox"/> Monitoring the patient's vital signs (pulse, temp, etc.) |
| <input type="checkbox"/> Sedating/"putting the patient to sleep"  | <input type="checkbox"/> Counting sponges/ instruments, how many times _____      |
| <input type="checkbox"/> Positioning the patient                  | <input type="checkbox"/> Securing the patient on the operating room bed           |

What surprised you or was unexpected during your shadowing experience?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of OR Staff Member: \_\_\_\_\_

Printed name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**ADDITIONAL INSTRUCTIONS FOR STUDENTS:**

- When contacting the Human Resource office of a Hospital to request observation/shadowing time, explain to the staff member that you are interested in pursuing a career in Surgical Technology and are fulfilling requirements for a HACC program. Please be flexible with your own schedule and considerate of the operating room's willingness to accommodate you for this assignment.
- Remember to maintain patient confidentiality as this is an important part of being a health professional.
- While observing, keep in mind that as part of the requirements for SURG 110, students will be expected to write a short paper that includes the following components:
  - staff members' roles (how well staff members work together)
  - examples of professionalism in staff members
  - procedures observed, each staff member's role in the procedure as well as instruments used
- Be sure to keep a copy of this form for your records and for your surgical technology application file.

Please return this completed form to: Amy Kennedy, Surgical Technology Program, One HACC Drive, Harrisburg, PA 17110 [alkenned@hacc.edu](mailto:alkenned@hacc.edu) fax-717-909-4010

# Surgical Technology: A Growing Career

## Description of the Profession

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Scrub, circulating, and second assisting surgical technologists have primary responsibility for maintaining the sterile field, being constantly vigilant that all members of the team adhere to aseptic technique.



### **Scrub Surgical Technologist**

The scrub surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.

### **Circulating Surgical Technologist**

The circulating surgical technologist obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors conditions in the operating room and constantly assesses the needs of the patient and surgical team.

### **Second Assisting Surgical Technologist**

The second assisting surgical technologist assists the surgeon and/or first assistant during the operative procedure by carrying out technical tasks other than cutting, clamping, and suturing of tissue. This role is distinct from that of the first assistant and may, in some circumstances, be performed at the same time as the scrub role.

## The role of the Certified Surgical Technologist

**Before the operation**, the CST prepares the OR by supplying it with the appropriate supplies and instruments. Other preoperative duties include adjusting and testing equipment, preparing the patient for surgery, and helping to connect surgical equipment and monitoring devices. The CST, usually the first member of the OR team to "scrub" and put on gown and gloves, prepares the sterile setup for the appropriate procedure and assists other members of the team with gowning and gloving.

**During the operation**, CSTs have primary responsibility for maintaining the sterile field. In order that surgery may proceed smoothly, CSTs anticipate the needs of surgeons, passing instruments and providing sterile items in an efficient manner. As directed by the surgeon, CSTs may sponge or suction the operative site, prepare suture material, dispense appropriate fluids and drugs, and prepare specimens for subsequent pathologic analysis.

**After the operation**, CSTs are responsible for applying dressings and preparing the OR for the next case.

**CSTs may also function** in the nonsterile role of circulator. This can involve keeping a written account of the surgical procedure, assisting the anesthesiologist, and helping account for sponges, needles, and instruments before, during, and after surgery. With additional specialized education and training, the CST may function as the surgical first assistant.

## Role Definitions and Qualifications

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

## Responsibilities of a CST



Certified surgical technologists (CSTs) often function as the sterile member of the surgical team who passes instruments, sutures, and sponges during surgery. After "scrubbing," they don gown and gloves and prepare the sterile setup for the appropriate procedure. CSTs must also be able to anticipate the needs of surgeons, pass instruments and provide sterile items in an efficient manner.

Under the supervision of the surgeon, CSTs may also be involved in holding retractors or instruments, sponging or suctioning the operative site, or cutting suture material. They may also be involved in preparing and applying sterile and non-sterile dressings. After surgery, they may prepare the operating room for the next patient.

CSTs also may perform the role of the circulator, which is a nonsterile position. The circulator is not gowned and gloved during the surgical procedure and is available to respond to the needs of the members of the sterile field. The circulator is responsible for keeping the written account of the surgical procedure and may participate in the counting of needles, sponges, and instruments.

With additional specialized training or education, CSTs also may act in the role of surgical first assistant. The surgical first assistant provides aid in exposure, hemostasis, suturing, and other technical functions that will help the surgeon carry out a safe operation with optimal results for the patient.

### **Personal Characteristics**

The ability to perform under pressure in stressful and emergency situations is a quality essential to CSTs. A stable temperament, a strong sense of responsibility, considerable patience, and concern for order are required. Manual dexterity and physical stamina are vital. They must be able to work quickly, but accurately, and must be oriented to detail, yet able to integrate a number of activities according to priority. They must be keenly sensitive to the needs of the patient as well as to the needs of other members of the surgical team. Individuals who practice this profession have a strong desire to help others and make a valuable contribution to society.

### **Working Conditions**

CSTs work in clean, brightly lit, relatively quiet, cool environments. At times they may be exposed to communicable diseases and unpleasant sights, odors, and materials. Most of their duties require standing, sometimes for a number of hours, and it is imperative that their attention be focused closely on the task at hand. Most surgery is performed during the day, but many hospitals and surgicenters require 24-hour coverage. A 40-hour week is common, although most are required to periodically "on call"-available to work on short notice in case of emergency.

### **Employment**

Many CSTs are employed in hospital operating rooms, delivery rooms, cast rooms, emergency departments, ambulatory care areas, and central supply departments. Some serve in management roles in surgical services departments. In the private scrub role, they are employed directly by surgeons, while others work as surgical first assistants. They are utilized in clinics and surgicenters; in ophthalmologists', physicians', and dentists' offices; and in home health care.

Because of a broad educational background combined with a specialized focus, CSTs function well in a number of diverse areas. They are employed as central service managers, surgery schedulers, and materials managers. Their multicompetency is demonstrated by cardiac catheterization laboratories, medical sales, product development, and research. Laser technology, bio-medical engineering, technical writing, photography, illustration, and medical-legal auditing are other areas in which their education has valuable application. They have served in the Peace Corps as well as in all branches of the military. A number are instructors and directors of surgical technology programs.

Association of Surgical Technologists  
6 West Dry Creek Circle, Suite 200  
Littleton, CO 80120  
303-694-9169

From [www.ast.org](http://www.ast.org) (7/1/03)

## **Association of Surgical Technologists**

