



Northland Pioneer College

SURGICAL TECHNOLOGIST APPLICATION PACKET

DEADLINE: July 2, 2021 4:00 PM

Name: _____

Date: _____

Thank you for your interest in the Northland Pioneer College Associate of Surgical Technology Degree Program

Only complete applications received in the Nursing & Allied Health Department Office by July 2, 2021 at 4:00 p.m. will be considered for admission. Late applications will be considered on a space available basis if they meet the admission criteria, but will not be accepted before applications submitted on time. Please include this checklist as the first page of your application packet.

If you are not already an NPC student, please enroll and obtain a Student ID# prior to submitting an application. You may enroll by going to your nearest campus or center or online at: <https://www.npc.edu/Application>

Submit the following items:

- ◇ Completed, signed and notarized application
- ◇ Signed Notice of No Guarantee of Licensure/Certification
- ◇ Transfer students must submit official transcripts (in original sealed envelope) from original institution(s) for all prerequisite and co-requisite courses to the Records and Registration (R&R) office at PO Box 610 Holbrook, AZ 86025. Submit the attached Request for Evaluation of Transfer Credit form to R&R at the time you order your transcript(s) or email the requested information to evaluations@npc.edu. This form is also available online: <https://www.npc.edu/surgical-technology> under Entry Requirements. In order to guarantee that your transcripts are evaluated and sent to the SGT Department before the application deadline we strongly recommend that your transcripts are received in the R&R office by June 15, 2021. Please plan accordingly. If an official transcript has previously been received and posted to your NPC account you do not need to order it again, unless you have taken additional coursework.
- ◇ You are required to meet with an NPC Academic Adviser and have a **Degree Audit** printed to include with your application. If you are transferring credits you should meet with an Academic Adviser after the courses have been posted to your NPC transcript but before the deadline date. Transferred courses will appear on your transcript in MyNPC.
- ◇ See an NPC Academic Adviser for math placement exam results. The math requirement is based on an Elementary Algebra score of ASSET 41; ACCUPLACER 57; Next Gen ACCUPLACER 250; or ACT 21 within one year prior to the application. OR MAT142 or higher within 1 year.
- ◇ Provide a copy of the **HESI A2** Admission Assessment Cumulative Report. Test results **must include** all of the following: anatomy & physiology, biology, chemistry, math, reading, vocabulary and grammar and the cumulative scores for Science and English. If you require testing accommodations, you must contact the Disability Resources and Access Coordinator at least two weeks prior to the test. If you do not take the exam at NPC, the results must be emailed directly from the test administrator to ruth.zimmerman@npc.edu. A study guide is available for purchase under NUR100 at the NPC online bookstore. **If you took the HESI A2 as part of the Nursing admission process in 2021, you do not need to re-take it.**
- ◇ A one page typed double spaced "Personal Statement" must be submitted with the application. The "personal statement" should address why you wish to attend the SGT program, what you have done to meet your goals, and what you bring to the Surgical Technology Program. Please describe any experience you have as a healthcare provider, including the location, job description, number of years and responsibilities in that role.
- ◇ An Arizona DPS Level 1 Fingerprint Clearance Card will be required two weeks prior to the first week of class. Apply at: <http://www.azdps.gov/services/public/fingerprint> as a health science student. **Plan ahead** as the process may take **6-8 weeks** or longer barring any problems. (If your application is still being processed, enclose a copy of your receipt). A copy of the DPS clearance card (front and back) must be received prior to registering for any SGT course.

You are responsible to make sure that all of the required documents are received in the Nursing and Allied Health office on time. If all items are not received on time your entire application will be considered late.

MAIL your application to:
Northland Pioneer College
SGT Program - WMC
1001 W. Deuce of Clubs
Show Low, AZ 85901

OR

Hand Deliver your application to:
Nursing and Allied Health Office
White Mountain Campus, Ponderosa 111
1001 W. Deuce of Clubs
Show Low, AZ 85901



Northland Pioneer College

Nursing and Allied Health Programs ♦ P.O. Box 610 ♦ Holbrook, AZ 86025 ♦ (928) 532-6134

**Surgical Technology Program
NOTICE OF NO GUARANTEE OF CERTIFICATION**

Admission or graduation from the Surgical Technology Program does not guarantee obtaining the Certification for Surgical Technologist. Certification requirements and the subsequent procedures are the exclusive right and responsibility of the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students must satisfy the requirements of the Board independently of any college or school requirements for graduation as they exist at the time of certification. Although this explanation and handbook materials may provide information concerning the certification process, the applicant/student is solely responsible for understanding and meeting certification requirements. NPC does not guarantee the accuracy of any of the information presented here or in any other materials presented to the applicant/student concerning the certification process. Verifying the accuracy of such information is solely the responsibility of the applicant/student. If there is any question about eligibility for certification, students may contact the National Board of Surgical Technology and Surgical Assisting.

To be eligible to become certified, the student must be a graduate from a NBSTSA recognized surgical technology program. The Program is currently seeking accreditation during the 2021-22 academic year.

A clear Department of Public Safety (DPS) Fingerprint Clearance Card is a requirement of the application process for the Surgical Technology Program.

I have read and understood the above statement.

Signature

Print Name

Date

This statement will become part of your permanent record.

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Office of Accessibility and Inclusion, 1611 s. Main St., Snowflake, Az 85937, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 0621



Northland Pioneer College

SGT Program ♦ P.O. Box 610 ♦ Holbrook, AZ 86025 ♦ (928) 532-6134

**SURGICAL TECHNOLOGIST PROGRAM
APPLICATION FOR ADMISSION**

Application Deadline: July 2, 2021 4:00 PM Please fill out all spaces

Name _____
 Last First Middle Other names used now or in the past

NPC ID# _____ NPC e-mail address _____ Personal e-mail address _____
Preferred for contact by the SGT office

Mailing Address _____
 Number Street City State Zip

Phone _____
 Cell Home Work

When do you anticipate starting the SGT Program? Fall semester _____

High school graduation date _____ or GED date _____

You must fill in the following information and provide OFFICIAL sealed transcripts by June 15, 2021 from all colleges other than NPC for the courses listed below. **You must submit the attached Request for Evaluation of Transfer Credit form to Records and Registration.** Before you will be considered eligible to enroll in the SGT program, all courses must be completed with a grade of “C” or higher. A cumulative GPA of 3.0 “B” or higher is preferred for the pre-requisite courses. If you are currently enrolled in any of the below prerequisite courses, your application may still be considered by the Admission Committee. Please submit your application with “IP” listed for the course that is in progress. **Please note: College courses over eight years old may be accepted with appropriate documentation and approval.**

PRE-REQUISITE COURSE	DATE COMPLETED OR SCHEDULED FOR COMPLETION	SCHOOL/COLLEGE ATTENDED	INSTRUCTOR	GRADE
BIO 181 General Biology				
BIO 201 Human Anatomy & Physiology I				
BIO 205 Microbiology				
CHM 130 Fundamental Chemistry				
HES170 Medical Terminology				
ENL 101 College Composition I				
CO-REQUISITE COURSES: (Not required prior to admission)				
ENL 102 College Composition II				
BIO202 Human Anatomy & Physiology II				
PSY 101 Introduction to Psychology				
SOC 101 General Sociology <i>or</i> ANT 102 Cultural Anthropology				



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SURGICAL TECHNOLOGIST PROGRAM APPLICATION FOR ADMISSION

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Explain your career goals as a Surgical Technologist. (What do you want to do when you graduate from NPC?)

Bearing in mind the essential functions delineated in the Admission Information, are you able, with or without reasonable accommodations, to successfully perform these functions? Yes No

Have you ever been convicted of a felony? Yes No

Are you a legal resident of the United States of America? Yes No

Are you currently using illegal drugs or misusing prescription drugs? Yes No

Have you ever been or are you currently the subject of any complaint, investigation or disciplinary action against your license, certificate, registration or membership by any state regulatory board, any professional or occupational credentialing authority or any professional association in Arizona or any other state? Yes No

If yes, please explain:

(Regulatory action against any licenses or certifications you hold may be grounds for dismissal. Failure to disclose regulatory actions against your license or certificate may constitute a basis for denial of admission or for dismissal from the SGT Program.

Right of Refusal

The Northland Pioneer College Surgical Technology Program reserves the right to refuse admission to any applicant based on evidence that the applicant cannot perform the functional abilities essential for practice as defined in the application packet, for prior documented conduct requiring disciplinary action, or for unethical behavior as defined by the Northland Pioneer College Student Code of Conduct and the NPC Surgical Technology Student Handbook.

AFFIDAVIT

STATE OF _____

County of _____

The undersigned being duly sworn declares that he/she is the person referred to in the foregoing application; that the statements are true in every respect; that he/she has not suppressed any information that would affect this application: that he/she will conform to the ethical standards of conduct in the profession of SGT; and that he/she has read and understands this affidavit.

SIGNATURE

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

Notary Public

Notary Seal



Northland Pioneer College

SGT Program ♦ P.O. Box 610 ♦ Holbrook, AZ 86025 ♦ (928) 532-6134

**REQUEST FOR EVALUATION OF TRANSFER CREDITS
FOR THE SURGICAL TECHNOLOGY PROGRAM**

Student's Name: _____ Student ID: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

College(s) to be evaluated: _____

Name(s) as shown on the above college records: _____

Request Date: _____ Completed by: _____

Degree Type: AAS Emphasis Area: SGT

Email or mail this form to: evaluations@npc.edu

NPC Records and Registration PO Box 610 Holbrook, AZ 86025

**or simply send an email with all of the above requested information listed
and the subject line as: Request for Evaluation of Transfer Credits for SGT**

Official transcripts (in original sealed envelope) from previous colleges for all prerequisite and co-requisite courses must be submitted to the Records and Registration office at PO Box 610 Holbrook, AZ 86025. In order to guarantee that your transcripts are evaluated, we highly recommend that your transcripts are received in the R&R office by **June 15, 2021**. If an official transcript has been previously received and posted to your NPC account you do not need to order it again, unless you have taken additional coursework. You may look up your transcript on MyNPC to see if the courses have been posted.

This form is also available online at: <https://www.npc.edu/surgical-technology> Submit this form to the Records and Registration office at the time you order your transcripts so they can be processed and sent to the Nursing and Allied Health Department by the deadline of **June 15, 2021**. If this request is not received by the Records and Registration office they will not know that you are a potential Surgical Technology student. If all of your pre-requisite and co-requisite courses were taken at NPC you do not need to send in this request.



Northland Pioneer College

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

SURGICAL TECHNOLOGY

ADMISSION INFORMATION 2021-2022

(Application deadline May 14th, 2021)

The Surgical Technology Program mission promotes Northland Pioneer College's mission to provide, support, and promote lifelong learning by offering quality education in surgical technology. The Program prepares competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The department strives to develop competent, caring surgical technology professionals who demonstrate ethical behavior and integrity while collaborating with the healthcare team to provide safe patient-centered care within a continually changing healthcare environment.

The Associate of Applied Science (AAS) Degree in Surgical Technology prepares students for beginning employment in providing direct patient care. Admission to or graduation from the program does not guarantee eligibility for certification by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), or any certification agency. The program is applying for accreditation with the Commission on Accreditation of Allied Health Education Program (CAAHEP) Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The program is actively seeking accreditation at this time in hopes that the program will be reviewed for accreditation by the ARC/STSA in the Fall 2022 during enrollment of the second cohort. The Certified Surgical Technologist designation can only be awarded to students who complete a program that is concurrently accredited by CAAHEP during their enrollment. Under standards the accreditation CAAHEP can withhold or deny accreditation upon review of findings and recommendation of the ARC/STSA.

Program Information

Northland Pioneer College Nursing and Allied Health division has formal clinical agreements with Summit Healthcare Regional Medical Center, Little Colorado Medical Center, Flagstaff Medical Center and Sunrise Ambulatory Surgical Center. These facilities provide our students opportunities to acquire direct care experiences. Students may apply to Northern Arizona University (NAU), Grand Canyon University (GCU), Arizona State University (ASU) and other universities to utilize credits within this degree toward a Bachelor's Degree.

The Northland Pioneer College District Governing Board approved the Surgical Technology Program for the 2019-2020 academic year. The program is offered on the White Mountain (Show Low) campus. Many of the required courses for admission and general education courses are available at other NPC campuses and centers. The program of 68 credit hours is designed for students to complete a minimum of 3 semesters of prerequisite coursework followed by 4 consecutive semesters of core requirements. After completion of the first two semesters in the program, students move to the clinical setting to complete a clinical practicum. Students will participate in assuming the role of the surgical technologist for a minimum of 120 cases, 80 of which must be in the first scrub role.

Students may apply to the Surgical Technology Program prior to completing prerequisites; *all prerequisites must be completed two weeks prior to the first week of class in the Surgical Technology Program*. Some students may choose to take the remaining general education (co-requisites) courses prior to admission. All co-requisite courses must be completed prior to or in the sequential order listed on the curriculum outline (see page 5). Science courses over eight years old may be accepted with appropriate documentation or testing. Students apply to and must be admitted to the Surgical Technology Program to enroll in Surgical Technology courses.

Transfer Students

Surgical Technology degree-seeking transfer students should submit official copies of previous college work to the Records & Registration Office. Students must include and complete the Request for Evaluation of Transfer Credits form. This form may be obtained from an Academic Adviser or the Record & Registration Office. Evaluated credits will aid advisement prior to enrolling in classes. Transfer students require a letter of recommendation from the director of their previous Surgical Technology program. The Admission Committee will consider the student's transcript and preparation in accepting credits for transfer.

Petitions for Exceptions

Students seeking exceptions to degree requirements should meet with an Academic Adviser for assistance in completing the petition forms. These forms accompanied by supporting information such as copies of transcripts, course descriptions, and articulation rules are forwarded to the Dean of Nursing and Allied Health. The Dean makes a recommendation and forwards the petition to the Registrar and Vice President for Learning and Student Services for a final decision and distribution of the copies of the petition form.

Transferability of Credits

Students interested in transferring their credits to another Arizona public University should contact an Academic Adviser. NPC offers on-line access to the AZ Transfer System which offers helpful features that allows you to:

- See how your previous courses will transfer to public universities in Arizona
- Learn what community college courses transfer as specific university equivalents
- View transfer guides that outline university academic programs for community college students
- Research lists of community college courses that apply to university general education

equivalents. To access the AZ Transfer System, visit their website at: <http://www.aztransfer.com/>

Placement and Admission Testing

The Surgical Technology Program values student success. To ensure that students have the opportunity to select courses appropriate for their skill level, placement testing in mathematics is required and testing in other disciplines may be necessary. Students should contact an Academic Adviser to begin the placement process. The HESI Admission Assessment exam with science composite must be no older than 18 months on the application deadline date. If you will benefit from academic accommodations for placement testing, contact the Office of Accessibility and Inclusion.

Instructional Methods

The Surgical Technology Program uses a variety of instructional methods to facilitate learning. Face-to-face lecture experiences in the traditional classroom setting offer students live, interactive instruction. Low to moderate fidelity simulation laboratory classes allow students to practice skills and develop critical thinking processes in a safe, non-threatening environment. Computer or electronic tablet for access to instructional materials is required and not provided. Clinical experiences take place in various health care agencies in and outside the college's district. Hours may vary from the class schedule depending on the clinical placement and travel will be required at times. In addition, overnight stays may be required. If you have concerns about your ability to fully participate in any instructional methods, contact the Office of Accessibility and Inclusion (928-536-6246) to receive information regarding accommodations and documentation requirements. To insure appropriate accommodations, it is the student's responsibility to request accommodations in a timely manner and to provide appropriate documentation to verify eligibility for support services.

NORTHLAND PIONEER COLLEGE SURGICAL TECHNOLOGY PROGRAM

STEPS FOR ADMISSION

I. Pre-Requisites:

Completion of the following prerequisite courses:

BIO 181	General Biology	BIO 205	Microbiology
BIO 201	Human Anatomy & Physiology I	CHM130	Fundamental Chemistry
HES 170	Medical Terminology	ENL101	College Composition I

Math placement score of ASSET 41; NEXT GEN 250; ACT 21 or completion of MAT142 or higher with a 'C' or better within one year prior to the application. Contact an NPC Academic Adviser for math placement exam

Students may apply while completing prerequisite coursework but may not enroll in the Surgical Technology program until accepted by the admission committee and after completing all prerequisite courses with a grade of "C" or higher. A cumulative GPA of 3.0 "B" or higher is preferred for the pre-requisite courses. If you are currently enrolled in any of the above prerequisite courses submit your application with "IP" listed for the course that is in progress. **Please note: College courses over eight years old may be accepted with appropriate documentation and approval.**

- II. Submit the completed notarized application and the Notice of No Guarantee of Licensure/Certification forms found in the application packet as quickly as possible but no later than the application deadline.
- III. Transfer students must submit **official transcripts** (in original sealed envelope) from original institution(s) for all prerequisite and co-requisite courses to the Records and Registration (R&R) Office at PO Box 610, Holbrook, AZ, 86025 or send to evaluations@npc.edu. In order to guarantee that your transcripts are evaluated and sent to the Nursing and Allied Health department by the deadline date we strongly recommend that your transcripts are received in the R&R office by **4 weeks prior to the application deadline**. If an official transcript has previously been received and posted to your NPC account you do not need to order it again, unless you have taken additional coursework.
- IV. You are required to meet with an NPC Academic Adviser and have a **Degree Audit** printed to include with your application. If you are transferring credits you should meet with the adviser after the courses have been posted to your NPC transcript but before the deadline date. Transferred courses will appear on your transcript in MyNPC.
- V. Provide a copy of the **HESI** Test Admission Assessment Cumulative Report. Test results must include all of the following: anatomy & physiology, biology, chemistry, math, reading, vocabulary and grammar and the cumulative scores for Science and English. If you require testing accommodations, you must contact the Office of Accessibility and Inclusion at least two weeks prior to the test. *For 2021 admission, the HESI will be offered online with remote proctoring. No on-site testing will be available.* A study guide is available at the NPC on-line bookstore under the course NUR100. Information on HESI testing is available on the Surgical Technology page on npc.edu or by searching "HESI" at npc.edu.
- VI. A one page typed double spaced **Personal Statement** must be submitted with the application. The personal statement should address why you wish to attend the Surgical Technology Program, what you have done to meet your goals, and what you bring to the NPC Surgical Technology Program.
- VII. Current Arizona DPS Level 1 Fingerprint Clearance Card. Apply at <http://www.azdps.gov/services/public/fingerprint> as a health science student. **Plan ahead** as the process may take **6-8 weeks** barring any problems. Submitting prints electronically is the fastest means of obtaining clearance. (If your application is still being processed, enclose a copy of your receipt). A copy of the clearance card must be received no later than two weeks prior to start of classes.

ALL ITEMS MUST BE RECEIVED BY THE NURSING AND ALLIED HEALTH OFFICE NO LATER THAN MAY 14, 2021 FOR CONSIDERATION IN THE COHORT STARTING IN AUGUST 2021. Submit the application and associated materials in person at the White Mountain Campus in Show Low (Front Office in Aspen Center or Nursing and Allied Health Office in Ponderosa Center) or via mail to Nursing and Allied Health, WMC at PO Box 610, Holbrook, AZ, 86025.

NORTHLAND PIONEER COLLEGE

SURGICAL TECHNOLOGY PROGRAM

Admission Selection

All students must be admitted to Northland Pioneer College to enroll in courses at the college or have transcripts evaluated. Students complete an application/enrollment form available at every NPC campus/center location, or on the NPC website: <http://www.npc.edu/application>.

The Surgical Technology Admission Committee composed of the Dean of Nursing and Allied Health, Surgical Technology faculty, Allied Health Coordinator, an academic adviser and at-large faculty review the applications and make selection of applicants for admission. Admission criteria includes: pre-admission exam scores, grade point average (GPA) for prerequisite courses, the number of completed general education co-requisite courses with a “C” or higher grade and employment/experience in healthcare setting. The Surgical Technology Admission Committee gives significant weight to pre-admission exam scores and GPA of the required courses for admission. The program offers opportunities to complete the pre-admission HESI exam in the spring semester – refer to section V on page 3. Admission is contingent upon completion of required courses. A completed Surgical Technology application should be submitted on or before the designated deadline noted in the application packet. Late applicants will be considered on a space available basis if they meet the admission criteria but will not be accepted before qualified applications submitted on time.

Right of Refusal

The Northland Pioneer College Surgical Technology Program reserves the right to refuse admission to any applicant based on evidence that the applicant cannot perform the functional abilities essential for the practice of Surgical Technology as defined in the application packet, for prior documented conduct requiring disciplinary action, or for unethical behavior as defined by the Northland Pioneer College Student Code of Conduct and the NPC Surgical Technology Student Handbook.

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of the Office of Accessibility and Inclusion, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14

NORTHLAND PIONEER COLLEGE

SURGICAL TECHNOLOGY CURRICULUM

2021-2022

Required Courses/Certification to gain Admission to the Surgical Technology Program

Before the student will be considered eligible to apply to the Surgical Technology program, all courses must be completed with a grade of "C" or higher. A cumulative GPA of 3.0 "B" or higher is preferred for the following prerequisite courses:

		<u>Credits</u>
BIO181	General Biology (prerequisite to BIO 201 and BIO 205)	4
BIO201	Human Anatomy & Physiology I	4
BIO205	Microbiology	4
CHM130	Fundamental Chemistry	4
ENL101	College Composition I	3
Core Requirements:		
HES170	Medical Terminology	<u>3</u>
Total		22

Required Courses to Complete the Surgical Technology Program

<u>1st Semester:</u>		<u>Credits</u>
Core Requirements:		
SGT121	Surgical Sterile Technique and Instrumentation	2
SGT117	Pharmacology for Surgical Technology	3
General Education Requirement:		
BIO202	Human Anatomy & Physiology II	4
ENL102	College Composition II*	<u>3</u>
Total		12

<u>2nd Semester:</u>		
Core Requirements:		
SGT122	Surgical Techniques	4
SGT221	Perioperative Procedures	4
SGT222	Surgical Concept and Specialty Procedures	4
General Education:		
PSY101	Introduction to Psychology*	<u>3</u>
Total		15

<u>3rd Semester:</u>		
Core Requirement:		
SGT223	Surgical Technology Clinical Practicum I	5
General Education Requirement:		
SOC 101 or ANT 102	General Sociology or Cultural Anthropology*	<u>3</u>
Total		8

<u>4th Semester:</u>		
Core Requirement:		
SGT224	Surgical Technology Clinical Practicum II	10
SGT219	Surgical Technician Review Course	<u>1</u>
Total		11

Total Program Requirements:

Surgical Technology Core	36 credit hours
General Education Requirements	<u>32 credit hours</u>
	68 credit hours

*All general education or non-SGT courses may be completed before entering the program but **must be completed as listed** above and no later than the beginning of the next semester. If the courses are not completed as stated, the student cannot continue in the Surgical Technology program.

NORTHLAND PIONEER COLLEGE

SURGICAL TECHNOLOGY PROGRAM

COURSE DESCRIPTIONS

CORE SURGICAL TECHNOLOGY COURSES

- SGT 117 Pharmacology for Surgical Technology • 3 cr.** **3 hr. Lecture**
Presents role of the surgical technologist in safe handling of drugs according to standard policies and best practices. Includes drug classifications and uses, federal and state pharmacy regulations. Covers labeling, dosage calculation, and methods of administration. Emphasizes complications and safety issues of medication administration.
- SGT 121 Surgical Sterile Techniques and Instrumentation • 2 cr.** **1 hr. Lecture/ 2 hr. Lab/ 1 hr. Clinical**
Introduction to surgical technologist profession and practice. Applies principles of microbiology to decontamination, inspection, sterilization, packaging and storage of reusable surgical instruments and devices.
- SGT 122 Surgical Techniques • 4 cr.** **3 hr. Lecture/ 3 hr. Lab**
Introduction to the hospital environment, the role of the surgical technologist, fundamental principles and practices in surgical techniques, safe patient care and knowledge to identify, select and safely use equipment and supplies in the operating room.
- SGT 221 Perioperative Procedures • 4 cr.** **3 hr. Lecture/ 3 hr. Lab**
Develops fundamental understanding of perioperative environments, roles of surgical team members and surgical patient processes. Includes a clinical experience in sterile processing environment.
- SGT 222 Surgical Concepts and Specialty Procedures • 4 cr.** **3 hr. Lecture/ 3 hr. Lab**
Classroom presentations and laboratory demonstrations of surgical procedures with review of anatomy and related pathophysiology. Operating room procedures, instrumentation and equipment in surgical specialties including genitourinary, ophthalmic, otolaryngology, maxillofacial, plastic/reconstructive, orthopedic, vascular, thoracic/pulmonary, cardiac, pediatric, neurosurgery, and emergency trauma.
- SGT 223 Surgical Technology Clinical Practicum I • 5 cr.** **272 Clinical Case Hours**
Students assume role as surgical technologist in a live operating room setting applying learned skills.
- SGT 224 Surgical Technology Clinical Practicum II • 10 cr.** **496 Clinical Case Hours**
Continuation of SGT 223 providing student opportunities to develop proficiency by serving in First and Second Scrub roles on surgical cases of increasing complexity to advance toward entry-level graduate achievement.
- SGT 219 Surgical Technician Review Seminar • 1 cr.** **1 hr. Lecture**
Continuation of SGT 223 providing student opportunities to develop proficiency by serving in First and Second Scrub roles on surgical cases of increasing complexity to advance toward entry-level graduate achievement.

NORTHLAND PIONEER COLLEGE

SURGICAL TECHNOLOGY PROGRAM

ESSENTIAL FUNCTIONS IN SURGICAL TECHNOLOGY

This document describes a variety of essential functions that students must be able to satisfy, with or without reasonable accommodation, in order to provide safe patient care. Essential functions, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential functions required by the curriculum are in the following areas: motor, sensory, communication, intellectual (conceptual, integrative, and quantitative abilities for problem solving and patient assessment), and the behavioral and social aspects that impact the performance of a Surgical Technology student.

Surgical Technology students gain experience primarily at hospitals and outpatient surgical centers. The work terrain often varies and students may be expected to walk significant distances. Training in surgical technology includes active, complex experiences, requiring the ability to keep track of two to ten vital activities at a time. Transportation with or without accommodations to health care facilities is the responsibility of the student.

The program requires the use of comprehensive speech, memory, reading and writing to communicate with clients, families and other health professionals. The student must be able to quickly and efficiently provide direct care functions, engage in professional communication, collaborate with team members, and function effectively in situations of considerable stress.

Essential functions for Surgical Technology include the use of all senses to gather information, i.e., color changes in skin, hearing faint voices and body sound e.g., heartbeat through stethoscope, feeling pulses, and feeling hot/cold skin, etc. Patient care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe care. The student must be focused and alert to maintain patient safety. This includes the ability to place the patient's needs first. During each clinical experience, the Surgical Technology student is assigned patient care which may include medication preparation and direct care functions. The student must be prepared to respond appropriately to medical emergencies.

The students are expected to respect and care for persons whose appearance, condition, behaviors, and values may be in conflict with their own. Quality health related professional care is to be provided regardless of patient's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis. The student may be asked to participate in procedures which conflict with his or her personal beliefs and values. A student within the Surgical Technology Program is expected to conduct oneself in a composed, respectful manner in all situations, and with all persons. The student must work as a member of a team to share the burden of caring for the physical and emotional needs of a patient and those family members and significant persons close to the patient.

During clinical experiences, the Surgical Technology student must be able to accomplish tasks that ordinarily require the student to: stoop/bend, squat, kneel, climb, push/pull, grasp/handle, reach over shoulders, reach at waist, reach below waist, lift, hear, see, touch, smell, stand, and walk the distance of 100 yards 20 -75 times during an 8-hour shift. Physical agility is required while working around tables and chairs in operating room and clinical area, as well as occasional stooping and/or bending to retrieve supplies from lower storage areas. There is pushing and pulling of various medical equipment, medications, and items required for patient care. There may be a need to lift patients up to or in excess of 100 pounds with and without mechanical devices. The student must be able to assess the patient's condition and changes in condition.

Please contact the Office of Accessibility and Inclusion (928-536-6246) to receive information regarding accommodations and documentation requirements. To insure appropriate accommodations, it is the student's responsibility to request accommodations in a timely manner and to provide appropriate documentation to verify eligibility for support services.

NORTHLAND PIONEER COLLEGE SURGICAL TECHNOLOGY PROGRAM

FUNCTIONAL ABILITIES ESSENTIAL FOR SURGICAL TECHNOLOGY PRACTICE

Individuals who apply for admission to the Northland Pioneer College Surgical Technology Program must be able to perform essential skills. Any applicant who has met the necessary prerequisites and who can perform the essential functions will be considered for admission. If a student believes that he or she cannot meet one or more of the standards without accommodations, the Surgical Technology program must determine, on an individual basis, whether a reasonable accommodation can be made.

Functional Ability	Standard	EXAMPLES of required activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care. Must maintain balance in multiple position, reach above shoulders, below waist and out front.	Mobility sufficient to carry out patient care procedures such as assisting with positioning patients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite. Ability to stand for long periods of time (2-4 hours), walk, twist, turn, bend, stoop, squat, sit, climb stairs and move quickly. Reach above shoulders, below waist and out front. Push and pull 50 pound (e.g., carry instrument pans, move equipment). Support 50 pounds of weight (e.g., hold arm or leg). Lift 50 pound (e.g., pick up a child, transfer patient, 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 patient. Squeeze with hand (e.g., operate fire extinguisher)
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe patient care.	Motor skills sufficient to handle small equipment such as small screws, perform suctioning, insert catheters, squeeze dropper, typing with keyboard.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess patients.	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultation sounds, cries for help, person-to-person conversation and discriminate in presence of background noises. • Ability to hear in situation while not able to see lips. • Visual acuity to read calibrations on 1 cc syringe, assess color and intensity (cyanosis, pallor). See in a darkened room (e.g., during endoscopic and eye procedures). Use peripheral vision. See objects 20 inches away and 20 feet away (e.g., information on monitors, identification of small needles). Depth perception and peripheral vision. • Tactile ability to feel pulses, detect temperature (skin/solutions), discriminate surface characteristics, feel differences in size and shape and detect environmental temperature. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/ Interpersonal/ Emotional	<ul style="list-style-type: none"> • Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination. • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient to establish rapport and interact professionally with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability adapt to and work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Ability to deal with the unexpected (e.g., client condition, crisis). • Capacity to demonstrate ethical behavior, including adherence to the professional codes of conduct. 	<ul style="list-style-type: none"> • Establishes rapport with patients and colleagues. • Functions as part of a team and workgroup. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the safe and effective care of patients. • Performs multiple responsibilities concurrently. • Adapts rapidly to environmental changes and multiple task demands. • Maintains behavioral decorum in stressful situations. • Copes with strong emotions in others (e.g., grief, anger, stress). • Ability to negotiate interpersonal conflict. • Accepts constructive feedback. • Accepts responsibility for own actions.

Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. • Establishes and maintains effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. • Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation. • Ability to transfer knowledge from one situation to another. • Utilizes long-term and short-term memory. 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific patient parameters. Ability to count, add, subtract, multiply, divide whole numbers and compute fraction and decimals. Document numbers in records. Tell and measure time. Read measurement marks (e.g., ruler, scale). • Analyzes and synthesizes abstract and concrete data, problem solves, and evaluates outcomes. • Collects data, prioritize needs and tasks and anticipate reactions. • Comprehends spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths. • Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. • Transfers knowledge from one situation to another. • Accurately processes information on medication container, physicians' orders, monitors, equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> • Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the operative area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards created by clinical staff and students that contribute to patient, family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner. • Tolerates confined spaces, exposure to allergens, (e.g., latex gloves, chemical substances), strong soaps and odors, unpleasant sights, grease, oils, slippery or uneven walking surfaces, excessive noises and extreme temperatures.
Punctuality/ work habits	<ul style="list-style-type: none"> • Ability to adhere to NPC policies, procedures and requirements as described in the Surgical Technology Student Handbook, college catalog, student handbook and course syllabus. • Ability to complete classroom and clinical assignments and submit assignments at the required time. • Ability to adhere to classroom and clinical schedules. 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually. • Reads, understands and adheres to all policies related to classroom and clinical experiences. • Contacts instructor in advance of any absence or late arrival. • Understands and completes classroom and clinical assignments by due date and time.

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DRUG SCREENING AND SUBSTANCE ABUSE PROCEDURES

A pre-clinical drug screening is required for all surgical technology students prior to the first clinical experiences. Students are given a twelve to twenty-four hour notice to proceed with this drug screening (urine specimen). In addition, there is a “For Cause” substance abuse procedure for students who exhibit mental or physical impairment due to use of alcohol, illegal or prescribed drugs while carrying out student Surgical Technology responsibilities in the college and health care settings. “For Cause” screening is at the student’s expense. Both procedures are in the Surgical Technology Student Handbook.

CPR

All students must provide current proof of valid Healthcare Provider CPR certification by admission deadlines and keep current throughout the program.

DPS FINGERPRINT CARD

All students must have a current DPS Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety prior to enrollment of the application year and must keep the card current throughout the program. Apply at: <http://www.azdps.gov/services/public/fingerprint> as a health science student.

MEDICAL EXAMINATION AND IMMUNIZATIONS

All students must provide proof of medical insurance coverage prior to enrollment and must keep the coverage current throughout the program. A physical examination, immunization records and negative TB test within the past year are required by two weeks prior to the first day of class and ***must be kept current***; this fulfills the requirements of NPC and our clinical facilities. Some facilities also have seasonal requirements pertaining to the flu immunization.

CLINICAL ASSIGNMENTS

Clinical assignments are selected each semester and are subject to change based on current clinical needs and facility requirements. The program requires that students complete clinical experiences in placements as assigned. Students may be required to travel out of district, provide for overnight stays and to work day, night, and weekend shifts.

UNIFORMS

The program dress code includes scrub pants and tops and appropriate shoes. See the Surgical Technology Student Handbook for complete details.

SURGICAL TECHNOLOGY STUDENT HANDBOOK

For complete Surgical Technology student requirements, policies and procedures, see the Surgical Technology Student Handbook on the NPC website.

ASSOCIATE OF APPLIED SCIENCE DEGREE
2021-2022
ESTIMATED STUDENT COSTS FOR ARIZONA RESIDENTS
Surgical Technology and General Education Courses Included

Prerequisite Courses	1 st Semester	2 nd Semester	3 rd Semester	Total
1. Registration	\$ 574.00	\$ 656.00	\$ 574.00	\$ 1,804.00
Course Fees	40.00	80.00	40.00	160.00
Media Fee	45.00	45.00	45.00	135.00
2. Books	426.00	\$ 518.00	\$ 345.00	\$ 1,289.00
Prerequisite Semester Total	\$ 1,085.00	\$ 1,299.00	\$1004.00	\$ 3388.00
Core Requirements and General Education	1 st Semester	2 nd Semester	Total	
1. Registration		\$ 984.00	\$ 2214.00	
Course Fees		140.00	340.00	
Media Fee		45.00	90.00	
2. Books		\$ 500.00	\$ 500.00	
3. Supplies: uniform, shoes, watch, etc.		\$ 150.00	\$ 150.00	
4. Physical, immunizations		\$ 150.00	\$ 150.00	
1st Year Total		\$ 1,969.00	\$1,475.00	
			\$3444.00	
2 nd Year	3 rd Semester	4 th Semester	Total	
1. Registration	\$ 656.00	\$ 902.00	\$1,558.00	
SGT Course Fees	150.00	---	150.00	
Media Fee	45.00	45.00	90.00	
2. Books	\$ ---	\$ 152.00	\$ 152.00	
3. CST Examination - National Board of Surgical Technology and Surgical Assisting (NBSTSA).	---	\$ 290.00	\$ 290.00	
2nd Year Total	\$ 851.00	\$ 1389.00	\$3091.00	
			\$9923.00*	
Estimated Surgical Technology Program Total				

Based on anticipated 2021-22 tuition rates

*Travel expenses may be required for clinical

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Accessibility and Inclusion, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.