

BAKER COLLEGE
Waiver Form - Office Copy
Surgical Technology
Associate of Applied Science Degree

Acknowledgment Form - Limited Enrollment Programs

I have received the Health Sciences Program Information and understand each/all of the following: (Initial each line)

Health Requirements

- I may be required to provide documented proof of immunization and/or titers, current Tuberculosis (TB) test results, and other screenings pertinent to my chosen career field. I am responsible for all associated cost.
- Declination of immunization may prevent me from clinical placement.
- Exposure to latex is high in the healthcare field. I should notify my advisor if I have a documented latex allergy/sensitivity.

Clinical Requirements

- Clinical or externship experiences are based on site availability and determined by the Program Coordinator/Director/Dean of Health Sciences.
- Students are required to have reliable transportation to and from the assigned clinical location.
- Due to the limited number of clinical sites, some students may be required to travel a distance from the College. In some instances, students may need to relocate.
- Clinical experiences may require students to attend up to 40 hours per week. As a continuation of the student's education, the clinical experience is to be performed without remuneration. In the event a student is offered employment, this should be discussed with the Program Coordinator/Director/Dean of Health Sciences.
- The College provides professional liability insurance for all students during the clinical affiliation educational portion of his/her program, which covers any incident which might occur during the clinical affiliation experience. It does not cover any incident where the student is attempting to practice outside the scope of his/her education or outside the clinical affiliation site.
- Students are required to maintain health insurance during all clinical quarters and are responsible for any medical expenses incurred throughout the program. Information on low-cost, short-term insurance is available at your campus.
- I may be required to submit to a drug screen as part of my clinical affiliation. I am responsible for all associated cost.
- I understand that if drugs are reported on my drug screen results, it may impact my ability to complete program requirements, including though not limited to, clinical experience.
- I may be required to undergo a background check, as an entrance requirement for the health program I've selected or for some clinical affiliations. I am responsible for all associated cost.
- I am required to complete the requirements for my background check by the specified

deadline. Failure to do so may result in my being denied entry into the program, at which time my core classes may be dropped without advance notice to me.

- I will immediately report, in writing, any conviction, pending court action, or other recorded event not yet reported, or which subsequently occurs, to my campus program director/Dean of Health Sciences.
- A criminal record may prevent clinical placement, licensure or certification, and employment opportunities. Baker College reserves the right to deny entry into or remove from a program, any student whose background check reveals any conviction or recorded event of any nature.
- I may be temporarily or permanently denied financial aid funding if I have been or am subsequently convicted of the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, work-study).
- I may be required to undergo fingerprinting prior to clinical placement.
- I may be required to complete the Central Registry Clearance form prior to placement in certain clinical settings.

Program Reentry

- Eligibility for reapplication to the program is based on previous reasons for dismissal or withdrawal and is at the discretion of the Program Coordinator/Director/Dean of Health Sciences. Readmission is not guaranteed.
- Reentry into some programs may be dependent upon limited program capacity and/or the availability of clinical sites.
- Didactic and competency testing may be required according to accreditation, state, and/or program guidelines. Retesting may involve a fee.

Professionalism

- I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field, while in all classroom and clinical settings. This includes personal conduct, professional attitude, appropriate dress, and the confidentiality of student, client, and patient information. Any breach of these standards may result in dismissal from the program.
- I understand that students are not allowed to use personal cell phones or other personal electronic devices to transmit clinical information, including photos.
- I understand clinical site information is not to be discussed on any form of social network or any electronic account outside of those required by the instructor for class participation.
- I agree to abstain from using computers at my clinical site for personal use and/or social networking.
- Professional appearance may require a specified uniform. In all instances students are to refrain from low-cut tops, and clothing that reveals trunk skin when standing or sitting. Closed-toed shoes are required for laboratory and clinical settings. Hair, side-burns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and asepsis. Visible tattoos must be covered. Body piercing jewelry is not allowed.
- I must comply with any changes in program requirements during my course of study.

LIMITED ENROLLMENT CRITERIA - PROGRAM APPLICATIONS

There are two sets of Limited Enrollment Criteria requirements. Please see your program advisor for which set applies to you.

LIMITED ENROLLMENT CRITERIA FOR PROGRAM APPLICATIONS:

- Full acceptance into the professional track of some programs is limited due to clinical site availability. Students compete to earn acceptance into these programs. Selection criteria have been developed to choose the most qualified students for limited enrollment programs. Students who have successfully completed the conditional acceptance requirements for their program are eligible to apply for full acceptance into the professional track of the program. Refer to the program information supplement for program specific details on the application process, the criteria used, and the courses used in the GPA calculations.
- Once selected through the limited enrollment criteria, for full acceptance into a program, students must complete program requirements including, but not limited to: program specific orientations, background checks, drug screens, etc. Please contact your campus official for additional information.

CRITERIA I

Weighted Prerequisite GPA of Selected Courses: The program will base the majority of admission points on prerequisite grades of selected courses. Each health science program has designated specific prerequisite courses where a minimum grade requirement must be met. Refer to the program pages for this information and a listing of the identified courses to be used in the calculations below. The grades earned in transferred courses will also be utilized in these calculations. (GPA is defined as the value on a 4.0 scale corresponding to a letter grade.)

- * Non-Weighted Courses:
 - * required prior to program application and acceptance
 - * hold no weight in the GPA calculation for admittance
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 - * subject to withdrawal repeat, and transfer policies
- * Test-Out Courses:
 - * these are not weighted courses

CRITERIA II

Withdrawal and Repeat of Prerequisite Selected Courses: Withdraw and/or repeat of single-weighted and double-weighted prerequisite courses will result in a reduction of admission points. Refer to the program information for a listing of the identified courses to be used in the calculations below.

Withdrawal:

- * does not apply to non-weighted classes
- * first incident of withdrawal of single-weighted and/or double-weighted courses (one or more courses in a given quarter) = forgiveness quarter with no reduction of admission points
- * subsequent withdrawals of single-weighted and/or double-weighted courses = 5 point reduction for each weighted course withdrawn

Repeats:

- * single- and double-weighted courses only
- * does not apply to non-weighted courses
- * repeat courses in which a grade is earned do not receive forgiveness and will result in a 5 point reduction for each attempt

- * exception is course greater than 60 months old repeated will not result in a loss of points

CRITERIA III

Transfer of single- and double-weighted prerequisite courses may result in a deduction of up to five admission points.

Transfer Credits:

- * single- and double-weighted courses only
- * does not apply to non-weighted courses
- * 0-5 credit transfer = 5 points earned
- * >5 credits = 0 points earned

CRITERIA IV

Entrance Exam Score: A program may require applicants to take an assessment test chosen by the College. Students may be allowed to repeat this test to improve his/her performance based upon program guidelines. Admission points will be added based on the score attained. Refer to the program requirements for entrance exam program specific information.

CRITERIA V

Reapplication students who have applied for entrance into a program's professional track in the past, who had completed all program entrance requirements and prerequisite coursework at or above the minimum grade required, but were not awarded a seat due to their standing and the limited program seat capacity may reapply to the program one more time, for a maximum of two attempts. Students reapplying to the program must complete the program reapplication process. Refer to the program information for program specific information.

- * Reapplication timeframe: Students may only be eligible to reapply within 12 months or the next application period, whichever comes first.

Student Responsibilities:

- ___ I am responsible to contact my campus Program Coordinator/Director/Dean of Health Sciences with any questions regarding program entry, reentry, retention, or completion.
- ___ I may be required to sign an additional waiver upon entrance to my program.

Student Name (Print)

Student UIN

Student Signature

Date

Baker College Representative Signature

Date

Printed: 2014/03/17

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Student Name (Print)

Student UIN

Student Signature

Date

Baker College Representative Signature

Date

Printed: 2014/03/17

BAKER COLLEGE
Program Information
Surgical Technology
Associate of Applied Science Degree

Campuses: *Allen Park, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Port Huron.*

Program Description

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, pathophysiology, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of surgery. The surgical technologist works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Currently, the role of the surgical technologist is expanding to include other areas of surgery such as labor and delivery units, cardiac catheterization labs, outpatient surgery facilities, and for physicians in private practice. Students sit for the national certification exam in STC291 as a program requirement for graduation.

Program Status: Limited Enrollment

Accreditation Status

The Surgical Technology Programs at Allen Park, Cadillac, Clinton Township, Flint, Jackson, Muskegon, and Port Huron are 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; Web address: www.caahep.org, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; phone: (303) 694-9262; fax: (303) 741-3655; Web site: <http://www.arcst.org>; e-mail: info@arcstsa.org.

Goals

To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Credentials

Baker College Surgical Technology graduates are eligible to take the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) [www.nbstsa.org]. Passing the national examination qualifies the individual as a Certified Surgical Technologist (CST®).

Program Status

Limited Enrollment

Conditional Acceptance Requirements:

Students will be required to achieve a B- (2.7) GPA or better in all courses to be eligible for full acceptance into the professional courses of the Surgical Technology program. SCI211 is a prerequisite to STC231 and must be taken the first quarter of the professional track if not already taken prior to full acceptance. Transfer credit will not be approved for any STC designated course.

Required Courses:

- * ENG101
- * INF112, INF113, INF121, INF161
- * MTH111
- * SCI211

Single-Weighted Courses:

- * ENG102
- * MED103
- * PSY101 or PSY111
- * SPK201

Double-Weighted Courses:

- * SCI101C, SCI102C, SCI220A
- * STC100

Entrance Exam Value:

- * Does not apply

Once selected through the limited enrollment criteria, for full acceptance into a program, students must complete program requirements including, but not limited to: program specific orientations, background checks, drug screens, etc. Please contact your campus official for additional information. (edited 12/01/11)

Criminal History/Background Check

Students are required to complete a background and/or drug test to be administered as part of the clinical clearance process by the program. Criminal convictions may make a student ineligible for clinical placement and/or future employment.

Essential Functions/Technical Requirements

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

- * Effectively communicate in English, both verbally and in writing, utilizing accurate and appropriate terminology with classmates, faculty, patients, and members of the healthcare team.
- * Effectively communicate with classmates, faculty, and members of the surgical team when visualization of mouth/lips is restricted.
- * Access information from books, reference manuals, computers, and paper and electronic medical documents to accurately perform duties and safely use equipment.
- * Safely access, prepare, and operate equipment and supplies in a variety of settings.
- * Assist with transport and transfer of patient and equipment.
- * Assist with surgical procedures for prolonged periods without nourishment or restroom breaks.
- * Safely perform tasks such as, loading a fine (10-0) suture onto needles and needleholders while wearing safety glasses which requires fine motor control with corresponding hand-eye coordination.
- * Prioritize, organize, and utilize time-management skills to perform tasks such as, but not limited to, appropriately tracking surgical supplies and performing anticipation skills intraoperatively.
- * Utilize instruments, supplies, and equipment safely within the operating suite.
- * Respond appropriately to activation/warning signals on equipment.
- * Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- * Perform or assist with and/or transfer, lift, move, position, and manipulate the client who is unconscious.
- * Demonstrate positive interpersonal skills during interactions with patients, staff, faculty and health care team members.
- * Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e. unstable patient condition), emergent demands (i.e. stat test orders), and a distracting environment (i.e., high noise levels, complex visual stimuli).
- * Recognize potentially hazardous materials, equipment, and situations and proceed safely

in order to minimize risk of injury to patients, self, and nearby individuals by referencing, utilizing and adhering to OSHA requirements such as MSDS (Material Safety Data Sheets) and universal precautions.

- * Adhere to HIPAA, Association of Surgical Technologists (AST) professional standards and code of ethics, Baker College conduct guidelines, and clinical sites' policies and procedures.
- * Students must be able to lift and stabilize a minimum of 25 pounds.
- * The nature of the responsibilities of a surgical technologist will not accommodate special limitations and/or needs.

Application Process

Students interested in surgical technology should meet by appointment with the program coordinator/director for advising. Certain courses are only offered once per year and advising is important to assist the student in completing the program within the desired timeframe. Students are responsible for program requirements as referenced in the current Health Sciences Catalog Supplement. Students may be required to change or update versions based on curriculum and/or accreditation standard changes and requirements.

Please note the quarter full acceptance into the professional track begins varies by campus. The following campuses begin the professional track in summer quarter: Clinton Township, Flint, Jackson and Port Huron. The following campuses begin their professional track in the fall quarter: Allen Park, Cadillac and Muskegon.

Students must complete a formal application to the Surgical Technology program. A notice will be posted regarding dates and times when the application process is to be completed. Students must check with the campus Surgical Technology program for specific application periods and deadlines. Application to the program does not assure acceptance into the program. Students should refer to the Surgical Technology Program Handbook for additional program information. Each campus determines the number of students fully accepted into the professional track based upon availability of clinical sites and accreditation status. Students must complete all of the prerequisite courses with a B- (2.7) grade or better by the end of the quarter they are applying in in order to be considered for full acceptance. Students may not apply to the same program on multiple campuses in a given application period.

Program Requirements

The student must pass all STC didactic and clinical coursework with a minimum of 2.0 (C) and a 2.7 (B-) in STC221. All competencies must be passed as identified in the course outcomes in addition to other course requirements. Student's participation in blood borne pathogens and latex allergy training which will be documented and verified prior to clinical assignment.

Students must wear personal protective equipment (PPE) according to OSHA guidelines in both laboratory and clinical settings.

Students will join AST in STC221. The AST Professional Membership/Certification Package (APMCP) is a required component of STC221. As a member, students will receive a copy of The Surgical Technologist professional journal. This membership includes membership in the state professional society as well, (MSA-AST) Michigan State Assembly of the Association of Surgical Technologists. You will receive notice of meetings and seminars of interest to you. Baker College students are invited and encouraged to attend these meetings (at a discounted student rate).

Students must possess Basic Life Support (BLS) Healthcare Provider level CPR certification in adult, child and infant CPR including AED and First Aid. Students may obtain this certification by completing HSC102 BLS Provider Training and First Aid or through the American Heart Association. CPR certifications/cards must be current prior to and throughout the clinical externship.

Health Requirements

Students must submit a completed Health Information form documenting immunization history and currency, including Tuberculosis (TB) status, Hepatitis B, and influenza immunization prior to beginning clinical courses. The Hepatitis B vaccination series is completed over a six month time period. Students are encouraged to begin their vaccinations early so the series is completed before beginning clinical experiences. Students may be required by clinical sites to

comply with additional health requirements, including drug testing.

Clinical clearance interviews will take place the quarter prior to externship. It is the students' responsibility to inform the program coordinator/director of any medical condition or change of health status including pregnancy and latex allergy that may compromise their ability to safely perform within the clinical setting. Because latex exposure in the surgical setting is unavoidable, it may be impossible for the student to be able to complete the clinical portion of this program thus, resulting in the inability to achieve a degree in Surgical Technology.

Students should have health insurance at all times. Some clinical affiliation sites will not accept students who do not possess health insurance coverage. Students are responsible for all medical and related expenses during their program and while at a clinical affiliation site. Information regarding low-cost, short-term insurance policies is available.

Clinical Requirements

Students must successfully complete all required courses preceding clinical externship courses.

Clinical sites are located throughout Michigan and may require considerable driving or relocation. Placement is made based on site availability at the discretion of the program director or clinical coordinator. Students are responsible to provide transportation, lodging, and any expenses to fulfill clinical rotation requirements.

Because of the variety of experiences available at the different hospitals, students will be rotated through more than one hospital in order to provide the best clinical experience. Students will complete 640 hours of clinical experience. Each clinical externship course requires 320 clinical hours. All clinical requirements are reflected in the student learning outcomes and the handbook. Clinical rotations in STC271 and STC272 include 32 hours per week in the surgical setting. Students are expected to plan for these requirements and make the necessary arrangements to meet the student learning outcomes.

Students must NOT receive compensation for the hours spent in the clinical site to fulfill the program's requirement and all practical experiences. In addition, students must never replace hospital staff during clinical hours.

Professionalism

Students are expected to conduct themselves in a professional manner both in the classroom and at their clinical sites. It is the responsibility of the student to arrive at the hospital in a professional manner. Students must abide by conduct, attendance, and dress code rules of all sites and Baker College. It is the student's responsibility to know these policies. Attendance and punctuality at the clinical sites reflect professionalism and therefore is a graded component. Any misconduct would be cause for discipline and is considered cause for dismissal from the program. Baker College is not obligated to reassign students to another clinical site, once rejected from a site for unprofessional conduct.

Re-entry into the Program

Refer to the re-entry policies on the Health Sciences Acknowledgment Form for more information.

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