



Surgical Technology Program

Student Information and Application Packet for Spring 2019 Intake

(Applications are subject to change from year to year)

Applications are due by 10/26/2018



*Prior to completing this application students **MUST** have a personal meeting with the program director to cover in detail information on the program and the surgical technology career field. Since this is one of the most important decisions of your life, our desire is to make sure it is an 'informed' decision.*

Daisy Gibson, CST
Surgical Technology Program Director
daisy.gibson@gfcmsu.edu
(406) 771-4355
Office R237



Table of Contents

Brief Description and Occupational Outlook	3
Mission, Philosophy & Outcomes	3
Degree	4
Equal Opportunity Policy	4
Program expenses	5
Background Check	5
Student Health Insurance	5
Surgical Technology Program Grading	5
Clinical & Internship Information	6
Admission to GFC MSU	6
Transferable courses	7
Application Requirements	7
Application Scoring	8
Surgical Technology Curriculum	9
Notification of Acceptance	10
Contact Information	10
Application Cover Sheet	11
Evaluation Form	12
Technical Standards	13
Verification of Employment Form	14

Brief Description and Occupational Outlook:

The surgical technologist functions as an integral member of the surgical team working closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel (AST 1996). Some of the responsibilities include preparation of the operating room, instruments, supplies and equipment prior to the surgical procedure. During the surgical procedure, the technologist passes instruments, supplies, and suture to the surgeon and surgical assistant. The surgical technologist must maintain strong knowledge of human anatomy, allowing them to anticipate the needs of the surgeon in an ever-changing environment.

According to the Bureau of Labor Statistics <https://www.bls.gov/> employment of surgical technologists is expected to grow 12 percent between 2016 and 2026, much faster than the average for all occupations, as the volume of surgeries increases. The number of surgical procedures is expected to continue to rise as the population grows and ages.

In Montana, the average hourly pay for a surgical technologist is approximately \$22.26 per hour (AST). The following information is according to the Bureau of Labor Statistics, <https://www.bls.gov/ooh/healthcare/surgical-technologists.htm>

Mean hourly wage	\$22.26
Mean annual wage	\$46,310.00

There is also opportunity to earn additional hourly pay with on-call schedules and shift differentials. The certified technologist can work in various environments such as a large trauma center, out-patient surgical center, surgeon's office, or veterinarian office. After about one year of experience the certified surgical technologist can work as a 'traveler' and travel the world with your lodging expenses paid for.

GFC MSU Surgical Technology Program Mission, Philosophy & Outcomes:

The Surgical Technology Program provided by Great Falls College Montana State University is a student-centered program responsive to the needs of the community, state and nation. The program strives to provide a quality education through lecture, laboratory and preceptor-model clinical experience to produce competent entry-level graduates who will perform their duties ethically and professionally within the guidelines of the profession.

The program is an outcomes based program intended to prepare the student to function in the field of the operating room and successfully complete the certification test resulting in a Certified Surgical Technologist, CST. The graduates of this program will be prepared to:

- Work with surgeons, anesthesiologists, nurses and other health professionals in providing direct or indirect patient care while demonstrating positive work ethic, professionalism and appropriate interpersonal skills in the surgical setting.
- Practice professional, value directed actions based on didactic and clinical knowledge, ethical principles and legal standards as member of the surgical team.
- Organize surgical instrumentation, supplies and equipment in an efficient manner while utilizing principles of aseptic technique for physical preparation and maintenance of the surgical environment.
- Promote lifelong learning fostering the development of professional and personal growth, critical thinking and leadership.
- Demonstrate understanding of biomedical sciences and technology as it applies to the patient focused events that occur in the operating room.
- Meet the Accreditation Review Council on Surgical Technology and Surgical Assisting (ARCSTSA) benchmark pass rate for the national Certified Surgical Technologist exam.

Great Falls College MSU Surgical Technology Program Outcomes:

Cohort year	Starting # in cohort	Graduating # in cohort	# passing certification test in cohort	% passing the certification test at GFC MSU
2017-2018	12	10	10	100%
2016-2017	11	10	10	100%
2015-2016	10	6	6	100%
2014-2015	11	6	6	100%
2013-2014	12	8	8	100%
2012-2013	12	8	8	100%
2011-2012	14	7	7	100%
2010-2011	10	6	6	100%
2009-2010	7	7	7	100%

*Cohort is the group of students starting the program in January.

Degree: Associate of Applied Science (AAS) & Certification:

Students will graduate with an Associate of Applied Science degree upon completion from this program. As part of the core curriculum, the GFC MSU will administer the NBSTSA national certifying exam. Once you become certified you will be required to maintain that certification by retesting or obtaining 60 continuing education units (CEU's) every four years. For detailed information on our accrediting and supporting bodies please visit/contact the sites below:

 <p>Commission on Accreditation of Allied Health Education Programs</p> <p>www.caahep.org 25400 US Highway 19 N Suite 158 Clearwater, FL 33763 Phone: 727-210-2350 Fax: 727-210-2354</p>	 <p>ARC/STSA Accreditation Review Council On Education In Surgical Technology And Surgical Assisting</p> <p>www.arcstsa.org 6 W. Dry Creek Circle, Suite #110 Littleton, CO 80120 Phone: 303-694-9262 Fax: 303-741-3655</p>
 <p>Association of Surgical Technologists</p> <p>www.ast.org 6 West Dry Creek Circle, Suite 200 Littleton, CO 80120-8031 Phone: 800-637-7433 FAX: 303-694-9169</p>	 <p>THE NATIONAL BOARD OF SURGICAL TECHNOLOGY AND SURGICAL ASSISTING</p> <p>www.nbstsa.org 6 West Dry Creek Circle, Suite 100 Littleton, Colorado 80120 Phone: 800-707-0057 Fax: 303-325-2536</p>

Equal Opportunity Policy:

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

The College's Equal Opportunity Officer is the Chief Student Affairs and Human Resources Officer, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-5123

Distance Education Information:

Distance education is defined as a formal educational process in which the majority of synchronous or asynchronous instruction occurs when student and instructor are not in the same place. Distance education may employ correspondence study, audio, video, or computer technologies.

Through the distance education piece of this program, students are required to uphold the same rigor and time commitment that those located at the Great Falls College MSU campus. Lecture classes will be taught through WebEx and you must be in one of the designated class rooms to participate. Lab classes will be taught by an instructor at your location in a designated lab space. Clinical and Internship spots will be assigned to you by your lab instructor and may require you to travel out of your designated spot.

Surgical Technology Program Expenses:

Students should begin planning early for financial aid to meet their educational goals. See the campus catalog for program tuition. <http://catalog.gfcmsu.edu/academic-programs/surgical-technology/> In addition to regular college tuition and fees, students will be required to fund/purchase the following during the program:

- Textbooks/workbooks
- lab fees
- immunizations
- surgical scrubs; 2 pair
- comfortable professional shoes
- transportation costs
- relocation costs, including room and board at distant clinical sites (all considerations will be reviewed before decisions are made for relocating)
- health insurance
- background check \$82.50
- drug test
- Current CPR (Health Care Provider)

Health Science Division Policy: Student Background Checks:

- Great Falls College Montana State University does not require background checks. However, to promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the student in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency.
- Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree program
- Students must go through <http://verifiedcredentials.com/> for their background check

Student Health Insurance:

All GFC MSU students enrolled for 6 or more credits and/or program students entering the Surgical Technology program are required to have health insurance. For students without coverage, GFC MSU offers a program developed especially for students by Blue Cross & Blue Shield of Montana. This plan provides coverage for injuries and illnesses, on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations among other things. Please contact Student Central for more information.

Surgical Technology Program Grading:

ALL prerequisite courses require a grade of “C-” or higher. Once in the Surgical Technology Program, if a student obtains less than a grade of “Satisfactory” (80%) *in any portion*, the entire Surgical Technology Program will have to be repeated. This is a very intense program.

Clinical and Internship Information and Commitment:

The purpose of clinical and internship rotations is to gain experience and to fulfill the “Surgical Rotation Case Requirements” set by the *Core Curriculum for Surgical Technology*, 6th edition. Each student must complete 120 surgical cases in a variety of specialties; general, cardiothoracic, ENT, eye, GU, neuro, ob-gyn, oral/maxillofacial, orthopedics, peripheral vascular, and plastics.

To receive the exposure and variety of surgical cases, students are expected to rotate to different locations. Your lab instructors will try to place you in surgical spots close to your designated college. However, some students will have to travel to surrounding areas at their own expense to fulfill the required surgical cases.

Clinicals do not start until your second semester in the program and usually begin at the end of October. Clinicals are 8 weeks long and are 3 days a week from about 7:00am -3:30pm.

Internship starts at the end of Spring Break in the third semester and is also 8 weeks long. Internship is 5 days a week from about 7:00am-3:30pm, Monday-Friday.

The commitment to this program is made not only by you, but by your family and loved ones. You will be investing as much as 12 to 15 hours a day during clinical rotations within the confines of Monday through Friday, 5:30am to 7pm. You will be required to take one weekend of call which means you will be available to work in the operating room within 20 minutes of a phone call from Saturday at 6am until the following Sunday at 7pm.

Additional requirements prior to clinical rotations:

1. Immunization records
2. ‘Health Care Provider’ CPR card
3. Health Insurance, proof (available through Student Services)
4. Background check (provided by Health Science Division)
5. Drug test
6. Hepatitis B vaccinations or signed waiver

Admission to the Great Falls College MSU:

Students must be admitted to the College prior to the submission of the Surgical Technology program application and be in good academic standing with the institution. Therefore, no applications will be reviewed until applicants have been admitted to GFC MSU.

Acceptance to GFC MSU requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 268-3700 or 1-800-446-2698, or applying online at <http://admissions.gfcmsu.edu/apply.html>

Transferable Courses:

Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College MSU. For a current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

If you have additional questions about transferability of courses, send a written request for evaluation of your prior transcript to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

All transfer work has to be from a regionally accredited institution.

Send official transcript to GFC MSU Registrar's Office:

Registrar's Office
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405
406-771-5128

Surgical Technology Application Requirements:

All eligibility forms and documents are enclosed in the Surgical Technology Program Information and Application Packet for Spring 2019.

To be eligible to apply for admission into the Surgical Technology Program, applicants must:

- Be admitted to Great Falls College MSU and have a complete admissions file.
- Be currently in Good Academic Standing.
- All prerequisites must have been completed with a "C-" or better.

When applying for admission into the Surgical Technology Program:

- Please note that any documents submitted to the College for application to the Surgical Technology Program become part of the student program file and will not be returned to the student.
- Applicants should keep copies of all documents for their own records. **Please only submit copies of the original documents.**
- Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information.
- It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.
- Any late or incomplete applications will not be considered in the application process. Do not send any portion separately; only applicants meeting all requirements will be further evaluated by the selection committee.
- Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.
- Great Falls College MSU's Surgical Technology Program does not maintain a waiting list. Applicants must reapply each year.
- Please only send required documentation as other supplemental items will be discarded.
- Current students may apply in the semester in which they are finishing their prerequisites and may be considered for conditional acceptance if space is available. Final determination will be made after completion of grades at the end of the semester.

The deadline for applications to the Surgical Technology Program is **October 26, 2018**. Completed applications may be delivered to the Health Science Program Assistant at the college or mailed to the college. If mailed in, applications must be postmarked by October 26, 2018, or they will be placed at the back of the application review and will only be reviewed if there are spots left unfilled.

Deliver to:

Health Science Program Assistant
elyssa.wassmann@gfcmsu.edu
Room R227
406-771-4350 or 1-800-446-2698

Mailing Address:

Surgical Technology Program Admissions Committee
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405

Application Scoring:

- Only students in Good Academic Standing will be eligible for program acceptance
- For applicants, who have taken courses multiple times; the most recent verifiable grade will be used for scoring/GPA calculations.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. Plus, or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2.0
(B)	=	3.0	(C-)	=	1.7
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DSST programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentage ranking.
- For students who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4, or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages of ranking.
- For students, who have been awarded credit for Prior Learning Assessment, the credits will be accepted for Passing (P) grades, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages of ranking.
- For students, who have additional educational attainment, the Registrar's Office will verify degrees awarded from official transcripts.

Surgical Technology Curriculum:

Graduation Requirement This course must be completed with a minimum grade of “C-“

Course #	Course Title	Credits
COLS 103	Becoming a Successful Student	1

Prerequisite Courses for the Surgical Technology Program

These courses must be completed with a minimum grade of “C-“ prior to formal acceptance into the Surgical Technology program.

Course #	Course Title	Credits
AHMS 144	Medical Terminology	3
*BIOH 201	Human Anatomy & Physiology I with lab	4
*BIOM 250	Microbiology for Health Sciences with lab	4
COMX 115	Intro to Interpersonal Communication	3
M 090	Introductory Algebra (or higher math)	4
**PHL221	Intro to Philosophy & Biomedical Ethics	(3)
**BIOH 211	Human Anatomy & Physiology II with lab	(4)
PSYX 100	Intro to Psychology	3
Select one of the following:		
WRIT 101	College Writing I	
WRIT 121	Intro to Technical Writing	
WRIT 122	Intro to Business Writing	3
PREQUISITE TOTAL CREDITS		25+

**These classes must have been completed within 5 years of applying to the Surgical Technology Program. Other classes must have been completed within 15 years.*

***It is strongly encouraged, but not required that students also complete BIOH 211 Human Anatomy & Physiology II/Lab & PHL 221 Intro to Philosophy and Biomedical Ethics prior to applying for the program. If completed before, they too must have been completed within 5 years.*

PROGRAM COURSE REQUIREMENTS AFTER FORMAL ACCEPTANCE

Surgical Technology Program: 1st Spring Semester

Course #	Course Title	Credits
AHST 101	Introduction to Surgical Technology	3
AHST 115	Surgical Lab I	3
AHST 154	Surgical Pharmacology	3
**BIOH 211	Human A&P II with lab	4
**PHL 221	Intro to Philosophy and Biomedical Ethics	3
TOTAL CREDITS		16

Surgical Technology Program: Fall Semester

Course #	Course Title	Credits
AHST 200	Operating Room Techniques	5
AHST 201	Surgical Procedures I	4
AHST 215	Surgical Lab II	3
AHST 250	Surgical Clinical I	4
TOTAL CREDITS		16

Surgical Technology Program: 2nd Spring Semester

Course #	Course Title	Credits
AHST 202	Surgical Procedures II	5
AHST 251	Surgical Clinical II	5
AHST 298	Surgical Internship	5
TOTAL CREDITS		15

PROGRAM TOTAL CREDITS 72

Notification of Acceptance:

All applicants will be notified of their status by letter, after the selection process is complete. The letter should arrive within 5-6 weeks after the application deadline. A 'letter of intent' will be enclosed for the accepted applications and must be signed and returned by the specified date.

Surgical Technology Program

CONTACT INFORMATION

Office of Admissions

(406) 268-3700

admissions@gfcmsu.edu

Great Falls College Registrar

2100 16th Ave S

Great Falls, MT 59405

406.771.5128 / 800.446.2648

Elyssa Wassmann

Program Assistant to

Health Science Division

(406) 771-4350

elyssa.wassmann@gfcmsu.edu

Daisy Gibson, CST

Surgical Technology Program Director

(406) 771-4355

daisy.gibson@gfcmsu.edu



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

GREAT FALLS COLEGE MONTANA STATE UNIVERSITY
SURGICAL TECHNOLOGY
Application Packet Cover Sheet *(Due October, 26, 2018)*

Name _____ (please print clearly)
Last First M.I.

GFC MSU Student ID: _____

Mailing Address _____
(city) (state) (zip code)

E-mail Address _____ (please print clearly)

Home Phone _____ (Cell/Other) _____

Preferred Campus of Placement (Please rank in order of preference, if you are willing to be placed at multiple spots. "1" being the most desirable and so on.)

_____ Great Falls College MSU - Great Falls, MT (10 student cap)

_____ City College MSU Billings - Billings, MT (10 student cap)

_____ Gallatin College MSU – Bozeman, MT (5 student cap)

Check-off list

✓	Application Requirement
	Complete Admissions File to Great Falls College MSU. This is for transfer students. A completed admissions file includes a completed application, copies of high school/GED/HiSET transcripts or diplomas, completion of testing or submit official college transcripts verifying placement. Complete admissions files will be verified by the registrar's office and applicants with incomplete file will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete. (Send official transcripts to GFC MSU Registrar) – do not include in surg tech application packet) (If you are already attending Great Falls College MSU, this is already done)
	In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar's or admissions office to confirm that they are in good academic standing.
	Completed all prerequisite courses with a minimum grade of "C-"
	Completed a meeting with Program Director Please schedule a meeting or call: Daisy Gibson, (406) 771-4355 or daisy.gibson@gfcmu.edu
	Application Cover Sheet completed (page 11)
	Application Evaluation Form (page 12)
	Signed Technical Standards Form (page 13)
	Verification/Documentation of work in the healthcare field with direct patient care. (If applicable, page 14)

**GREAT FALLS COLLEGE MSU
SURGICAL TECHNOLOGY PROGRAM
APPLICATION EVALUATION FORM**

Applicant Name: _____ **GFC MSU ID:** _____

Prerequisite Course Name & Number	Course Title	Substitution	Grade	Grade Value (grade scale, pg. 7)	Point Value (weight given to subject)	Total Points (grade x point value)
AHMS 144	Medical Terminology				3	
BIOH 201	Human Anatomy & Physiology I with Lab				6	
BIOM 250	Microbiology for Health Sciences with Lab				4	
COMX 115	Intro to Interpersonal Communication				3	
M 090 <i>or higher math</i>	Introductory Algebra or HIGHER math				3	
PSYX 100	Introduction to Psychology				3	
WRIT 101, 121 or 122	College Writing I or				3	
Prerequisite Subtotal:						
ADDITIONAL POINTS (Recommend having these prior to beginning program, but not REQUIRED prior to beginning program.)						
BIOH 211	Human Anatomy & Physiology II with Lab				6	
PHL 221	Intro to Philosophy & Biomedical Ethics				3	
Additional Points Subtotal:						
PREVIOUS DEGREES (<i>Maximum of 5 points - points awarded for one degree only</i>) Verification required –official transcript with degree posted on file with Registrar						
	Bachelor’s degree in Science/Health Field				5	
	Bachelor’s degree in Unrelated Field				3	
	Associate Degree in Science/ Health Field				3	
	Associate Degree in Unrelated Field				2	
	Certificate in Accredited Health Field				1	
Previous Degree Subtotal:						
WORK EXPERIENCE (<i>Maximum of 1 point</i>) Verification forms are required – see attached						
	Clinical work experience in the healthcare field with direct patient care				1	
Work Experience Subtotal:						
TOTAL POINTS: (total 142 points)						

✓ *In case of a tie, the tie-breaking criteria will go to the highest cumulative prerequisite GPA.*



Surgical Technology Program
Great Falls College Montana State University
2100 16th Ave. South, Great Falls, MT 59405

Technical Standards for the Surgical Technologist

The surgical technologist has strenuous demands placed on them routinely. These demands are called Technical Standards.

To successfully complete the Surgical Technology program, students must demonstrate their competency in carrying out the tasks necessary for safe and effective practice in the field including:

- Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells.
- Follow ethical guidelines of the profession in all patient and professional interactions.
- Effectively communicate and respond appropriately with patients' and healthcare workers' questions, requests, and directions.
- Acknowledge and perform based on instructions in surgical settings.
- Move and position heavy and/or large surgical trays and equipment.
- Provide safe and effective direct care and emergency treatment to patients.
- Manipulate sutures finer than a human hair.
- Accurately assess patient data created by equipment impacting care and treatment.
- Effectively and efficiently follow instructions given in the surgical suite with extensive background noise.
- Detect and respond appropriately to activation/warning signals on equipment.
- Detect odors sufficient to maintain environmental safety and patient needs.
- Manipulate and operate instruments, supplies, and equipment.

I have read the above requirements and understand that my inability to comply with these may result in my failure to successfully complete the program I have chosen.

Signature

Date



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

Surgical Technology Program

Great Falls College Montana State University
2100 16th Ave. South, Great Falls, MT 59405

VERIFICATION OF HEALTH CARE EMPLOYMENT with DIRECT PATIENT CARE

Applicants may make copies of this form if they have been employed at more than one site.

_____ was employed
 (PRINT) Last Name First Middle
 from _____ to _____ working an average of _____ hours per/week.
 Month/Day/Year Month/Day/Year
 Approximate Total hours of Experience: _____ Job Title: _____

COMMENTS/DESCRIPTION OF DUTIES:

Signature of Employer/Supervisor/HR Representative

Date

Name of Employer (Please Print)

Mailing Address (Street Address, P.O Box)

City

State

Zip Code

<p>OFFICE USE ONLY: TYPE: _____ AMOUNT: _____ REVIEWED BY: _____ DATE: _____</p>
