Surgical Technology Program

Student Information and Application Packet for Spring 2022 Intake

(Applications are subject to change from year to year)

Applications are due by 10/29/2021

Prior to completing this application students MUST have a personal meeting (in person or by phone) 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

Updated September 27, 2021 for Spring 2022 intake.
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/](https://www.bls.gov/) employment of surgical technologists is expected to grow 7% percent between 2019 and 2029, 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 $23.22 per hour (AST). The following information is according to the Bureau of Labor Statistics, [https://www.bls.gov/ooh/healthcare/surgical-technologists.htm](https://www.bls.gov/ooh/healthcare/surgical-technologists.htm)

<table>
<thead>
<tr>
<th>Mean hourly wage</th>
<th>$23.90</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean annual wage</td>
<td>$49,710</td>
</tr>
</tbody>
</table>

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.

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:

<table>
<thead>
<tr>
<th>Cohort year</th>
<th>Starting # in cohort</th>
<th>Graduating # in cohort</th>
<th># passing certification test in cohort</th>
<th>% passing the certification test at GFC MSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
<td>17</td>
<td>14</td>
<td>11</td>
<td>78.57%</td>
</tr>
<tr>
<td>2019-2020</td>
<td>10</td>
<td>8</td>
<td>8</td>
<td>100%</td>
</tr>
<tr>
<td>2018-2019</td>
<td>12</td>
<td>10</td>
<td>10</td>
<td>100%</td>
</tr>
<tr>
<td>2017-2018</td>
<td>12</td>
<td>10</td>
<td>10</td>
<td>100%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>11</td>
<td>10</td>
<td>10</td>
<td>100%</td>
</tr>
<tr>
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<td>10</td>
<td>6</td>
<td>6</td>
<td>100%</td>
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<tr>
<td>2014-2015</td>
<td>11</td>
<td>6</td>
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<td>100%</td>
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<td>100%</td>
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<tr>
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<td>7</td>
<td>100%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>10</td>
<td>6</td>
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<td>100%</td>
</tr>
<tr>
<td>2009-2010</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>100%</td>
</tr>
</tbody>
</table>

*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 30 continuing education units (CEU’s) every two years. For detailed information on our accrediting and supporting bodies please visit/contact the sites below:

**Commission on Accreditation of Allied Health Education Programs**

[www.caahep.org](http://www.caahep.org)
9355-113th St North
#7709
Seminole, FL 33775
Phone: 727-210-2350
Fax: 727-210-2354

**Accreditation Review Council On Education In Surgical Technology And Surgical Assisting**

[www.arcstsa.org](http://www.arcstsa.org)
19751 East Mainstreet
Suite #339
Parker, CO 80138
Phone: 303-694-9262
Fax: 303-741-3655

**Association of Surgical Technologists**

[www.ast.org](http://www.ast.org)
6 West Dry Creek Circle, Suite 200
Littleton, CO 80120-8031
Phone: 800-637-7433
FAX: 303-694-9169

**The National Board Of Surgical Technology And Surgical Assisting**

[www.nbstsa.org](http://www.nbstsa.org)
3 West Dry Creek Circle
Littleton, Colorado 80120
Phone: 800-707-0057
Fax: 303-325-2536

**Equal Opportunity Policy:**

Updated September 27, 2021 for Spring 2022 intake.
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.

Two distance locations offered: Bozeman, MT and Billings, MT

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](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:

1st Spring Semester
- Textbooks/workbooks
- lab fees
- immunizations
- surgical scrubs; 2 pair
- comfortable professional shoes

1st Fall Semester
- 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 $92.50
- drug test
- Current CPR (Basic Life Support for 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. To be completed once the program starts.

**Student Health Insurance: Surgical Technology Program**

Surgical Technology program students entering the clinic setting must carry medical health insurance. Health insurance is available through the college for students who do not have other health insurance. Students will be financially responsible for their health care if they become ill or are injured in the clinical setting.

All GFC MSU 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, see http://students.gfcmsu.edu/insurance.html or call 406-771-4324 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.

Surgical Practicum starts at the end of Spring Break in the third semester and is also 8 weeks long. Surgical Practicum 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 (Flu, MMR, PPD, Chickenpox, TDAP)
2. ‘BLS 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 waive
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 and have a completed admissions file.

**Students transferring from an MSU school**

- On your home page of your current school log into Banner Web/My Info
- Under student info, go into MSU system transfer multi campus application request form
- Then fill in the boxes: type of transfer: Transfer
- Where are you transferring to: Great Falls College
- Term of entry: Spring 2022
- Major: Surgical Technology
- Press continue and verify all information is correct and submit.

**Students transferring from another Montana University System school**

- Please fill out a transmittal form and submit to your current college with payment. 
  [https://records.gfcmsu.edu/documents/forms/TransmittalApplicationForm.pdf](https://records.gfcmsu.edu/documents/forms/TransmittalApplicationForm.pdf)
- Or call the Great Falls College Admissions Office (406) 268-3700 for assistance
- Or applying online at [https://admissions.gfcmsu.edu/applynow.html](https://admissions.gfcmsu.edu/applynow.html)

**Surgical Technology Transfer Policy**

- Students previously enrolled in ANY surgical technology program must report that enrollment and provide official transcripts, a written explanation for leaving AND one (1) surg tech faculty reference from that program.
- There is no guarantee of previous surg tech prerequisite coursework transferring.
- Transfer students must send an official copy of all transcripts to the GFC MSU Registrar’s Office to complete their application.
- All students must meet admission requirements for Great Falls College MSU and submit application for the Associate of Applied Science for Surgical Technology. Acceptance into the GFC MSU Surgical Technology program is competitive: application does not guarantee acceptance.

**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://prodmyinfo.montana.edu/pls/gfagent/hwzkxfer_p_selstate](https://prodmyinfo.montana.edu/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:

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

Updated September 27, 2021 for Spring 2022 intake.
Surgical Technology Application Requirements:

All eligibility forms and documents are enclosed in the Surgical Technology Program Information and Application Packet for Spring 2022.

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 (if you are coming from another college besides GFC MSU, please send official transcripts).
- Be currently in Good Academic Standing.
- All prerequisites must have been completed with a “C-” or better.
- Anatomy & Physiology and Microbiology classes must have a lab and been completed within the last 5 years.

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 29, 2021. Completed applications may be hand delivered, emailed or mailed to the Health Science Program Assistant at the college. If mailed in, applications must be postmarked by October 30, 2021, or they will be placed at the back of the application review and will only be reviewed if there are spots left unfilled.

<table>
<thead>
<tr>
<th>Deliver to:</th>
<th>Mailing Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Science Administrative Associate</td>
<td>Surgical Technology Program Admissions Committee</td>
</tr>
<tr>
<td><a href="mailto:jeni.luft@gfcmsu.edu">jeni.luft@gfcmsu.edu</a></td>
<td>Great Falls College MSU</td>
</tr>
<tr>
<td>Room R227</td>
<td>2100 16th Ave S</td>
</tr>
<tr>
<td>406-771-4350 or 1-800-446-2698</td>
<td>Great Falls, MT 59405</td>
</tr>
<tr>
<td>Fax: (406) 771-2264</td>
<td></td>
</tr>
</tbody>
</table>

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
- (A-) = 3.7
- (B+) = 3.3
- (B) = 3.0
- (C+) = 2.7
- (C) = 2.3
- (B-) = 2.0
- (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:**

**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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHMS 144</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>*BIOH 201</td>
<td>Human Anatomy &amp; Physiology I with lab</td>
<td>4</td>
</tr>
<tr>
<td>*BIOM 250</td>
<td>Microbiology for Health Sciences with lab</td>
<td>4</td>
</tr>
<tr>
<td>COMX 115</td>
<td>Intro to Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>M 090</td>
<td>Introductory Algebra (or higher math)</td>
<td>3</td>
</tr>
<tr>
<td>**PHL 221</td>
<td>Intro to Philosophy &amp; Biomedical Ethics</td>
<td>(3)</td>
</tr>
<tr>
<td>**BIOH 211</td>
<td>Human Anatomy &amp; Physiology II with lab</td>
<td>(4)</td>
</tr>
<tr>
<td>PSYX 100</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

- WRIT 101 College Writing I
- WRIT 121 Intro to Technical Writing
- WRIT 122 Intro to Business Writing

*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**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHST 101</td>
<td>Introduction to Surgical Technology</td>
<td>3</td>
</tr>
<tr>
<td>AHST 115</td>
<td>Surgical Lab I</td>
<td>3</td>
</tr>
<tr>
<td>AHST 154</td>
<td>Surgical Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>**BIOH 211</td>
<td>Human A&amp;P II with lab</td>
<td>4</td>
</tr>
<tr>
<td>**PHL 221</td>
<td>Intro to Philosophy and Biomedical Ethics</td>
<td>3</td>
</tr>
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</table>

TOTAL CREDITS 16
Surgical Technology Program: Fall Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHST 200</td>
<td>Operating Room Techniques</td>
<td>5</td>
</tr>
<tr>
<td>AHST 201</td>
<td>Surgical Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>AHST 215</td>
<td>Surgical Lab II</td>
<td>3</td>
</tr>
<tr>
<td>AHST 250</td>
<td>Surgical Clinical I</td>
<td>4</td>
</tr>
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TOTAL CREDITS 16

Surgical Technology Program: 2nd Spring Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHST 202</td>
<td>Surgical Procedures II</td>
<td>5</td>
</tr>
<tr>
<td>AHST 251</td>
<td>Surgical Clinical II</td>
<td>5</td>
</tr>
<tr>
<td>AHST 295</td>
<td>Surgical Practicum</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 15

PROGRAM TOTAL CREDITS 70

Notification of Acceptance:

All applicants will be notified of their status by letter, after the selection process is complete. The letter should arrive within 8 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

Office of the Registrar
GFC MSU
2100 16th Ave S
Great Falls, MT 59405
(406) 771-5128
admissions@gfcmsu.edu

Jeni Luft
Administrative Associate
For Health Science
(406) 771-4350
jeni.luft@gfcmsu.edu

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

Updated September 27, 2021 for Spring 2022 intake.
Surgical Technology Program
Great Falls College Montana State University
2100 16th Ave. South, Great Falls, MT 59405

Application Packet Cover Sheet *(Due October 29, 2021)*

Name __________________________ (please print clearly)

Last ____________________________  First __________________________  M.I. __________________________

GFC MSU Student ID: __________________________

Mailing Address: ____________________________________________

(mailing address) ____________________________________________

_________ __________________________ (city) __________________________ (state) __________________________ (zip code)

E-mail Address______________________________________________________(please print clearly)

Home Phone __________________________ (Cell/Other Phone) __________________________

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 at MSU Billings – Billings, MT (10 student cap)

_____Gallatin College at MSU – Bozeman, MT (5 student cap)

Have you ever been enrolled in any Surgical Technology program? If yes, list when and where__________________________

*If yes, please also include the additional 2 items listed below with your application:*

1. Attach a written explanation for leaving, & have an official transcript sent from that school directly to GFC MSU Registrar.
2. Attach one (1) Surg Tech faculty reference from that program in a sealed envelope with their signature across the seal.

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<table>
<thead>
<tr>
<th>Check-off List &amp; Application Requirements</th>
</tr>
</thead>
</table>
| **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, submitting official college transcripts verifying transfer coursework, immunizations. Complete admissions files will be verified by the registrar’s office and applicants with incomplete files 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, you are already admitted.)*|
| **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, list date completed**
| Please schedule a face-to-face or phone meeting with Daisy Gibson, (406) 771-4355 or daisy.gibson@gfcmsu.edu
| **Application Cover Sheet** completed (page 10)
| **Application Evaluation Form** (page 11)
| **Signed Technical Standards Form** (page 12-13)
| **Verification/Documentation of work in the healthcare field with direct patient care.** *(If applicable, page 14)*

Updated September 27, 2021 for Spring 2022 intake.
### GREAT FALLS COLLEGE MSU SURGICAL TECHNOLOGY PROGRAM
APPLICATION EVALUATION FORM

**Applicant Name:** ____________________________  **GFC MSU ID:** ________________

<table>
<thead>
<tr>
<th>Prerequisite Course Name &amp; Number</th>
<th>Course Title</th>
<th>Institution where course was completed or in progress</th>
<th>Grade</th>
<th>Grade Value (grade scale, pg. 8)</th>
<th>Point Value (weight given to subject)</th>
<th>Total Points (grade x point value)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHMS 144</td>
<td>Medical Terminology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BIOH 201</td>
<td>Human Anatomy &amp; Physiology I with Lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>BIOM 250</td>
<td>Microbiology for Health Sciences with Lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>COMX 115</td>
<td>Intro to Interpersonal Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>M 090 or higher math</td>
<td>Introductory Algebra or HIGHER math</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PSYX 100</td>
<td>Introduction to Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>WRIT 101, 121 or 122</td>
<td>College Writing I or other noted writing course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### Prerequisite Subtotal:

**ADDITIONAL POINTS** (Recommend having these prior to beginning program, but not REQUIRED prior to beginning program.)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Grade</th>
<th>Grade Value (grade scale, pg. 8)</th>
<th>Point Value (weight given to subject)</th>
<th>Total Points (grade x point value)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOH 211</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>PHL 221</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional Points Subtotal:**

#### PREVIOUS DEGREES (Maximum of 5 points - points awarded for one degree only)
Verification required – official transcript with degree posted on file with Registrar

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree in Science/Health Field</td>
<td>5</td>
</tr>
<tr>
<td>Bachelor’s degree in Unrelated Field</td>
<td>3</td>
</tr>
<tr>
<td>Associate Degree in Science/ Health Field</td>
<td>3</td>
</tr>
<tr>
<td>Associate Degree in Unrelated Field</td>
<td>2</td>
</tr>
<tr>
<td>Certificate in Accredited Health Field</td>
<td>1</td>
</tr>
</tbody>
</table>

**Previous Degree Subtotal:**

#### WORK EXPERIENCE (Maximum of 1 point) Verification forms are required – see attached

<table>
<thead>
<tr>
<th>Experience Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical work experience in the healthcare field with direct patient care</td>
<td>1</td>
</tr>
</tbody>
</table>

**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.**

Updated September 27, 2021 for Spring 2022 intake.
Technical Standards for the Surgical Technologist

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

If you have questions or concerns about your ability to meet the technical standards with or without accommodations, or if you would like to arrange reasonable accommodations, you should contact Disability Services. Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others.

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:

Observation/Sensory-Motor
- Accurately identify and assess heart, breath, abdominal, and other sounds of the human body
- Accurately assess normal and abnormal color changes in the skin and observe pupil changes
- Accurately differentiate colors and recognize patient odors
- Detect and respond appropriately to activation/warning signals on equipment) including auditory and visual signals)
- Detect significant environmental odors
- Distinguish fine print on various medication labels
- Observe and assess conditions of a patient accurately, at a distance and close at hand, and observe non-verbal communication when performing nursing assessments and interventions or administering medications
- Observe and participate in all demonstrations and experiments in the basic sciences including computer assisted instruction
- Observe digital or waveform readings
- Perceive signs of disease and/or infection as manifested through physical examination including visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart sounds, bowel and lung sounds)
- Read gradients/calibrations on a syringe

Communication
- Communicate accurately and effectively in English with other students, faculty, staff, patients, families and other professionals in a culturally sensitive manner
- Communicate effectively in classroom presentations, seminars, simulation, practicum sites, practicum conferences, and online-formats
- Convey or exchange accurate information in a clear and efficient manner to obtain a health history, identify problems presented, and explain alternative solutions
- Effectively communicate with and respond appropriately to other healthcare professionals’ questions, requests, and directions in classroom, lab and clinical settings
- Process and communicate information on the patient’s status including changes in mood, activity and posture and non-verbal communications with accuracy in a timely manner to members of the health care team

Psychomotor
- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials, and keyboards
- Assemble medical equipment and supplies
• Coordinate fine and gross muscular movements to treat patients in emergency situations
• Engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable adults
• Execute physical movements required to provide general care and treatment to all patients in all health care settings
• Move and position heavy and/or large equipment and patients
• Operate equipment typically found in the health care environment including IV pumps, cardiac monitors, and electric and manual blood pressure equipment, safe handling equipment, operating room beds and stretchers
• Perform basic life support, ventilation/compression (including CPR and AED), and other basic life support functions
• Respond to emergencies precisely, consistently, accurately, and quickly
• Safely assist a patient in moving from one place or another
• Transfer patients from bed to chair, bed to stretcher, stretcher to operating room bed
• Transport patients in wheelchairs as necessary

Intellectual-Conceptual, Integrative, and Quantitative
• Accurately perform mathematical calculations and calculate medication dosages
• Demonstrate factual, conceptual, procedural, and metacognitive knowledge
• Effectively perform chart reviews
• Effectively prioritize multiple tasks
• Effectively take doctors’ orders
• Exercise good judgment in patient assessment
• Manage the demands of time constraints and frequent interruptions
• Measure, calculate, reason, analyze, integrate, synthesize and problem solve in the context of the level and the focus of their curricular program
• Perform data entry tasks using available technology
• Perform universal precautions against contamination
• Provide all aspects of patient care in the hospital setting
• Provide clear expression of personal ideas and feelings, demonstrations of bidirectional feedback, and sensitivity to persons with ideas and experiences that different from their own
• Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, neurological status, etc.
• Use and interpret information related to physiologic phenomena generated from diagnostic tools (sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a patient

Behavioral and Social Attributes
• Abide by the professional standards of practice defined by the discipline
• Demonstrate compassion, sensitivity, and concern for others
• Demonstrate understanding and adherence to professional standards
• Function effectively under physically taxing workloads including in times of physical and mental stress
• Function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
• Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells
• Maintain confidentiality with regard to all phases of work

I understand that I will be expected to demonstrate competency in the technical standards stated above in order to successfully complete the program.

______________________________  _____________________  _____________________
Print Student Name  Student Signature  Date

Updated September 27, 2021 for Spring 2022 intake.
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.

(PRINT) Last Name ________ First ________________ Middle ________ was/is employed 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 ________________

OFFICE USE ONLY:

TYPE:_________________________________________        AMOUNT:____________________

REVIEWED BY:_________________________        DATE:_________________________