# SURGICAL TECHNOLOGY PROGRAM APPLICATION

**Application Deadline is June 23, 2023**

If you are interested in pursuing a degree in the Surgical Technology (STE) program at Pueblo Community College, this application packet must be complete and submitted by the deadline stated above. The STE program is five (5) semesters in length starting each fall semester. This is a full-time, Monday-through-Friday program with lecture, lab, and clinical components. This application is valid only for Fall admissions. Due to clinical facility requirements for student placement, students are required to have their COVID vaccination (J&J one-dose or Pfizer/Moderna two-dose). We do not accept COVID exemptions. Students will be required to have their first dose completed prior to their interview and will be asked to bring their COVID card to their interview. Students will need to be fully vaccinated by the first day of the fall semester.

The required documents and process to apply for admission into the STE program are listed in this packet. Additional information which describes the program, additional expenses, and other information to assist you in planning your degree is also provided.

Application packets must be received or postmarked by **5 p.m. June 23, 2023** with all required materials attached.

* It is the student's responsibility to see that all the application materials have been received or postmarked by the deadline.
* Late applications may be considered if space is available. Please contact the department chair at Diana.Montoya@pueblocc.edu or call 719-549-3279.
* Applicants may contact the STE department chair, Diana Montoya, at Diana.Montoya@pueblocc.edu for advisement prior to or during the application period. If unavailable, you may also contact Cheryl Gomez, Academic Excellence Administrator, at 719-549-3406 for information.

## STE Career and General Information

Welcome, students, and thank you for choosing surgical technology as your career path. A surgical technologist is a vital member of the operating room team and requires extensive commitment and special qualities for those who practice in this profession. The PCC Surgical Technology program prepares students for an entry-level career working in the operating room in both hospitals and ambulatory surgery centers and can also include working in sterile processing.

The surgical technologist serves the patient’s interest primarily by providing assistance to the surgeon by anticipating their needs. To accomplish this primary task efficiently and effectively, they must learn to apply critical thinking skills and “think like the surgeon.” This requires the surgical technologist to be well grounded in the basic sciences and have a mental image of normal anatomy to compare against the actual anatomy of a specific patient. They must know and understand the operative procedure used to correct the pathological conditions to make adjustments in instrumentation, supplies, and equipment according to variations in the pathology and the surgeon’s needs.

Upon acceptance into the Surgical Technology program, students will gain classroom and hands-on lab experience in surgical techniques, patient preparation, preparing the operating room, creating and maintaining a sterile field, scrubbing, gowning, and gloving, draping, and utilizing surgical case management. Students will also discover how to apply hemostasis, use sutures and stapling devices, handle specimens, understand surgical pharmacology and anesthesia, prepare controlled medications on the sterile field, apply wound care and dressing applications and utilize the principles of asepsis. Additionally, students will learn how to handle sharps safely, pass surgical instrumentation, supplies, and equipment during surgical procedures, perform surgical counts, execute room turnover and terminal cleaning processes, and carry out the necessary skills needed to process and sterilize instrumentation and supplies properly. Finally, students will participate in extensive clinical rotations within hospitals and ambulatory surgery centers to gain hands-on experience working in the operating room with certified surgical technologists, surgeons, anesthesiologists, circulating nurses and other qualified OR team members.

The PCC Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Students who successfully complete the program are eligible to sit for the National Certification Exam governed by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Upon passing, a board certified surgical technologist can practice under the credentials of Certified Surgical Technologist (CST). A state license through The Colorado Department of Regulatory Agencies (DORA) is required to practice as a surgical technologist in the State of Colorado (requirements vary from state to state).

## What do I need to do to apply?

1. Apply for admission to Pueblo Community College, meeting all college admission requirements. This will generate an eight digit student S# number.
	1. Admission forms may be completed [online](http://www.pueblocc.edu/Apply) or at the Admissions office located in the Go!Zone. For assistance with admission application, visit the Go!Zone on the second floor of the Student Center or call 719-549-3010.
2. Complete the Surgical Technology Program Application (page 5).
3. Provide **all** unofficial transcripts from prior schools, including PCC. Transcripts must be submitted with your application packet. If no transcripts are included in the application packet from a school that is listed, the committee will not continue the application process.
4. Complete STE Essential Functions Form(pages (6-7).
5. Submit two (2) letters of recommendation. Recommendation letters need to be completed by **non-relative** acquaintances and included with the application. Completed letters must include contact information and must be placed in a sealed envelope with the signature of the reference source signed across the outside flap of the envelope.
6. Complete the Surgical Technology Work/Volunteer/Military History Form (page 8).
7. Research and prepare a 300-word essay on why you want to become a Surgical Technologist and how you plan to meet the demands of this rigorous full-time program to be successful. Research references may be obtained from the following sources by clicking on the link below or typing the website address into your internet browser:

[Association of Surgical Technologists (AST)](http://www.ast.org/) (https://www.ast.org/)
[The National Board of Surgical Technology and Surgical Assisting (NBSTSA)](http://www.nbstsa.org/) (https://www.nbstsa.org/)

[Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)](http://www.arcstsa.org/) (http://www.arcstsa.org/)

[Commission on Accreditation of Allied Health Education Programs (CAAHEP)](http://www.caahep.org/) (https://www.caahep.org/)

1. Complete and sign the Application Checklist to acknowledge that you understand a background and drug screen will be required if conditionally accepted (page 9).

It is the student's responsibility to see that all the application materials have been received and an advising appointment has been arranged with the Program Chair if needed. All requirements listed above must be received or postmarked by 5 p.m. **June 23** to be considered for acceptance to the program. Evaluation of applicants will take place after the deadline.

**MAIL OR SUBMIT APPLICATIONS TO:**

Diana Montoya, Department Chair

Pueblo Community College

Teaching & Learning Center Campus

**Surgical Technology Program**

1000 Minnequa Ave., Room 2217

Pueblo, Colorado 81004

Only complete applications will be reviewed. Applicants **will not** be notified of missing application information. *Late applications may be considered if space is available.* Please contact the department chair at Diana.Montoya@pueblocc.edu.

## After I apply, what should I expect?

The Surgical Technology Program has a selective admissions policy due to lab space and the limited number of clinical sites available to the program. A list of alternates will be maintained and students will be notified of vacancies up through the first week of fall semester classes.

The Surgical Technology Admissions Committee will review all application packets. If the application packet is complete, the applicant will be notified by phone and/or email and scheduled for an in-person “hands-on” group interview July 5-7. No interviews will be conducted by phone or web-based application. Applicants are responsible for travel expenses incurred to participate in the interview. It is the student’s responsibility to check your email and spam folders during this time. Final admission of applicants will be awarded at the discretion of the Surgical Technology admissions committee.

## What to expect if you are conditionally accepted

Acceptance into the Surgical Technology program is provisional pending successfully passing a background check and drug screen. Students will be given instructions on how to complete the background check and drug screen via Castle Branch. The cost of the background check and drug screen is $81.20 and is the responsibility of the student to pay. Please note that *prices may be subject to change*. Upon approval, students will have three weeks to register and complete this process. Those who do not have their background check and drug screen completed by the deadline will be removed from the program roster and their slot will be filled.

Students must electronically sign the PCC Student Payment Agreement in order to be registered for STE courses.

Upon acceptance, students will be given a PCC form to begin documenting immunizations. Students are required to complete the following Immunizations prior to the start of the fall semester.

* COVID-19 Vaccination (J&J one-dose, or Pfizer/Moderna two doses)
* Tdap vaccination (Tetanus, Diphtheria & Pertussis) **and** Td Booster within 10 years of program entry
* MMR #1 & #2 or laboratory evidence of immunity with MMR Titer/MMR Booster
* 3-dose Hepatitis B series or laboratory evidence of immunity with Hepatitis B Titer ***(if needed: Hep B series must be started prior to program start) #1 date of first dose, #2 second dose at 4 weeks, #3 third dose at 6 months from date of first dose.***
* Varicella (Chicken Pox) #1 & #2 or lab evidence of immunity Varicella Titer

Students will be required to complete the following two Immunizations no later than September 1st of their first and second year:

* Quantiferon TB Gold blood test which is good for two years or an annual **2-step** TB skin test which requires two visits per year
* Influenza flu shot

Students must complete a CPR/BLS course in the spring of your first year.

## Alternate List

If an applicant is not conditionally accepted, they will be placed on an alternate list and candidates will be notified as vacancies occur through the first week of the fall semester. Those placed on the alternate list, who do not fill a vacancy, **must re-apply annually** for admission to the STE program. Please note that no materials, such as transcripts or other application documents, are kept on file to be used again for re-application. These materials are treated as confidential documents and are shredded.

# Surgical Technology Program Application

Please complete the following application to be considered for admission into the STE program.

Date: S #: \_\_\_\_\_\_

First Name: M.I. Last Name:

Maiden Name (if applicable):

Current Address: City: State: Zip

Mailing address if different than above:

Mailing Address: City: State: Zip

Email Address (personal):

Email Address (student):

Phone #: Phone # (Alternate):

Emergency Contact Name: Phone #:

Are you a Colorado resident? [ ]  Yes [ ]  No

Have you previously obtained a degree? Yes [ ]  No [ ]

 If you answered yes, indicate the type of degree(s) obtained: Associate [ ]  Bachelor’s [ ]  Other [ ]

 Degree earned: Year completed:

 Degree earned: Year completed:

Unofficial transcripts from every school previously attended must be provided with this application.

Have you ever applied to another health program? [ ]  Yes [ ]  No

If yes, what program?

What school?

What date?

How did you hear about the Surgical Technology Program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Surgical Technology Essential Functions Form

| **Essential Function Criteria** | **Definition** |
| --- | --- |
| Age specific | To serve all demographic patients. |
| Test Taking Requirements | Ability to take written exams within designated time constraints. |
| Critical Thinking | Ability to use critical thinking, logic and reasoning to solve complex problems and provide a safe and effective practice throughout the learning process for surgical technology. Observe, receive and otherwise obtain information from all relevant sources to problem solve. Ability to read preference cards, identify information, categorize, estimate, recognize differences and similarities, and detect changes in circumstances and/or events within designated time constraints. |
| Skills Requirements | Ability to perform lab skill competencies under designated time constraints characteristic of operating room conditions. Ability to perform skills in an operating room and in trauma situations demonstrating accurate, safe and effective practice during clinical internships. |
| Mental/Emotional Requirements | Ability to use positive coping skills to manage stress and trauma appropriately while making decisions under pressure. To handle multiple priorities and demonstrate calm and effective responses, especially in emergency situations. |
| Interpersonal Skills | Interpersonal abilities sufficient to interact with physicians, staff, faculty, individuals, families, and patients from a variety of social, emotional, cultural and intellectual backgrounds. |
| Communication Ability | Communicate and understand fluent English both verbally and in writing.  |
| Problem Sensitivity / Anticipation | Ability to tell when something is wrong or is likely to go wrong and consider relative costs and benefits of potential actions prior to decision making. |
| Physical Endurance | Remain continuously on task for several hours with the majority of time standing, bending, or sitting for long periods of time in one location with minimal or no breaks. Refrain from nourishment or rest room breaks for periods up to four (4) hours. Work days, nights, weekends and call. Able to lift up to 50 lbs. and assist with and/or lift, move, position, and manipulate with or without assistive devices, the patient who is unconscious. Work in close physical proximity to other people for long periods of time. |
| Mobility | Physical abilities sufficient to move and maneuver in small spaces without assistive devices. Demonstrates a full range of motion; manual and finger dexterity, and hand-eye coordination.  |
| Motor Skills | Gross and fine motor abilities sufficient to manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination while providing safe and effective patient care with a variety of modalities. Ability to keep hand and arm steady while moving your arm or while holding your arm and hand in one position. |
| Hearing Ability | Auditory ability sufficient to monitor and assess the surgeon and surgical team’s concerns and hear and understand muffled communication without visualization of the communicator’s mouth/lips. Hear activation/warning signals on equipment. |
| Visual Ability | Normal or corrected visual ability sufficient for observation of a patient and surgical procedure. Demonstrate sufficient visual and tactile ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses. Ability to match or detect differences between colors, including shades of color and brightness. |
| Olfactory Ability | Olfactory senses (smell) sufficient to detect odors to maintain environmental and patient safety and address patient needs. |
| Professional Attitude and Demeanor | Ability to present professional appearance and implement measures to maintain own physical and mental health and emotional stability. Ability to demonstrate emotional health required for the utilization of intellectual abilities and exercise good judgment. Exhibit positive interpersonal skills in patient, staff, and faculty interactions. |
| Environment Safety | Ability to recognize and protect self, patients and others from environmental risks and hazards. |
| Health Safety | Be free of reportable communicable diseases and chemical abuse. Demonstrate immunity to rubella, tuberculosis, and hepatitis B, or be vaccinated against these diseases, or be willing to sign a waiver or release of liability with regard to these diseases. |

**Acknowledgement of Essential Functions**

All students in the Surgical Technology program must be able to perform these essential functions. Examples of activities are not all inclusive. By signing below, you are stating that you have read and understand the Essential Functions and standards specific to the Surgical Technology program and have the ability to meet the physical performance standards as specified.

Signature: Date:

## Work / Volunteer / Military History Form

First Name: Last Name: S #:

Please provide the name, address, length of employment, and type of work where you have been employed, volunteered and/or served in the military. The admissions committee is especially interested in experience related to health, education, and/or surgical technology. Additional sheets may be attached if more space is needed. ***All references will be verified***.

Employer (Company/Business Name):

Supervisor: Phone #:

Street Address: City: State: Zip

Dates of Employment: FROM TO Type of work:

Employer (Company/Business Name):

Supervisor: Phone #:

Street Address: City: State: Zip

Dates of Employment: FROM TO Type of work:

Employer (Company/Business Name):

Supervisor: Phone #:

Street Address: City: State: Zip

Dates of Employment: FROM TO Type of work:

Employer (Company/Business Name):

Supervisor: Phone #:

Street Address: City: State: Zip

Dates of Employment: FROM TO Type of work:

Employer (Company/Business Name):

Supervisor: Phone #:

Street Address: City: State: Zip

Dates of Employment: FROM TO Type of work:

Student Signature: Date:

## Applicant Check List

Please check the following boxes to indicate that you have reviewed and included documentation required as part of the STE application packet:

[ ]  I have attached copies of “Unofficial” transcripts from every prior school listed on my application.

[ ]  I have completed the Surgical Technology Program Application.

[ ]  I have signed the STE Essential Functions Form.

[ ]  I have attached four (4) Letters of Recommendation completed by **non-relative** acquaintances and placed in sealed envelopes with the signature of the reference source across the flap of each envelope.

[ ]  I have attached the Work/Volunteer/Military History Form

[ ]  I have researched the profession of Surgical Technology and ***attached a copy*** of a 300 word essay on why you want to become a Surgical Technologist and how you plan to meet the demands of this rigorous full time program to be successful.

**Have you completed any of the below General Education courses? Please note “IP” if you are in the process of taking a course in the summer term.**

[ ]  HPR 1039 Medical Terminology (2 credit) Date: Grade:

[ ]  BIO 1006 Basic Anatomy and Physiology (4 credit) Date: Grade:

[ ]  BIO 2101 Human Anatomy and Physiology I (4 credit) Date: Grade:

[ ]  BIO 2102 Human Anatomy and Physiology II (4 credit) Date: Grade:

[ ]  BIO 1016 Introduction to Human Diseases (3 credit) Date: Grade:

[ ]  BIO 2104 Microbiology (4 credit) Date: Grade:

[ ]  ENG 1021 English Composition (3 credit) Date: Grade:

[ ]  COM 1105 Career Communication (3 credit) Date: Grade:

[ ]  COM 1250 Interpersonal Communications (3 credit) Date: Grade:

[ ]  COM 2063 Conflict Resolution (1 credit) Date: Grade:

[ ] COM 2069 Leadership (1 credit) Date: Grade:

I hereby certify that to the best of my knowledge the information furnished is true and complete - without evasion or misrepresentation. I understand that, if it is found to be otherwise, it is sufficient cause for rejection or dismissal. Further, I have read the requirements for program admission and, if selected, I accept full academic and financial responsibility for enrollment within the program.

Signature: Date:

## Notice of Non-Discrimination Statement

Pueblo Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Pueblo Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Chief Human Resources Officer as its AA/EEO and Title IX Coordinator, with the responsibility to coordinate the college’s civil rights compliance activities and grievance procedures. If you have any questions, please contact the Chief Human Resources Officer, 900 W. Orman Avenue, Central Administration Building, Room 111, telephone 719.549.3220, email HR.PCC@Pueblocc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; phone: 303.844.3417.

## Aviso de no discriminación

Pueblo Community College (PCC) prohíbe todas formas de discriminación y acoso, inclusive violación de leyes federales y estatales o las políticas educativas 3-120 y 120 4 del Consejo Estatal de Colegios Comunitarios y Laborales. El Colegio no discrimina en base al sexo/género, raza, color, edad, credo, origen nacional o étnico, incapacidad física o mental, estado de veterano, estado de embarazo, religión, información genética, identidad de género o orientación sexual en sus prácticas de empleo, programas educativos, o actividades que ofrece el Colegio. PCC tomará medidas apropiadas para asegurar que la falta de conocimientos del idioma inglés no será un impedimento para la inscripción y participación en programas de educación vocacional.

El Colegio ha designado al Director de Recursos Humanos como su Coordinador de AA/EEO y Título IX, con la responsabilidad de coordinar las actividades de cumplimiento de los derechos civiles de la universidad y los procedimientos de quejas. Si tiene alguna pregunta, comuníquese con el Director de Recursos Humanos, 900 W. Orman Avenue, Central Administration Building, Room 111, teléfono 719.549.3220, correo electrónico HR.PCC@Pueblocc.edu. También puede comunicarse con la Oficina de Derechos Civiles, Departamento de Educación de los Estados Unidos, Región VIII, Edificio de Oficinas Federales, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; teléfono: 303.844.3417.