



3213 S. Park Avenue
Herrin, IL 62948
618-942-6902
Fax: 618-942-6658

Southern Illinois Collegiate Common Market

Dear 2011 Prospective Surgical Technology Student:

The career that you are considering is truly exciting! This application packet will provide you with information about the profession and career of a Certified Surgical Technologist (CST) and the Southern Illinois Collegiate Common Market (SICCM) Surgical Technology Program (STP). Forms and guidelines for application and admission are included. Enclosed you will find:

- A STP Application Form
- Application Procedures
- Selection Process for Surgical Technology Student Admission
- Information about the *Health Occupation Aptitude Examination-Revised*
- Information about the Surgical Technology Profession
- Information about the Surgical Technology Program
- The STP Accreditation with CAAHEP
- Expenses encountered in the STP
- SICCM Surgical Technology Course Descriptions
- Technical Abilities Statement
- STP brochure

Questions regarding the admission process may be directed to:

Susan Phillips
Assessment Office, Room C205
John A. Logan College
700 Logan College Road
Carterville, Illinois 62918
618-985-3741 ext. 8496

Beth Stevens
Allied Health Department
Rend Lake College
468 Ken Gray Parkway
Ina, Illinois 62846
618-437-5321 ext. 1225

Steve Cox
Coordinator of Advising
Kaskaskia College
27210 College Rd.
Centralia, IL 62801
618-545-3000

Linda Stricklin
Director of Nursing & Allied Health
Southeastern Illinois College
3575 College Road
Harrisburg, Illinois 62946
618-252-5400 ext. 2330

Mindy Reach
Registrar
Shawnee Community College
8364 Shawnee College Road
Ullin, Illinois 62992
618-634-3247 ext. 3298

Sincerely,

Lacey Shepard, CST, MA. Ed
Director, SICCM Surgical Technology Program

John A. Logan College, Carterville . Kaskaskia College, Centralia. Rend Lake College, Ina. Shawnee Community College, Ullin
Southeastern Illinois College, Harrisburg. Southern Illinois University at Carbondale
Southern Illinois University at Edwardsville

APPLICATION FOR ADMISSION to the SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET SURGICAL TECHNOLOGY PROGRAM Entering Fall, 2011

Name of Applicant: _____
Last First Middle

Social Security Number: _____ Telephone: () _____

Address: _____
Street City State Zip Code

To which college STP program are you applying with THIS application?
 John A. Logan College
 Kaskaskia College
 Rend Lake College
 Southeastern Illinois College
 Shawnee Community College

In which college district are you a legal resident, as of March 1, 2011?
 John A. Logan College
 Kaskaskia College
 Rend Lake College
 Southeastern Illinois College
 Shawnee Community College

Last High School Attended: _____
 Year of graduation: _____

City: _____ State: _____
 Or, do you hold a GED Certificate?
 Yes No
 If yes, what year? _____

Are you transferring courses taken at another college for consideration within the Surgical Technology Program curriculum?
 Yes No

If Yes, list all colleges from which you have requested official transcripts. Identify any earned credential and/or degree, including field of study.

School: _____ City: _____ State: _____
 Credential/Degree: _____ Field of Study: _____

School: _____ City: _____ State: _____
 Credential/Degree _____ Field of Study: _____

School: _____ City: _____ State: _____
 Credential/Degree _____ Field of Study: _____

Will transcripts be submitted under any other name (s)? Yes No
 If so, list names (s): _____

The undersigned certifies that the information herein is true, complete, and correct. It also certifies that the applicant has read, and agrees to, all application procedures.

Signature of Applicant _____ Date: _____

The SICCM STP Program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability. Each college does give preference to its in-district students.

SOUTHERN ILLINOIS COLLEGIATE COMMON MARKET SURGICAL TECHNOLOGY PROGRAM

APPLICATION PROCEDURES

All Surgical Technology Program (STP) application information should be mailed to the address of the college to which you are applying. Do not send applications to Southern Illinois Collegiate Common Market (SICCM).

The college addresses and contact person are:

Susan Phillips
Assessment Office
John A Logan College
700 Logan College Road
Carterville, IL 62918
Phone (618) 985-3741

Beth Stevens
Allied Health Department
Rend Lake College
468 North Ken Gray Parkway
Ina, IL 62846
Phone (618) 437-5321 ext. 1225

Steve Cox
Coordinator of Advising
Kaskaskia College
27210 College Rd.
Centralia, IL 62801
Phone: (618) 545-3000

Linda Stricklin
Secretary to Nursing/Allied Health
Southeastern Illinois College
3575 College Rd.
Harrisburg, IL 62946
Phone (618) 252-5400 ext. 2330

Mindy Reach
Registrar
Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992
Phone (618) 634-3298

The application procedures for the Surgical Technology Program are the same for John A Logan College, Rend Lake College, Southeastern Illinois College, Shawnee Community College, and Kaskaskia College:

- A. Graduate (or anticipate graduation by college entrance) from an approved High School or demonstrate equivalent competency (G.E.D. examination).
- B. Satisfy all general entrance requirements for admission to the college to which you applied prior to the application deadlines for the Surgical Technology Program. Each college's general admission requirements and process are described in its catalog.
- C. Take the Health Occupation Aptitude Examination – Revised (HOAE-R).
Test scheduling is discussed on page 4 of this packet.
Regardless of the ASSET or any test score taken for general college admission, and any resultant remedial classes required, all students desiring to apply for the Surgical Technology Program will be allowed to take the Health Occupation Aptitude Examination - Revised. However, if a student scores low on any general admission test, counselors may advise against continuing the STP application process.
- D. Submit completed STP application form.
- E. Request official transcripts from previous college experience if desiring to transfer any coursework.

Application for admission to the STP program is coordinated at each specific college by the offices listed above. The deadline for the Surgical Technology Program Application, official transcripts, and exam is March 1, 2011. On that date, the following must be on file in the designated office of the college to which you are applying:

1. Completed STP Application Form,
2. Health Occupation Aptitude Examination – Revised,
(Test results must be available to the college by March 1)
3. Official transcripts of previous college experience.
(NO weighted points will be given without an official transcript).

It is the applicant's responsibility to assure that these documents have been submitted to the college.

SELECTION OF STUDENTS

The Southern Illinois Collegiate Common Market Surgical Technology Program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a condition or disability not related to job performance ability as a Surgical Technologist. By college policy, residents of the college district (as of the date of application deadline) are given preference for admission to the program.

Selection for the Surgical Technology Program is based exclusively upon the following:

1. Health Occupations Aptitude Examination - Revised scores. All five sections of the test will be given, however only the cumulative raw score of the first four sections will be used for admission ranking. The fifth section will be utilized for research.

The Health Occupation Aptitude Examination - Revised may be taken two times within one academic year, with the highest score used for admission determination. Testing will be cross checked among the campuses. If the applicant has taken the exam more than two times within an academic year, only the first two scores will be considered.

2. Credit of 10 points each will be given for **3** previously taken courses of anatomy, physiology, or microbiology. The courses eligible for these credits are the 3 General Education classes in the Surgical Technology Program curriculum. Each must have been passed with a AC@ or higher to qualify. (Note that one of these courses is a pre-requisite for the program.)

No credit points will be given without an official transcript.

Total points achieved will be added to the combined earned raw scores of sections 1 through 4 of the Health Occupation Aptitude Examination - Revised. Rank ordering of students for admission consideration will be made on the basis of total points. Ties will be broken by the highest score achieved on the Health Occupation Aptitude Examination - Revised, Part 1 and Part 3, successively.

Each college has five admission slots, for a total class size of twenty-five students. Admission lists will be ranked and determined at each college, for the five student slots accorded that college and by the applications submitted to that college.

The five top-scoring students from each college will be admitted to the Southern Illinois Collegiate Common Market STP. A list of accepted students will be developed by mid-March, the Spring before the start of the program. Accepted students will be informed of admission into the program by the admitting college, and will be required to reply if they desire to enter the program. Should an accepted student choose not to enter the class, the next student in the rank order for that campus will be notified of acceptance.

If a student is accepted to the program and chooses not to enter the fall class, any future admission must be by re-application. All students must make application for each year they wish to be considered for entrance into the Surgical Technology Program. Health Occupations Aptitude Examination - Revised test results will be considered valid for two years.

No student may be admitted to any individual Southern Illinois Collegiate Common Market program more than two times within a five year period. After withdrawing from a single program two times, the student will be allowed to enter any other SICCM Program only one time. "Withdrawing is defined as declining a previously accepted admission invitation within ten weeks of program start and/or withdrawing from class attendance before completing the first semester. Each campus may consider exceptions for extreme cases of unanticipated, non-elective health issues of self and family.

Upon admission to the program students will be required to successfully complete a physical exam; the first of a series of three Hepatitis B Virus vaccinations (or sign a declination waiver); a two-step TB skin test (and/or chest x-ray), a rubella titer (and/or immunization), documented proof of immunity to Rubeola (red measles) and immunity status to Varicella (chicken pox) and Pertussis (whooping cough), and a Tetanus immunization. These must be completed prior to the beginning of class. Current certification in CPR (cardiopulmonary resuscitation),

a drug screening test and a criminal background check are required prior to Clinical Rotation in the second semester. Health insurance is required by the clinical sites before students are allowed on site.

A felony conviction influences whether hospitals and other health agencies will accept the student for clinical education experiences required for graduation. Therefore, Southern Illinois Collegiate Common Market requires accepted students to complete a criminal history background check prior to beginning the program. Information about the process will be provided to the student when he or she is informed of acceptance into the program.

As a condition of assignments to clinical educational experiences, admitted students will also be required to submit to a drug screening. The screening will be completed by a party selected by the Southern Illinois Collegiate Common Market, and paid for by the student. Information about the drug screen will be sent to a newly admitted student by the Southern Illinois Collegiate Common Market in an admission packet.

Admission packets describing the drug screening information, criminal background check, physical examination, vaccinations, and immunizations will be mailed to successful applicants in June. These packets will contain the forms and deadlines necessary to complete those requirements prior to the start of class.

HEALTH OCCUPATION APTITUDE EXAMINATION - REVISED
EXAM ADMINISTRATION

The Health Occupation Aptitude Examination-Revised (HOAE-R) will be administered at every college. Examination schedules and methods of test delivery vary among colleges. Colleges may use a paper/pencil or computer-delivered presentation or both. The HOAE-R will be administered frequently throughout the academic year, although testing schedules will vary among colleges. On-request testing is available at some campuses. Sample questions for the HOAE-R test can be found by going to www.psbtests.com and clicking on Resources for Test Takers.

Interested applicants must contact the person listed below to schedule a test date and time. To be eligible for Fall admission, testing must be complete and scores available to the college by the previous March 1st. Determination of the list of accepted students will be made from the applicants who have tested and applied by March 1st.

If the program is not full, colleges may choose to test and accept applications through April 30th for any remaining slots. Unless empty program slots still remain for Fall those students testing and applying after April 30th will be considered for the next year's Fall admission.

Contact the following people to register for testing:

Tom Cardwell
Director of Assessment
John A Logan College
700 Logan College Road
Carterville, IL 62918
Phone (618) 985-3741

Gloria Oliver
Testing Coordinator
Rend Lake College
468 North Ken Gray P'way
Ina, IL 62846
Phone (618) 437-5321, ext.1268

Scott Wernsman
Testing Coordinator
Kaskaskia College
27210 College Rd.
Centralia, IL 62801
Phone (618) 545-3053

Ed Rose
Retention & Testing Ctr. Coordinator
Southeastern Illinois College
3575 College Rd.
Harrisburg, IL 62946
Phone (618) 252-5400, ext. 2442

Kari Gholson
Student Success Center Coordinator
Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992
Phone (618) 634-3316

You will be charged a basic fee of \$ 25.00 by the college to take the Health Occupation Aptitude Examination - Revised. It is the preference of your college that you take the test at their campus.

HOAE-R scores will be considered valid for two academic years. Colleges will cross check testing lists to be certain that an applicant has not taken the Health Occupation Aptitude Examination - Revised more than two times within an academic year.

If an applicant has taken this test more than two times total within an academic year, only the first two scores will be considered.

Surgical Technology Program

The Profession

As part of the surgical team, the Certified Surgical Technologist (CST) is responsible for providing an optimal surgical environment for the patient. The CST is responsible for three phases of surgical patient care, or surgical case management. Some duties of the CST in each phase of case management include:

Preoperative Case Management

- Donning OR attire and personal protective equipment
- Preparing the OR
- Gathering necessary equipment and supplies
- Opening sterile supplies
- Scrubbing and donning sterile gown and gloves
- Organizing the sterile field for use
- Counting necessary items
- Assisting team members during entry to the sterile field
- Exposing the operative site with sterile drapes

Intraoperative Case Management

- Passing instrumentation, equipment and supplies to the surgeon and surgical assistant
- Preparing and handling pharmaceuticals
- Predicting needs of the patient and surgeon and preparing necessary items
- Counting necessary items
- Caring for specimens
- Applying dressings

Postoperative Case Management

- Maintaining the sterile field until the patient is transported
- Removing used instruments, equipment and supplies from the OR
- Caring and maintaining instruments, equipment and supplies following use
- Preparing OR for the next patient

The median salary for Certified Surgical Technologists is approximately \$12- \$13 per hour. Shift differentials will add more per hour and the hourly wage will vary slightly at each health care institution. In many instances there is additional “call pay”.

The Surgical Technology Program

The STP Director is:

Lacey Shepard, CST, MA. Ed

Southern Illinois Collegiate Common Market

3213 South Park Ave.

Herrin, Illinois 62948

Telephone: 618-942-6902

The Surgical Technology (one year) Certificate is offered through the Southern Illinois Collegiate Common Market (SICCM) and is offered cooperatively with John A. Logan College, Rend Lake College, Kaskaskia College, Shawnee Community College, and Southeastern Illinois College. Included in this packet are course descriptions and a curriculum guide contained in the brochure.

Students are admitted to the STP and register for all courses through their home campus. General education courses are taken at the student's home campus, but all STP courses are taught in the STP laboratory/classroom at the SICCM facility in Herrin, Illinois. This may require students to travel an hour or more to classes. Students will need to have transportation to accomplish travel requirements in the STP. Travel time will need to be considered as well between home and the student's campus.

Currently, STP courses are taught during the day. STP courses are taught on Monday, Wednesdays and Fridays Fall Semester, and on Wednesdays Spring and Summer Semesters. There are three eight week clinical rotations; two are done in Spring Semester, and the final one is done in Summer Semester. These clinical rotations are done on either Mondays and Wednesdays Spring Semester, and Mondays, Tuesdays, Thursdays and Fridays in Summer Semester.

Clinical rotations may require considerable driving. Students should expect to potentially drive an hour or more to and from clinical sites. Students will use a lottery drawing system for selection of their choice of clinical sites. Driving time hinges on clinical site availability at a given point in the semester.

If the number of students requiring clinical rotations exceeds the number of slots available at the clinical affiliates, students may be required to complete clinical rotation during the break following the scheduled semester or as soon as a clinical affiliate is available for training. A listing of operating rooms used for Clinical Rotations will be given to the admitted student in the admission packet.

Included in this packet is a brochure listing the STP curriculum and a separate listing of STP course descriptions. Most of the STP courses have both lecture and hands-on laboratory components.

The STP is full-time only, with courses offered in specific sequence. All STP courses in a semester must be taken and passed in order to progress to any STP coursework of the next semester. All of the STP courses must be passed with a grade of AC@ or better. The program is designed to be completed within one calendar year, or three semesters. Supervised Clinical Rotations comprise over 500 clock hours in the spring and summer semester.

ACCREDITATION STATUS

The SICCM ST Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates of the SICCM ST Program will qualify to sit for the Surgical Technologist National Certifying Examination. The National Board of Surgical Technology and Surgical Assisting (NBSTSA) is the certifying agency for surgical technologists. This computer-delivered examination will be administered by appointment and after application once eligibility has been established. Successful completion of this exam confers the title of Certified Surgical Technologist (CST). Certification provides evidence that the certified individual has met the national standard for the knowledge that underlies surgical technologist practice. Certified individuals demonstrate mastery of a broad range of knowledge of surgical procedures, aseptic technique, and patient care by successfully completing the surgical technologists certifying examination.

EXPENSES

Costs will vary among the five participating institutions because tuition fees per credit are not the same at all campuses. For specific campus tuition, consult individual school catalogs. Within this highly mobile program, admitted STP students will be responsible for the following expenses:

1. Examination fee for Health Occupation Aptitude Examination -Revised (\$25)
2. Tuition
3. College fees (\$20 per course X 7=\$140)
4. Books
5. Costs of transportation to centralized laboratory classroom for STP courses and clinical sites
6. Lab supplies: One Pair of Scrubs, clinic shoes, and safety glasses.
7. Proof of Health Insurance or Medicaid
8. Physical examination
9. Tests: TB skin tests and/or chest x-rays, Rubella titer, possible Varicella and Pertussis titers.
10. Immunizations: Hepatitis B Virus -series of 3, possible Rubella, Rubeola, Tetanus
11. Program Assessment Exam Fee: \$30
12. Application fee for national certification examination (approx. \$200)
13. CPR certification (approximately \$ 20)
14. Cost for background check (approximately \$37.00 +) and drug screen (\$46)
15. Voluntary organization dues and/or conference fees (\$45 AST student membership)

CURRICULUM COURSE REQUIREMENTS

Prerequisite *(++) Introduction to Human Anatomy or Physiology

Fall Semester	Spring Semester
** (++) Introduction to Human Anatomy or Physiology 4	*** (++) Introduction to Microbiology 4
STP Pharmacology for the Health Professional 3	STP Clinical Rotation in Surgical Technology I 5
STP Introduction to Surgical Technology 3	STP Surgical Procedures I 5
STP Principles & Practices of Surgical Technology 6	TOTAL SEMESTER HOURS = 14
TOTAL SEMESTER HOURS = 16	

Summer Semester	
STP Surgical Procedures II	3
STP Clinical Rotation in Surgical Technology II	5
TOTAL SEMESTER HOURS = 8	

STP Surgical Procedures II

3 Hours/ Summer Semester

Prerequisite: STP Surgical Procedures I, STP Clinical Rotation I, and Introduction to Microbiology

This course is a continuation of Surgical Procedures I and is designed to prepare students for clinic practice training. Instruction combines lecture and lab to introduce students to all surgical specialties not covered in the first course. Lecture 3 hours.

STP Clinical Rotation in Surgical Technology I

5 Hours/Spring Semester

Prerequisite: Certified in CPR, STP Principles, STP Pharmacology, and Introduction to Human Anatomy and Physiology

This is a course designed to provide the student with a solid introduction to the operating room and its routines. This course functions to expand knowledge gained in the introduction to Surgical Technology and supports the knowledge being gained in the Principles and Practice of Surgical Technology. Instruction includes supervised clinical experience at local healthcare facilities. This course is offered Pass/Fail. 15 Clinical Hours

STP Clinical Rotation in Surgical Technology II

5 Hours/ Summer Semester

Prerequisite: certified in CPR, STP Surgical Procedures I, STP Clinical Rotation I, and Introduction to Microbiology.

This course is a continuation of Clinical Rotation in Surgical Technology I. Instruction includes supervised clinical experience at local healthcare facilities.

This course is offered Pass/Fail

15 Clinical Hours

FINANCIAL AID

A variety of financial aid exists at each of the five participating institutions. The applicant should contact the Financial Aid Office at the school to which he/she is applying. Some of the types of financial aid presently offered are:

1. Scholarships
2. Loans
3. Grants

TECHNICAL ABILITIES AND SKILLS REQUIRED FOR THE SURGICAL TECHNOLOGY PROGRAM

In order to handle the job responsibilities and tasks assigned to students in the Surgical Technology Program, students must be able to:

1. Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, and eye-hand coordination.
2. Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
3. Lift and carry up to sixty (60) pounds.
4. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print.
5. Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
6. Withstand unusual smells-cauterized tissue.
7. Wear full surgical attire including personal protective equipment.
8. Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
9. Concentrate and pay attention to detail.
10. Perform fine motor skills with both right and left hands. (Dexterity and application in working with microscopic pieces of equipment and sutures, hold retractors, etc.)
11. Adapt to irregular working hours as well as ability to stay over shift as necessary.
12. Respond quickly and in an emotionally controlled manner in emergency situations.
13. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
14. Recognize that work environment will include exposure to diseases and toxic substances (sterilants, x-ray, fumes, development of latex allergy, and so forth).
15. Show evidence of skin integrity.
16. Be able to problem solve using conceptual, integrative, and quantitative reasoning skills.

I have read and understand the above non-academic requirements and believe that I am able to meet these standards.

SICCM/ST Program Application Signature

Date

Sign the above statement and return to the SICCM/ST Program Director by mail or at the first scheduled class meeting.

Program acceptance in no way is based on applicant's limitations. "Technical standards represent the essential non-academic requirements of the program that the student must master to successfully participate in the program and become employable".