Indiana University Health

Methodist Hospital

SURGICAL TECHNOLOGY PROGRAM

2018 – 2019
Program Information Booklet

IU Health Methodist Hospital
Health Sciences Education
1812 N. Capitol Ave. Room 629
Indianapolis, IN 46202

It is the policy of the organization that equal opportunities be available to all without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status. This policy applies in all phases of an individual's career, beginning with the initial application process, recruitment and selection, placement, job change, compensation, discipline, and separation.

In order to affirm this policy, the organization subscribes to the following principles: the organization will recruit, hire, train, and promote individuals without regard to race, color, sex, religion, national origin, disability, sexual orientation, or veteran status.

All personnel actions regarding compensation, benefits, job changes, training, educational assistance, etc. will be administered without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status. The Director of Employment and Employee Relations will be responsible for ensuring that policies are enforced in a manner consistent with this goal.

The organization has a staff of Human Resource Consultants who are available to consult with any job applicant or employee who has questions or issues concerning the application of this policy.

The information contained in this document was accurate at the time of printing and is subject to change without notice.

Academic Calendar
ST Program
2018-2019

Application Deadline	April 30, 2018
Notifications made week of	July 2, 2018
Core Tuition payment due	September 4, 2018
Orientation	September 4, 2018
Core Courses Begin	September 5, 2018
Thanksgiving Holiday	November 22 &23, 2018
Core Courses End	**December 21, 2018**
Holiday Break	December 24, 2018 – January 4, 2019
Level 1 Tuition payment due	January 7, 2019
Level 1 Courses Begin	**January 7, 2019**
Level 1 Courses End	**April 19, 2019**
Spring Break	April 22-16, 2019
Level 2 Tuition payment due	April 29, 2019
Level 2 Courses Begin	**April 29, 2019**
Memorial Day Holiday	May 27, 2019
Independence Day Holiday	July 4, 2019
Level 2 Courses End	**August 9, 2019**
Program Completion	***August 9, 2019***

Table of Contents Surgical Technology Program

Instructional Delivery

All courses for the program are taught on the Methodist Campus. Most portions of this program are taught in a classroom lecture or lecture/lab combination. An exception to this would be the clinical portion, which is completed in the surgery department of several major hospitals in the Indianapolis area. These include Indiana University Health Methodist, University, and Riley Hospital for Children at IU Health, IU Health West, IU Health North, St. Vincent and Franciscan Health Indianapolis hospitals. No portion of the courses or program is offered via distance learning education.

Listing of Officers

Dennis Murphy, MHA
President and CEO

Jonathan Gottlieb, MD
EVP and CMO
Academic & Medical Affairs

Mark Mattes, JD
Executive Director
Academic Affairs

Donna Thaler Long, RT(R)(M)(QM)
Manager
Health Sciences Education

Faculty

Terry Myers, RN
Program Director

Michelle Whitlow, BS, CST
Clinical Coordinator

Diana Carlton, AS
Departmental Secretary

Who to call with questions:
For general questions regarding the application process or fees, call the departmental secretary at 317.962.5470. For specific questions about the program or its curriculum, contact the program director Terry Myers at 317.962.1864, or tmyers@iuhealth.org.

Indiana University Health includes Indiana's most comprehensive academic health center and is one of the busiest hospital systems in the United States. Through its partnership with Indiana University School of Medicine (IUSM), the nation's largest medical school and a global leader in medical education and research, IU Health is uniquely positioned to provide leading edge care and the most skilled clinical teams. (Figures below represent annual systemwide totals as of July 31, 2016.)

- Admissions: 117,245
- Outpatient visits: 2,629,251
- Available beds: 2,576
- Surgery cases: 102,206
- Team members: 25,927

National Recognition

- Seven patient-care specialties at IU Health are nationally ranked in U.S. News & World Report's 2017-2018 edition of "America's Best Hospitals."

- Ten out of 10 specialty programs at Riley Hospital for Children at IU Health ranked among the top 50 children's hospitals in the nation

- IU Health is designated as a Magnet hospital system by the American Nurses Credentialing Center, recognizing excellence in nursing care at IU Health Bloomington Hospital as well as IU Health Methodist, IU Health University and Riely Hospital for Children at IU Health. The designation is the gold standard for nursing excellence and the highest national honor an organization can receive for professional nursing practice

Student Resources

1. **Food** – Various food options are available in and around the hospitals
2. **Lounges** – Students may use the employee and student lounges in Wile Hall.
3. **Parking** – Students will be provided temporary hangtags, which allows for free parking in the employee surface parking lots at IUH Methodist Hospital. Parking garages are also available for a fee.
4. **Library** – The library and media center are located on the first floor in the Methodist Professional Center.
5. **References** – Departmental collection of reference books and professional journals are available.
6. **Occupational Health** – All injuries, no matter how small, must be reported to your Clinical Coordinator or Program Director immediately and to be referred to the appropriate Occupational Health Center.

Summary of Significant Points
- Demand for trained surgical technologists is high and is expected to grow 30% between 2012 and 2022.
- Increased demand for surgical technologists is expected as the number of surgical procedures grows.
- Most certificate programs for surgical technologists last approximately one year.

Nature of the Work: What Surgical Technologists Do
Surgical technologists previously called surgical or operating room technicians, assist in operations under the supervision of surgeons, registered nurses, and/or other surgical personnel.

Before an operation, surgical technologists help
- set up the operating room with surgical instruments and equipment, sterile linens, and sterile solutions
- assemble, adjust, and check nonsterile equipment to ensure that it is working properly
- transport patients to the operating room
- position patients on the operating table and cover them with sterile surgical "drapes"

Surgical technologists also help the surgical team put on sterile gowns and gloves.

During surgery, surgical technologists
- pass instruments and other sterile supplies to surgeons and surgeon assistants
- may hold retractors, cut sutures and count sponges, needles, supplies, and instruments
- must respond quickly and know procedures well so that they may have instruments ready for surgeons without having to be told
- help prepare and care for specimens that are taken to the laboratory for analysis
- may help apply dressings; operate sterilizers, lights, or suction machines; and help operate diagnostic equipment

After an operation, surgical technologists
- may help transfer patients to the recovery area
- clean and restock the operating room

Working Conditions
Surgical technologists work in clean, well-lighted, cool environments. They must stand for long periods and remain alert during operations. At times they may be exposed to communicable diseases and unpleasant sights, odors, and materials.

Most surgical technologists work a regular 40-hour week, although they may be on call or work nights, weekends, and holidays.

Employment

Most Surgical Technologists are employed by hospitals, mainly in operating and delivery rooms. Others are employed in ambulatory care centers. However, because of the broad educational background combined with the specialized focus, many different options are available to the experienced Surgical Technologist.

Certifications and Accreditation

Surgical Technologists may obtain professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) by graduating from a surgical technology program which was CAAHEP (Commission on Accreditation of Allied Health Education Programs) or ABHES (Accrediting Bureau of Health Education Schools) accredited during your enrollment. After passing the national Certified Surgical Technologist examination, they may then use the designation Certified Surgical Technologist, or CST. Continuing education or reexamination is required to maintain certification, which must be renewed every four years.

The IU Health Methodist Hospital Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N.
Suite 158
Clearwater, FL 33763
727.210.2350
www.caahep.org

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is headquartered at
    6 W. Dry Creek Circle, Suite 110
    Littleton, CO 80120
    ph: 303.694.9262   fax: 303.741.3655

Indiana University Health is accredited by:
    The Joint Commission
    One Renaissance Blvd.
    Oakbrook Terrace, IL 60181
    ph: 630.792.5000

and is licensed by:
    Indiana State Department of Health
    2 North Meridian Street
    Indianapolis, IN 46204
    ph: 317.233.1325

Advancement Opportunities

Opportunities for advancement can include the following:

- Surgical Technologists can advance by specializing in a particular area of surgery.
- With additional education, they may also become the RN Circulator. The Circulator is the "unsterile" member of the surgical team who prepares patients; helps with anesthesia; retrieves, opens, and holds packages for the "sterile" person during the procedure; interviews the patient before surgery; keeps a written account of the surgical procedure; and answers the surgeon's questions about the patient during surgery.
- With additional training, some surgical technologists advance to first assistants, who help with retracting, sponging, suturing, cauterizing bleeders, closing and treating wounds.

Some surgical technologists manage central processing departments in hospitals. They may also take positions with:

- insurance companies
- sterile supply services
- medical equipment firms, or
- educational institutions

Job Outlook

Employment of surgical technologists is expected to grow much faster than the average for all occupations through the year 2022.

Reasons why:

- The number of surgical procedures is expected to rise as the population grows and ages.
- Older people require more surgical procedures.
- Technological advances, such as fiber optics, robotics and laser technology, will also permit new surgical procedures.

Earnings

The earnings potential for surgical technologists varies widely, depending on experience, skill level, and geographic location.

Typically, IU Health surgical technologists earn between $16.42/hour and $28.87/hour.
* These rates do not include any shift differential, overtime, or on-call pay.

* This information is subject to change without notice. It was accurate when this document went to press.

Admission Criteria

To qualify for the IU Health Surgical Technology program, ***you must be a United States Citizen or possess a Permanent Resident Card, commonly called a green card in the United States.*** Documentation may be requested. You must also complete the admission process. The admission process includes submission of an Application for Admission and other required forms, plus a non-refundable $30 processing fee. The admission process may also include a personal interview.

Before you Start the Process
Be sure you:
- have earned your high school diploma or GED certificate.
  We require official transcripts as part of the application process. If you are a high school senior who is expecting to graduate, your acceptance into the program is contingent upon receipt of your final official high school transcript. Your transcript must be from an accredited high school, or a GED certificate is required.
- are prepared and able to do college-level work.
  Although you are not required to take college courses before applying to this program, the selection committee pays careful attention to your high school science and math grades (also any health occupations courses that you take). If time permits, we strongly suggest that you take one or more relevant courses before applying to this program, such as Medical Terminology, Anatomy & Physiology, and Medical Law & Ethics at an accredited college. IU Health offers an Anatomy & Physiology course each April. Please check the web site at www.iuhealth.org/education/health-sciences/surgical-technologist or call 317.962.5470 for the schedule and how to register for the class. Taking any of the above mentioned courses enhances your knowledge and qualifications. You may also be eligible for a course exemption.
- can meet the physical requirements of this profession.
- **read this booklet completely and understand all the forms you need to apply.**

Admission Requirements
To be considered for entrance into this program, you must do the following:
- Submit official proof of completing high school (transcript or GED certificate)
- Be at least 18 years of age by September 4, 2018.
- Submit the application packet by April 30, 2018. Staff will not be available to assist with in-person submission of application materials after 3pm on April 30th.
- Include the non-refundable $30 processing fee with your application
- Successfully pass a background check and drug screen
- Be able to physically do what is required of surgical technologists

If you are a person that English is a second language and/or your transcripts are not from the United States, you will need to take the Test of English as a Foreign Language (TOEFL) test. Completion of the TOEFL iBT with a standard score of 84 or above and a minimum speaking score of 26 is required. TOEFL testing information (dates, cost, testing center information) can be found on their website at www.ets.org/toefl

Course Exemptions

After you have been accepted into the program, you may request a course exemption. Requests for course exemptions may not be considered after August 20, 2018.

All course exemptions are granted at the program director's discretion.

There are three ways to document your request for course exemption.

1. If your request is based on prior college-level work at an accredited institution, your official transcript must show a "B" or above in the course(s) you are presenting for consideration. Grades must have been earned within the last five (5) years or less.
   > *Note:* If necessary, you are responsible for providing pertinent course descriptions or copies of the college catalogue(s) if further documentation is needed to facilitate your request for course exemption.

2. If your request is based on transcripts from accredited schools who issue numeric grades, the course(s) you are presenting for consideration must show a numeric grade of 80% or above. Grades must have been earned within the last five (5) years or less.

3. If you are requesting course exemption based on prior work experience or on course work that you completed more than five years ago, *the exemption will be granted at the discretion of the program director.*

If you are granted a course exemption, you will not be taking the course with the program and your tuition will be reduced accordingly.

Notification

You will be notified in writing whether you are accepted into the program or not. If you are not accepted into the program, you will need to repeat the application process for consideration in future programs.

Falsification of your application or other admission documentation or failure to provide complete and accurate information may result in your termination from the program.

Acceptance

If you are one of the 16 students accepted into the program, you will receive an acceptance packet. Acceptance is contingent upon the return of the documents which are included in your acceptance packet. Such as:

- your signed program technical standards form, which indicates that you are capable of doing what the program demands of you physically, with or without accommodation
- your signed enrollment agreement
- your non-refundable $100 registration fee

Failure to return any of these items may result in your offer being rescinded and your seat being given to someone else.

Background Check and Drug Screen

Once selected to be in this program, your acceptance will be based upon your ability to pass a criminal background check and drug screen. The acceptance packet will contain information on the process of how you will complete both the background check and drug screen. ***Please be sure to list any and all violations that may appear on the background check. This includes any traffic violations.*** Failure to pass the background check and/or drug screen may disqualify you from entering the program.

Having a criminal conviction does not automatically disqualify you from entering this program; however, certain convictions will disqualify you. These limitations are imposed for the safety and well-being of IU Health patients, employees, visitors, and volunteers. Your record will be evaluated on an individual basis.

If you are an IU Health employee, you may not be required to undergo an additional background check or drug screen for admittance into the program. Please refer to HR policy HR-103 to see how this policy may affect you.

Enrollment Agreement

Students accepted in the Surgical Technology Program will be required to sign an enrollment agreement outlining specifics of the program. Once you have signed the agreement, you will have three business days to cancel for a full refund of all tuition and registration monies paid.

Program Technical Standards

Also included in the acceptance packet is a list of technical standards required for being a student in this program. This includes the ability to:

- read, write, understand, and verbally communicate in fluent English
- stand, walk, or sit for up to 8 hours a day, 5 days a week
- carry, reach, stoop and lift up to fifty (50) pounds
- have very good manual dexterity and eye/hand coordination sufficient to handle surgical instruments and equipment
- have visual acuity (on your own or with corrective lenses) to read information printed on forms, labels, and medications
- have the auditory acuity (on your own or with auditory aids) to understand a normal speaking voice without seeing the speaker's face and to respond appropriately
- remain focused on multiple details and tasks for at least an eight hour period
- assimilate and apply knowledge acquired through lectures, discussions and readings
- question a patient, relay information to others, and receive information in fluent English
- work in a sometimes stressful situation and maintain a calm demeanor
- protect patient confidentiality
- wear scrubs up to a size 3-X

Immunization Clearance

You will be required to provide documentation that specific Immunizations and tests have been completed such as the MMR, Varicella, and Tdap immunizations. The cost of these required vaccinations are your responsibility. You will also be required to receive a Flu shot and a TB screening, at no additional cost to you. You will receive additional information during orientation.

Personal Health Insurance

If you do not have insurance, you will need to sign a waiver of insurance form during orientation. Indiana University Health does not provide any health care or major medical insurance coverage for a student while in the program.

Change in Student Status

If a situation arises such as pregnancy, family emergency, illness or injury that will prevent you from attending classes or clinical experiences for an extended period of time, you must notify the program director immediately. You will be counseled individually to plan the best course of action for your circumstance. Be advised that any such delays in your training may prevent you from continuing with the program.

Graduation Policy

To graduate from the program, you must
- complete all requirements for the program in the prescribed amount of time.
- take the national certifying exam.
- return instructional materials and other IU Health property in satisfactory condition.
- meet all financial obligations to the program and to IU Health.
- adhere to all class, program, department, and hospital policies and procedures.

Employment/Placement Assistance

This program includes sessions on resume writing, interviewing skills, and using IU Health's online HR system. The program also assists in job placement as needed. *However, completion of this program does <u>not</u> guarantee employment at IU Health or elsewhere.*

Professional Image

It is incumbent on each individual who wears an IU Health identification badge to maintain a professional image in terms of both conduct and appearance.
- Jewelry will be kept to a minimum (e.g., no more than 3 earrings in one ear).
- Non-traditional body jewelry (e.g., gauges, tongue, eyebrow, lips, and nose) may not be worn.
- Tattoos are to be covered.
- Hair will be neatly styled and groomed. Shaggy or unsightly hair or non-traditional hair coloring (green, blue, purple, orange, etc.) is inappropriate.
- Students are expected to conduct themselves in a courteous and conscientious manner at all times.

Fee Information

Tuition Fees fall into one of two Categories: Internal or External

Internal
An employee of Indiana University Health or a subsidiary corporation of IU Health qualifies for the internal tuition rate of $1.46 per contact hour. You must be a full-time or part-time employee to qualify for the internal tuition rate.

External
Anyone who is not employed by IU Health or any of its subsidiary corporations must pay the external tuition rate of $2.86 per contact hour.

If you are unsure which category you qualify for, call 317.962.5470 for clarification.

Surgical Technology Program Tuition Fees (all fees are subject to change)

3 Trimesters	Length	Dates	Payment Due	Tuition
1st Trimester "Core Courses"	330 contact hours 16 wks	September to December	On or before Orientation in September*	Internals: $481.80 Externals: $943.80
2nd Trimester "Level I Courses"	558 contact hours 15 wks	January – April	First day of Level I in January*	Internal: $814.68 External: $1595.88
3rd Trimester "Level II Courses"	558 contact hours 15 wks	April – August	First day of Level II in April*	Internal: $814.68 External: $1595.88
Total Program Tuition Fees	1,446 contact hours	11 months	*(see academic calendar)	Internal: $2111.16 External: $4135.56

Books, Scrubs, and Exam fee
Book and scrub costs are in addition to the tuition fee and may range from $500 to $700. A book list and possible vendors will be provided upon acceptance into the program. Scrubs will need to be purchased and worn for the program. Information regarding the scrubs will be included in the acceptance packet. You will be taking the national Certified Surgical Technologist exam during the 3rd trimester, prior to graduation. The fee for this exam is approximately $270. This fee will be due in April along with the 3rd trimester "Level II Courses" tuition.
(*All costs are subject to change.*)

Payments

Upon your acceptance into the program, a ***non-refundable*** $100 registration fee is due to hold your position in the program.

Tuition payments are processed each trimester.

1st Trimester "Core Courses"	16 wks	September – December	Payment due on or before Orientation in September*
2nd Trimester "Level I Courses"	15 wks	January – April	Payment due first day of Level I in January*
3rd Trimester "Level II Courses"	15 wks	April – August	Payment due first day of Level II in April*

* see academic calendar for specific date.

Fees and tuition may be paid by cash, money order, Cashier's check, MasterCard, VISA or Discover. (***No personal checks accepted***)

Financial Assistance

Several forms of financial assistance may be available for this program.

- This program is **not** eligible for Title IV funding or other funding obtained by completing the FAFSA form.

- Based on eligibility you may meet the requirements for other forms of assistance. Visit your nearest WorkOne Center to talk with a case manager. This is a multi-step process that requires your initiative to follow up on a timely basis, so start the process as soon as possible. To locate the nearest WorkOne Center visit their website at www.workoneindy.com.

- The IU Health Surgical Technology program has received approval for those with GI Bill educational benefits. Start this process as soon as possible through the VA office at 1.888.442.4551 or www.gibill.va.gov.

- REACH **loans** may be available on a limited basis for selected external students accepted into the program. The loan is in the amount of $1,500 and the money will be distributed after February 1st. Awarded REACH loans require that you sign a commitment to work at IU Health or a subsidiary for a specified period of time after graduation. If you fail to honor your work commitment, appropriate collection procedures may be initiated. Signing a work commitment does **not** guarantee employment upon graduation. Additional information on the REACH loan will be discussed during the fall.

- Options may exist in addition to the ones mentioned here. You may be eligible for more than one type of tuition assistance. It is your responsibility to explore all options. Some forms of assistance take longer to determine eligibility than others. Start this process as early as possible.

- Be aware that financial assistance may be considered taxable income.

Refunds

If you determine that it's necessary to voluntarily terminate from the program, you should notify the program director in writing as soon as possible. Your termination will become effective immediately upon the program director's receipt of written notice. Part of the fees you paid may be refundable, based on when the termination occurs. Fees paid by third parties will be refunded to the third party who paid them.

Similarly, if a third party is paying your tuition, that funding source is held accountable for paying whatever portion of your tuition that is not refundable.

If you terminate from the program within three business days of signing the enrollment agreement, you will be entitled to a full refund of all tuition and registration fees paid. The only money not returned to you is the non-refundable $30 application fee.

If you terminate from the program more than three business days after signing the enrollment agreement, some fees are not refundable.

To calculate what is refundable, take the total cost of program fees paid each trimester and subtract the $100 program registration fee.

Then determine what's refundable according to the figures below:

100%	**prior to the start of each trimester**
80%	**during the first week of each trimester**
60%	**during the second week of each trimester**
40%	**during the third week of each trimester**
0%	**after the third week of each trimester**

As you can see above, you may lose a substantial amount of money if you start classes and then decide to terminate. You may still be responsible for paying part or all of the tuition costs, depending on when you terminate.

Although failure to attend class is not considered adequate notification of termination, your enrollment may automatically be terminated after three consecutive days of absence without notification. If you fail to give the program director notice of termination, any refunds will be based on the last date you attended class.

Termination from the Program

Termination from a program is when the student voluntarily or involuntarily terminates from the program. Voluntary termination is when the student chooses to withdraw from the program. Involuntary termination is when the program faculty makes a decision to dismiss the student from the program.

The following are grounds for involuntary termination:
- Violation of Code of Ethics and Professional Conduct Policy. (see student handbook)
- Failure to maintain the required level of academic achievement.
- Violation of the program's attendance policy. (see student handbook)

Acts subject to immediate involuntary termination include but are not limited to:
- Falsification of records.
- Violation of Confidentiality Policy. (see student handbook)
- Violations of code of Ethics and Professional Conduct Policy, depending upon the severity of the infraction. (see student handbook)

If voluntary termination from the program becomes necessary, the student must notify the program director as soon as possible so that arrangements for formal termination can be made. An official termination form must be completed.

If readmission to the program is requested, the student must reapply to the next class. A decision regarding readmission will depend on past program performance (prior to termination), the student's current situation as well as the program's ability to accommodate reentry. Readmission is at the program director's discretion. If you are readmitted, the program director may require you to repeat courses or clinical time. ***Be aware that there is no guarantee of readmission after termination.***

Academic Information

Duration
The Surgical Technology program's academic year is eleven months in length (1446 contact hours), divided into trimesters.

The first trimester (Orientation and the Core Curriculum), is 16 weeks long (September – December), with at least a one-week break at its end. The second and third trimesters (Level I and Level II courses) are each 15 weeks long. Level I runs January – April and Level II runs April – August. These comprise your professional level courses. [See pages 18-20 for a list of all required courses for this program.]

Courses and clinical rotations are scheduled during the day Monday through Friday at various locations on and off the IU Health campus. Typical classroom hours are 8am to 3:30pm and clinical hours are 7am to 3:30pm. The scheduled course hours fill a typical work day, but your training goes far beyond that. You must be committed not only to consistent attendance during courses and clinical rotations, but also to devoting a significant amount of evening and weekend time for studying, doing homework, and completing projects and assignments.

Before you can progress to Level I courses, you must:
- complete and pass all Core courses with a final grade of 80% or better
- have paid in full all Core courses tuition
- submit tuition payment for Level I courses

Before you can progress to Level II courses, you must:
- complete and pass all Level I courses with a final grade of 80% or better
- have paid in full all Level I courses tuition
- submit payment for Level II courses and Exam fee

Satisfactory Performance, Progress, and Attendance
As a student, you are expected to abide by all policies and procedures established for this program. These are explained in the Student Handbook, which you will receive during Orientation. You are expected to perform satisfactorily and progress through the program in the prescribed period of time (three trimesters in eleven months).

"Satisfactory performance and progress" includes:

- **meeting academic standards**
  This means maintaining
  - ♦ at least an 80% average or better for all courses, and
  - ♦ a 90% average or better for performance-based activities

- **meeting attendance and behavioral standards and expectations**
  This means maintaining
  - ♦ consistent attendance without tardiness
  - ♦ a willingness to learn
  - ♦ a spirit of cooperation as a member of the IU Health team
  - ♦ a professional demeanor and polished communication skills that reflect positively on yourself, the program, and the institution that you represent
  - ♦ the utmost respect for your fellow students, the patients you encounter, the instructors, preceptors, and other health care professionals with whom you interact
  - ♦ patient confidentiality
  - ♦ and other behavioral standards detailed in your Student Handbook (i.e. Professional Image, Tobacco Free policy, etc)

Grades and Competency Levels

Each course has criteria or procedures for monitoring your progress. These include written and practical examinations, clinical evaluations, proficiency assessments, and other projects and assignments. You are expected to demonstrate satisfactory progress in order to complete the course in the prescribed amount of time. Failure to demonstrate satisfactory progress may result in probation or your termination from the program. Satisfactory progress is defined as an *80% grade in each course* in which you are enrolled and a *90% average for performance-based activities.*

Unsatisfactory progress may result in remediation, an incomplete grade or a failing grade in a course. The faculty will counsel you if you have academic difficulty. The faculty may also refer you to appropriate source(s) for further guidance, if needed.

A failing final grade in **any** course will result in involuntary termination from the program.

The grading scale is:
100-93%   A
92-85%   B
84-80%   C
below 80%   F (failing)

A grade of D is not given in this program.

Measurements of satisfactory performance are done by issuing progress reports at midterm and at the end of each trimester, one week following the completion of classes.

Interventions and Possible Restrictions

If you fail to maintain satisfactory performance and progress, a series of interventions and related restrictions may apply. Intervention strategies and restrictions could include, but are not limited to
1. required counseling and/or tutoring sessions,
2. probation for a specific period of time,
3. termination from the program.

Satisfactory academic progress is restored when you successfully reestablish
- an 80% average in each course,
- a 90% accumulative level for performance-based activities,
- professionalism that is required and expected for a health care professional.

If you are terminated from the program for any reason, you must reapply for admission to the next program offering in order to continue your studies. Before applying for readmission, you must meet with the program director to review recommendations for improvement and strategies to overcome deficiencies. ***Be aware that there is no guarantee of readmission after termination from the program.***

Goals of the Surgical Technology Program
1. To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
2. To conduct the program in an environment that:
    a. Stimulates intellectual curiosity and growth
    b. Instills integrity and a sense of responsibility
    c. Encourages the pursuit of quality
    d. Supports the attainment of personal and professional goals
    e. Enhances scientific inquiry
3. To expose the students to state-of-the art technology.
4. To provide a well-rounded education as a foundation for future advancement.
5. Provide the student with the knowledge to gain entry-level employment.

Courses and their Descriptions

Course #	Course Title	Contact Hours
CORE		
03-00-110	Medical Terminology	45
03-00-120	Anatomy & Physiology	90
03-00-130	Medical Law & Ethics	45
03-00-150	Introduction to Patient Care	60
03-00-160	Surgical Instrumentation	30
03-00-170	Surgical Applications	<u>60</u>
		330
LEVEL I		
03-20-210	Surgical Techniques	60
03-20-220	Surgical Procedures 1	88
03-20-230	Clinical Experience 1	264
03-20-240	Clinical Practicum 1	66
03-20-250	Surgical Techniques Lab	<u>80</u>
		558
LEVEL II		
03-20-310	Surgical Procedures 2	68
03-20-320	Clinical Experience 2	424
03-20-330	Clinical Practicum 2	48
03-00-320	Professional Growth and Development	<u>18</u>
		558
	TOTAL CONTACT HOURS	**1,446**
Tuition for externals is $2.86 per contact hour.		
Tuition for internals is $1.46 per contact hour.		

COURSE DESCRIPTIONS
Core Courses
03-00-110 Medical Terminology (45 contact hours)
This course studies prefixes, root words, combining forms, and suffixes of medical terms needed to work in the medical field. It helps the student understand how terms are put together, their meanings, and their spelling. All body systems, basic diagnostic and imaging procedures, as well as pharmacological terms and abbreviations are covered. (no pre-requisites)

03-00-120 Anatomy & Physiology (90 contact hours)
This course studies the structural systems of the human body and principles of human physiology. It helps the student understand body organization at different levels, the importance of the body's chemical processes, and the various organ systems involved. Related conditions and diseases of each system are taught. (no pre-requisites)

03-00-130 Medical Law and Ethics (45 contact hours)
This course is an introduction to the legal side of medicine, and to ethical principles. It includes a foundation of law in order to help prevent medical malpractice litigation by exposing the student to such legal concepts as: standard of care, scope of practice, employment, criminal and civil acts, contracts, and negligence. (no pre-requisites)

03-20-150 Introduction to Patient Care (60 contact hours)
This course focuses on those areas of knowledge common to all allied health professionals as well as the practical application of psychological principles of life situations to develop effective interpersonal and communication skills along with teamwork. Students learn the stages of life, care of patients in each stage as well as patients with special needs, chronic and terminal patients, addiction, abuse and dependency, and counseling and prevention. Students will also learn about health care settings and the health care team, basic safety and workplace safety, infection control based on Federal Regulations and Guidelines, the body's defenses, microbiology and basic pharmacology. This course will also discuss the principles of reprocessing, sterilization and disinfection. (no pre-requisites)

03-20-160 Surgical Instrumentation (30 contact hours)
This course is a hands-on foundation for the use, care, and identification of basic surgical instruments. (no pre-requisites)

03-20-170 Surgical Applications (60 contact hours)
This course offers a study of the operating room environment. It covers the furniture, basic supplies and equipment used on surgical cases, and allows the surgical technology student the opportunity to observe in the operating room. (no pre-requisites)

Level I Courses
03-20-210 Surgical Techniques (60 contact hours)
This course is an introduction to the role of the surgical technologist. It covers principles of aseptic technique, electricity, all-hazards preparation and the perioperative care of surgical patients. Instruction also includes an orientation to the roles of the scrub and circulator in the surgical environment. (pre-requisite: all core courses)

03-20-220 Surgical Procedures 1 (88 contact hours)
This course is a study of advanced and specialized general, GYN, oral and maxillary, ophthalmology, plastic, ENT, and genitourinary procedures in relation to the total physiological aspects of surgical intervention. This course also covers relevant anatomy, existing pathology, surgical hazards which might be encountered, the surgical procedures themselves, robotics, and a review of total patient care including preoperative care, diagnostic tests, and immediate postoperative care. (pre-requisite: all core courses)

03-20-230 Clinical Experience 1 (264 contact hours)
This course enables the surgical technology student to correlate basic principles and concepts of class-room lectures to working situations through supervised clinical experience by scrubbing and circulating on selected general surgery, GYN, oral and maxillary, plastic surgery, ENT, ophthalmology, and genitourinary procedures. (pre-requisite: all core courses)

03-20-240 Clinical Practicum 1 (66 contact hours)
This course correlates classroom instruction to the supervised clinical experience through discussion, exercises, and hands-on role playing under supervision of experienced surgical personnel. (pre-requisite: all core courses)

03-20-250 Surgical Techniques Lab (80 contact hours)
This course is a skill based lab that correlates with classroom instruction from the Surgical Techniques Course. The student will demonstrate performance skills essential to function as a sterile and/or non sterile member of the surgical team during surgical procedures. The student will demonstrate skills for a grade, as well as perform and be graded in mock surgeries. (pre-requisite: all core courses)

Level II Courses
03-20-310 Surgical Procedures 2 (68 contact hours)
This course offers a study of advanced and specialized peripheral vascular, cardiovascular, thoracic, orthopedic, and neurological procedures in relation to the total physiological aspects of surgical intervention. Course content covers relevant anatomy, existing pathology, surgical hazards encountered, the surgical procedures, and a review of total patient care including preoperative care, diagnostic tests, and immediate postoperative care. (pre-requisite: all core and level 1 courses)

03-20-320 Clinical Experience 2 (424 contact hours)
This course enables the surgical technology student to correlate basic principles and concepts of classroom by working in a supervised situation in a clinical facility. Course work includes scrubbing and circulating on selected surgical procedures in the peripheral vascular, cardiovascular, thoracic, orthopedic, and neurological specialties. (pre-requisite: all core and level 1 courses)

03-20-330 Clinical Practicum 2 (48 contact hours)
This course correlates classroom instruction to the supervised clinical experience through discussion, exercises, and hands-on role playing under supervision of experienced surgical personnel. (pre-requisite: all core and level 1 courses)

03-00-320 Professional Growth and Development (18 contact hours)
This course prepares the student to transition to the workplace. Issues regarding professionalism and computer usage are discussed. Guidance is given with resume writing, interviewing skills, and the job search process. Review sessions help prepare the student for the national certification exam. (pre-requisite: all core and level 1 courses)

IU Health does not award college credits for these courses. Upon graduation, you will receive a certificate. If you think you will continue your education in the future, retain this document along with your final grades from these courses. Other learning institutions may require this information to determine transferability of course work.

How to get in touch with us:

CALL our departmental secretary if you have general questions at 317.962.5470 or for specific questions about this program or its curriculum, call the program director at 317.962.1864

E-MAIL your questions to the program director: **tmyers@iuhealth.org**

To obtain an application packet:

Contact the departmental secretary at 317.962.5470 or dcarlton@iuhealth.org to request that one be e-mailed or mailed to you

Go online at www.iuhealth.org/education/health-sciences/surgical-technologist

Pick up the application packet in person at:

Health Sciences Education
Wile Hall – Room 629
1812 North Capitol Avenue
Indianapolis, In 46202

To submit your application:

Mail or bring your completed application with your $30 fee to:

IU Health Methodist Hospital
Wile Hall – Room 629
ATTN: Surgical Technology Program Director
1812 N. Capitol Avenue
Indianapolis, IN 46202

11 Months

Get in, Get out, Get paid.