

Surgical Technology

Summer 2019 | *Annual Bulletin*



Coastal Carolina Community College

444 Western Boulevard | Jacksonville, NC 28546

www.coastalcarolina.edu | 910.455.1221



Coastal Carolina Community College

Equal Education Opportunity and Equal Employment Opportunity Policy

No person shall on the basis of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that buildings, restrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant for admission with a disability who wishes to request some accommodation must contact the Admissions Office and ask for the Coastal Carolina Community College Request for Accommodation form. If accommodation is not requested in advance in order to provide the College sufficient and adequate time to meet the student or applicant's needs, Coastal cannot guarantee the availability of a reasonable accommodation when it is needed.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, (910) 938-6788.

**Coastal Carolina Community College
Surgical Technology Program**

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Section 1

Important Dates and Deadlines

Application Period	September 4, 2018 through December 7, 2018
Deadline to submit “Employment Verification Form”	January 25, 2019
Deadline to submit NC Nurse Aide Registry Points	January 25, 2019
Deadline to submit transcripts for points for completion of related coursework	January 25, 2019
Points Verification Letters Mailed	February 13, 2019
Decision Letters Mailed	February 28, 2019
Post-Deadline Applications Begin	January 16, 2019

Things You Should Know Before You Apply

Upon acceptance into the Coastal Carolina Community College Surgical Technology program, you will be required to:

- Have a physical exam and complete a student Medical Form documenting a level of physical and emotional health consistent with the ability to practice surgical technology in an entry level clinical setting.
- Complete an eye exam with an optometrist/ophthalmologist.
- Document that you have had several required immunizations specified on the Health Form.
- Be screened on admission and annually for tuberculosis.
- Obtain and maintain current certification in American Heart Association's Basic Life Support for Health Care Providers (often referred to as BLS or CPR).
- Travel at your own expense to clinical locations in order to complete clinical requirements of the program. In addition, alternative clinical assignments may need to be assigned to meet clinical case and hour requirements.
- According to the clinical site affiliation agreements, students will be required to undergo random drug testing and/or criminal records check before clinical rotation(s) begin. These costs are at the student's own expense.
- Off-campus training sites for the Surgical Technology program include, but are not limited to: Carteret General Hospital in Morehead City, NC; New Hanover Medical Center in Wilmington, NC; Onslow Memorial Hospital in Jacksonville, NC; Surgicare Center in Jacksonville, NC; and Carolina East Health System in New Bern, NC.
- Due to published reports of anesthetic gases possibly having an adverse effect on the unborn child, no person who is pregnant will be accepted in the Surgical Technology program. If a student should become pregnant while in the program, it is highly recommended that she withdraw from the program.

Students in the Surgical Technology program must not wear any visible body piercing ornaments, other jewelry, or artificial nails in laboratory or clinical rotation assignments. All body art must be completely covered in clinical rotation assignments.

Before visiting military clinical sites, Surgical Technology students will be required to have a criminal background check. These are needed to obtain access to the clinical sites. The results are provided only to our affiliated clinical agencies. College administration and faculty are not, at any time, allowed to view the criminal background results. They do not affect admission decisions, but it is possible that the results may prevent the applicant from participating in the clinical rotations and thus from continuing in the program.

Requirements to Apply

Application period begins September 4, 2018, and ends December 7, 2018.

The following steps must be completed before meeting with an academic counselor to fill out an Eligibility Application for the Surgical Technology program.

In order to be eligible to apply for Surgical Technology, you must be a high school graduate (or equivalent) prior to the first day of Summer 2019 classes (May 20, 2019).

1. Submit a Coastal Carolina Community College application.
 - *If you are not currently taking classes at Coastal, you must fill out a Coastal Application for Admission. Applications are available online at www.coastalcarolina.edu or you may pick one up in the Admissions Office in the Student Center.*
2. Submit official transcripts from high school (or high school equivalency) and all colleges or universities you have attended.
3. Take the placement test and receive minimum scores (or higher) or have completed equivalent courses within the last 3 years.
 - *See page 5 for details.*

Required Placement Testing/Scores

Contact (910) 938-6332 for information on testing dates and times.

All Surgical Technology applicants must have current placement test scores on file.

For the Surgical Technology Program, placement testing must have been taken ON or AFTER May 1, 2016, to be valid.

Before applying to the Surgical Technology Program, applicants must meet or exceed minimum score requirements in reading, writing, and mathematics or have completed equivalent courses within the last 3 years.

- *The test given at Coastal is the NC DAP.*
- *If you test at Coastal, your placement test scores will be available 2 business days after you take the test. These scores must be available before you can proceed to the application.*

Minimum score requirements

NC DAP		COMPASS		ASSET		SAT		ACT		Accuplacer/CPT	
Reading/English	155	Writing	77	Writing	42	Reading and Writing	580	Writing	21	Sentence Skills	90
DMA 010	8	Reading	84	Reading	42	Math	570	Reading	22	Reading	84
DMA 020	8	Pre-Algebra	47	Numerical	41			Mathematics	23	Arithmetic	55
DMA 030	8										

- According to Coastal Carolina Community College’s placement test policy, applicants may take the entire placement test twice within a 12-month period.
- Applicants taking a placement test at a location other than Coastal Carolina Community College must submit official test scores prior to meeting with an academic counselor to fill out an Eligibility Application for Surgical Technology.
- If a student does not receive the necessary minimum scores, it is recommended that he/she either review in the Academic Studies Center or take the appropriate developmental courses in the indicated areas before re-testing.
- Please note: If you take the Compass, Asset, or Accuplacer, there are specific tests that Coastal will accept. See the tests listed above.

Test Waiver Options

- If the minimum Reading/English score is not attained after the student’s second attempt, the applicant has the option to make up the deficiency by taking the required Developmental Reading and English (DRE) 098/099 Integrated Reading Writing III, with a final grade of “P” or a college-level, transferrable English composition course with a final grade of “C” or higher.
- If the minimum math score is not attained after the student’s second attempt, the applicant has the option to make up the deficiency by taking required Developmental Math Modules (DMAs) DMA 010 Operations with Integers, DMA 020 Fractions with Decimals, and DMA 030 Propor/Ratio/Rate/Percent, with a final grade of “P” or a college-level, transferrable mathematics course with a final grade of “C” or higher.

Placement Testing-Frequently Asked Questions

Q: Do I have to take the placement test even though I've taken college English and/or college math?

A: Yes. In order to be considered for acceptance in the Surgical Technology program, you must have current placement tests on file. Please see page 5 for more information.

Q: Can I use the scores I received at a previous school?

A: Yes, as long as they are NC DAP, COMPASS, ASSET, SAT, ACT, or ACCUPLACER scores and meet the previously specified time requirements. Additionally, the scores must be officially sent to Coastal from the school in which testing occurred. Please pay attention to the specific tests listed on page 5.

Q: If I do not achieve the minimum score in one area, do I have to retake the whole test again?

A: No, only the portion in which the score was not achieved.

Completing the Eligibility Application

Application period begins September 4, 2018, and ends December 7, 2018.

To ensure that we are able to work together without interruption, children are not permitted when completing the Eligibility Application.

- Individuals who have met *all* requirements to apply may meet with any academic counselor on Coastal's main campus. The Admissions Office is open Monday through Thursday, 8:00 a.m.-7:30 p.m., and Friday, 8:00 a.m.-5:00 p.m. Please arrive no later than 30 minutes before closing.
 - Verification of points is completed after the application period has ended.
 - *Counselors will not be verifying points when meeting with the applicant to complete the Eligibility Application.*
 - If an individual currently resides at least 200 miles outside of Jacksonville, NC, he or she must contact the Academic Counselor for the Surgical Technology program at (910) 938-6243 before December 7, 2018, to discuss other arrangements.

After Completing the Eligibility Application

1. Submit documentation to earn additional points by the deadlines listed on pages 11-12.
 - Any documentation for additional points that is received after the given deadline, regardless of the date postmarked, will not be considered.
2. Ensure updated transcripts for courses completed in the 2018 Fall semester are on file at Coastal Carolina Community College by January 25, 2019.

Ranking and Selection of Surgical Technology Qualified Applicants

Coastal Carolina Community Colleges has a limited number of spaces available in its Surgical Technology program. Every year, the College receives applications from more qualified candidates than the program can accommodate. In order to be as fair as possible in making admission decisions among so many qualified applicants, Coastal has instituted a point system for ranking applicants.

- Applicants will be awarded points for grades received in specific Surgical Technology related courses based on the point system that best fits their profile. There are two possible point systems:

Point System A - College classes

Point System B - High school classes

- Courses taken for points must be completed by the end of the 2018 Fall Semester.
- Courses with a grade of "C-" will not count for points.
- Additional points may be awarded for work experience, North Carolina Nursing Assistant I or II certification, the CIS 110 Introduction to Computers course, and the ACA 111 College Student Success or ACA 122 College Transfer Success course.
- **The 16 highest-ranking applicants will be *accepted* into the Surgical Technology Program.**
- All remaining qualified Surgical Technology applicants will be placed on the *alternate* list. Should a space become available in the program prior to the start of the program, the next qualified alternate will be notified.
- The following letters will be mailed to qualified applicants on February 28, 2019:
 - **Acceptance letters** – 16 highest-ranking applicants
 - **Alternate letters** – next group of highest-ranking applicants
- In the event that applicants have the same number of points, the applicant submitting his/her Surgical Technology application first will be ranked higher (date and time will be recorded on the Surgical Technology application form).
- An applicant who, for any reason, does not enter the 2019 Surgical Technology program must reapply for the 2020 Surgical Technology program and meet all admission requirements to be considered for the 2020 Surgical Technology program.
- Once an applicant accepts admission for *any* 2019 Allied Health Program at Coastal, all applications on file for any other 2019 Allied Health Programs at Coastal will be canceled.
- The Academic Counselor for the Surgical Technology program may continue taking applications for available space after the application period has ended. The post-deadline application period will begin January 16, 2019. Eligible applicants must make an appointment to meet with an academic counselor for completing the post-deadline Eligibility Application form.
 - All applicants applying after the deadline must meet *all* requirements to apply prior to completing the Eligibility Application form.
 - Post-deadline eligible applicants will be placed on the alternate list in the order in which they apply.
 - Please call (910) 938-6394 to make an appointment.
- It is every applicant's responsibility to notify the Admissions Office as well as the Academic Counselor for the Surgical Technology Programs of any address, phone number, or name changes.

Point System A

Points are awarded for grades received in college-level courses within the Surgical Technology program.

A worksheet for calculating points is included in the appendices of this bulletin.

Grade points will be valued according to Coastal Carolina Community College's grading scale and will be awarded by the letter grade received on the transcript.

Surgical Technology Related Courses	Point Value		
	Grade: A/A- CLEP: 70+ AP Score: 5	Grade: B+/B/B- CLEP: 60-69 AP Score: 4	Grade: C+/C CLEP: 50-59 AP Score: 3
ENG 111 Writing & Inquiry	8	5	2
PSY 150 General Psychology	8	5	2
*BIO 163 Basic Anatomy and Physiology →	15	10	4
OR			
*BIO 168 Anatomy and Physiology I AND →	20	15	6
*BIO 169 Anatomy and Physiology II			
*BIO 170 Introductory Microbiology			
OR			
*BIO 175 General Microbiology	15	10	2
OR			
*BIO 275 Microbiology			

**Biology classes taken in/after the 2014 Fall semester are valid for the 2019 Surgical Technology program.*

- Applicants are not required to complete these courses prior to beginning the program. However, it is helpful to the applicant's overall ranking to have completed as many of these courses as possible by the end of Fall 2018 for points.
- Applicants may be awarded points for equivalent courses completed at another accredited college. In order for these courses to be considered for points, transcripts must be received by 5:00 p.m. on January 25, 2019.
- Submission of AP/CLEP scores may satisfy the requirement for the course; however, an applicant who submits scores and takes the course may not receive points for both.
 - For applicants with both AP/CLEP scores and a grade for the same course, the higher number of points will be used but a 2-point reduction will be subtracted from that score.

Point System B

- Point System B applies to applicants who:
 - are still enrolled in their senior year of high school **OR**
 - have graduated from high school but have not yet completed all of the college-level related courses for the Surgical Technology curriculum.
- High school course work may be submitted for points only if the course is worth 1 credit and the applicant graduated from high school within 5 years from the term they will enter the Surgical Technology Program (2014 or after).
- If you will have completed all of the related courses by the end of Fall 2018, Point System A must be used for your application.
- Points are awarded for grades received in the following high school for the Surgical Technology application:

High School Courses for Surgical Technology Application	Grade Point Values		
	A**	B**	C
12 th Grade English	7	4	2
Biology	7	5	2
Chemistry OR Physics*	7	5	2
Anatomy & Physiology OR Advanced Biology*	8	5	2
Algebra II OR Geometry OR Trigonometry*	8	5	2
Health Science I & II OR Biomedical Technology I & II*	8	5	2

* Points will be awarded for **only one** course in each category. For the purposes of North Carolina Common Core Integrated Math courses, the following are equivalents under Point System B: Math I=Algebra I, Math II=Geometry; Math III=Algebra II.

** Honors, AP, and IB designated courses with grades of “A” or “B” will receive one additional point in each category.

Additional Points for Point Systems A and B

Surgical Technology applicants may earn additional points for the following:

- A. Work Experience
- B. NC Certified Nursing Assistant Registry
- C. CIS 110 Introduction to Computers – Grade of “A” only
- D. ACA 111 College Student Success or ACA 122 College Transfer Success
 - o ACA points apply to Point System A only - Grade of “A” only

A. Work Experience

- Applicants may receive points for work experience in the areas listed below. Other work experience, health care related or otherwise, will not be considered.

Work Experience	Points	X # Years (5 years max)	= Total Points Earned
LPN	4		
Paramedic	4		
Central Sterile Processing Technician	4		
MLT	4		
Corpsman*	2		
CNA I or II	2		
Medical Assistant	2		

**Corpsman may submit a copy of his/her DD214 for work experience points.*

- In order to qualify for points, the applicant must have worked full-time for at least 6 months or part-time for an equivalent period of time based on hours worked.
 - o (Ex: 6 months full-time employment = approximately 936 hours)
- Full-time work experience will be rounded to the nearest year as follows:
 - o 6 months to 1 year = 1 year
 - o 1 year and 5 months = 1 year
 - o 1 year and 6 months to 2 years = 2 years

For each work experience area in which points are requested, each past or present employer must provide an Employment Verification Form that includes the employer’s contact phone number (page 19). Your employer must verify on the form that your title as an employee was one of the above mentioned. To be considered, work verification forms must be submitted directly to the Academic Counselor for Surgical Technology from the employer by mail, fax, or email no later than 5:00 p.m. on January 25, 2019.

B. NC Certified Nursing Assistant**

- If you are a CNA listed on the North Carolina Nurse Aide I or the North Carolina Nurse Aid II Registry and have no substantiated disciplinary findings, you may submit documentation for points as shown by visiting one of the following websites: www.ncnar.org, www.ncbon.org. To be considered, NC Nurse Aide registry documentation must be received by the Academic Counselor for Surgical Technology by 5:00 p.m. on January 25, 2019.
- It is the applicant's responsibility to print verification from the website and turn it in to the Academic Counselor for Surgical Technology by the deadline if they wish to receive CNA points.

Certified Nursing Assistant (CNA) I	2 points awarded
Certified Nursing Assistant (CNA) II*	4 points awarded

* *Points will not be awarded for being on the NC Nurse Aide I and Nurse Aide II registries. The maximum amount of CNA points to be awarded is 4.*

** *NC CNA registry points may be awarded to applicants who are registered but do not have CNA work experience. However, you may not receive points for both CNA certification and work experience as an LPN, Surgical Technician, Paramedic, Corpsman, Medical Assistant, and/or CNA. The category that provides the greater number of points will be used.*

C. CIS 110

- Applicants who choose to take CIS 110 Introduction to Computers and earn a grade of "A" in the course will be awarded 2 additional points.

D. ACA 111 or ACA 122 (for Point System A only)

- Applicants who choose to take ACA 111 College Student Success or ACA 122 College Transfer Success and earn a grade of "A" in the course will be awarded 2 additional points.

Points Verification and Notification of Decisions

- The tabulation of points is completed after the January 25, 2019, deadline to submit documentation.
- Points Verification letters will be mailed to eligible applicants on or before February 13, 2019.
 - Eligible applicants will be given a specific time frame to be able to question or request a review of the calculated point total.
 - After that time, point calculations are considered accurate and final and will not be recalculated.
- Decision letters will be mailed to applicants on February 28, 2019.
 - Applicants who receive acceptance or alternate letters will also receive an Agreement form. This form must be signed, dated, and returned by the deadline indicated in the letter and on the form.
 - Failure to submit this form by the deadline, regardless of the date postmarked, will result in placement at the bottom of the alternate list for Surgical Technology accepted and alternates.

Section 2

Surgical Technology Program Information

- Once a student has been accepted into the Surgical Technology program, all Surgical Technology related courses not previously completed must be taken as listed in the student's catalog of record.
 - If a student who has been accepted into the Surgical Technology program prefers to take one of the approved course substitutions, it will be his/her responsibility to make the changes on their summer semester schedule (see page 17).
- Once accepted in the Surgical Technology Program, students must meet the following academic standards:
 - Maintain the quality point average of 2.0
 - Maintain grades of "C+" (77%) or higher in all surgical technology (SUR prefix) courses. For science courses, students must maintain a grade of "C" (73%) or higher. For all other related courses, students must maintain a grade of "C-" (70%) or higher. Students will be disenrolled if requirements are not met.
- Responsibility to notify the following office if testing positive for hepatitis or HIV:
Chief, Communicable Disease Control Section
1902 Mail Service Center
Raleigh, NC 27699-1902
- Readmission/Transfer Procedure
 - Any student interested in applying for readmission or transfer must contact the Department Head for the Surgical Technology to discuss educational goals and plans for readmission/transfer.
 - The student must hold at least a 2.0 GPA to be considered for readmission into the program. The full readmission policy may be found in the current "Surgical Technology Student Handbook."
 - You may not be considered for regular admission into a program in which you are currently enrolled but must follow the readmission policy.
- Related Surgical Technology Career Opportunities
 - Central Service Manager
 - Educator, First Assistant
 - Materials Manager
 - Medical Salesperson
 - Organ and Tissue Procurement Technician
 - Surgeon's Assistant
 - Research Assistant

Surgical Technology Outcomes

In the process of successfully completing this program of study, the student will:

1. Demonstrate appropriate skills in the hospital in the operating room environment with regards to duties and responsibilities, including moral, legal, and ethical aspects of those responsibilities.
2. Develop skills in basic circulating, encompassing the care and preparation of patients for surgery.
3. Use knowledge and skills in care, sterilization, and preparation of equipment and supplies used in an operating room.
4. Demonstrate appropriate analysis of patient's and operating room team's needs, and utilize appropriate problem-solving techniques to meet those needs.
5. Identify the types and the procedures for administering anesthetics and their complications.
6. Apply the principles of aseptic technique in the clinical area.
7. Utilize knowledge of human anatomy and physiology and operating room terminology.
8. Identify the various surgical instruments and know their uses, and with that knowledge be able to assemble in an actual situation the proper instruments, sutures, drapes, etc., required for various surgical procedures.
9. Function as a team member with the parameters of established group dynamics and display appropriate professional behavior in interpersonal relationships.
10. Communicate effectively, verbally and in writing, with patients, families, and other health care personnel.

Surgical Technology Curriculum Description

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

			Hours Per Week			
SUMMER SEMESTER			Class	Lab	Clinic	Credit
BIO	163*	Basic Anatomy and Physiology	4	2	0	5
BIO	170*	Introductory Microbiology	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
PSY	150	General Psychology	3	0	0	3
			13	5	0	15
FALL SEMESTER						
SUR	110	Intro to Sur Technology (1st 8 wks)	3	0	0	3
SUR	111	Perioperative Pat Care (1st 8 wks)	5	6	0	7
SUR	122AB**	Surgical Procedures I (2nd 8 wks)	3	3	0	4
SUR	123AB**	SUR Clinical Practice I (2nd 8 wks)	0	0	9	3
			11	9	9	17
SPRING SEMESTER						
SUR	122BB**	Surgical Procedures I (1st 8 wks)	2	0	0	2
SUR	123BB**	Sur Clinical Practice I (1st 8 wks)	0	0	12	4
SUR	134	Surgical Procedures II (2nd 8 wks)	5	0	0	5
SUR	135	SUR Clinical Practice II (2nd 8 wks)	0	0	12	4
SUR	137	Prof Success Preparation (2nd 8 wks)	1	0	0	1
			8	0	24	16
Total Semester Hours:						48

* Approved Course Substitutions	
Required Course	Course Substitution
BIO 170- Introductory Microbiology	BIO 175- General Microbiology <i>or</i>
	BIO 275- Microbiology
BIO 163- Basic Anatomy and Physiology	BIO 168- Anatomy and Physiology I <i>and</i>
	BIO 169- Anatomy and Physiology II

** Students must complete both SUR 122AB and SUR 122BB before credit can be awarded.
 Students must complete both SUR 123AB and SUR 123BB before credit can be awarded.

Tuition and Expenses (Approximate Costs)

Tuition (<i>in-state, full-time rate</i>)	\$3,617.00	(Summer, Fall & Spring semesters)
Books	\$1,400.00	
Uniforms/Shoes/Instruments/ Eye Protection/Patches/Locker	\$500.00	
Insurance	\$16.00	
Professional Dues	\$45.00	
Health Forms	\$455.00	
Immunizations	\$1,010.00	
CST Self-Assessment Exam (subject to change)	\$190.00	
Other (clinical travel, etc.)	\$300.00	
Pins	\$50.00	
Drug Screening (x2)	\$80.00	
Immunization Tracker	\$30.00	
Criminal Background Check	\$52.00	
APPROXIMATE TOTAL	\$7,745.0	

Costs listed above are estimates and subject to change. In-state tuition rate is based on \$76.00 per credit hour plus student fee. Tuition rates are determined by the North Carolina General Assembly and are subject to change at their discretion. All prices are subject to change.

- Candidates who are admitted to the Surgical Technology Program need to be aware of the importance of regular class attendance in order to be successful in their classes. It is vital to have child care arrangements worked out in advance in case of children's illnesses, teacher work days, etc. If excess absences are accumulated, then the student will be dropped from the program in accordance with the attendance guidelines in the college catalog.
- Candidates are strongly advised to limit the number of hours they are employed in order to maximize their potential for academic success in the Surgical Technology Program.
- Candidates who are admitted to the Surgical Technology program will need to have a Real ID to participate in clinical rotations aboard Camp Lejeune.



444 Western Boulevard
Jacksonville, North Carolina 28546-6816
Phone (910) 455-1221

Surgical Technology Department Employment Verification Form

_____ has applied for the Surgical Technology
(Current/Former Employee's Name and last 4 digits of SS#)
program and has provided your name as an employer. Please take a few moments to complete this form and return it.

This form must be fully completed by the employer and sent directly from the employer by one of the following:

- mail (to the address above)
- email to admissions@coastalcarolina.edu
- fax to (910) 455-2767

Verification of Work Experience

Job Title: ___ Practical Nurse ___ Central Sterile Processing ___ Paramedic Technician
(pick one)
 ___ Certified Nurse Aide ___ Medical Lab Technologist ___ Medical Assistant

Job Description _____

Total number of years and months employed _____ year(s) _____ month(s)

Dates of full-time employment ____/____/____ to ____/____/____

Dates of part-time employment ____/____/____ to ____/____/____

Average number of hours worked per week _____.

Employer's Name _____
(Please print)

Phone (____) _____ - _____

Date: _____

Signature of Employer _____

Forms must be received by the Academic Counselor for Surgical Technology by 5:00 p.m. on January 25, 2019. It is the applicant's responsibility to verify that the form is received by the deadline. Please email admissions@coastalcarolina.edu to verify that the form was received.

Core Performance Standards

Skills / Behavior	Standard	Some Examples of Necessary Activities (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations; develop care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients/clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in patients' rooms, workspaces and treatment areas; administer cardio-pulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care	Calibrate and use equipment; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs	Hear monitor alarm, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability sufficient to monitor and assess health needs	Observe patient/client responses.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention e.g., and insertions of a catheter. Transport and lift patients with proper body mechanics.

Surgical Technology Applicant Points Worksheet – Point System A

(To be used by applicant to track course completion and points earned)

College Coursework (Point System A)		
Related Courses or Equivalent	Grade	Points
ENG 111 Writing & Inquiry		
PSY 150 General Psychology		
BIO 163 Basic Anatomy & Physiology* OR BIO 168 Anatomy & Physiology I** AND BIO 169 Anatomy & Physiology II**		
BIO 170 Introductory Microbiology* OR BIO 175 General Microbiology* OR BIO 275 Microbiology*		

* *Biology classes taken in/after 2014 summer semester are valid for the 2019 Surgical Technology application process.*

** *BIO 168 AND BIO 169 grade point value will be averaged in place of the BIO 163 grade points.*

Total Points for related coursework: _____

Additional Points

Medical Work Experience (_____) _____ X _____ (yrs)= _____

CNA Certification (I or II) _____

CIS 110 Introduction to Computers _____

ACA 111 College Student Success **OR** ACA 122 College Transfer Success _____

TOTAL POINTS _____

For Reference

Point System A: Surgical Technology Related Courses	Point Values		
	Grade: A/A- CLEP: 70+ AP Score: 5	Grade: B+/B/B- CLEP: 60-69 AP Score: 4	Grade: C+/C CLEP: 50-59 AP Score: 3
ENG 111 Writing & Inquiry	8	5	2
PSY 150 General Psychology	8	5	2
BIO 163 Basic Anatomy and Physiology** OR BIO 168 Anatomy & Physiology I AND BIO 169 Anatomy & Physiology II	15	10	4
BIO 170 Introductory Microbiology* OR BIO 175 General Microbiology* OR BIO 275 Microbiology*	20	15	6
BIO 170 Introductory Microbiology* OR BIO 175 General Microbiology* OR BIO 275 Microbiology*	15	10	2

* *BIO classes taken in/after 2014 summer semester are valid for the 2019 Surgical Technology application process.*

** *BIO 168 AND BIO 169 grade point value will be averaged in place of the BIO 163 grade points.*

Additional Points

- Work Experience (see page 11)
- CNA Certification I or II (see page 12)
- CIS 110 Introduction to Computers (grade of “A” only) – 2 pts
- ACA 111 College Student Success **OR** ACA 122 College Transfer Success (grade of “A” only) – 2 pts

Surgical Technology Applicant Points Worksheet – Point System B

(To be used by applicant to track course completion and points earned)

High School Coursework (Point System B):			
Surgical Technology Related Courses or Equivalent	Grade	+ 1 Point <small>(Honors, AP, or IB "A" or "B")</small>	Points
12th Grade English/English IV			
Biology			
Chemistry OR Physics*			
Anatomy & Physiology OR Advanced Biology*			
Algebra II OR Geometry OR Trigonometry*			
Health Science I & II OR Biomedical Technology I & II*			

* Points will be awarded for **only one** course in each category. For the purposes of North Carolina Common Core Integrated Math courses, the following are equivalents under Point System B: Math I=Algebra I, Math II=Geometry; Math III=Algebra II.

Total Points for related coursework: _____

Additional Points

- Medical Work Experience (_____) _____ X _____ (yrs) = _____
 - CNA Certification (I or II) _____
 - CIS 110- Introduction to Computers _____
- Total Points** _____

For Reference

Honors, AP, and IB designated courses with grades of "A" or "B" will receive one additional point.

High School Courses for Surgical Technology Application	Grade Point Values		
	A**	B**	C
12 th Grade English/English IV	7	4	2
Biology	7	5	2
Chemistry OR Physics*	7	5	2
Anatomy & Physiology OR Advanced Biology*	8	5	2
Algebra II OR Geometry OR Trigonometry*	8	5	2
Allied Health Sciences I & II OR Medical Health Sciences I & II*	8	5	2

* Points will be awarded for **only one** course in each category

** Honors, AP, and IB designated courses with grades of "A" or "B" will receive one additional point in each category.

Additional Points

- Work Experience (see pages 11)
- CNA Certification I or II (see page 12)
- CIS 110 Introduction to Computers (grade of "A" only) – 2 pts

Notes
