

Surgical Technology Admission Criteria **Spring 2025**

This is a selective and competitive admission program. Admission to the college doesn't guarantee admission to the clinical component of the program. Work with your advisor to apply to the clinical/core component of the program.

Minimum Criteria to Apply: See the point system

Shadowing Experience: Required within 24 months prior to submission of clinical program application. Form will be provided during initial advising meeting from Ms. Simms or Dr. Bucks.

Advising: You are required to meet with the program director, Emily Simms. Please [visit](#) Ms. Simms schedule to sign up for an advising appointment. Due to Fall being a busy time of year, it is recommended to schedule appointments during the summer semester. Instructions on how to schedule an appt using Navigate can be found [here](#).

Application: Available September 2, 2024 on the [ST website](#) (under Apply for Clinicals)

Application deadline: November 4, 2024

Class Selection Date: December 19, 2024 after Fall grades are posted and results will be emailed via HACC Hawk Email only.

ADDITIONAL REQUIREMENTS PRIOR TO STARTING THE CLINICAL PORTION OF THE PROGRAM (after acceptance)

Additional information and required forms will be provided to you upon acceptance into clinicals. Failure to provide all the necessary documentation before the established deadline could lead to denial of admission into the clinical program. The following must be completed (at your own expense) after you have been selected for, but prior to starting the clinical portion of the program:

Physical Examination and Required Immunizations

All students accepted into the clinical component of the program must submit a health examination form completed by a physician/nurse practitioner/physician's assistant with immunization history including verification through blood work. No student will be admitted with a disqualifying result or failure to meet the specified deadline.

Immunization Requirements

Students in any health career program are required to have the following immunizations or titers to enter programs: Annual TB testing, documentation of Measles, Mumps, Rubella, Varicella, Tetanus, Diphtheria, Pertussis, Hepatitis B, Covid -19, and annual flu vaccine or titers showing immunity for the listed diseases. While the College will attempt to work with students to make reasonable accommodations where feasible, declination statements for religious and medical reasons may not be honored by many of our Clinical Facility Partners (hospital systems, nursing homes, care facilities, etc.). Please note that some clinical facilities have restrictions that differ from those of their employees. As a student, you must adhere to the student restrictions regardless of whether you are employed at the facility. Students are not employees and have neither employee benefits nor access through employee health at those facilities. To assure that patients are protected, these facilities have very strict restrictions. As guests, HACC must abide by the rules of the facility.

Background Checks

All students accepted into the clinical component of the program must undergo annual Pennsylvania Child Abuse History Clearance, FBI Check and State Police Criminal Record Check. No student will be admitted with a disqualifying criminal history or child abuse clearance. Students with criminal backgrounds interested in admission into the clinical portion of any health career program at HACC must follow the Prohibitive Offense Procedure for Health Career Programs.

Drug and Alcohol Screens

All students accepted into the clinical component of the program must undergo a drug and alcohol screen annually at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. Please refer to Health Careers Policy on the use of prescription Medical marijuana attached.

Current Certification in Adult, Infant and Child Healthcare Provider Cardiopulmonary Resuscitation (CPR) (American Heart Association recommended)

Any candidate not meeting these criteria will be denied admission into the program.

HACC
Surgical Technology Program
Point System – Class Starting Spring 2025

Students will be considered for admission into the surgical technology program who have:

- 2.0 overall GPA (HACC or transfer)
- Met with the program director or Dr. Michelle Bucks within a year of application
- Attended Mandatory information session within a year of application
- Completed Math 091 with C or better

***Note:** A math exemption is given to students who have demonstrated a minimum proficiency in mathematics through ACT/SAT/GED scores, High School GPA, or High School Algebra II grade. For more information on whether you meet criteria, please visit the [HACC Admissions Webpage](#) and select "Take a Placement Test".

- Completed BIOL 121 with C or better
- Completed English101 with a C or better
- Completed a shadowing experience within 24 months prior to application

Courses must be completed before December 19. Fall semester grades will be included in point calculation.

All surgical technology program applicants will be ranked on the following criteria:

Your Points	Points	Criterion
	5 to 15	*Grade in BIOL 105 or AH 105 A=15, B=10, C=5
	10 to 20	*Grade in BIOL 121 A=20, B=15, C=10
	10 to 20	*Grade in ENGL 101 A=20, B=15, C=10
	5 to 15	*Grade in PSYC 101 A=15, B=10, C=5
<i>* Note: All transferred courses will be assigned the number of points based on the actual grade earned. For any course where credit is given but the course was not taken, a grade of "B" will be assigned.</i>		
	15	Education (completed at a regionally accredited school) Associates or higher degree
	5 to 15	Work Experience* (Reviewed on a case by case basis) Current/previous surgical services work experience - including Sterile Processing Technician, OR Assistant/Aide, Anesthesia Tech, OB Tech & Vet Tech = 15 Current/previous employment/volunteer in health care (direct patient care) = 10 Current/previous employment/volunteer in health care (non-direct patient care) = 5 <i>* Minimum of 4 months of employment/volunteering required to receive points. Employment verification from supervisor/HR on letterhead containing dates of employment/volunteering must be emailed to emsimms@hacc.edu. This must be received prior to application deadline to receive points.</i>
	5	Ranked applicant from previous year (max 5 points awarded one time only)
	10	No history of W's, D's or F's in BIO 121, AH105, AH140 or ENGL 101.
	115	(Total Score) In the event of a tie, GPA will be used.

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

Surgical Technology: A Growing Career

Definition: Certified Surgical Technologist

Surgical technologists prepare the operating room, including the sterile field, setting up surgical equipment, supplies and solutions. During surgery, surgical technologists pass instruments, fluids and supplies to the surgeon and prepare and manage surgical equipment. Surgical technologists simultaneously manage the sterile field and specimens. Surgical technologists perform a count of sponges and supplies to prevent foreign retained objects. Surgical technologists are certified following successful completion of a CAAHEP-accredited program or other programmatically-accredited surgical technology program and the national Certified Surgical Technologist (CST) examination administered by the National Board of Surgical Technology and Surgical Assisting.



Dave Eckardt A.A.S., CST,
HACC Surgical Technology Alumnus

Personal Characteristics

The ability to perform under pressure in stressful and emergency situations is a quality essential to CSTs. A stable temperament, a strong sense of responsibility, considerable patience, and concern for order are required. Manual dexterity and physical stamina are vital. They must be able to work quickly, but accurately, and must be oriented to detail, yet able to integrate a number of activities according to priority. They must be keenly sensitive to the needs of the patient as well as to the needs of other members of the surgical team.

Individuals who practice this profession have a strong desire to help others and make a valuable contribution to society.

Working Conditions

CSTs work in clean, brightly lit, relatively quiet, cool environments. At times they may be exposed to communicable diseases and unpleasant sights, odors, and materials. Most of their duties require standing, sometimes for a number of hours, and it is imperative that their attention be focused closely on the task at hand. Most surgery is performed during the day, but many hospitals and surgery centers require 24-hour coverage. A 40-hour week is common, although most are required to periodically "on call"-available to work on short notice in case of emergency.

Association of Surgical Technologists
6 West Dry Creek Circle, Suite 200
Littleton, CO 80120
303-694-9169
From www.ast.org

Rev 12/6/23



ESSENTIAL REQUIREMENTS FOR HEALTH CAREERS PROGRAMS
SURGICAL TECHNOLOGY

All individuals, including persons with disabilities, who apply for admission to the surgical technology program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the surgical technology program at HACC. **These essential requirements are standards of admission.**

The applicant should carefully review the essential requirements for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential requirements if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential requirements. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for communication

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or surgical instrument trays)
2. Wear lead aprons (approx. 10 pounds) up to 8 or more hours
3. Move quickly, freely and safely around the assigned work area and patient care settings
4. Sustain professional activities for up to 8 or more hours
5. Remain standing up to 8 or more hours
6. Remain sitting up to 8 or more hours
7. Reach above shoulder level (to manipulate equipment)
8. Reach below waist level (to manipulate equipment)
9. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat
10. Keep hand and arm steady while moving arm or while holding arm and hand in one position
11. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
12. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity

5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

4/22/24 vg

Code of Ethics School of Health Sciences

In order to promote excellence in patient care, the HACCC Health Career student, **while in their program**, and/or in their clinical uniform, are to:

- Treat patients with respect for the dignity, rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment for all patients.
- Promote and strive to protect the health, safety, and rights of each patient.
- Maintain confidentiality of patient information following privacy regulations required by law (HIPAA and Protected Health Information (PHI)).
- Not disclose or share information associated with their health career program about or relating to any patient, person, clinical facility, or clinical experience outside of the sanctioned educational context of the classroom or online course environment with oversight of an instructor. This includes communication in any format including verbal, written, and digital (includes but is not limited to text, email, photographs, and social media).
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical, or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to the proper authority.
- Avoid any conduct that creates a conflict of interest.
- Demonstrate professional behavior that reflects integrity and a positive image of the profession and the college.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.

Students must understand that we take the code of ethics seriously, as do our clinical partners. As a result, violation of the code of ethics may result in the faculty filing a BIT (Behavioral Intervention Report) and may result in a student being asked to leave a clinical placement, and/or failing the course in which the violation occurred. If the student is dismissed from a clinical placement we may not be able to place a student at another clinical site, which will result in the student having to leave the program. Students must also be aware that violating HIPAA is a criminal offense. Because we want all of our students to be successful, if you are ever in doubt of the ethics of a given choice, please consult your faculty in the program.

6/2024 MME/tlb

Health Careers Medical Marijuana Policy

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as [law](#) on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law.

Students entering any Health Careers Program are required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Students using medical marijuana will not be eligible for clinical placement in any HACC clinical program, due to the current discrepancy between state and federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions. **This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure.**

In order to be transparent with this entire process, we recognize our responsibility to fully inform students of HACC's policy regarding the use of medical marijuana. Due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

Print Name	HACC ID
Program	Date

Health Careers Admission Criteria Acknowledgement

_____(Initial) I acknowledge that I have read and understand the program Admission Criteria.

Essential Requirements

_____(Initial) As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential requirements. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential requirements I will immediately notify the program director.**

_____(Initial) I understand that **all students accepted into the clinical component of the program must undergo a physical and a drug and alcohol screen annually at the student's expense** at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

_____(Initial) I have read and understand the **Prohibitive Offense Procedure** as posted on the HACC Health Careers website.

_____(Initial) I understand that **some clinical sites do not allow tobacco/vaping use** and may require testing at the student's expense.

_____(Initial) I understand that **all students accepted into the clinical component of the program must undergo an annual Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check at the student's expense.** No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance.

_____(Initial) I understand that **students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne and airborne pathogens, ionizing radiation and potentially hazardous materials.**

_____(initial) I understand that **all students accepted into the clinical component of the program must have the following immunizations (at the student's expense):** MMR, DPT, Varicella, Hepatitis B, an annual TB screen, and an annual influenza vaccination.

_____(Initial) I understand that **students accepted into the clinical component of the program may be required to have the COVID-19 vaccine and the program cannot guarantee clinical placement if I have not received the vaccination.** Clinical affiliates MAY require the vaccination and do not accept waivers to any vaccination from a student since we are considered guests in their facilities. If I choose not to be vaccinated, HACC may not be able to place me in a clinical rotation which would prevent me from completing the program. HACC currently does not require me to be vaccinated against COVID. It is the decision of the clinical sites, not HACC, if immunizations are required for our students.

_____(Initial) I understand that **in the event of an incident in the clinic, lab or outside rotation that I am responsible for all related medical expenses.**

Have you ever been admitted to another clinical health career program at HACC from which you did not graduate?
 ____ I have not ____ I have (Good Standing Form to be completed)

_____(initial) I understand **my responsibility to disclose to the program director, any release from work at a hospital or health care facility resulting in ineligibility for rehire.** This includes events that occurred prior to admission or during enrollment in the program of study. ____ (initial) I also understand that this may affect my eligibility to be admitted or continue in the program.

Health Careers Code of Ethics

_____(initial) I understand that students shall be denied admission to a program for breaches in any of the Health Careers Code of ethics. Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at HACC.

Health Careers Medical Marijuana Policy

_____(initial) I understand that due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

_____(initial) I understand that **intentional deceit, falsification or failure to disclose any information on this document will disqualify me from admission and/or continuation in any health career program at HACC.**

Student Signature	Date
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