

SURGICAL TECHNOLOGY

GATEWAYCC.EDU/**SURGICAL-TECHNOLOGY**

[INFORMATION PACKET]



**GATEWAY
COMMUNITY COLLEGE**
A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu



Dear Prospective Student:

We are glad that you have taken the first step towards choosing your future career in the exciting field of Surgical Technology. GateWay Community College's Surgical Technology Program has:

- National Accreditation through CAAHEP and ARC-STSA
- Merit recognition for student pass rates on NBSTSA national certification exams
- Credits that transfer to NAU for a Bachelor's Degree

Surgical Technologists are highly skilled members of a surgical team that includes surgeons, anesthesiologists, and registered nurses. Surgical Technologists prioritize along with members of this team to provide safe care to surgical patients.

Surgical Technologists maintain sterility in the operating room by setting up the operating room suite with the registered nurse and by preparing sterile medical instruments and supplies for surgery. During a surgical procedure, the surgical technologist anticipates surgeons' needs by passing instruments, retracting tissue, operating specialized equipment and handling sterile medications under the surgeon's direction.

Learn more and begin by transferring your transcripts to the Admissions and Records office and by contacting a Health Science Academic Advisor at 602.286-8200. Here is a link address to attend virtual information sessions Mondays @5:00pm or Thursdays @12:30pm.

[GateWay Virtual Credit Hour Information Sessions - Health Sciences](#)

Program outcomes are available on the GateWay Community College website under Surgical Services and further under Surgical Technology. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting reported data annually is as follows:

GateWay Community College / Surgical Technology Program ARC-STSA
2019-2021 / Program Outcomes

The program will admit 20 students every fall semester, at the beginning of each academic year.

- The accredited program retention threshold is 60%. The program retention for 2019-2021 was 85%.
- The accredited program threshold participation rate for the CST Exam is 100%. The program participation rate for 2019-2021 was 100%.
- The CST Exam accreditation threshold for pass rate is 70%. The 2019-2021 CST pass rate was 76%
- The graduate placement accredited threshold is 80%. The 2019-2021 graduate placement was 85%.
- The employer satisfaction for 2019-2021 was 100%.

Graduates receive an AAS degree from GateWay Community College in Surgical Technology. Upon passing the national exam acquire the CST credentials from The National Board of Surgical Technology and Surgical Assisting.

Sincerely,

Brandy Thompson

Brandy Thompson, RN, M.Ed., CNOR, CST
Director/Clinical Coordinator Surgical Technology,
Operating Room Nurse &
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602.286.8516
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TABLE OF CONTENTS

Career Description	5
Associate of Applied Science Degree Requirements – Surgical Technology.....	6
Admission Criteria	6
Transfer Student Information	6
Associate of Applied Science Degree in Surgical Technology.....	7
Program Notes	7
Program Notes continued	8
Surgical Rotation Case Requirements.....	9
Estimated Program Costs.....	10
Immunizations, Testing, and Background Requirements.....	10
Graduates of HCS Program Students and Enrollment for the Surgical Technology Program.....	11
Required Text Books	11
Frequently Asked Questions	12
Accreditation	12
Policies, Rules, Requirements, and Regulations Compliance.....	13
EEO Statement.....	13
DRS and Title IX.....	13
DRS and Title IX continued.....	14
Title IX Syllabus Statement:.....	14
College Communication.....	14
Contact Information	15
Student Services.....	15
Admission Application for Surgical Technology Program	17
Surgical Technology – Admission Application Checklist – Adviser Review	19
MCCCD Summary of Criminal Background Check Requirements	21
MCCCD Acknowledgement of Criminal Background Check Requirements.....	22

CAREER DESCRIPTION

Surgical technology is an area of healthcare involving the use of sterile surgical instruments to perform surgical procedures. Surgical Technologists are an integral part of the surgical team, in the operating room. Communicating with members of the healthcare team is a key component.

Surgical Technologists must handle the demands of working in an operating room environment, using strong hand-eye coordination skills at all times. Job responsibilities include:

- Maintain a proper sterile field during surgical procedures
- Count sponges, needles, and instruments before and after operation
- Hand instruments and supplies to surgeons and assistants, hold retractors and cut sutures, and perform other tasks as directed by the surgeon during surgery
- Prepare patients for surgery, including positioning patients on the operating table and covering them with sterile surgical drapes to prevent exposure
- Perform a surgical scrub, donning surgical attire and assisting the surgical team.
- Wash and sterilize equipment, using decontaminates, bactericidal agents and sterilizers
- Monitor and continually assess operating room conditions, including patient and surgical team needs
- Prepare dressings or bandages and apply or assist with their application at the end of surgery
- Clean and restock operating room, gathering, placing equipment and supplies and arranging instruments according to instructions, expressed verbally and/or written, i.e. a preference card
- Operate, assemble, adjust or monitor sterilizers, lights, suction machines, or diagnostic equipment to ensure proper operation
- Operate computers, robots, and electrical equipment

Requirements for physical and mental endurance include:

- Able to stand, bend, stoop and/or sit for long periods of time in one location with minimum/no breaks
- Visual acuity and ability to see color
- Visual acuity with or without correction to 20/20 and ability to see color
- Manipulate instruments, supplies and equipment with speed, dexterity and good eye-hand coordination
- Demonstrate the use of positive coping skills under stress
- Demonstrate calm and effective responses, especially in emergency situations
- Exhibit compassionate interpersonal skills during patient, staff and faculty interactions
- Have physical ability to lift a minimum of 20 pounds and carry it for at least 40 feet
- Be able to endure strong constructive criticism with a positive attitude
- Manage time effectively in lab, in clinical, in class and while studying
- Be willing to deal with difficult personalities
- Be on time for all commitments and always punctual
- Be able to take directions and follow orders
- Be unimpaired by alcohol, drugs or any other factors including health issues that could affect your judgment and skills negatively
- Be compliant with random drug screens
- Maintain an academic calendar, adhere to it and share it with your family members and friends

Most Surgical Technologists find employment in hospital operating rooms, labor & delivery rooms, clinics, outpatient surgery centers, veterinary offices, endoscopy, ophthalmology centers, minimally invasive spine surgery centers and surgical sales representatives.

With additional training, you can expand your role and advance to become a Certified Surgical Technologist First Assistant. First Assistants function under the direction of the surgeon and will help with patient positioning, visibility for suturing, retracting, tissue handling, closing wounds and patient transfers.

ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS – SURGICAL TECHNOLOGY

ADMISSION CRITERIA

Students must meet the following criteria to be admitted to the program:

1. Formal application and admission to the program.
2. Background Check Requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC background check policy.
3. Clinical Health and Safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC clinical health and safety policy.
4. Inability to comply with Background Check requirements and/or Clinical Health and Safety requirements at the start of classes may result in cancellation of enrollment.

TRANSFER STUDENT INFORMATION

The GateWay Community College Surgical Technology program will not accept surgical technology program specific transcripts from other institutions. Transcript evaluation from a surgical technology program of any type to include clock hour or for by credit will not be accepted.

Credit by Evaluation from another surgical technology program is not acceptable within this program. Lab check-offs for each of the 5 semesters and didactic examinations are extensive, in depth and length, as per the ARC-STSA accreditation. Faculty is not available to provide the required length of individual examination for lab or didactic examination of equivalence to that of the GWCC Surgical Technology program graduate.

PROGRAM NOTES

The following information can be found at Center for Curriculum & Transfer Articulation CCTA Website:

<https://curriculum.maricopa.edu/>

Major Code: 3673

Students must earn a grade of C or better for all courses required within the program.

If selected as part of program completion, the following general education and introductory courses must be completed with a 3.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum: BIO201, BIO202, BIO205, (ENG101 or ENG107), (ENG102 or ENG108), (MAT150 or MAT151 or MAT152 or MAT155 or MAT156), and PHY101.

There are two options available to students to enter the surgical technology program after completing the program courses. Option I is for students who do NOT have a Certified Registered Central Service Technician (CRCST) certification through the International Association of Healthcare Central Service Material Management (IAHCSCMM). Option II is for students who have a CRCST certification through IAHCSCMM.

Option I Credits: 45.5-52

+ BIO205 Microbiology 4

HCC130 Fundamentals in Health Care Delivery (3)

OR

HCC130AA Health Care Today (0.5) AND

HCC130AB Workplace Behaviors in Health Care (0.5)
AND

HCC130AC Personal Wellness and Safety (0.5) AND

HCC130AD Communication and Teamwork in Health
Care Organizations (0.5) AND

HCC130AE Legal Issues in Health Care (0.5) AND

HCC130AF Decision Making in the Health Care
Setting (0.5)

OR

Permission of GateWay Health Core Curriculum
Coordinator (0) 0-3

HCC145 Medical Terminology for Health Care
Professionals (3) OR

HCC146 Common Medical Terminology for Health
Care Professionals (2) OR

Work experience or equivalent course education as
evaluated by the GateWay Health Core Curriculum
Coordinator (0) 0-3

HCC/RES109 CPR for Health Care Provider (0.5) OR

Proof of Current American Heart Association Health
Care Provider CPR Certification (0) 0-0.5

+ HCS/SGT100 Fundamentals of Surgical Services 5

+ HCS/SGT102 Basic Surgical Instrumentation for
Surgical Services 2

+ HCS/SGT107 Equipment and Supplies for Surgical
Services 1

+ HCS/SGT152 Advanced Surgical Instruments for
Surgical Services 2

+ PHY101 Introduction to Physics 4

+ SGT135 Instrument Handling I 1

+ SGT155 Instrument Handling II 1

+ SGT156 Hospital Central Service Practicum For
Surgical Technology 0.5

+ SGT165 Surgical Procedures I 4

+ SGT180 Pharmacology for Surgical Technology I 1

+ SGT200 Operating Room Practicum I 1

+ SGT205 Operating Room Practicum II 2

+ SGT210 Surgical Procedures II 4

+ SGT220 Operating Room Practicum III 3

+ SGT225 Operating Room Practicum IV 3

+ SGT227 Operating Room Practicum V 3

+ SGT260 Surgical Procedures III 2

+ SGT275 Certification Examinations Preparation 2

PROGRAM NOTES CONTINUED

Option II Credits: 40.5-47

Students who have been admitted into Option II will have HCS/SGT100 waived by the Program Director with proof of the CRCST certification. 0

+ BIO205 Microbiology 4

HCC130 Fundamentals in Health Care Delivery (3)

OR

HCC130AA Health Care Today (0.5) AND

HCC130AB Workplace Behaviors in Health Care (0.5)
AND

HCC130AC Personal Wellness and Safety (0.5) AND

HCC130AD Communication and Teamwork in Health
Care Organizations (0.5) AND

HCC130AE Legal Issues in Health Care (0.5) AND

HCC130AF Decision Making in the Health Care
Setting (0.5)

OR

Permission of GateWay Health Core Curriculum
Coordinator (0) 0-3

HCC145 Medical Terminology for Health Care
Professionals (3) OR

HCC146 Common Medical Terminology for Health
Care Professionals (2) OR

Permission of GateWay Health Core Curriculum
Coordinator (0) 0-3

HCC/RES109 CPR for Health Care Provider (0.5) OR

Proof of Current American Heart Association Health
Care Provider CPR Certification (0) 0-0.5

+ HCS/SGT102 Basic Surgical Instrumentation for
Surgical Services 2

+ HCS/SGT107 Equipment and Supplies for Surgical
Services 1

+ HCS/SGT152 Advanced Surgical Instruments for
Surgical Services 2

+ PHY101 Introduction to Physics 4

+ SGT135 Instrument Handling I 1

+ SGT155 Instrument Handling II 1

+ SGT156 Hospital Central Service Practicum For
Surgical Technology 0.5

+ SGT165 Surgical Procedures I 4

+ SGT180 Pharmacology for Surgical Technology I 1

+ SGT200 Operating Room Practicum I 1

+ SGT205 Operating Room Practicum II 2

+ SGT210 Surgical Procedures II 4

+ SGT220 Operating Room Practicum III 3

+ SGT225 Operating Room Practicum IV 3

+ SGT227 Operating Room Practicum V 3

+ SGT260 Surgical Procedures III 2

+ SGT275 Certification Examinations Preparation 2

Program Notes:

Due to the requirements of the program accrediting body, the course of study requires many hours of classroom and clinical time.

Please see the Center for Curriculum & Transfer Articulation for the full descriptions of program requirements and recommended sequence.

[Curriculum - Programs at GateWay](#)

[Major: 3673 Associates of Applied Science total program credits: 62.5-91](#)

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

SURGICAL ROTATION CASE REQUIREMENTS

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Required Cases	Maximum # of Second Scrub Cases that can be applied towards 120 Cases
General Surgery	30 ²	20 ²	10
Surgical Specialties: <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn <ul style="list-style-type: none"> • Oral/Maxillofacial • Orthopedics • Peripheral vascular • Plastics • Procurement/Transplant 	90 ³	60 ³	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGO • ERCP <ul style="list-style-type: none"> • Esophagoscopy • Laryngoscopy • Panendoscopy • Sinoscopy • Ureteroscopy 			10 Diagnostic endoscopy cases may be applied towards the second scrub cases!
Labor & Delivery			5 Vaginal delivery cases may be applied towards the second scrub cases. ⁵
Totals	120¹⁻⁷	80	40

1. The total number of cases the student must complete is 120.
2. Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
3. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the **First Scrub Role** and evenly distributed between a minimum of 4 surgical specialties. For example (Ortho – 5 cases, GYN/OB – 15 cases, GU (urology) 15 cases, Plastics 15 cases, Oral/Maxillofacial – 5, ENT – 5 Must have 20 General Surgery.)
4. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.
6. Observation cases must be **documented**, but do not count towards the 120 required cases.
7. **Counting Cases**
 - o Cases will be counted according to surgical specialty. Examples:
 - Trauma patient requires a splenectomy and repair of the Le Fort I fracture. Two cases can be counted and documented since the splenectomy is general and the repair of Le Fort I is oral-maxillofacial surgical specialty.
 - Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

ESTIMATED PROGRAM COSTS

The **estimated cost** for the program is outlined below. The student is responsible for providing transportation, housing, and uniforms.

AAS Degree Program	
Tuition* (40.5 – 52 credit hrs @ \$85 a credit hr) ¹	\$ 3,443 – 6,290
Program Prerequisite Tuition (10 – 20 credit hrs @ \$85 a credit hr) ¹	850 – 1,700
General Education Tuition (17 – 23 credit hrs @ \$85 a credit hr) ¹	1,500 – 2,000
Restrictive Elective Tuition (0 – 7 credit hrs @ \$85 a credit hr) ¹	0 – 595
Registration fees (\$15 per semester – 8 semesters)	120
Course / Lab Fees	1,860
Books (program core classes only- not including general courses)	900
Other Costs: License/Certification, Pre-Clinical Health & Safety Requirements, etc. ²	217 – 882
Total Estimated Costs	\$ 9,275– 14,347

Out-of-County residents pay \$441* / Out-of-State residents pay \$241 a credit hr ¹**

* Rates are set according to the Arizona Revised Statute. Applies only to counties with no community colleges.

** According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus and/or light rail routes so one's own private transportation vehicle is necessary.

¹ Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit www.gatewaycc.edu for more information.

² Other Program Costs may be less or more than listed based on a student's individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

IMPORTANT – Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit <https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart>

IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS

IMMUNIZATION AND TB TESTING REQUIREMENTS

All health and safety is completed electronically. The health and safety requirements are subject to change based on the requirements of MCCC and clinical partners. Once a student has been accepted into a program for the start of an upcoming semester, clinical requirements will be sent out.

MCCC BACKGROUND CHECK POLICY REQUIREMENTS

Students seeking admission to an MCCC Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCC background check. This policy precludes MCCC faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCC Background Check. Students bear the financial costs for both the MCCC Background

Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCCC Background Check after admission and prior to the beginning of the program.

We encourage students to apply for the DPS Level-One Fingerprint Clearance card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card. The card is valid for six years from the date of issue.

DRUG SCREENING

Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. The cost for tests will be the responsibility of the student. The urine drug screen will test for alcoholic beverages; illegal drugs, or drugs that may impair judgment while in the clinical agency. If the drug test is positive for the illegal drugs or undocumented prescription drugs, the student will not be able to continue in the program. MCCCCD policy regarding medical marijuana: "Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening". Readmission is at the discretion of the college and the program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine are allowed to continue in the program, but may be limited to clinical agencies that do not test for nicotine. You will receive instructions on the drug screen from your program director or clinical coordinator once classes begin.

GRADUATES OF HCS PROGRAM STUDENTS AND ENROLLMENT FOR THE SURGICAL TECHNOLOGY PROGRAM

This is a Selective Admissions program. The students admitted to the Surgical Technology program are selected by the Selective Admissions office on a first come, first serve basis. The surgical technology candidate who is a GateWay Community College Hospital Central Service graduate from spring 2017 cohort and future and has all required courses complete is eligible for advanced placement into the surgical technology program waiting list on a first come, first serve basis. The maximum enrollment of Graduate HCS students will vary according to the community. The students admitted to each cohort after 2 Veteran's being admitted will be those electing the Surgical Technology program and will be of a number established at the Annual Advisory Meeting for Surgical Technology. A HCS Graduate is that person that has successfully completed the Hospital Central Service program with all required courses completed per the Selective Admissions Office beginning in 2017. **A limit of 5 HCS students will be accepted within each Fall cohort.**

REQUIRED TEXT BOOKS

The World of Surgical Instruments, ISBN: 0692057124	\$150.00
*Delmar, Surgical Technology for the Surgical Technologist, 5th edition, with 4 term mind tap and access code. ISBN for the bundle: ISBN:9781337584876 Cengage Publishing	\$323.50
Surgical Instrumentation 3rd Edition, Nemitz; ISBN: 9780323523707	\$101.50
Pharmacology for Surgical Technology 5th Edition, Snyder & Keegan, ISBN: 9780323661218	\$93.75
8 th Edition Boxed Course (this contains a textbook and a workbook) –IAHCSMM.org	\$135.00
	Total \$803.50

FREQUENTLY ASKED QUESTIONS

Is this an accredited program?

The GateWay Community College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP.org).

Can I apply previously earned college credits to this program of study?

Previously earned college credits may be acceptable towards degree/certificate requirements; however they should be checked for equivalency by the GateWay Community College Program Adviser.

If I am a military veteran, what will GateWay Community College do for me to be accepted into the Surgical Technology program?

Selective Admissions in Admissions and Records will insure that the first 2 seats of each program start will be held for military veterans. A copy of your DD214 is required.

If I have a criminal record, will that prohibit me from being able to enroll in this career?

It is possible that without proper clearance you may not be able to enroll if you have a criminal record. Our clinical agreements with the healthcare facilities require that our students receive a Level-one Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Additionally, a student must not be listed on the Federal Government's Office of the Inspector General's Exclusion List. Students who are unable to obtain either of these clearances will be prohibited from attending their clinical experience.

How many students are admitted into the program?

The Surgical Technology Program admits 20 students each Fall as permitted by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting and the facilities in the community.

Can I get financial aid or a scholarship?

Financial assistance is available to eligible GateWay Community College students in the form of grants, scholarships, employment or loans. Students may receive assistance from only one funding source, or aid may be offered in a package from multiple sources. This depends on student eligibility, level of need, packaging policy, and availability of funds. Additional information is available from the Office of Financial Aid Services (602.286.8300).

I live outside Maricopa County. Is it possible for me to go to a clinical site closer to where I live?

The surgical technology program does have clinical partners outside Maricopa County. The student's clinical experience must be solely arranged by the Clinical Coordinator at GateWay Community College. Arrangements other than those made by the Clinical Coordinator will not be acknowledged due to the policy of the program's accreditation. All students interested in a clinical site location outside of Maricopa County may submit a written request for a specific hospital clinical practicum site through the Clinical Coordinator.

ACCREDITATION

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit gatewaycc.edu.

The GateWay Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- ❖ Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- ❖ The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- ❖ Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.
- ❖ Students enrolled in the program will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- ❖ Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting the Health Sciences Division at 602-286-8477 or by contacting Admissions and Records at 602-286-8200.
 - ❖ Up to date Program material can be found online at <https://www.gatewaycc.edu/degrees-certificates/surgical-technology>
- ❖ Consumer Information about gainful employment disclosures can be found at the following link: <https://cdn.maricopa.edu/ged/GWC03/GWC03-5673/51.0909.pdf>

EEO STATEMENT

- ❖ *The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.*
- ❖ *The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>*

DRS AND TITLE IX

Classroom Accommodations for Students with Disabilities

- ❖ In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

DRS AND TITLE IX CONTINUED

- ❖ If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by using the information listed here. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCCD to create inclusive and accessible learning environments consistent with federal and state law.

TITLE IX SYLLABUS STATEMENT:

Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

- ❖ In accordance with Title IX of the Education Amendments of 1972, MCCCCD prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, District employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by District policy.
- ❖ District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. MCCCCD will provide on its Title IX Coordinators web page, a link to all the Title IX Coordinators in the district. Reports may also be reported at: <https://district.maricopa.edu/consumer-information/reporting>.

COLLEGE COMMUNICATION

The following information is very important so you do not miss any notices:

We communicate with students strictly through your Maricopa College email, not your personal email account.

We have a district-wide Google powered email system. This system is the way we send all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information.

All students will need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at my.maricopa.edu. 1st section "Student Communication Center".

The benefits to you include:

- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to my.maricopa.edu & log in to your account. Click on 'create an account' in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

CONTACT INFORMATION

If you have any questions about the enclosed program material, please feel free to contact any of the following program contacts:

Brandy Thompson RN, M.Ed., CNOR, CST, Clinical Coordinator/ Phone: 602.286.8516
Email: thompson@gatewaycc.edu

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Ms. Stevie Jones, Health Sciences Academic Advisor / Phone: 602.286.8403 /
Email: stevie.jones@gatewaycc.edu

Lucy Granillo, Health Sciences Academic Advisor / Phone: 602.286.8185
Email: luciella.granillo@gatewaycc.edu

Questions regarding Health and Safety Immunizations; send email to: mce-cp@gatewaycc.edu

STUDENT SERVICES

The following are some of the services available to students.

Advising Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals: <https://www.gatewaycc.edu/advisement>

Meet with a Health Careers Academic Advisors every semester prior to class registration. The Health Careers Academic Advisors are available by virtual appointments only. More information can be found at the following links:

Healthcare Programs

If you are currently not enrolled in one of GateWay Community College's Healthcare Programs you are **required** to attend one of the Healthcare Programs Information Sessions before meeting with an advisor. Please visit <https://www.gatewaycc.edu/virtual-sessions> to find out more about information sessions.

If you are a new student, you must complete the Student Information Form found at <https://admissions.maricopa.edu/> before scheduling an appointment with Advising.

Advisor Appointments

For student inquiries or appointments, please email your specific question/need and your Student ID number to the following <https://www.gatewaycc.edu/advisement>, and the appropriate advisor will contact you within 24 hours.

Please note that ALL appointments will be conducted virtually, NOT in person at the campus

Before you meet with an advisor, we recommend you check out the current Catalog to learn more about the programs that interest you. Let your advisor know if you have any questions or concerns. If you have taken a class for college credit and you are interested in transferring credits to GateWay, you may better prepare if you have your official transcripts (from all colleges & schools previously attended) sent to:

GateWay Community College
Attn: Admissions & Records
108 N 40th Street
Phoenix, AZ 85034-1704

Bring a copy of your transcripts to review with your advisor. Your advisor can help you choose courses that will apply to most degrees and give you an introduction into your areas of interest.

Bookstore Current and most up to date information can be found at the following website

<https://www.gatewaycc.edu/bookstore>

Counseling – Academic, personal, or career counseling available. Call 602.286.8900.

Employment –contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

Financial Aid – Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website: <http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm>

Student Assessment Center – Services include instructor makeup exams, the English, Math, and Reading ASSET or COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

Tutoring Assistance – Available though the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay's website: www.gatewaycc.edu or call college information at 602.286.8000.

ADMISSION APPLICATION FOR SURGICAL TECHNOLOGY PROGRAM

GATEWAY COMMUNITY COLLEGE
108 N 40th St / Phoenix, AZ 85034-1704 / 602.286.8000

Please print clearly

I PLAN TO BEGIN THE PROGRAM IN:	Fall 2023
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LEGAL NAME (LAST)	(FIRST)	(MIDDLE)
ADDRESS (STREET)		

(CITY)	(STATE)	(ZIP)
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FORMER NAME(S) which may appear on transcript		
HOME PHONE NUMBER		CELL PHONE NUMBER
E-MAIL ADDRESS		
STUDENT ID NUMBER		
PERSON TO NOTIFY IN CASE OF EMERGENCY		PHONE
ADDRESS		

Information Release – FERPA:

Do you give permission for the college to release directory information relative to your enrollment (as per the Family Education Rights and Privacy Act of 1974)? Yes No

Are you an United States Veteran? Yes No

- Attach a copy of DD214

Do you hold a CRCST certificate? Yes No

- Attach a copy of your CRCST

Admission Application Checklist attached and signed off by advisor and student? Yes No

PLEASE RETURN YOUR APPLICATION TO:
GATEWAY COMMUNITY COLLEGE / 108 N 40th ST / PHOENIX, AZ 85034-1704

PREVIOUS COLLEGES OR TECHNICAL SCHOOLS ATTENDED:

NAME OF INSTITUTION			
CITY AND STATE			
DATE OF ENTRANCE		DATE OF LEAVING	
DIPLOMA OR DEGREE RECEIVED		COLLEGE MAJOR	

NAME OF INSTITUTION			
CITY AND STATE			
DATE OF ENTRANCE		DATE OF LEAVING	
DIPLOMA OR DEGREE RECEIVED		COLLEGE MAJOR	

NAME OF INSTITUTION			
CITY AND STATE			
DATE OF ENTRANCE		DATE OF LEAVING	
DIPLOMA OR DEGREE RECEIVED		COLLEGE MAJOR	

Attach separate sheet if additional space is needed

MILITARY:

Are you a member of the US Armed Forces, a former member of the US Armed Forces, or a dependent of a member of the US Armed Forces? If yes, select all that apply:		
I am a current member of the US Armed Forces	Yes	No
I am a dependent of a member of the US Armed Forces	Yes	No
I am a former member of the US Armed Forces	Yes	No

CERTIFICATION:

I certify that the above answers are true, correct, and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Surgical Technology Program and from the college. I understand that it is the responsibility of the student to maintain accurate contact information with the Admissions and Records Department. Failure to provide this information may preclude the student from being admitted into the Surgical Technology Program.

SIGNATURE		DATE

Last Name

First Name

Student ID

Date

The following prerequisites must be completed prior to submitting your application. In order for a course to satisfy the required courses, students have a 3.0 GPA in required courses. Applications without this Advisor Review form completed and signed by a GateWay Community College Healthcare Advisor will not be accepted.

	Course	Course Title	Credits Required	College	Semester Completed or Enrolled	Grade
	BIO160 + BIO201 + BIO202	Introduction to Human Anatomy and Physiology (4) OR Human Anatomy and Physiology I (4) AND Human Anatomy and Physiology II (4)	4 – 8			
	Students selecting BIO201 and BIO202 or BIO 205 must complete the prerequisite courses BIO156 or BIO181; or 1 year high school biology with a "C" or better.					
	ENG 101 ENG 107 ENG 102 ENG 108	First Year Composition (3) OR First Year Composition for ESL (3) AND First Year Composition (3) OR First Year Composition for ESL (3)	6			
	+ BIO205	Microbiology (4)	4			
	+ MAT 150 + MAT 151 + MAT 152 + MAT 155 MAT 156	College Algebra/Functions (5) OR College Algebra/Functions (4) OR College Algebra/Functions (3) OR College Algebra/Functions with Review (5) OR College Algebra/Functions with Review (6)	3– 6			
	+ PHY101	Introduction to Physics	4			

Student Signature

Student Name (printed)

Date

Advisor Signature

Advisor Name (printed)

Date



Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirement

(Student Copy)

Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs"), students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.
- An original version of the "**Criminal Background Check Disclosure Acknowledgement**" form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.
2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.
3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
 - Legal Name
 - Maiden Name
 - Other names used
 - Social Security Number
 - Date of Birth
 - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
 - Pending criminal charges that have been filed against you including dates and details.
 - Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.



**Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirement**

(Student Copy)

(Student: Sign and Attach to Application)

All allied health and nursing students who seek to enroll in MCCCCD healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCCD's largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCCD from assigning students to their sites who cannot meet those standards. In order for MCCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these standards.

For persons wishing to enroll in a Program the person must meet the following standards:

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCCD healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the "Frequently Asked Questions" sheet for details regarding the DPS Card.
- Each student must provide documentation that he or she has completed and "passed" a MCCCCD-supplemental background check through the approved vendor **CastleBranch**. Students are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached "Frequently Asked Questions" sheet for more details regarding the MCCCCD supplemental-background check.
- The MCCCCD supplemental or the clinical agency background check may include but are not limited to the following:
 - Nationwide Federal Healthcare Fraud and Abuse Databases
 - Social Security Verification
 - Residency History
 - Arizona Statewide Criminal Records
 - Nationwide Criminal Database
 - Nationwide Sexual Offender Registry
 - Homeland Security Search
- By virtue of the MCCCCD supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
 - Social Security Search-Social Security number does not belong to applicant
 - Any inclusion on any registered sex offender database
 - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
 - Any conviction of Felony no matter what the age of the conviction
 - Any warrant in any state

- Any misdemeanor conviction for the following-No matter age of crime
 - violent crimes
 - sex crime of any kind including non consensual sexual crimes and sexual assault
 - murder, attempted murder
 - abduction
 - assault
 - robbery
 - arson
 - extortion
 - burglary
 - pandering
 - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
 - any abuse or neglect
 - any fraud
 - illegal drugs
 - aggravated DUI
- Any misdemeanor controlled substance conviction last 7 years
- Any other misdemeanor convictions within last 3 years
- Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)
- At all times students are in a program they must maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on the MCCCCD supplemental background check performed by the MCCCCD-authorized vendor.
- Admission requirements related to background checks are subject to change without notice.
- Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCCD, as well as a drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned
- Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCCD supplemental background check, a clinical agency may decline to place a student due to information the clinical agency obtains in a background check it requires.
- If a clinical agency to which a student has been assigned does not accept the student based on his or her criminal background check, the student may not be able to complete the program.
- MCCCCD may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.
- MCCCCD has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the program, inability to complete required clinical experience due to a student's criminal background check will result in removal from the program.

Signature

Date

Printed Name

Student ID Number

Desired Health Care Program