

# CEI Surgical Technology

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## Program Application

**Please turn this packet in to the HCT office, #6202  
During the week of  
March 4<sup>th</sup> - March 8<sup>th</sup>, 2019 by 5 p.m.**



**College of Eastern Idaho**

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## CEI Surgical Technology

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Thank you for your interest in the CEI Surgical Technology Program. We urge you to recognize the commitment that is essential if one is to be successful in this demanding discipline. Prior to making application to the program, individuals should give careful consideration to the mental and physical demands of the program, and the pressures involved in undertaking the responsibilities of being a Surgical Technology student.

CEI offers limited entry into the (ST) Surgical Technology program due to the number of clinical positions available in the facilities of our South East Idaho area. You must be admitted to the College of Eastern Idaho as a certificate/degree seeking student prior to being eligible to submit the ST application packet. Details are outlined below.

Successful completion of the program enables the student to sit for the National Certification Examination (a graduation requirement) administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), the certifying agency granting the credentials of CST (Certified Surgical Technologist).

[www.nbstsa.org](http://www.nbstsa.org)

### **Professional Program Entrance Application Deadlines & Requirements**

Begin your application process **as early as possible** so that you have ample time to complete all of the requirements. Be sure to contact your advisor each semester so questions can be answered and individual assistance can be provided. Meeting the minimum criteria for admission **does not** guarantee admission into the program.

- Packets will only be accepted during the first full week of March and are to be turned into the Health Professions Division office, Room #6202.
- Application should be submitted in a large envelope with your name, program name, and date of submission in the top right-hand corner.
- You must be completing your prerequisite courses the spring of application to be eligible to apply for the program.
- If you have any questions about the packet requirements, it is your responsibility to make an appointment with the Program Director for assistance.
- Candidates for admission are selected based on available clinical space, packet completion (including complete immunizations and background check), all pre-requisite courses completed with a "C" or better, and cumulative pre-requisite GPA. In the event that applicants have an equal GPA, the writing assignment would be scored, based on the rubric, and used as a tie-breaker.
- Those that have met entrance requirements, submitted an application, and are not admitted for the current year, will be placed on an alternate list for the current year. Resubmission of a packet will be necessary to apply to the program for the next year.
- Please notify Student Services **and** the Health Professions division office of any contact information changes.
- **Carefully review and complete the checklist in the packet, including dates, to ensure that you have all required elements completed for admission into the program. Incomplete packets will not be considered for admission into the program.**

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**Note: Late or incomplete packets will NOT be accepted for review. All immunizations must be finished by the first day of fall semester, and be current through the duration of the program. Please read through the entire packet for more details.**

<b>Student name:</b>	<b>Date of Packet Submission:</b>
<b>Student ID #:</b>	

<b>FOR OFFICE USE ONLY:</b>	<b>ELIGIBLE:</b> <b>YES</b> <b>NO</b>	<b>GPA:</b>	<b>Packet Review Date:</b>
<b>Comments:</b>			

<b>Immunization or titer</b>	<b>Date Given</b>	<b>Notes</b>	<b>Course name</b>	<b>Semester</b>	<b>Final Grade</b>
MMR #1			BIO 227		
MMR #2			BIO 227L		
Hep A #1			BIO 228		
Hep A #2			BIO 228L		
Hep B #1			BIO 250		
Hep B #2			BIO 250L		
Hep B #3			COM 101		
Varicella #1			ENG 101		
Varicella #2			HCT 101		
Tdap-Tetanus			MAT 123		
			PSY 101            OR		
Background Check			SOC 101		
Written Exercise					

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**Application for Admission**

Name -----  
                     First                    Middle                    Last                    Former Name (if applicable)

CEI Student ID # -----

Home Address -----  
                     Street                    City                    State                    Zip Code

Home Phone -----

Permanent Address *(if different from above)* -----

Cell Phone -----

**In Case of Emergency, Notify:**

Name ----- Phone -----

Street Address ----- City ----- State -----

**Follow Up Information:** It is important that we follow up our students after graduation to be sure they obtain appropriate employment. Please provide information about two people who will always know where to locate you.

Name	Mailing Address	Telephone

**EDUCATION**

*Official transcript(s) must be possessed by the CEI Office of Admissions and Records.*

Name of School	Location of School	From Month/Year	To Month/Year	Diploma or degree rec'd	Major/Minor
High School					
College					

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**Professional Licenses or Certifications** (not required for application)

Type	Issued by Which State or Agency	License Number	Date

**Health Related Work/Volunteer Experience** (prior experience not required for application)

Employer \_\_\_\_\_ Phone \_\_\_\_\_ Ext \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_  
 Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Duties \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_ Ext \_\_\_\_\_  
 Address \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_  
 Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Job Duties \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

**Please Read and Sign the Following**

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misinterpretation or falsification of information is cause for denial of admission or expulsion from the college. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from the surgical technology program. I understand that a felony conviction may prevent me from potential employment in health care.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

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## CEI Surgical Technology

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### BACKGROUND CHECK

**Criminal background checks** are a requirement of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). Criminal background checks are necessary to meet clinical practicum site requirements during the College of Eastern Idaho's (CEI) Health Professions programs. The background check report is good for a year, so run the report on or after Jan 1<sup>st</sup>.

- Individuals who have been charged and/or convicted of a felony or misdemeanor for battery, assault, substance abuse and theft will not be accepted in CEI's Health Professions programs.
- MyStudentCheck is the only approved company that meets HCA requirements.

To register for the background check, see the instructions on the CEI website. To locate the instructions– click Programs of Study, then Health Professions, then Surgical Technology. The instruction link is on the lower right hand side.

**\*\* You will need to print out your official results and provide a COMPLETE copy with your application packet.**

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### IMMUNIZATION RECORDS

**A copy of your IRIS record or vaccination records must be included in your packet.**

Contact the Eastern Idaho Public Health Department at 1250 Hollipark Drive, Idaho Falls, Idaho 83401; (208) 533-3235, or your healthcare provider to obtain a copy of your vaccination records.

**Do not wait until the last minute to get your vaccinations done!** Several of the vaccinations require multiple vaccinations that are time dependent. Incomplete vaccinations will result in disqualification of your program admissions packet. Vaccination records are required at the time of packet submission in order to provide proof that vaccinations will be completed by the first day of the fall semester to which application is being made.

Your immunity status needs to be up-to-date, so titers may need to be drawn and booster shots given. Record of your titer/booster must be included with your vaccination records when submitting your application packet.

- *If you are not accepted into the program and plan to apply for the following year, you will have to make sure that your vaccinations are still current for that application year.*

Written exercise #1: Surgical Technologist Job Description

Applicants are REQUIRED to complete the written requirements outlined below. Submissions must be in a word processed/typed format and must be written in your own words. The exercise is worth a total of 10 points.

\_\_\_\_ /5 pts.

- A. Research the profession of Surgical Technology and create a job description for the Surgical Technologist. The job description must include the following categories:
- Job title
  - Required qualifications
  - Required personal characteristics
  - Wages
  - Work hours
  - Examples of places of employment
  - Description of the working environment/conditions
  - Duties/roles and responsibilities
  - Requirements for obtaining and maintaining National Certification
  - Description of physical demands

\_\_\_\_ / 3 pts.

- B. Please explain the following:
- Why you feel that Surgical Technology would be the right profession for you
  - Describe how you meet the required demands of the program and the career for a Surgical Technologist
  - Please provide examples

\_\_\_\_ / 2 pts.

- C. Cite at least three resources (required)
- Resources may include employment ads, online resources, or interviews with surgical technologists

Total: \_\_\_\_ / 10 pts.

## CEI Surgical Technology

### Rubric for Written Exercise #1

Applicants are REQUIRED to complete the written requirements outlined below. Submissions must be in a word processed/typed format and must be written in your own words. The exercise is worth a total of 10 points.

	5 points	4 points	3 points	2 points	1 point
<p><b>5 pts.</b> Research the profession of Surgical Technology and create a job description for the Surgical Technologist which includes the following categories:</p> <ul style="list-style-type: none"> <li>•Job title</li> <li>•Required qualifications</li> <li>•Required personal characteristics</li> <li>•Wages</li> <li>•Work hours</li> <li>•Examples of places of employment</li> <li>•Description of the working environment, conditions</li> <li>•Duties, roles and responsibilities</li> <li>•Requirements for obtaining and maintaining National Certification</li> <li>•Description of physical demands</li> </ul>	All categories are addressed with at least 5 sentences each.	All categories are addressed with at least 4 sentences each.	Most categories are addressed with at least 4 sentences each.	Most categories are addressed with at least 3 sentences each.	One or more categories were not addressed.
<p><b>3 pts.</b> Explain the following:</p> <ul style="list-style-type: none"> <li>•Why you feel that Surgical Technology would be the right profession for you</li> <li>•Describe how you meet the required demands of the program and the career for a Surgical Technologist</li> <li>•Provide examples</li> </ul>			Information clearly relates to the topics. It includes several supporting details and/or examples.	Information clearly relates to the topics. No details and/or examples are given.	Information has little or nothing to do with the topics.
<p><b>2 pts.</b> Cite at least three resources (required)</p> <ul style="list-style-type: none"> <li>•Resources may include employment ads, online resources, or interviews with surgical technologists</li> </ul>				All sources are accurately documented.	All sources are not accurately documented.
<b>Total: /10 pts.</b>					



There are some challenges to be considered as a student in the Surgical Technology program.

These include:

- **Work hours/Finances**

This is an 8:00am-4:00pm, M-F program. Schedule your work hours, if necessary, according to your school hours, not vice versa.

- **Verbal and written English language skills**

This is a professional program. You are expected to be able to speak and write in a professional manner.

- **Child care**

You will need to have reliable child care available, as well as a back-up in case your primary caregiver cannot care for your child/children.

- **Family obligations**

Having a good support system is so important for your success in this program, as there is a lot of work that needs to be outside of school. It would be in your best interest to discuss this with your family/friends ahead of time.

- **Study time and/or time management**

Plan on at least 2+ hours of homework a night while you are in this program. If you will develop good study and organizational skills early, they will be very useful later.

- **Transportation**

Have a reliable form of transportation, as you will be traveling to various clinical sites, as well as attending classes, for both fall and spring semesters.

- If you have any questions about other arrangements, or issues, please contact me and I will do my best to help you with them.