

## Additional Admissions Information

### Surgical Services (A.S.)

1. For new students, complete an online application to the College by the review deadline. For existing students, complete a Program Plan Change **if** Surgical Services is **not** your Active Program of study.
2. Submit all official non-FSCJ [transcripts](#) to the College when applying and prior to the review deadline date.
3. Complete the **Prerequisite Courses**.
4. Complete the following **after** acceptance into the professional phase of the program:
  - Ten-panel drug screening
  - Florida Department of Law Enforcement (FDLE) background check, including fingerprints
5. The following must be completed **after** the program orientation:
  - Medical physical
  - Immunization records and communicable disease screening

### Application Addendums

Submit all supporting documents to the Health Sciences department at [HCIC@fscj.edu](mailto:HCIC@fscj.edu) by the review deadline, with the following information included in the email:

- Student's **program of study, term**, and "**Attachment**" in the subject line.
  - Include the student's **name** and student **ID** in the body of the message.
  - Documents **must** be emailed as attachments.
1. If applicable, submit a copy of your CPR/BLS certification from the **American Heart Association**.

### Competitive Review Process

Applicants must earn a grade of C or better in each prerequisite course and have a minimum Cumulative GPA of 2.0. Completion of General Education coursework will allow applicants to achieve additional points.

Students are ready for review upon completion of all admission criteria. The ranking rubric is included below. Please note that the admission process is highly competitive.

Students will be notified through their FSCJ Student email of their admissions status 4-6 weeks following the review deadline. Information regarding a student's admissions status will not be provided over the telephone.

Surgical Services Ranking Rubric			Max Points
<b>Minimum Cumulative GPA 2.0</b>			<b>60</b>
<b>Only a grade of C or better will be considered for points.</b>			
Course Grade	Points		
A	20		
B	15		
C	10		
<b>Prerequisite Courses:</b>			
Course Title	Course Code		
Communications	ENC 1101, ENC 1101C, or ENC 1102		
Anatomy & Physiology I	BSC 2085C		
Mathematics	MAC 1105 or higher, MAP 2302, MGF 1130, or STA 2023		
Bonus Points			
Course Title	Course Code	Credit Hours	<b>20</b>
Anatomy & Physiology II	BSC 2086C	4	
CPR Certification for Health Care Providers			<b>5</b>
American Heart Association <b>Only</b>	Points		
CPR/BLS Provider Card	5		
Total Possible Points			<b>85</b>

### Technical Standards

Surgical Services students shall be in reasonably good health and any disability must allow the student to administer safe patient care.

**The following is a list of essential functions that you must be capable of performing while a student in the surgical services program at Florida State College at Jacksonville. These functions are standards required to perform the duties of a Surgical Technologist.**

<b>ISSUE</b>	<b>STANDARD</b>	<b>EXAMPLES</b>
Critical Thinking	Critical Thinking sufficient for clinical judgment.	Handle multiple priorities and apply reasoning and evaluation skills. Concentrate for prolonged periods of time in a sterile environment. Focus attention on task. Deal with the unexpected such as patient crisis.
Interpersonal and Emotional Stability	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Display patience, empathy, and concern for others. Deal with fear and hostility in a calm manner. Work with others in stressful situations. Adapt to changing environment/stress. Maintain Self-Control. Demonstrate the ability to deal with corrective criticism of performance from instructors, clinical preceptors and evaluators in a professional and receptive manner.
Communication	Communication abilities sufficient to convey an understanding of information being transferred to others for immediate interaction in verbal and written form.	Communication needs to be prompt, clear, and concise. In the sterile role, communicate the identity of items such as drugs, implants, and special instruction. Accurately document pertinent information and record medication usage. Communicate and use proper medical and anatomical terminology. In the clinical area communication requires verbal responses between team members.
Mobility and Stamina	Physical abilities sufficient to move from room to room and maneuver in small spaces. The ability to stand in one spot for long periods of time (4-6 hours) without a break.	Respond promptly to the surgeon/ patient needs. Equipment- lift a minimum of 30 pounds, exert a sustained force of 20 pounds, push/pull mobile equipment weighing up to 300 pounds, stand in sterile scrub attire for prolonged periods (sometimes wearing a 12-20 pound lead apron underneath the gown). Walk an equivalent of 5 miles per day.

ISSUE	STANDARD	EXAMPLES
Motor Skills	Gross and fine motor abilities sufficient to safely and effectively perform surgical technology skills.	Ability to grasp, hold, grip, seize, turn or otherwise work with hands. Examples include working with fingers to thread or load delicate suture needles, power driven tools and saws, fire alarms, etc. Accurately and safely pass sharp instruments.
Hearing	Auditory ability sufficient to monitor and assess health needs and to assess and comprehend verbal commands, orders and communication from all staff members on a surgical team without the need for repeated clarification or readdress.	Detect and evaluate the sounds of advanced surgical equipment such as gas, video, and cardiac monitors, power driven tools, fire alarms, etc. Evaluate and comprehend correctly the communications provided by other team members when they are wearing a mask and/or who may articulate English with a heavy accent as it relates to their origin of birth. Hear monitor alarms, emergency signals, and cries for help and responding in a timely manner.
Visual	Visual ability sufficient for observation and assessment necessary in surgical technology.	Observe and monitor patients, assist in surgery in full and dimmed light. Visual near acuity of 20 inches or less with clarity.
Tactile	Tactile ability sufficient for physical assessment and handling of tissues.	Perceive attributes of an object via touch, palpate, and handle tissue/ organs with gentle accuracy as instructed. Feel vibrations (Pulses), Feel differences in sizes and shapes (sutures, palpate tissue and body landmarks).
Smell	Ability to detect various odors, smoke and chemicals.	Detect the odors present in a Surgical Suite environment, foul smelling drainage, alcohol breath, smoke, gasses and noxious odors.

ISSUE	STANDARD	EXAMPLES
Reading/Writing and Comprehension	Read and understand written documents; Communicate in written form.	Using proper English and Medical Terminology be able to communicate and comprehend policies, medical documents, and directions.

## Occupational Risks

### Environmental Risk

#### Pregnancy Risk

***The disclosure of a pregnancy is completely voluntary and it is the exclusive right of the student to declare herself as pregnant. If the student does choose to voluntarily inform program officials of her pregnancy, she must do so in writing. If pregnancy is documented the student may exercise one of the following options:***

1. The student may elect to withdraw from the program. Students who choose this option should meet with the program manager to discuss readmission procedures.
2. The student may elect to continue in the program. If so, the student will be counseled as to the risks of ionizing radiation exposure to the embryo/fetus and advised that permanent, irreversible damage to the unborn child may result from exposure to even relatively low dosages of radiation. In addition, the student will be encouraged to consult with her primary physician for assistance in making a decision of whether or not to remain in the program during pregnancy. If the student elects to continue in the program during pregnancy, she may do so at her own risk. Documentation of this decision will be placed in her file. The student has the right to “undeclare” the pregnancy at any time. The student may be required to wear an additional radiation monitor to be worn at abdominal level to monitor fetal exposure.

#### **Accident Insurance**

If a student sustains an injury during the program hours you must notify your instructor and the Program Manager. The program instructor will notify Risk Management and Campus Security. Both you and your instructor must complete a “Student Notification of Injury Form”. The original copy of the form will be sent to the College Risk Management Department by the instructor with additional copies going to the student, the instructor,

and Campus Security. You must contact Campus Security within 24 hours of the incident.

### **Potential Infectious and Environmental Hazards in Surgical Technology Practice**

As a surgical services student you must adhere to hospital policies and the guidelines of the Centers for Disease Control (CDC) and Prevention (United States Public Health Service) regarding **“universal standards/precautions and the use of PPE (personal protective equipment)”** during clinical experiences.

### **Blood and Body Fluids Exposure**

A student who is exposed to blood or other body fluids directly or indirectly while in the clinical area must report this to the clinical educator/supervisor for immediate attention. The student will follow the facility protocol. Notify your instructor so an incident report may be completed.

Treatment of an Exposure Site (from CDC Guidelines): Wounds and skin sites that have been in contact with blood and body fluids should be washed with soap and water. Mucous membranes should be flushed with water. No evidence exists that using antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk of blood borne pathogen transmission; however, the use of antiseptics is not contraindicated.

## **Policies and Procedures on assignments to clinical sites**

### **Clinical Performance, Evaluation and Conferences**

During the clinical rotation it is expected that you will **demonstrate consistent progress** in skill proficiency transitioning from less complex to more complex procedures and skill attainment.

1. Clinical performance is measured and documented by faculty, clinical preceptors, and clinical managers/educators. As you attend clinical you are required to obtain performance evaluations from your assigned preceptors. You will work with a variety of clinical personnel who will provide written and verbal evaluations regarding your performance and behavior. The faculty will make rounds observing your performance.
2. **Unsatisfactory evaluations** of your performance either in writing or verbally by clinical staff or instructors will require you to meet with the program faculty to review the circumstances surrounding the evaluations. If the student's

performance is considered unsafe practice and it is determined, you will benefit from lab remediation then a remediation process will be implemented.

Remediation is utilized to focus on **a specific skill or set of interrelated skills** with the designated purpose to improve student performance in the clinical.

Remediation is **not** designed to **retrain** students in **all lab skills**. Additionally, remediation is conducted within a defined time schedule that will include an established number of practice sessions. If the student's performance is considered unsafe practice after remediation or it is determined remediation will not improve, enable the student to progress or address the extent of inefficiencies surrounding the student's performance then it will be determined that the student has failed the course and should be exited from the program.

3. Instructors will have individual conferences with you to discuss clinical and academic performance as needed.
4. **Deficiencies**
  - a. Student progress must be demonstrated to indicate the student is moving from simple to complex procedural case set up, developing the entry level skills to perform the duties of a surgical technologist independently of preceptors.
5. **Probation**
  - a. The following deficiencies may result in a student being placed on probation
    - i. Excess absenteeism or tardiness
    - ii. Jeopardizing Patient Safety or operations at a clinical affiliate
    - iii. Academic or technical deficiencies documented through evaluations
    - iv. Failure to demonstrate retention of instructions
    - v. Failure to demonstrate development of professional attributes

### **Clinical Placement Policy: Mandatory Participation**

To ensure that students receive comprehensive, real-world training aligned with the standards of Surgical Technology education/accreditation and Central Sterile Processing Technology education:

- **All assigned clinical placements are mandatory and may not be refused or declined.**

Clinical sites are carefully selected to meet both the educational objectives of the program and the competency requirements set forth by accrediting bodies.

- **Students must be prepared to travel to any assigned site** within the program's established geographic parameters, regardless of personal preference or convenience.
- **Refusal to participate in assigned clinical placements** may result in disciplinary action, delay in program completion, or dismissal from the program.
- Requests for special accommodations (e.g., related to documented medical conditions or disabilities) will be reviewed on a case-by-case basis in accordance with institutional policies and applicable laws.

### **Clinical Learning Practicum**

1. Students must maintain **the highest level of professionalism** during clinical rotation. Remember you are a **guest** for the express purpose of learning and developing clinical skills.
2. Clinical sites have different requirements for admission for clinical rotations at their facilities and may require you to attend orientation processes, may require you to participate in an interviewing process for acceptance at their facility or may require health insurance etc.
3. Homework/classwork will be assigned throughout the program. Clinical rotations will require, along with homework/assignments, additional reports to be completed which are important for program completion.
4. The program instructor(s) will visit the clinical facility often on a weekly basis. The instructor(s) will also be available during these hours by telephone if any needs or questions arise.

### **Transportation**

1. Students must have reliable transportation to be successful in this program. Special arrangements regarding clinical placement to accommodate students with limited transportation is not an option and will not be considered.
2. Students will need to consider your transportation needs and financial commitments as some clinical locations may require travel over a 20-mile distance one way.

### **Clinical Requirements**

1. **Orientation to Clinical Agencies**
  - a. Orientation to clinical agencies may be mandatory. If a student fails to attend orientation sessions, he/she will not be allowed to attend clinical

until the orientation requirement is met. This could result in a clinical absence or clinical failure.

2. **Clinical Preparation**

- a. Clinical experiences are designed to meet specific learning objectives. Students need to be aware of these objectives and be prepared to fully participate in all activities. This includes the completion of assigned readings and/or written work and reports. See course syllabi for specific policies.

3. **Punctuality**

- a. Students are expected to report to the clinical unit at least 15 minutes before scheduled clinical time in order to change into facility scrubs, go to the restroom, and report for assignment at the required time. If the student is going to be absent or tardy it is the student's responsibility to contact both the instructor and clinical facility as soon as possible prior to the beginning of class/clinical time.
- b. Students must remain on the unit assigned while in a clinical facility.
- c. Students are to notify the instructor and the clinical site manager if they leave (and return) due to an emergency.
- d. Students are expected to be at the clinical site during the hours assigned.

4. **Additional Expectations:**

- a. The student should come equipped for the clinical activity. Only bring books, worksheets, and equipment needed for that day's experience. Purses and other valuables should be left at home, in the car or in a locker if one is provided.
- b. Students may **not** work on other assignments during the clinical experience without prior communication and approval from your instructor. (The only time this will be permitted is in the event the surgery coordinator does not have clinical training for you to participate in).
- c. You are **not** to use agency computers or copy machines for personal or other schoolwork.
- d. **Gum chewing and tobacco use are not permitted** in any clinical experience.

**CPR Certification:** The training must be for **BLS** and must approved by the "American Heart Association". CPR certification **must** remain current throughout enrollment in the Surgical Services program.

**Criminal Background:** Background checks and drug screens may be periodically requested by the College.

Data provided therein may be a basis for denial of admission or denial for continuation in the Surgical Services Program. Students are responsible for the cost of the drug screening and background check. Some clinical sites may also require additional drug and background screening to attend their facility.

**In addition, there may be a second background check required by the clinical facilities. This will not be and must be completed prior to clinical rotations.**

Positive drug screening will result in denial of admission or continuance in the program. Positive background checks are sent to the clinical agencies used by the program. Positive background checks sent to the clinical agencies used by the ST program may result in a student being declined from attending clinical. This will impact a student's ability to achieve timely progression and continuance in the program.

### **Confidentiality**

All client information, verbal or written, is confidential. Failure to protect the "patient bill of rights" exposes **you**, faculty, the ST program, and the College to litigation by the patient, his/her family, and/or the clinical facility. **Clinical agencies are required by federal law and HIPAA rules** to ensure each student sign **confidentiality contracts** before entering the clinical setting. Any breach of confidentiality on campus or in the clinical setting may be grounds for dismissal from the surgical services program.

### **Students Must:**

- Protect any client information that comes to them i.e., adhere to HIPAA regulations
- Refrain from leaving any information in client rooms, on desks, in classrooms, in the cafeteria, or out for any public viewing
- Avoid taking anything with a client's name affixed in any manner out of the Surgical Department or other work areas where assigned.

- Abstain from identifying clients, nursing staff, doctors, or other persons by name for any reason other than previously approved by program faculty or other exercises for learning purposes. Use initials if identifying information that is needed
- Avoid discussing clients, staff or care issues in public places (i.e. with friends or family, such as cafeterias, elevators, lounges, bars, restaurants, etc.)
- Never discuss client problems with other clients or patients' family members
  - Never discuss your own personal problems with clients
  - Do not witness legal documents during your role as a student surgical technologist