

LARAMIE COUNTY COMMUNITY COLLEGE
SURGICAL TECHNOLOGY AAD PROGRAM
(Accelerated/Alternate Delivery)
2015-2016



ADMISSION INFORMATION AND PROCESS
For Classes Beginning Fall 2015

We are pleased with your interest in our Surgical Technology AAD Program and hope that you will further your career, by adding formal education to your on-the-job training experience, and establish eligibility for the National Board Certifying exam.

The Surgical Technology program at Laramie County Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Accreditation means that program graduates are eligible to take the national certifying exam administered by the National Board for Surgical Technology and Surgical Assisting (NBSTSA).

Alternate delivery of the program is provided through online instruction and portfolio development. **It is strongly recommended that you visit <http://lccc.wy.edu/academics/online/about.aspx>. Surveys are available at <http://lccc.wy.edu/academics/online/start.aspx> to help you decide if taking online classes are a good choice for you.**

Please note that it is the applicant's responsibility to complete all required application documents. Failure to provide all required information by the application deadline may cause the applicant to be ineligible for consideration.

This information is available online or by hard copy in program office:

<http://www.lccc.wy.edu/programs/surgicalTechnology/apply.aspx>

To apply for admission to the AAD Surgical Technology Program, please complete the Surgical Technology program application form. Applications will be accepted beginning May 1, 2015, and must be received on or before July 15, 2015. Applications received after the due date will be considered based on the date received and number of open seats available.

Part 1. Requirements for acceptance:

- A pre-assessment of current skills. Please use the ST Skills Checklist form. The form is to be verified and signed by the current employer.
- Two reference forms, one from the current employer and one from a surgeon.
- Documentation verifying clinical experiences, for 125 cases in the first scrub role, for 2 of the last 4 years of experience.

Part 2. References

Obtain two completed Reference Forms (attached); one from an employer and one from a surgeon. These are to be returned to the Program Director under separate cover by the individual completing the form.

Part 3. Complete the application questions and submit with application.

Part 4. Review and sign the Requirements of the Profession of Surgical Technology form and submit with application.

SELECTION OF STUDENTS

After July 15, 2015, all completed applications will be reviewed by the Surgical Technology Program admissions committee. Selection will be based on the following criteria:

- a. Requirements for acceptance, as listed above.
- b. Responses to application questions
- c. References
- d. Advisory meeting, remotely, with the Surgical Technology Program Director

Should any students receive identical scores; the date of receipt of the applications will be considered in assigning priority. Final selection will be made and the students will be notified. An alternate list will be made to fill any cancellations.

Our program does not have a waiting list; therefore, students not selected for admission into the Surgical Technology Program must initiate the admission process the following year before being reconsidered. All students' applications not selected will be kept for one year after the deadline and will then be destroyed.

Successful applicants who have completed the admission process will be notified by July 31, 2015, of their selection for conditional acceptance. NOTE: As applications for financial aid are due prior to the application period, it is suggested that all applicants eligible for aid apply as soon as possible, rather than waiting until notification of acceptance.

After acceptance is granted, students accepting the appointment may be required to provide necessary documentation to complete the admissions program process. The acceptance letter will contain a list of items and due dates.

PROGRESSION

To progress in the Surgical Technology Program, the student must:

1. Maintain a minimum grade of "C" in each required Surgical Technology and support courses.
A support course is any course that does not contain the SURG prefix. A cumulative GPA of 2.0 or above is required prior to and after acceptance into the program.
2. Take surgical technology courses in sequence.

ESTIMATED EXPENSES

See college catalog for general college expenses. Additional estimated expenses for the Surgical Technology program are:

Program fees	varies from \$200-\$375 / semester
Books	\$700
AST student membership fee	\$45

STUDENT SERVICES

There are student services available for online students. See college catalog for information.

QUESTIONS

If you have any questions about the Surgical Technology Program or the admission process which are not answered here, please contact:

Connie Czarnecki, BBA, CSFA, RSA
Surgical Technology Program Director
Health Sciences and Wellness Division
Phone: 307.778.1155 Fax: 307.778.1395

Or visit our Website at: www.lccc.wy.edu/programs/surgicaltechnology

LARAMIE COUNTY COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM
Application Form for Fall 2015
(Print or Type)



Name _____ Today's Date _____

Address _____ Phone: Home _____

City, State, Zip _____ Cell _____

Email _____

NOTE: Please advise the Surgical Technology Program Director if there is a change in any of the information above, so that we may contact you if additional information is required.

Part 1. Complete the ST Skills Checklist. The form is to be verified and signed by the current employer.

Part 2. Obtain 2 completed reference forms (attached) to be mailed directly to the Program Director at the address given at the end of the application. Please list the names of the applicable individuals here:

1. _____ 2. _____

Part 3. Complete the application questions and submit with application.

Part 4. Review and sign the Requirements of the Profession of Surgical Technology form and submit with application.

ST Skills Checklist

Name _____ Date _____

Ear, Nose & Throat

	Highly Skilled	Skilled	Limited	With Assistance	No Experience
Adenoidectomy					
Caldwell - Luc					
Cleft lip/palate repair					
Closed reduction nasal fracture					
Ethmoidectomy					
Excision of salivary gland tumor					
Fenestration procedure					
Frontal flap sinus procedure					
Glossectomy					
Laryngectomy					
Mandibulectomy					
Mastoidectomy					
Maxillary advancement with hip graft					
Maxillectomy					
Myringoplasty					
Myringotomy with PE tube insertion					
Nasal polypectomy					
Open reduction facial fracture					
Open reduction nasal fracture					
Parotidectomy					
Pharyngeal flap procedure					
Radical neck dissection					
Ranulectomy					
Rhinoplasty/septoplasty					
Selective osteotomy of maxilla/mandible					
Sinus endoscopy					
Sinusotomy					
Stapedectomy					
Submucous resection					
Tonsillectomy					
Tracheostomy					
Tympanoplasty					

Endoscopic Procedures

	Highly Skilled	Skilled	Limited	With Assistance	No Experience
Bronchoscopy					
Colonoscopy					
Culdoscopy					
Cystoscopy					
Esophagoscopy					
Gastrosocopy					
Hysteroscopy					

Laryngoscopy & microlaryngoscopy
Mediastinoscopy
Pelviscopy
Sigmoidoscopy
Thoracoscopy

Laparoscopic procedures

Appendectomy
Cholecystectomy/cholangiogram
Colon resection
Hernia repair
Nissen fundoplication
Salpingo-oophorectomy
Tubal ligation
Vaginal hysterectomy

General Surgery

Highly Skilled	Skilled	Limited	With Assistance	No Experience
-----------------------	----------------	----------------	------------------------	----------------------

Abdominal perineal resection
Adrenalectomy
Anal fissurectomy
Appendectomy
Breast biopsy
Colectomy
Colostomy/ileostomy
Gastrectomy
Gastroplasty
Hemorrhoidectomy
Hepatic resection
Herniorrhaphy - femoral, inguinal, umbilical
Hiatal hernirrhaphy -
transabdominal/transthoracic
Hickman/Groshong/Portacath insection
Hydrocelectomy
Imperforate anus reconstruction
Lumbar sympathectomy
Omphalecele repair
Pancreatectomy/pancreatogram
Pilonidal cystectomy

General Surgery cont.

Portal caval shunt
Pyloric stenosis
Radical mastectomy
Saphenous vein ligation and stripping
Sentinel node biopsy
Splenectomy
Tenckhoff catheter placement
Thyroglossal duct cyst excision
Thyroidectomy
Tracheostomy
Vagotomy

Highly Skilled	Skilled	Limited	With Assistance	No Experience

Gynecology

Highly Skilled	Skilled	Limited	With Assistance	No Experience
-----------------------	----------------	----------------	------------------------	----------------------

Cesarean section
 Colpotomy
 Dilation and curettage (D & C)
 Hysterectomy, abdominal
 Hysterectomy, vaginal
 Marshall - Marchetti
 Marsupialization, Bartholin cyst
 Ovarian cystectomy
 Radium insertion
 Sacral spinus fixation
 Shirodkar procedure
 Suction curettage
 Vaginal reconstruction
 Vaginectomy/vulvectomy

Neurology

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

A-V malformation
 Anterior cervical fusion
 Anterior laparoscopic spine procedures
 Anterior lumbar interbody fusion (ALIF)
 Burr holes for subdural hematoma
 Carotid ligation
 Cervical sympathectomy
 Craniectomy for decompression fracture
Cranioplasty/craniotomy
 Clipping of aneurysm
 Tumor excision
 Using stealth equip. (stealth craniotomy)
 Disectomy
 Hypophysectomy

Neurology cont.

Insertion nerve stimulators/medication pumps
 Laminectomy
 Myelomeningocele repair
 Pedicle screw insertion
 Posterior lumbar interbody fusion (PLIF)
 Shunt procedure/VP, VA/LP
 Ulnar nerve transfer
 Ventriculography procedure/ventriculoscopy
 Ventriculostomy

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Ophthalmology

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Cataract extracion with IOL
 Corneal transplant
 Dacryocystectomy
 Dacryocystorrhinostomy
 Iridectomy
 Lid and muscle procedures
 Orbital implant

Phaco emulsification
 Pterygium repair
 Recession resection
 Repair orbital blowout fracture
 Scleral buckle
 Vitrectomy

Oral

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Closed reduction facial fractures/wiring
 Excision odontoma
 Extraction of deciduous teeth
 Extraction of impacted teeth
 Fractured jaws, mandibular and zygomatic
 LeFort osteotomies
 Maxillary procedure with graft
 Pediatric dentistry
 Sagittal osteotomy
 Temporomandibular joint (TMJ) w/ arthroplasty
 TMJ exploration

Orthopedics

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Acetabular/pelvic ORIF
 Achilles tendon repair

Orthopedics cont.

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Amputation - leg, arm
 Anterior cruciate ligament repair
 Application of external fixators

Extremities
 Pelvis

Application of halo traction

Arthroscopy

Ankle
 Elbow
 Knee
 Shoulder

Arthrotomy
 Bipolar/unipolar hips
 Bunionectomy
 Calcaneal reconstruction
 Capsulorrhaphy
 Carpal tunnel release
 Closed reduction fracture
 Hand surgery with implants
 Harrington rod instrumentation and/or
 Dwyer procedure
 Heel cord lengthening
 Hip compression nails & lag screws

Jewett
 Kuntscher rod
 Lottes

rush
 Schneider
 Zimmer
 Others
 Iliac crest bone graft
 Insertion Austin Moor hip prosthesis

Intramedullary rods

Extraction
 Femoral
 Humeral
 Insertion
 Supracondylar
 Tibial

Laminectomy
 Olecranon bursa, excision of
 Open reduction of fracture, internal
 fixation with compression set

Patellectomy

Putti Platt/Bankart procedure/rotator cuff repair

Reduction with compression sets

Reimplantation of digits

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Orthopedics cont.

Repair hammer toes
 Sacro-iliac (SI) joint screws
 Sharrard procedure
 Spica cast, application of
 Spinal fusion
 Tendon transplants (hand and foot)

Total joint replacements/revisions

Total hip
 Total knee
 Total shoulder

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Plastics

Abdominal lipectomy
 Blepharoplasty
 Face lift

Mammoplasty

Augmentation
 Reduction
 Tramflaps with reconstructive mammoplasty

Mentoplasty
 Otoplasty
 Pedicle grafts
 Scar revisions
 Split thickness skin grafting
 Tissue expanders

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Thoracic & Open Heart

Cervical rib excision

--	--	--	--	--

Chamberlian procedure
 Closed thoracotomy
 Correction pectus excavatum
 Esophagectomy
 Heller procedure
 Mitral commissurotomy

Open heart procedures

Mitral of aortic valve replacement
 Patent ductus arteriosus
 Septal defect repairs
 Tetralogy of Fallot
 Pacemaker implantation-endocardial
 Pacemaker implantation-myocardial
 Pericardiectomy
 Resection coarctation aorta

Thoracic & Open Heart cont.

Rib resection
 Thoracoplasty
 Tracheal resection
 Transthoracic diaphragmatic herniorrhaphy

Highly Skilled	Skilled	Limited	With Assistance	No Experience

Transplant

Bone
 Bone marrow
 Corneal
 Harvesting
 Heart
 Kidney
 Liver
 Lung
 Multi-organ
 Pancreas
 Skin

Highly Skilled	Skilled	Limited	With Assistance	No Experience

Trauma

Burns
Gunshot/stab wounds
 Abdomen
 Chest
 Head
 Motor vehicle accidents (multiple injuries)
 Traumatic amputations

Highly Skilled	Skilled	Limited	With Assistance	No Experience

Urology

Adult circumcision
 Cystectomy
 Cystoscopy/ureteroscopy
 Hypospadias repair

Highly Skilled	Skilled	Limited	With Assistance	No Experience

Implants; penile, testicular
 Lithotripsy
 Nephrectomy
 Nephrolithotomy
 Orchiopexy
Prostatectomy
 Perineal
 Supra-pubic
 Pyeloplasty

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Urology cont.
 Radical node dissection
 Scott incontinence device
 TURP
 Ureterolithotomy
 Vasectomy
 Vasovasostomy
 Waterhouse procedure

Vascular

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

A-V access graft
 Aortic aneurysm with graft replacement
 Endarterectomy/cartiod - femoral
 Peripheral vascular bypass procedures
 Resection cartiod aneurysm with graft
 thrombectomy/embolectomy
 Vena cava filter/umbrella
 Vena cava ligation

Equipment

Highly Skilled	Skilled	Limited	With Assistance	No Experience
----------------	---------	---------	-----------------	---------------

Argon beam coalgulator
 Bair Hugger
 Blood/fluid warmer
Camera/video systems
 Camera controller
 Light source
 Printers
 VCR's
 Cell saver
 Cidex soak
 Cry-ophthalmic unit

Dermatome

Brown
 Padgett
 Zimmer
 Disposable grounding pads

Drills

3-M Maxi driver
 Codman craniotome
 Hall air driver

Hall dental					
Hall neurotome					
Midax Rex/Anspach					
Equipment	Highly Skilled	Skilled	Limited	With Assistance	No Experience
Minidriver					
Stryker drills (large/small)					
Surgairtome					
Synthes A-O Drill					
Electrosurgical unit					
Emerson thoracic pump					
Ethylene oxide sterilizer - AMSCO					
Eye magnet					
Flash autoclave - AMSCO					
<i>Fracture tables</i>					
Chick table/Marquet table					
Jackson table					
Rush table/Skytron table					
Hypo/hyperthermia unit					
<i>Intestinal stapling devices</i>					
EEA					
GIA					
LDS					
TA					
Kreiselman resuscitator					
<i>Laser</i>					
CO ₂					
Eye					
Yag					
Other					
Mesh graft					
Microscopes					
Nerve stimulator					
Nitrous oxide bank					
Ohio suction units					
Orthopedic arm board with drain					
Pleurevac disposable chest drainage					
Pneumatic tourniquet					
Sterad machine					
Steri-vac aeration cabinet, 3-M, portable					
Steris unit					
Suction unit, disposable					
Tele-thermometer					
Ultrasonic cleaner - AMSCO					
Vac-pac positioner					
Vacuum curettage					
Washer sanitizer - AMSCO					
Washer sterilizer - AMSCO					

My experience is primarily in: (Please indicate number of years.)

Endoscopy
ENT
General
GYN
Neuro
Ophthalmology
Oral
Ortho

Plastics
Thoracic/open heart
Transplant
Trauma
Urology
Vascular

I hereby certify that all information provided herein is true and correct to the best of my knowledge:

Signature _____ Date _____

LARAMIE COUNTY COMMUNITY COLLEGE
 1400 E. COLLEGE DRIVE • CHEYENNE WYOMING 82007
 SURGICAL TECHNOLOGY PROGRAM

REFERENCE FORM

To Be Completed By Applicant

Name:	Application for Fall:
Address:	Phone (Home):
	(Cell):

To Be Completed by Individual Serving as a Reference:

The applicant named above is applying for acceptance into the Surgical Technology Program at Laramie County Community College. As part of the application process, each applicant must have 2 reference forms completed and returned to the Program Director **by May 15, 2015, the program's application deadline**. Selection is on a competitive basis, so your input is very valuable to us.

Please rate the applicant in the categories below, answering as honestly as possible in order to allow us to select the best candidates for our program. All answers are kept strictly confidential, and are shared only with the Surgical Technology Selection Committee.

After completing the form, please seal the enclosed pre-addressed envelope, sign over the seal, and drop it in the mail **before the deadline of May 15, 2015**. All reference forms are to be sent directly to the Program Director, as indicated on the envelope. If you have any questions, please call Connie Czarnecki at 307.778.1155 or email: cczarnec@lccc.wy.edu.

Thank you for your assistance.

Please place an "X" in the column under the rating which best describes the applicant's abilities in each area with 5 being the highest rating, and 1 the lowest.	Lowest				Highest
	1	2	3	4	5
Attendance					
Punctuality					
Professional appearance					
Dependability					
Follows instructions					
Respect for authority					
Initiative					
Follows through					
Learns from mistakes					
Motivation level					
Interpersonal skills					
Team player					
Overall work ethic					
Would you recommend this candidate?					

Please feel free to comment on any of your answers or provide any other additional information on the back of this page which you feel may assist us in our selection.

Signature: _____ Date: _____

Print name: _____ Title: _____

Capacity in which you know/knew the applicant: _____

How long have you known the applicant? _____

LARAMIE COUNTY COMMUNITY COLLEGE
 1400 E. COLLEGE DRIVE • CHEYENNE WYOMING 82007
 SURGICAL TECHNOLOGY PROGRAM

REFERENCE FORM

To Be Completed By Applicant

Name:	Application for Fall:
Address:	Phone (Home):
	(Cell):

To Be Completed by Individual Serving as a Reference:

The applicant named above is applying for acceptance into the Surgical Technology Program at Laramie County Community College. As part of the application process, each applicant must have 2 reference forms completed and returned to the Program Director **by May 15, 2015, the program's application deadline**. Selection is on a competitive basis, so your input is very valuable to us.

Please rate the applicant in the categories below, answering as honestly as possible in order to allow us to select the best candidates for our program. All answers are kept strictly confidential, and are shared only with the Surgical Technology Selection Committee.

After completing the form, please seal the enclosed pre-addressed envelope, sign over the seal, and drop it in the mail **before the deadline of May 15, 2015**. All reference forms are to be sent directly to the Program Director, as indicated on the envelope. If you have any questions, please call Connie Czarnecki at 307.778.1155 or email: cczarneck@lccc.wy.edu.

Thank you for your assistance.

Please place an "X" in the column under the rating which best describes the applicant's abilities in each area with 5 being the highest rating, and 1 the lowest.	Lowest				Highest
	1	2	3	4	5
Attendance					
Punctuality					
Professional appearance					
Dependability					
Follows instructions					
Respect for authority					
Initiative					
Follows through					
Learns from mistakes					
Motivation level					
Interpersonal skills					
Team player					
Overall work ethic					
Would you recommend this candidate?					

Please feel free to comment on any of your answers or provide any other additional information on the back of this page which you feel may assist us in our selection.

Signature: _____ Date: _____

Print name: _____ Title: _____

Capacity in which you know/knew the applicant: _____

How long have you known the applicant? _____

Part 4. Surgical Technology Program Applicant Questions

Please limit your answers to 200 words.

1. What reasons/experiences attracted you to a career in surgical technology rather than to another health profession?
2. What do you perceive are the primary duties of a surgical technologist?
3. In your opinion, what are some of the advantages and disadvantages of being a surgical technologist?
4. If you are accepted into the surgical technology program, what professional goals would you like to achieve in the next five years?
5. How did you find out about the surgical technology program at LCCC?

Signed _____

Date _____

Printed name _____

Send completed form to: Surgical Technology Program Director
Laramie County Community College
1400 East College Drive
Cheyenne, WY 82007

Part 5. a. Requirements of the Profession of Surgical Technology

The following is used as a guideline for the prospective student so that he/she may understand the physical requirements and essential job functions necessary for successful completion of the Surgical Technology Program. This list is not intended to be all-inclusive, but rather a detail of the basic demands of the profession of surgical technology.

THE SURGICAL TECHNOLOGIST MUST BE ABLE TO:

1. Stand, bend, stoop, and/or sit for long periods of time in one location with minimal or no breaks.
2. Bend, twist, and lift a minimum of 50 pounds.
3. Function for longer periods of time without a break.
4. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
5. Hear and understand muffled communication without visualization of the communicator's mouth/lips, with significant background noise.
6. Hear activation/warning signals on equipment.
7. Detect odors sufficient to maintain environmental safety and patient needs.
8. Manipulate instruments, supplies, and equipment with speed, dexterity, and exceptional eye-hand coordination.
9. Ambulate/move around without assistive devices.
10. Assist with, and/or lift, move, position, and manipulate, with or without assistive devices, the patient who is unconscious.
11. Communicate and understand fluent English both verbally and in writing.
12. Be free of reportable communicable diseases and chemical abuse.
13. Function without allergic reaction in an environment with substantial latex exposure.
14. Demonstrate immunity to rubella, rubeola, tuberculosis, varicella, hepatitis B, and other diseases as required by the clinical facilities.
15. Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.
16. Demonstrate the use of positive coping skills under stress.
17. Demonstrate calm and effective responses, especially in emergency situations.
18. Exhibit positive interpersonal skills in patient, staff, and faculty interactions.
19. Make appropriate judgment decisions.

If the applicant is unable to perform any of the designated tasks, upon request LCCC will make reasonable accommodations if these accommodations do not constitute an undue hardship on LCCC and if those accommodations do not interfere with the performance of any essential functions of a surgical technologist's duties.

Applicant Signature

Date