Dear Surgical Technology Program Applicant:

The faculty members of the Surgical Technology program at Athens Technical College (ATC) are pleased you have expressed interest in pursuing the Associate of Applied Science degree in Surgical Technology!

Enclosed you will find an application checklist and some general information about the program. What you specifically will need to submit by the **September 1st deadline** depends upon your student status at ATC (see the "Surgical Technology Program Application Checklist" included in this packet).

All *Application Materials* must be submitted by September 1st to:

> Admissions Coordinator for Surgical Technology
> Athens Technical College
> 800 US Hwy 29N
> Athens, GA 30601

The Surgical Technology program will conduct one information session every semester. Applicants must attend one of the **information** sessions prior to the September 1st deadline of the year that application is being submitted. After acceptance, there is a mandatory **orientation** session given only once in December. All applicants must present a government-issued driver's license at the orientation session. Attendance to a mandatory orientation session for a previous year's application does **NOT** carry over to the next year's application process. Documented attendance is **required** by all Surgical Technology program applicants.

Official transcripts (must be sent directly to Athens Technical College from the institution at which you earned course credit) and ATI- TEAS scores (must be sent directly to Athens Technical College by the test administrator).

All transcripts from colleges you attended previously must be official and it is your responsibility to request that they be sent to Athens Technical College such that they will arrive well before the application deadline. Once you have been accepted into the college, the Director of Registration and Records will evaluate your transcripts to determine if credit will be granted for previous coursework and will inform you by letter or ATC student email address of the credit awarded for previous college-level study. Applicants transferring from other colleges must have official transcripts sent directly to the ATC Office of Admissions. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records *before the September 1st* application deadline.

Students who seek financial aid to help fund their college education should contact the Athens Technical College Financial Aid Office at (706) 355-5009 to speak to a financial aid counselor.

If you have any questions, do not hesitate to visit the college website at www.athenstech.edu to learn more about the college, the Surgical Technology program, the admission process, and financial aid.

We wish you success in the application process.

Sincerely,

Denelle White, BS, CST
Program Chair, Surgical Technology
dwhite@athenstech.edu

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SURGICAL TECHNOLOGY PROSPECTIVE STUDENT INFORMATION

PROGRAM INSTRUCTORS:

The Program Chair, Denelle White received her Bachelors of Science degree in Nutrition from Middle Tennessee State University in Murfreesboro Tennessee. She received her Associate of Applied Science in Surgical Technology from Guildford Technical College in Jamestown North Carolina and her diploma of Surgical Technology from Dekalb Technical Institute (Perimeter College of Georgia) in Decatur Georgia. Ms. White is certified by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) since 1996. Ms. White worked on staff at Shriners Children Hospital, Yale-New Haven Hospital in CT, Middlesex Hospital in CT, St. Mary's Hospital in CT, Wesley Long Hospital in NC, and St. Joseph's Hospital in Atlanta GA. She has extensive expertise in Orthopedics, Plastics, and Vascular Surgeries; however, she is well versed in all specialties. Ms. White is originally from Tucker Georgia and currently resides in Clarke County.

APPLICATION PROCESS:

The Surgical Technology program cannot admit all qualified applicants. Program enrollment is limited to 12 students. Only students meeting the minimum requirements will be presented to the admissions committee. Final selection will be made by the admission committee and the 12 applicants with the highest total score will be admitted to the program. Candidates will be scored using the following criteria. GPA in Mathematical Modeling (MATH 1101) or higher, Introductory Microbiology w/lab (BIOL 2117 & BIOL 2117L), Anatomy and Physiology I and II w/ lab (BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L), and Medical Terminology (ALHS 1090); and ATI-TEAS score (see the "Surgical Technology Program Application Checklist" included in this packet). Coursework must be less than 5 years old as of the application deadline for selection consideration.

LENGTH OF PROGRAM:

After the pre-application courses have been successfully completed and a student has been accepted into the program, the curriculum can be completed in three consecutive semesters. Most students complete most if not all of the general education courses prior to enrolling in program-specific courses. **Program-specific courses are taught in a strict sequence that begins each spring.** Students are awarded an Associate of Applied Science degree upon program completion.

ACADEMIC RIGOR:

Some students *who have prior college credit for the general education courses* required in the Surgical Technology curriculum *may* enroll on a part-time basis while enrolled in the program during *some* semesters of study. Each course in the curriculum is offered only once per year in a very strict course sequence. Even when students have completed most or all of the general education courses in the curriculum, many students find that to be successful in the program academically they must make a full-time commitment to the program. Students are expected to be *ACTIVE* participants in the learning process. Successful completion requires dedicated, hard-working students who can conduct themselves in a professional manner during the learning process.

GENERAL PROGRAM INFORMATION:

The program combines general liberal arts courses with science and technical courses to prepare students to be employed as surgical technologists in a variety of settings. During the duration of the program, didactic and laboratory instruction are used to form a foundation upon which students can rely during the clinical phase of the program.

HANDS-ON and CLINICAL EXPERIENCE:

In the ATC Surgical Technology Program, initial training often utilizes models and alternative learning methods to allow students the opportunity to become proficient in technical skills prior to performing those skills in the clinical setting. The program schedules learning laboratories in which students can fine-tune their skills. Clinical externships are scheduled at hospitals and clinics in the greater Athens and surrounding areas.

Clinical education plays a very significant role in your development as a professional surgical technologist. Attendance in clinical rotations is not optional. This means that you will need to plan carefully to avoid clinical absences. Your clinical rotations will occur at a variety of locations and will include day rotations. Unlike traditional college courses, clinical rotations will usually consist of 8-hour shifts or a little over.

Some questions you should ask yourself include:
- Do I have dependable transportation?
- Do I have enough money to cover my gas expense to get to and from clinical?
- Will my employer be flexible with my clinical education schedule?
- How reliable is your support structure outside of school?
- What alternatives do you have for unexpected personal schedule changes?
- There may be times when you will miss a clinical rotation because of illness, but if you miss too much time you may be required to make that time up, repeat the course, or you may be released from the program.

STUDENT HEALTH:

After admission to the Surgical Technology Program, the following are required by our clinic sites and copies of immunization records must show:
- **Measles, Mumps and Rubella (MMR):** Series of 2 vaccines required <u>**or**</u> must have a positive antibody titer to demonstrate immunity.
- **TB:** Quantiferon Gold TB blood test (no skin test)
- **Hepatitis B**: Requires a series of 3 vaccines, with a subsequent titer to document immunity AND signed Declination form if titer shows negative immunity.
- **Varicella (Chicken Pox):** Positive Varicella antibody titer **or** 2 doses of vaccine **required**; we can <u>no longer</u> accept documented history of chicken pox.
- **Tdap (Tetanus, Diphtheria, and Pertussis):** Required to be within the last 8 years.
- **COVID-19 Vaccine**: 2 doses of either Pfizer or Moderna OR 1 dose of Johnson & Johnson

<u>Also Required</u>:

- Current Health and History Exam: This exam should be administered by a qualified health care professional and reflect the student's competence in all areas of our Technical Performance standards (Located in the Surgical Technology Program Addendum to the Student Handbook).
- Background check and Drug screen through Advantage Students.
- Current Healthcare Provider BLS CPR certification from the American Heart Association. Course will be provided within the program.
- Malpractice insurance coverage (paid for in tuition/fees).

ETHICAL BEHAVIOR ELIGIBILITY REQUIRMENT:

The Association of Surgical Technology (AST) professional Code of Conduct (1204.00) states:
> All members shall adhere to the following standards (1204.01):

1. Adhere to AST policies and procedures including the bylaws, this Code of Conduct, the AST Code of Ethics and Conflict of Interest Policy.
2. Not have a certification, license or registration to practice suspended or revoked by any governmental authority.
3. Not engage in any unprofessional or unlawful conduct as set forth in federal, state or local law or regulations.
4. Maintain confidentiality of association business and matters under review or investigation at all times.
5. Adhere to the bylaws and policies and procedures of the association at all times when conducting business in any capacity.
6. Provide just and equitable treatment to all members and staff of the association in terms of professional rights and responsibilities.
7. Not use coercive means or promise special treatment in order to influence professional decisions of fellow members.
8. Present professional qualifications and credentials honestly to the association, membership, and public at all times.
9. Honestly represent the association or the constituent division with which that person is affiliated and shall refrain from expressing personal opinions that are contradictory to the association's positions.

In addition to the general standards set forth herein and in the AST Code of Ethics, any violations of the following may be subject to discipline as set forth herein. This list should only be considered as examples, not a complete and exhaustive list.

The Board of Directors has the sole authority to determine violations of this code of Conduct and enforce the approved Protocol for Code of conduct violations (1204.02) www.AST.org

Applicants should be aware that the commission of a felony may prevent them from gaining approval for participation in certain surgical technology training laboratories and/or clinical internships or externships. Either scenario would result in the inability to successfully complete the program. In addition, the commission of a felony may prevent them from obtaining employment as a Surgical Technologist in the State of Georgia. Questions regarding these policies should be directed to the

appropriate governing bodies. Applicants will be required to sign a document stating they have been made aware of this policy during their admission process.

Applicants should be aware of this limitation on certification and clinical site rotation prior to entering the surgical technology program. Practice of deceit in the application procedure is cause for dismissal from the program.

If you have concerns regarding your eligibility to sit for the CST examinations, please contact AST and NBSTSA
at:

Association of Surgical Technology (AST)	National Board of Surgical Technology and Surgical Assisting (NBSTSA)
6 West Dry Creek Cir., Suite 200	3 West Dry Creek Circle
Littleton, CO 80120	Littleton, CO 80120
800-637-7433	800-707-0057
www.AST.org	www.nbstsa.org

SURGICAL TECHNOLOGY
Associate Degree Course Sequence (75-76 Semester Hours)

Surgical Technology Course Sequence					
Pre-Application Requirements	Hr	**Fall**	Hr	**Spring**	Hr
ALHS 1090: Medical Terminology	2	**FSSE 1000 First Semester Seminar	3	**SURG 1010** Introduction to Surgical Technology	8
Area III: MATH 1101: Math Modeling MATH 1111: College Algebra **OR** MATH: 1103 Quantitative Skills & Reasoning	3	**ENGL 1101 Composition & Rhetoric	3	**SURG 1100** Surgical Pharmacology	2
BIOL 2117 & L: Introductory Microbiology	4	**Area II:** Social & Behavioral Sciences (choose one) ECON 2105, ECON 2106, HIST 1111, HIST 1112, HIST 2111, HIST 2112, POLS1101, PSYC 1101 SOCI 1101	3	**SURG 1020** Principles of Surgical Technology	9
BIOL 2113 & L: A&P I	4	**Area IV:** Humanities & Fine Arts (choose one) ARTS 1101, ENGL 2110, ENGL 2130, ENGL 2310, HUMN 1101, MUSC 1101, MUSC 2040, THEA 1101	3		
BIOL 2114 & L: A&P II	4				
Totals	17		12		19

Summer	Hr	**Fall**	Hr
SURG 2030 Surgical Procedures I	5	**SURG 2120** Surgical Technology Clinical II	3
SURG 2040 Surgical Procedures II	5	**SURG 2130** Surgical Technology Clinical III	3
SURG 2110 Surgical Technology Clinical I	3	**SURG 2140** Surgical Technology Clinical IV	3
		SURG 2240 Seminar in Surgical Technology	2
		** General Education Electives: (choose a course from Area II, Area III, Area IV or any below) BIOL1111&L, BIOL 1112&L, CHEM 1151&L, CHEM 1211&L, CHEM1212&L, COMM 1500, ENGL 1102, PHYS 1110&L	3-4
Totals	13		14-15

- Anatomy & Physiology I and II with lab, Introductory Microbiology with lab, Area III: MATH, AND Medical Terminology are required courses that must be completed prior to application to the program.

- ** These are general education courses. It is highly recommended that these courses be completed prior to entering the program.

- All general education and Surgical Technology core courses must be completed with a C or better.

- Application materials for entry into the Surgical Technology Program are due each year on September 1st.

5/16/2024

Students are admitted, typically by early October, to begin program specific (SURG) coursework the following semester. Application materials are not retained by the program after the selection process has been completed each year; students not selected must reapply for program admission in subsequent years.

- All courses subject to change. Please refer the current ATC College Catalog for any updates / changes.

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Surgical Technology Program Application Checklist

All Applicants – submit all items in the following list plus Option A, B or C depending upon your status:

_____ Verification of **Lawful Presence** in the United States and applicant age (submit a photocopy of your passport, driver's license or state-issued photo identification card); further information can be found in the College Catalog – Georgia Resident Defined

_____ **Surgical Technology Program Intent Form** - this form is to be submitted electronically at www.athenstech.edu.- Select *Program & Courses*, then *Academic Programs*, then scroll down to *Surgical Technology*, then click on the right-side bar *Full Course Catalog*, then click on *Program Requirements* – scroll down bullet number 5 **_Intent Form_**

_____ Documented attendance at one **REQUIRED** Surgical Technology **Program I n f o r m a t i o n Session**. Times and dates are available online at www.athenstech.edu – select *Admissions,* and then *Competitive Health Admissions-scroll down to – Information Sessions - Surgical Technology. Must present government issued license/ID*

_____ Valid (less than 5 years old) official **ATI-TEAS Test Results** (ATC regularly offers the ATI-TEAS examination; registration forms are available online at www.athenstech.edu – Select *Admissions,* then *Competitive Health Admissions,* then click on "**placement exam**" under Steps for Competitive Health Admissions (3rd checkmark), scroll down to ATI-TEAS

_____ **Pre-Application Courses:** Documentation of valid (less than 5 years old) completion of Mathematical Modeling (MATH 1101), College Algebra (MATH 1111) OR Quantitative Skills & Reasoning (MATH 1103), AND Anatomy and Physiology I and II w/ Lab (BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L), Medical Terminology (ALHS 1090) or equivalent courses with final course grades of C or better.

_____ Applicants transferring from other colleges must have **official transcripts** sent directly to the ATC Office of Admissions. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records *before the September 1st* application deadline. Official transcripts from every college attended previously. College and University Transcript Request forms are available online at www.athenstech.edu – Select *Current Students*, then *Registration & Records,* then scroll down to *Transcript Requests*.

Option A - New students (not currently or previously enrolled at Athens Technical College):

_____ Completed and signed Application for Admission to Athens Technical College (available on-line at www.athenstech.edu - Select *Admissions,* then *Apply Now)* and the required application fee;
- Indicate "Surgical Technology" on the application form as your intended program of study.

_____ Official transcripts from every college attended previously (if applicable) **OR** Official transcripts from the high school from which the applicant graduated (or GED documentation) if no prior college-level coursework has been completed. (College and University Transcript Request forms are available online at www.athenstech.edu – Select *Current Students*, then *Registration & Records,* then scroll down to *Transcript Requests*).

Option B - Currently enrolled ATC students:

_____ Completed and signed Program Change Form (available on-line at www.athenstech.edu - Select *Current Students,* then *Registration & Records,* then *Student Services Forms,* then *Program Change Form*) indicating "Surgical Technology" as your intended program of study. Then meet with a financial aid counselor prior to submitting to the Admissions Office.

Option C - Former Students (not enrolled at ATC within the last two consecutive semesters of application):

_____ Complete Application for Admissions (available on-line at www.athenstech.edu - Select *Admissions,* then click on tab to the left side bar ***Returning Students***

_____ Official transcripts from every college attended previously (if applicable) **OR** Official transcripts from the high school from which the applicant graduated (or GED documentation) if no prior college-level coursework has been completed. (College and University Transcript Request forms are available online at www.athenstech.edu – Select *Current Students*, then *Registration & Records,* then scroll down to *Transcript Requests*).

_____ Submit proof of Georgia Residency/Verification of Lawful Presence in US. Select *Admissions,* then click on tab to the left side bar ***Returning Students,*** then click on ***Georgia Residency/Verification of Lawful Presence*** (follow instructions where applicable)

_____ Placement Test Results (required if your scores on file at Athens Technical College are more than FIVE years old).

Candidates will be ranked using the following criteria: GPA in Mathematical Modeling (MATH 1101), College Algebra (MATH 1111) OR Quantitative Skills & Reasoning (MATH 1103), Anatomy and Physiology I and II w/ lab (BIOL 2113/BIOL 2113L, BIOL 2114/BIOL/ 2114L, and Medical Terminology (ALHS 1090); and ATI-TEAS score. Students can typically expect to receive written notification regarding their standing by mid/late September

Surgical Technology Program Fee Schedule

Tuition and Fees

All fees are subject to change without notice. The tuition and fees currently assessed each semester are listed below:

Georgia Residents

Tuition	$100 Per Credit Hour
Technology Fee	$105
Instructional Fee	$55
Registration Fee	$50
Campus Safety Fee	$25
Campus Supply Fee	$40
Student Activity Fee	$30
Parking Fee	$20
Accident Insurance	$6

Out of State Residents

Students who are legal residents of the United States will be charged tuition at a rate two times the rate paid by Georgia residents. United States citizens include legal residents of the 50 states, District of Columbia, Puerto Rico, US Virgin Islands, Guam, and Northern Mariana Islands. Athens Technical College exists primarily to serve Georgia's citizens; therefore, non-resident students may enroll in classes on a space-available basis. They shall not displace students desiring to enroll who are legal, permanent residents of the state.

Tuition	$200 Per Credit Hour
Technology Fee	$105
Instructional Fee	$55
Registration Fee	$50
Campus Safety Fee	$25
Campus Supply Fee	$40
Student Activity Fee	$30
Parking Fee	$20
Accident Insurance	$6

Subject to change without notice.
**Student is responsible for purchasing required textbooks for each course.*

Estimated Additional Expenses

Many expenses will be incurred in addition to class tuition and fees. Please note, while we have tried to be as thorough as possible, expenses may vary from the estimates listed. Travel is estimated at $.56 p/mile.

Spring	Textbooks (depends on rental or buy (new/used)	$350
	Notebooks and other supplies	$35
	Uniforms	$250
	Criminal Background Check & Drug Testing	$100
	Immunizations	$515
	Physical Exam	$200
	CPR	$45
	Malpractice Insurance	$11
	ACEMAPP (Annual Fee)	$50
Summer	Textbooks (includes CST exam and AST membership)	$250
	Clinical Records System	$150
	Notebooks and other supplies	$35
	Dosimeter	$35
	Travel to Clinical Sites (Avg. 20 miles a day @ $0.56 per mile) – 3 days per week x 5 weeks	$168
	Vaccinations (Flu/COVID)	$50
	QuantiFERON-TB Gold test	$150
	ACEMAPP (Annual Fee)	$50
Fall	Textbooks	$119
	Dosimeter	$35
	Travel to Clinical Sites (Avg. 20 miles a day @ $0.56 per mile) – 5 days per week x 14 weeks	$784
	Graduation Application	$40
	Cap & Gown	$81
Total		**$3764**

Athens Technical College
Surgical Technology Program
Admission Criteria Evaluation Sheet

Name: _____   Student ID: _____   **Total Score (Max of 200 Points)** ____

Mandatory Surgical Technology Information Session: Y or N

Surgical Technology Program Pre-Application Courses:

Course	Credits	Grade	Grade Points	Quality Points
ALHS 1090	2			
MATH 1101, 1111, or 1103	3			
BIOL 2117	3			
BIOL 2117L	1			
BIOL 2113	3			
BIOL 2113L	1			
BIOL 2114	3			
BIOL 2114L	1			
GPA = Total Quality Points / 13 _____				

I. Grade Point Average of Surgical Technology Program Core Courses
(BIOL 2117/2117l, BIOL 2113/2113L, 2114/2114, MATH 1101, 1111 OR 1103 & ALHS 1090)
(Maximum of 100 points):   _____

3.75 - 4.00	100
3.50 - 3.74	90
3.00 – 3.49	80
2.50 – 2.99	70
2.25 – 2.49	60
2.00 – 2.24	50

II. ATI-TEAS Test Adjusted Individual Score (Maximum of 100 points):   _____
   - *No minimum score required.*

Tie Breakers:
1. Surgical Technology Program Admission Criteria Evaluation Sheet Score
2. Overall GPA
3. Individual Core and General Education Course Grades
   - BIOL 2117
   - BIOL 2117L
   - BIOL 2113
   - BIOL 2113L
   - BIOL 2114
   - BIOL 2114L
   - Area III: MATH 1101, 1111 OR 1103
   - ALHS 1090
   - ENGL 1101
   - Area II: Social & Behavioral Sciences
   - Area IV: Humanities and Fine Arts
   - General Education Elective
   - FSSE 1000