

Surgical Technologist Application Handbook



2025-2026

Dear Prospective Student,

Thank you for your interest in The Career Center—Adult Technical Training and our Surgical Technologist Program. We know you have a choice when it comes to your education, and I hope you will consider attending The Career Center. Enclosed is information regarding our Surgical Technologist Program to assist you in making your decision.

This handbook is intended to provide general information about our program and guide you through the application process. Although it contains a great deal of information, it is presented in an easy-to-follow format.

Healthcare professionals are in high demand, and Surgical Technologists can be a rewarding career choice. We believe the Surgical Technologist Program at The Career Center—Adult Technical Training is one of the best in the area, with dedicated faculty and excellent facilities.

As you consider one of the most important decisions of your life, you will find The Career Center—Adult Technical Training Surgical Technologist Program as the next step for you. If you have any questions or want additional information, please get in touch with us at 740-373-6283.

Sincerely,
The Career Center—Adult Technical Training

Program Goal

Our goal is “to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

Admissions and Selection Process

All interested individuals must take the WorkKeys Applied Mathematics, Locating Information, and Reading for Information before the enrollment deadline. In conjunction with the timely completion of other application requirements, which are listed below, applicants must obtain posted (see below) WorkKeys scores to be admitted into the program.

Preliminary Eligibility Requirements

1. The applicant must have graduated from a state department of education-approved high school or have a GED equivalent.
2. Complete an application to The Career Center—Adult Technical Training Surgical Technologist Program and pay the \$30 non-refundable registration fee.
3. Complete background check.
4. Turn in a copy of your high school diploma or GED
5. Interview with Instructors and Program Manager.
6. Complete the WorkKeys Assessments and achieve at or above the following scores:

Applied Mathematics: 4 Locating Information: 4 Reading for Information: 5

Admission Guidelines

Admission Requirements (Education): Applicant to the program must be a graduate of a state Department of Education-approved high school or have a GED equivalency certificate and the required background check provided by the school.

Physical Exams and Immunizations are required to be completed by the end of the first quarter.

2-Step Mantoux (TB or TBGold), Hepatitis B Series, Physical, Varicella Titer, Tetanus Booster, MMR Titer/Booster, Flu vaccine, and Laser Eye Exam.

The risk to self, concerning health, associated with the Surgical Technology position, including (but not limited to):

- Physical Hazards-noise, ionizing radiation, electricity, fire, injury to the body, and injuries from sharps.
- Biological hazards-latex sensitivity, laser and electrosurgical smoke plume containing pathogens found in body tissue and fluids that can cause many different infectious diseases including, but not limited to:
 1. Hepatitis B, C, and D viruses, HIV, tuberculosis, influenza
 2. Individuals with immunodeficiency are at a higher risk of contracting infectious diseases. A separate waiver must be signed if you have an immunodeficiency disease or are taking medication that results in immunodeficiency.
- Chemical hazards-disinfecting agents, waste anesthetic gases, and fumes from chemical agents.

Physical Requirements:

Physical requirements are necessary to safely and accurately carry out surgical technologist duties. These include but are not limited to:

- A full range of motion of body joints
- The ability to stoop, bend, reach, pull, and push.
- Possess fine motor abilities and visual acuity to manipulate needles and sutures finer than human hair accurately.
- Good peripheral vision
- The ability to stand unassisted for longer than eight continuous hours during a surgical procedure.
- The ability to move objects weighing up to 60 pounds daily.
- The ability to maintain composure and adapt to high-stress situations.
- The ability to hear and understand muffled sounds without visualizing the communicator's mouth, as well as the ability to hear.
- Adequate skin integrity, without the presence of an open, weeping lesion of the skin
- No confirmed latex allergy
- Free of communicable diseases and chemical abuse

Partial Course Content:

Students learn the following in class:

- Washing and sterilizing instruments
- Assembly, adjusting, and checking of non-sterile equipment to ensure it works properly.
- Operating room set up, including surgical instruments and equipment.
- Preparing patients for surgery
- Transporting patients to the operating room
- Assisting with positioning patients on the table
- Passing instruments and other supplies to surgeons and assistants as needed/requested.
- Hold retractors and cut sutures.
- Learn to gown and glove surgical team members.

Graduation:

Students must achieve the following to graduate:

- Maintain a 90% attendance rate in both classroom and clinical hours.
- Complete all coursework with a grade of C (80%) or above.
- Meet all financial obligations to Washington County Career Center
- All tuition and national certification fees must be paid two weeks before taking the exam and graduating.
- Must be 18 years of age by completing the program to sit for the NCCT exam.

Critical Skill Performance Competency <i>The majority of cases in each category must be completed as 1st scrub. Please list the number of cases in the column.</i>	*1st Scrub	**2nd Scrub
Minimum 30 scrubs in general surgeries; and a (max:50 general scubs allowed)		
Minimum of 75 scrubs in at least three (3) of the following areas: <i>(you are allowed to select the three (3) areas)</i>		
Gynecology		
Genitourinary		
Cardiovascular		
Neurosurgery		
Obstetrics		
Thoracic		
Peripheral Vascular		
Ophthalmology		
Otorhinolaryngology		
Orthopedic		
Plastic/Reconstructive		
Diagnostic Scopes (Maximum of 15)		
Other <i>(please specify)</i>		
TOTALS Minimum of 125 total cases, at least 90 of which are in *1st scrub.		

Upon successful completion of the program, students will receive a certificate from the Washington County Career Center. The student will be able to sit for the National Center for Competency Testing, Tech in Surgery-Certification.

Immunization/Screening Requirements

The following documented immunizations, titers, and records must be submitted by the last day of the first quarter. You must submit documentation to Megan Ludwig, Surgical Technologist Coordinator.

Measles, Mumps, Rubella (MMR)

You must have documentation of receiving 2 MMR vaccinations, or positive titers (a blood test that shows immunity to Measles, Mumps, and Rubella).

Hepatitis B Vaccination

The Hepatitis B vaccination is a series of 3 injections given over six months. You must submit documentation of having had the 1st shot of the series.

Tuberculosis Skin Test – 2 Step

You must submit documentation of having had a recent negative TB (PPD) skin test. For positive reactors, you must show proof of the positive reaction, and then a negative chest X-ray must be suitable for 12 months.

Varicella Immunization

You must have documentation of receiving two vaccinations or have a positive titer (blood test showing immunity to Varicella). Submitting a physician's statement that you had chickenpox will be accepted.

T-dap

This vaccine is an immunization for Tetanus, Diphtheria, and Pertussis. It is required if you have not had tetanus within the past ten years. The CDC has also made this a new requirement every ten years.

Physical Examination

A physical examination that states the student can complete the requirements of the program.

Flu Shot

Required before entering the clinical rotation.

Covid-19 Vaccination

It is no longer required unless the clinical site requests it.

Other Screenings

There will also be a required drug screen and a laser eye exam shortly before the clinical phase of the program starts. A positive result in the drug screening will deny you entry into the clinical sites and henceforth graduation from the Surgical Technologist Program.

Guidelines and Expectations

Dress Code

- Good personal hygiene is necessary. Body, hair, clothes, and shoes must be kept clean. Use deodorant. Proper dental hygiene must be maintained as a measure of good health. Severe skin problems must receive professional attention.
- Students are required to wear scrubs as part of their professional appearance in all classes, starting the first day of class and at the clinical site: black scrub pants and black scrub top purchased through the school.
- No jewelry.
- Body piercing must be removed while in class and clinicals.
- Tattoos should be covered.
- Makeup and colognes should be kept to a minimum.
- No artificial nails of any kind. No nail polish.
- Long hair should be pulled away from the face, and male students should be cleanly shaven.
- School badges will be provided and must be worn with scrubs during class.
- Closed-toe shoes are to be worn at all times.

Insurance

The student is required to carry liability insurance. This mandatory insurance is purchased through The Career Center and is included in the supplies fee.

CPR Course

Proof of successful completion of an AHA CPR course must be completed before the clinical assignment. If the student does not complete the CPR course, they will not be permitted to participate in the clinical portion of the program and, therefore, will not be eligible for graduation. A CPR course is offered during the program at no charge to the student.

Exam Requirements

All students must have physicals, shots, and laser eye exams done by the specified time. **No exceptions will be made.** A student not completing the requirements for the 1st quarter will not be able to go into the 2nd quarter. Please make copies of these papers for your records before turning them in to the office. All exams must be filled out on official school papers; other documents will not be accepted.

Academics

To advance to the next quarter, students must maintain an 80% (C) or better in each class. If they do not, they will be dismissed from the program.

If classroom classes are canceled due to inclement weather, students will be required to make up these hours at the discretion of the instructor and advisor.

No cell phone use is permitted during class time, and texting in class will not be tolerated. If you cannot abide by this request, all students will be asked to deposit their phones in a basket on the front table as they enter the room. You may use your phone during breaks outside the building.

Please place all books, backpacks, purses, etc., on the floor during testing. You are not permitted to leave the classroom during tests. Any blank answers will be counted as wrong answers. Read all questions and answers thoroughly before answering.

Following Directions

This sounds simple, but sometimes students miss or misunderstand the instructions before submitting assignments. Please check the assignment details and determine whether you are doing everything you're supposed to do. Ask the instructors if you are unsure. Improperly submitted assignments will result in an automatic zero and will be subject to the rules outlined in the course late work policy.

Grading Scale

94-100% = A

87-93% = B

80-86% = C

79.9% and below is considered failing.

Students must pass each class to move on to the next quarter. We will not round grades.

Attendance Policy

Students must attend at least 90% of the program hours. There are no exceptions. Students who do not achieve 90% will be dismissed from the program.

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the Surgical Technology Program depends, in part, on consistent attendance. In academic courses, grades are earned based on the student's attainment of the course objectives, but regular and punctual attendance is expected. Students are not permitted to make up tests. If a student is absent on a test day, a zero will be awarded.

Students are expected to stay for the entire class. Students leaving early or arriving late will have the time deducted from their total hours.

Students who must miss a class are expected to notify the Career Center or the instructor in advance according to the guidelines established for the course. The Medical Programs Manager may require documentation of illness.

Class Absenteeism Guidelines

If you are in class 16 hours a week, you can only miss 16 hours a quarter. If you are in class for 8 hours a week, you can only miss 8 hours a quarter. **NO EXCEPTIONS.**

Clinical Absenteeism Guidelines

Students must be in attendance for all clinical days. If a student is going to be absent from clinicals, the student must notify the Career Center, clinical instructor, and hospital of the absence one hour before scheduled clinical time begins. The missed clinical day must be made up within two weeks with the career center's permission. Failure to make up a missed clinical day or missing more than one clinical day may result in dismissal from the program at the Career Center's discretion.

Students are not permitted to carry cell phones while in the clinical setting. Carrying a cell phone or smartwatch while in the clinical setting will result in disciplinary action.

Students are responsible for completing all clinical rotation forms and obtaining a signature from the clinical preceptor they were assigned. These forms will be due no later than two weeks after the date of surgery.

Student's Conduct and Responsibility

Transportation to class and clinicals is the responsibility of the student. It is also the responsibility of the student to arrive at class and clinicals on time and prepared. Since the clinical experience is a directed practice, the student must attend each scheduled day at the site. It is expected of the student to treat classmates, peers, instructors, patients, and clinical supervisors with respect and in a professional manner. Confidentiality of the patient's medical record and classroom conversations is mandatory, with no exceptions. The student is legally accountable for the services they provide to the patient; therefore, the student must adhere to high moral and medical ethics.

Student Concerns

Students who have complaints or concerns about the program **must** take the following steps:

1. Discuss the problem with your instructor; if not resolved, then
2. Discuss the problem with the Medical Programs Coordinator; if not resolved, then
3. Discuss the problem with the Adult Technical Training Director.

Probation Defined

Probation is a trial period in which the student must improve or be withdrawn from the program. The Medical Programs Manager, for the following reasons, may place a student on probation in the Surgical Technology Program:

1. Academic failure at mid-term
2. Failure of Fundamentals I & Fundamentals II Hands-on Skill midterm and final
3. Unsatisfactory performance in the clinical setting/lab/classroom
4. Unsafe or unprofessional practice
5. Inability to maintain physical and mental health necessary to function in the program
6. Lack of attendance
7. Tardiness
8. Breach of confidentiality
9. Poor conduct as defined in the Adult Technical Training Student Handbook
10. Failure to bring assigned books and materials to class
11. Not in uniform
12. Cheating on tests, homework, or clinical papers.
13. Having a poor and unprofessional attitude in the classroom and clinical site.

Probation Procedure

Probation may begin only following a conference with the student. Members present may include the Director, Medical Programs Manager, and Class Instructor. Probation status forms will be completed and signed by the parties attending the conference.

Dismissal

If a student is dismissed from a clinical site, the student is automatically dismissed from the program.

If a student is not in their assigned location at 6:50 am, the hospital is to dismiss the student for the day. The student will be written upon probation with a warning. If this happens again, the student will be dismissed from the hospital, which could result in dismissal from the program.

Textbooks

Books are required for all classes. Students who do not have books when attending class will be subject to disciplinary action and will be dismissed from the class that day. Tuition, tools, books, and fees must be paid in full each quarter. You cannot go into the next quarter with an outstanding balance. No exceptions!

Computer Access and Internet Access

Computer access and Internet access are required for the Surgical Technology Program.

Technology Responsibility

1. Student Responsibility for Technology

- Students are responsible for familiarizing themselves with the technology and software they plan to use for the program each quarter. This includes understanding the operating systems of their personal equipment and any additional programs chosen to complete assignments.

2. Instructor Support and Limitations

- Instructors will assist students in becoming familiar with the school's platforms at the beginning of each quarter. However, instructors are not IT support specialists. Students must take the initiative in resolving technical issues with their chosen programs and personal devices.

Email Etiquette

1. Subject Line Requirements

- To ensure clarity, all emails must include the course name in the subject line when corresponding with instructors or the Program Manager.

2. Email Body Content

- The body of the email should be clear, concise, and to the point. Ensure that the recipient easily understands your message, whether it is an instructor or the Program Manager.

Use of Schoology and School Email

1. Checking Schoology and School Email

- Students are responsible for checking both Schoology and their WCCC student email several times a week. Successful communication and staying informed depend on these tools.

2. Communication and Success

- Open lines of communication through Schoology and school email are essential for success. Students must stay engaged and respond promptly to any communications received.

Right to Disconnect

1. Instructor Response Time

- Instructors strive to respond to all emails within 24 hours. However, it is crucial for both instructors and students to disconnect from devices for well-being.

2. Disconnect Hours

Instructors have the right to disconnect from devices outside of standard working hours. Emails or correspondence received after 6:00 PM and before 9:00 AM will not be responded to immediately.

- Email responses will not be addressed over the weekend from Friday at 4:00 PM until Monday at 8:00 AM.

Conclusion

By adhering to this policy, students will ensure they remain proactive in their learning, maintain effective communication with instructors, and respect the balance between connectivity and personal well-being. For any questions or further clarification regarding this policy, please get in touch with the Medical Program Manager.

Policy on Academic Honesty

All students are required to maintain academic honesty in all aspects of the educational process. Academic dishonesty includes but is not limited to falsification of information, cheating on a test and assignments, plagiarism, and collusion of any forms of dishonesty that will result in dismissal from the program.

- ◆ Falsification of information includes:
 - Student admission & clinical forms
 - Student health forms
 - Student clinical records
- ◆ Cheating includes:
 - Copying from another student's test paper
 - Using materials during a test not authorized by the instructor
 - Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part of the contents of an unadministered or administered test material
 - Bribing any other person to obtain test materials or information
 - Falsifying test results
- ◆ Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work for credit.
- ◆ Collusion is defined as unauthorized collaboration with any other person in preparing work offered for credit. This does not include assisting fellow students in team-based projects.

Plagiarism Policy

Zero Tolerance for Plagiarism

The instructor maintains a strict zero-tolerance policy regarding plagiarism. Plagiarism is defined as using ideas or words from another person without proper documentation or consent. Presenting someone else's words or ideas as your own will lead to disciplinary

action or dismissal from the program, depending on the severity of the infraction. The Medical Program Manager will decide the appropriate consequence.

Violations Include:

- Cheating
- Plagiarizing
- Submitting duplicate work for different courses without the instructor's permission
- Selling or purchasing assignments
- Cheating on tests

Consequences:

Plagiarism on any assignment will result in disciplinary action, which can include:

- An F on the assignment
- An F for the course
- Dismissal from the program

Each situation will be evaluated on a case-by-case basis by the Program Manager.

AI Use Policy for Medical Classes

Appropriate Use of AI Tools

AI platforms, such as ChatGPT, can be useful tools for good writers in specific situations. In the medical programs, you may use AI tools for learning purposes, similar to collaborating with peers for brainstorming, feedback, revising, or editing your own work. However, submitting any work generated by an AI program as your own violates academic integrity.

Guidelines for AI Use:

- Direct AI-Generated Statements:
 - Put any statement generated by an AI system in quotation marks with a corresponding in-text citation.
- AI Contribution Note:
 - Include a note at the bottom of the assignment detailing the prompts you used in the AI and how it contributed to your work.
- Citing AI Tools:
 - Properly cite all AI tools referred to in your assigned work. For guidance on citing AI in MLA format, visit [MLA Style Center](<https://style.mla.org/citing-generative-ai/>).
- Instructor Assistance:
 - Reach out to instructors with questions or for help before the assignment's due date.

Consequences for Misuse:

Submitting work containing AI-generated content without following the outlined guidelines will be considered academic dishonesty and a form of plagiarism. This will result in a failing grade on the assignment.

By adhering to these policies, students will ensure academic integrity, develop critical skills essential for their careers, and maintain a respectful and effective learning environment. For any questions or further clarification regarding these policies, please get in touch with the Medical Program Manager.
