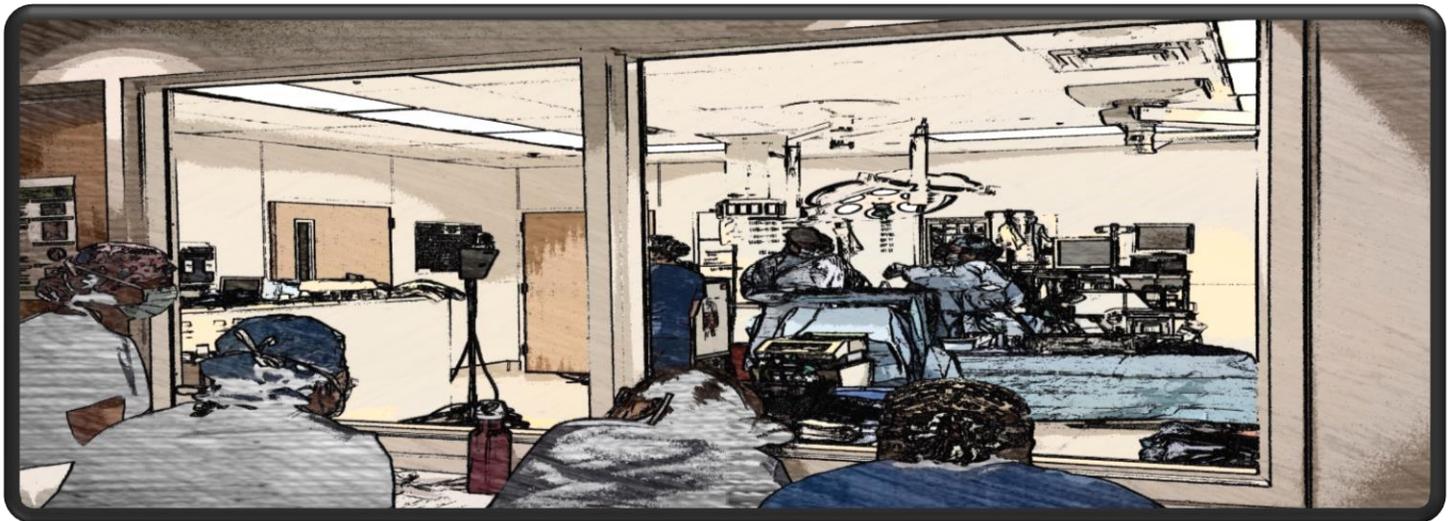


MCC-Penn Valley

Surgical Technology Program

Information/Admission Booklet

2025 - 2026



MCC - Health Science Institute Campus
3444 Broadway
Kansas City, MO 64111



Thank you for your interest in the Surgical Technology Program.

The program is nationally accredited through CAAHEP (www.CAAHEP.org). The ARC/STSA (www.ARCSTSA.org) in partnership with CAAHEP is the accrediting organization for degree-granting programs in surgical technology. The role of accrediting bodies is to advance the value of professional practice through assuring quality education by establishing and enforcing accreditation Standards for educational programs. Programs that are accredited meet the established Standards which assure both students and employers the curriculum content is current and accurate.

The Surgical Technology program is designed and delivered to prepare students to be workforce ready. Graduates who are workforce ready are more marketable for employment. Learning will take place in state of the art laboratories designed to mimic real hospital settings and provide a significant amount of hands on exposure. During the program you will receive a one year membership to the National Association for Surgical Technologists (AST) and complete the national certification examination (CST). Successful completion of the CST will allow you to use the professional credentials CST, certified surgical technologist.

This is a 12 month program, three semesters in length and combines didactic, laboratory and clinical instruction, which provides the student with the knowledge and skills required to enter the field of Surgical Technology in accordance with the Association of Surgical Technologist guidelines.

Clinical externship begins the third semester in the program and provides students the opportunity to work in real life settings. The design of the MCC-Penn Valley Health Science Institute allows students in a variety of health career programs to learn alongside one another and participate in interdisciplinary learning experiences so not only do the students learn the role of their profession of choice but how their role changes and interacts when working as part of the healthcare team. This is a unique learning environment that facilitates and supports student success in education.

Our graduates and the program have an excellent reputation within the healthcare community which brings us great pride. The program outcomes for student success and employment are strong and the student pass rates on the national certification examination continue to improve and rank above the national average.

This booklet includes all the information you will need to apply to the program. After reviewing this information, if you have more questions please e-mail Roger Massey at Roger.Massey@mckkc.edu

We wish you success in achieving your educational goals. If we can assist you in any way, please contact our office.



Metropolitan Community College

Blue River | Business & Technology | Longview | Maple Woods | Penn Valley | Online

MCC – Penn Valley Surgical Technology Program Contact Names and Contact Information

Health Science Institute Campus [HSI]

SURT Faculty:	E-Mail:	Contact Number:
Program Coordinator:		
Roger Massey, CST	Roger.Massey@mcckc.edu	816.872.7674
Program Clinical Coordinator:		
Courtney Ashbee, CST	Courtney.Ashbee@mcckc.edu	816.604.4182
Program Instructor:		
Heather Paxton, CST	Heather.Paxton@mcckc.edu	816.604.4232

AH Division Administrative Assistant:		
TBA		

Penn Valley Campus [PV]

AH Division Academic Advisor:		
Julie Smith	Julie.Smith@mcckc.edu	816.604.4130

Surgical Technology

The MCC Surgical Technology Program provides clinical experience built upon classroom instruction in the basic sciences, patient care, aseptic techniques and surgical procedures. Instruction also includes an extensive clinical rotation to give students hands-on experience in the surgical environment.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic techniques and combines the knowledge of anatomy and physiology, microbiology, pharmacology, humanities, medical terminology, speech, college algebra and psychology. Other studies cover the care and safety of patients during surgery, and surgical procedures.

Students also learn to sterilize instruments; prevent and control infection; handle special drugs, solutions, supplies and equipment, implement tools and technologies to facilitate a surgeon's performance of surgical procedures and diagnostic procedures.

Career Path

Well-trained Surgical Technologists are in high demand. You can expect to work in professional environments such as:

- Hospital operating rooms
- Surgeon's private practice
- Surgery centers
- Emergency departments
- Dental surgery offices
- Delivery rooms

Advancement depends on personal goals of the individual. There are three basic channels for advancement, each requiring further education: Free-Lance Technologist, Registered Nurse and Surgical Assistant.

Certification/Certificate of completion in Central Services: [SURT 103]

MCC offers a certificate of completion in central services. This course is designed for applicants interested in working in a Sterile Processing department in the surgical service department or any other facility performing cleaning, decontamination, packaging and sterilization services; including doctor's and dental offices. At the completion of this course, students are eligible to sit for the CBSPD examination.

Associate's Degree Earned in Surgical Technology:

MCC offers an Associate of Applied Science degree in Surgical Technology and graduates are eligible to apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to sit for the Certified Surgical Technologist (CST) National Certification Exam.

Locations:

MCC's Surgical Technology courses are available at our Penn Valley Health Sciences Institute Campus.

Program Length:

The Surgical Technology Program is 3 semesters in length with a clinical externship beginning in the spring semester. Classes meet between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. Clinical settings, which include many of the area hospitals, may require a different schedule. The program offers no evenings or weekend courses at this time.

Programmatic Accreditation:

Metropolitan Community College's Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

Program established:

- ❑ In 1989, area hospitals requested the Kansas City School District offer a Surgical Technology Program.
- ❑ In October 1989, the first group of students began a nine-month course of study.
- ❑ Program fully accredited by CAAHEP in 2007.
- ❑ Program awarded continuing accreditation by CAAHEP in 2018

Metropolitan Community College Mission:

Preparing students, serving communities, creating opportunities

Program Mission Statement

MCC - Penn Valley Surgical Technology Program's primary mission is to serve the needs of the community and surrounding areas by providing students with the opportunity to obtain and apply knowledge, skills, and behaviors required to become employed as an entry level Surgical Technologist and become contributing members of the surgical team.

This will be accomplished by (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, and (2) meeting or exceeding the criteria set forth in the current Standards and Guidelines for an Accredited Educational Program in Surgical Technology.

Program Philosophy

The Surgical Technology Program's philosophy and purposes are constant with the philosophy and mission of MCC. The faculty of the Surgical Technology Programs shares the commitment of the College and assumes responsibility for maintaining that philosophy and to provide quality surgical technology education through relevant curricula. They are exhibited by the College in its support of professionalism and academic excellence, by the provision of qualified faculty, a carefully designed academic environment, and in the program by a wealth of clinical experience.

This organization establishes and assures maintenance of high standards of quality for all Programs, including the Surgical Technology programs at Metropolitan Community College. The Surgical Technology Programs will exceed the quality described in the established Standards. The curriculum used in the Surgical Technology program is based on the core curriculum outlined by the Association of Surgical Technology. Any student who fully meets the Standards described will be able to function as a Surgical Technologist upon completion of the program.

Humanistic attitudes are fostered in both the didactic and clinical settings. The faculty believes that humanistic qualities are of key importance in the surgical technology profession. Through the development of interpersonal relationships with patients and fellow professionals, self-awareness and self-actualization may enhance the roles necessary to perform as a vital part of the surgical team.

The faculty constructs behavioral and performance objectives throughout the program to produce graduates who are highly proficient and competent in all aspects of Surgical Technology. They will become knowledgeable in the theoretical foundation of their profession and capable of functioning in a variety of clinical settings which utilize the latest "state-of-the-art" advancements in Surgical Technology

The faculty feels that being certified by the National Board of Surgical Technology and Surgical Assistant is the ultimate goal of the graduate. This certification plays a key role in providing opportunities to work in the profession and to contribute to the operating room. Graduates who are knowledgeable in the theoretical foundation of surgical intervention should be able to share their knowledge with fellow technologists, future students and allied health workers. Continuing education will enable the surgical technologist to assume higher levels of responsibility in their occupation and become a fully qualified member of the operating room.

Program Outcomes:

- ❑ Students will demonstrate knowledge of the history of surgery, surgical technology, and the Code of Ethics and Standards of Practice for the Surgical Technologist.
- ❑ Students will apply knowledge of basic sciences to the practice of Surgical Technology
- ❑ Students will exhibit professional behavior
- ❑ Students will carry out the role and function of the Surgical Technologist during surgical procedures.
- ❑ Students will understand the importance of life-long learning to promote personal and professional growth.

Accreditation:

Metropolitan Community College is fully accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Surgical Technology Program is fully accredited with the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Questions concerning the accreditation status of the program may be directed to Accreditation Review Council on Surgical Technology (ARC/STSA) staff, at 6 W. Dry Creek Circle, Suite #110, Littleton, Co 80120. Their website may be accessed at www.arcstsa.org

If an individual suspects or finds that the program fails to meet CAAHEP standards for accreditation, the individual may submit the concern in writing to the program director. All complaints will be reviewed by the program faculty and administrators, to determine the appropriate action or response for such complaint. If CAAHEP Standards have been compromised, the program will make necessary modifications within ninety days. If the program fails to respond appropriately, the individual may submit a formal complaint to the ARCST. The program faculty and administrators will respond to any allegations from ARCST within thirty days, and take appropriate action regarding the alleged infraction.

Performance Standards for Surgical Technology Students

Applicants to this program should be aware of the technical standards required for completion of this program. These performance standards are provided to prospective students to assist them in determining whether they will be able to successfully complete the program. It is the policy of MCC-Penn Valley to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the Access Resource Coordinator at <http://www.mcckc.edu/main.asp?P=SADAOverview> Two to six weeks advance notice is required for some accommodations.

Surgical Technology students should possess and be able to demonstrate the following:

Critical Thinking	Possess critical thinking sufficient for safe, clinical judgment. For example, students must be able to identify cause-effect relationship in clinical situations.
Interpersonal Skill	Possess interpersonal abilities sufficient to interact with individuals, groups, etc., from a variety of social, emotional, cultural and intellectual backgrounds. For example, student must be able to establish rapport with health care team members.
Communication	Possess communication abilities sufficient for interaction with others in both verbal and written form. For example, the student should be able to explain surgical procedures and document when appropriate.
Mobility	Possess physical abilities sufficient to move from room to room and maneuver in small places and stand for extensive periods of time.
Motor Skills	Possess gross and fine motor abilities sufficient to provide safe and effective performance in the handling of equipment and instrumentation.
Auditory	Possess sufficient auditory abilities to perform efficiently.
Visual	Possess sufficient visual acuity for performance of required tasks.
Physical	Able to lift and manipulate/move 30 pounds of weight.
Occupational Exposures	May be exposed to communicable diseases and /or bodily fluids, toxic substances, medicinal preparations and shall use appropriate precautions at all times.
Professional Behavior	Behavior shall be consistent with the standards and core values of the profession.
Working Conditions	Surgical Technologists work in clean, brightly lit, relatively quiet, cool environments. At times they may be exposed to communicable diseases and unpleasant sights, odors, and materials. Most of their duties require standing, sometimes for a number of hours, and it is imperative that their attention be focused closely on the task at hand. Most surgery is performed during the day, but many hospitals and surgicenters require 24-hour coverage. A 40-hour week is common, although most are required to periodic “on-call” hours available to work on short notice in case of emergency.

Requirements for admitted students (not required to apply)

- ❑ Receive a “C” grade or better in all coursework.
- ❑ Students are assigned to a clinical site during the spring semester of the program. Some of these clinical sites are located outside of the KC metro area. Students may be required to travel over sixty miles, one way, for clinical placement.
- ❑ Purchase liability insurance through the college for clinical rotations.
- ❑ Pass a pre-clinical physical examination.
- ❑ Obtain an annual TB test.
- ❑ Obtain an annual flu vaccine.
- ❑ Complete the Hepatitis B vaccination series or sign a waiver.
- ❑ Submit evidence of MMR, varicella and tetanus vaccinations.
- ❑ Maintain CPR certification (CPR for the health professional – AHA)
- ❑ Pass a drug screening.
- ❑ Pass the family care and safety background check (FCSR)
- ❑ Criminal Background Check (CBC): clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical externships. Therefore, prior to commencing the clinical portion of your program, MCC will have Clinical Student, a credit reporting agency, conduct a criminal background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost.

Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report. MCC shall not use the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain certification to practice or be allowed to participate in clinical should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes a felony and/or class “A” misdemeanor conviction.

Course Descriptions:

SURT 100 - Introduction to Surgical Technology - 2.00 credits *

Prerequisites: None Introduction to the profession of surgical technology. Historical aspects of surgery, roles of the surgical team and ethical, legal and moral issues will be discussed.

SURT 103 – Central Services – 4.00 credits*

Prerequisites: None. This course focuses on the preparation of instruments and equipment for surgical procedures. The role of a Central Services Technician will be discussed. Upon successful completion of this course students will be eligible to sit for a central services national certification examination.

SURT 105 - Care of the Surgical Patient - 3.00 credits

Prerequisites: BIOL 100 or CHEM 105, BIOL 109 or BIOL 110 & 210, BIOL 208, MATH 20/20L or appropriate placement score & formal acceptance into the Surgical Technology program. This course introduces the Surgical Technology student to basic concepts related to preoperative care; both the physical and psychosocial needs of the surgical patient will be addressed. The importance of chart review, documentation and computer skills will also be covered in this course.

SURT 109 - Pharmacology for the Surgical Technologist - 2.00 credits

Prerequisites: BIOL 100 or CHEM 105, BIOL 109 or BIOL 110 & 210, BIOL 208, MATH 20/20L or appropriate placement score & formal acceptance into the Surgical Technology program. This course focuses on the use and stages of anesthesia. Preparation and calculation of drugs and solutions commonly used during surgical procedures will also be discussed.

SURT 120 – Fundamentals of Surgical Technology I - 5.00 credits

Prerequisite: SURT 100, SURT 103, SURT 105 and SURT 109. Apply principles of medical and surgical asepsis in the operating room. This course focuses on preparation and maintenance to the sterile field, identification, care and handling of instruments, sutures, supplies and equipment. Emphasis is on basic skills of the surgical technologist in preparation for and during operative procedure.

SURT 121 – Fundamentals of Surgical Technology II - 5.00 credits

Prerequisites: SURT 100, SURT 103, SURT 105, SURT 109 and SURT 120. Duties of the surgical technologist that include maintaining a safe client environment and emphasizes the role of the surgical technologist in the first scrub role. Common surgical techniques and procedures are introduced.

* = Open Enrollment Course

Course Descriptions:

SURT 130 - Surgical Procedures I - 5.00 credits

Prerequisites: SURT 100, SURT 103, SURT 105, SURT 109, SURT 120, and SURT 121. Provides the foundational knowledge of surgical core and specialty procedures. Examines the pathophysiology diagnostic interventions, and surgical interventions for a variety of surgical procedures. Emphasis on surgical procedures related to General, Minimally Invasive, Obstetrics/Gynecology, Genitourinary, Otorhinolaryngology and Orthopedic surgical specialties. Incorporating instruments, equipment, and supplies required for perioperative case management. Post-operative care and complications of the surgical patient is discussed.

SURT 131 - Surgical Procedures II - 5.00 credits

Prerequisites: SURT 100, SURT 103, SURT 105 SURT 109, SURT 120, SURT 121 and concurrent enrollment in SURT 130. Examines the pathophysiology diagnostic interventions, and surgical interventions for a variety of surgical procedures. Emphasis on surgical procedures related to Oral Maxillofacial, Ophthalmic, Cardiothoracic, Peripheral Vascular, and Neurosurgery Surgical Procedures. Includes instruments, equipment, and supplies required for perioperative case management and Post-operative care and complications of the surgical patient is discussed.

SURT 140 - Clinical Experience - 6.00 credits

Prerequisites: SURT 120, SURT 121 & concurrent enrollment in SURT 130. Directed practice in a clinical setting.

SURT 150 - Surgical Technology Capstone - 2.00 credits

Prerequisites: SURT 105, SURT 120 & SURT 121 & Admission to the Surgical Technology program. This course will prepare and allow for student completion of the national certification examination. Topics of focus will include maintenance of professional credentials through professional development, employment, additional career pathways and current trends.



Clinical Case Requirements

The Penn Valley Surgical Technology student must meet the following clinical guidelines in order to qualify for completion of the program. The clinical case requirement, defined in the current edition of the *Core Curriculum for Surgical Technology, CCST6e*, must be defined as the following:

- The total number of cases the student must complete is **120**.
 - Penn Valley surgical technology students are required to complete **30** cases in General Surgery. **20** of the cases must be in the **First Scrub Role**.
 - Penn Valley surgical technology students are required to complete **90** cases in various surgical specialties. **60** of the cases must be in the **First Scrub Role** and evenly distributed between a **minimum of 4 surgical specialties**. However, **15** is the **maximum number of cases that can be counted in any one surgical specialty**.
 - The Penn Valley surgical technology program is required to verify through the externship experience documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
 - **Diagnostic endoscopy cases** and **vaginal delivery cases** are **not mandatory**. But up to **10** diagnostic endoscopic cases and **5** vaginal delivery cases can be counted towards **maximum number of Second Scrub Role cases**.
 - Scope cases that convert to an open case (e.g.: laparoscopic Cholecystectomy converted to an Open Cholecystectomy) are counted Abd documented as one (1) procedure – one case.
 - Observation cases must be documented, but do not count towards the 120 required cases.
 - Counting Cases: *Cases will be counted according to surgical specialty.*
- Examples:
- ✓ Trauma patient requires a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
 - ✓ Patient requires a breast Bx followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.



Clinical Case Requirements

First Scrub Role: (1st)

The Penn Valley surgical technology student shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second Scrub Role: (2nd)

The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera and scope

Observation Role: (O)

The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for first or second scrub role. These observation cases are not to be included in the required case count, but must be documented by the program.



Clinical Rotation Case Requirements

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of First/Second Scrub Cases That Can be Applied Towards <u>120</u> Cases
General Surgery:	30	20	10
Surgical Specialties: <ul style="list-style-type: none"> • Cardiothoracic • ENT • Eye • GU • Neuro • Ob-Gyn • Oral/Maxillofacial • Orthopedics • Peripheral vascular • Plastics 	90	60	30
Diagnostic Endoscopy: <ul style="list-style-type: none"> • Bronchoscopy • Colonoscopy • Cystoscopy • EGD • ERCP • Esophagoscopy • Laryngoscopy • Panendoscopy • Ureteroscopy 			10 diagnostic endoscopy cases may be applied toward the second scrub cases.
Labor & Delivery <ul style="list-style-type: none"> • Vaginal delivery 			5 vaginal delivery cases may be applied toward the second scrub cases
Totals:	120	80	40

Estimated Projected Costs for Program 2024 – 2025

Tuition*	Surgical Technology AAS
In-District: \$121.00 /Credit Hour = (65 – 71 Credit Hours)	\$ 7,865.00 – \$ 8,591.00
Out of District Total: \$237.00 /Credit Hour = (63 – 69 Credit Hours)	\$ 14,931.00 – \$ 16,353.00
Out of State Total: \$320.00 /Credit Hour = (63 – 69 Credit Hours)	\$ 20,160.00 – \$ 22,080.00
Fees Associated with the Program*	
Text Books	\$ 850.00
Criminal Background check [CBC]	\$ 39.00
BLS certification [2 year]	\$ 50.00
Family Registry Screening Fee [FCSR]	\$ 12.00
Medical Document Manager Fee [Clinical Student]	\$ 135.00
Liability Insurance [Students who decline liability insurance must sign a waiver]	\$ 80.00
Drug Screen Fee	\$ 32.00
Immunizations	Costs will vary
Course Fees*	
Program Fee Per Course [\$150.00 x 10 SURT Courses]	\$ 1500.00
AST Membership & CST Examination	\$ 300.00
Totals:	\$ 10,763.00

*Approximate Cost**

Total Approximate Cost of the Surgical Technology Program (In District): ST AAS=\$10,438.00.

Steps to Apply

Program Admission Requirements:

- Please read the entire program information/admissions booklet before applying for admission. It is your responsibility to make sure that all forms and information required for admission are provided to the Surgical Technology Program admissions office.
- Contact and arrange an appointment with the Allied Health Division Academic Advisor – Julie Smith (Contact information can be found under contact names. Pg3.)
- The MCC admission application may be completed online at www.mcckc.edu. Select Get Started and follow the steps to apply.
- Qualified applicants must:
 - All Prospective candidates applying to this program must be at least 18 years of age.
 - Possess a high school diploma or GED certificate
 - Have a cumulative GPA of at least 2.5 for all collage coursework
 - Have completed the prerequisite courses
- Verify eligibility to apply to the program. Eligible applicants have a minimum cumulative GPA of 2.5 and have completed the following prerequisite courses within the last five years with a minimum grade of “C”:
 - BIOL 208: Microbiology
 - BIOL 109: Anatomy & Physiology (or BIOL 110 & 210)
- Secure all college transcripts (unofficial copies of transcripts will be accepted) to include transcripts from MCC. The [STUDENT DATA CENTER](#) will determine course equivalencies and post them to the student’s MCC transcript. The transcripts should be at the Student Data Center no later than **January 15th** so that the prospective candidate meets the program application deadline of **February 15th**.
 - If required coursework was completed at other academic institutions other than MCC then you will need to submit **OFFICAL** transcripts to the:

MCC - Student Data Center
3200 Broadway
Kansas City, MO 64111

- If you have taken courses within the Metropolitan Community College system, you must submit your unofficial/ advising MCC transcript to the surgical technology program along with your application.

Steps to Apply

Surgical Technology application:

- The Program Coordinator does not make the final determination regarding accepted previous college coursework. Please note that it may take a few weeks for **TRANSCRIPTS** to be requested, sent, and reviewed. Therefore it is imperative that the prospective candidate does not delay in requesting transcripts for the Student Data Center review.
- We strongly encourage that prospective candidates attend a program information session. These sessions are held twice monthly, on the HSI campus, from 4:00p to 5:00p. To make arrangements to attend an info session you will need to contact Roger Massey at Roger.Massey@mccckc.edu or **816.604.4232** for session availability and location. (The information session is mandatory when applying to the program)
- Complete the Surgical Technology Program Application Form. Please complete the application exactly as directed. Complete **both sides** of the application in **ink**. **Be sure to sign it**. The preliminary deadline for applications is **February 15th**.
- Sign the Informed consent page and the drug screen policy and submit with your application.
- Complete the Curriculum Checklist (see page 25). This must be submitted with the program application.
- Complete and submit with application two reference questionnaires. These forms should be completed by a Work Supervisor, previous instructor or other professionals who has knowledge of the prospective candidate's integrity, dedication and communication skills.
- As part of the application process, you will be required to arrange for a 2 hour surgery observation. Observation should be at an inpatient facility (hospital) or outpatient surgery center facility. Have the nurse educator or surgery nurse director sign the Surgery Observation Form and submit it along with application. Observations must be within the past twelve months of the application deadline
- Not all surgery departments allow student observations. The facilities listed below have notified us that they do not allow student observations. They have requested that students not contact them to request an observation. (Please contact **Courtney Ashbee** at Courtney.Ashbee@mccckc.edu for additional details regarding observation arrangements)
 - Lee Summit Hospital
 - Children's Mercy Hospital
 - Overland Park Regional Medical Center
 - Truman Medical Centers (Hospital Hill and Lakewood)
 - VA Hospital

Steps to Apply

Surgical Technology application:

- Proper dress for the observation requires you to wear clean dress pants/slacks, shirt/blouse, a nametag and enclosed shoes (Your MCC student photo ID card, worn on a lanyard, can serve as your nametag.) Unacceptable dress includes: crocs, sandals, scrubs, jeans, t-shirts, platforms shoes, high heeled shoes, low cut or revealing garments, excessively tight or baggy clothing.
 - Make sure you bring a note pad and a writing implement to take notes during your observation.
-
- Following the observation, write and submit a one to three page essay that describes what you observed during the surgery observation. Include if your impression of Surgical Technology has changed and if the experience has influenced your decision to become a Surgical Technologist. The essay must be in MLA format and meet college level standards. Attach the essay to the Surgery Observation Form and submit with program application.
 - **Do Not** include any additional materials such as letters of recommendation, cover letters, etc. with your program application. These documents will not be considered and will not positively impact your selection into the program.
 - No applicant files will be reviewed until after the Feb 15th due date. Due to the large volume of submitted applications, the program is unable to provide confirmation letters/emails/or phone calls as applications are received and the file completed. (We strongly recommend that applicants routinely contact the program through email to verify recipient of application and required documents.)
 - Applicants with incomplete files will be notified, by email, by the end of February and allowed two days to submit requested documents.
 - Third week in March, qualified applicants will be e-mailed information regarding the next steps to follow in the admission process.
 - Mail or hand deliver the completed application and all required documents to the surgical technology program director, Allied Health Division office, 4th Floor, 410L, or Scan and email all required and completed documents to Roger.Massey@mcckc.edu or mail to:

MCC – Health Science Institute
ATTEN: Roger Massey
Surgical Technology Program
3444 Broadway
Kansas City, Missouri 64111

Steps to Apply

Applicant Selection:

- Applicant selection is based on:
 - Academic performance, including but not limited to the number of general education and prerequisite courses completed and grade performance in each course.
 - Attending a Surgical Technology program class lecture or laboratory session.
 - Documentation of prior health care experience.

- This college does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment of employment in its programs and activities. MCC provides a range of services to allow persons with disabilities to participate in the educational programs and activities. If you desire support services for the application process or coursework, contact Mirella Jones, Disability Support Services (DSS) Coordinator, 816.604.4293.

- If you desire academic advising, contact at MCC Penn Valley Advising department at 816.604.4077 to discuss your needs.

MCC – Surgical Technology program is a selective admission program with limited number of openings each year. To be accepted you must meet the basic program admission requirements. The number of admissions is limited to the available spaces in each cohort (maximum of 50).

If the number of qualified individuals applying exceeds slots in the program, the best qualified applicants will be selected based on:

- Academic performance (including, but not limited to: GPA in courses for degree, biology grades, degrees, and history of repeated coursework)
- Attending program information session
- Volunteer or work experience in health care
- Written communication (Surgery Observation Essay)
- Reference questionnaires

Steps to Apply

Applicant selection is based on:

- 1. Academic Performance:** Including but limited to overall college GPA, grades in prerequisite and general education courses, history of repeated course work and dropped courses, degree attainment and demonstrated ability to handle a full academic load. (Past and present academic performance, at least 2.5 GPA).
- 2. Attend Program Information Session:** Please make arrangements to attend an information session through Roger Massey via Roger.Massey@mcckc.edu.
- 3. Surgery Observation:** As part of the application process, you will be required to arrange for a 2 hour surgery observation. Observation should be at an inpatient facility (hospital) or outpatient surgery center facility. Have the nurse educator or surgery nurse director sign the Surgery Observation Form and submit it along with application. Observations must be within the past twelve months of the application deadline. Following the observation, write and submit a one to three page essay that describes what you observed during the surgery observation. The essay must be in MLA format and meet college level standards. Attach the essay to the Surgery Observation Form and submit with program application. The surgery observation may be arranged by Courtney Ashbee at Courtney.Ashbee@mcckc.edu
- 4. Reference Questionnaires.** These forms should be completed by a work supervisor, previous instructor or other professionals who has knowledge of the prospective candidate's integrity, dedication and communication skills. These individuals should know you professionally.

Applicants are notified beginning in March preceding the start of class in June. Included in the acceptance letter is a date for orientation to the program. This orientation is mandatory. Students not attending orientation may not attend the class starting that program year at the discretion of the program coordinator. Documented evidence of a grade of "C" or better in all prerequisite courses



Student Responsibilities:

The applicant is responsible for:

- ❑ Informing the Program admission office of any changes in name, address, and/or telephone number.
- ❑ Completing the program application process
- ❑ Following up with program admission's coordinator on application status.

The applicant's file is deleted:

- ❑ If applicant's file is placed on inactive status if a mailed communication is returned.
- ❑ If there is no recent activity within the previous one (1) year.
- ❑ If there is only an application on file after one year.

Prior Students Seeking Readmission Must:

- ❑ If it has been more than two (2) years since their participation in the Program, the student seeking readmission requests a review of their academic file in writing from the Program Coordinator and then if accepted, follow the admission process.
- ❑ If the prior student is seeking readmission following suspension from the program, the suspended student writes a letter requesting that the student be considered for readmission to the program. The letter will be placed in the student's file and reviewed when the next available class is selected.
- ❑ If the student has failed one course of the Surgical Technology Program, the student must reapply and request re-enrollment in writing to the Coordinator of the Program.

Addendum to Curriculum Checklist

- ❑ Biology coursework more than five (5) years old is non-transferable towards attainment of the Surgical Technology Program certificate/degree.
- ❑ To remain in the program all Surgical Technology courses must be completed with a grade of "C" or greater.

Metropolitan Community College is committed to a policy of nondiscrimination on the basis of age, color, creed, disability, marital or parental status, national origin, race, religion, or gender in admissions, educational programs or activities, and employment, as specified by federal laws Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1997, the Americans with Disabilities Act, and state laws and regulations.



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Academic Record:

High School: Address, Dates Attended, and Graduation Date or Date of GED

Colleges Attended:

Beginning with the most recent, list all colleges you have attended. Request that official transcripts be sent to: Surgical Technology Program, 3444 Broadway, Kansas City, MO 64111. NOTE: Even if you took classes within the Metropolitan Community College system, you must send transcripts of all college work to the Surgical Technology Program as part of your application.

College	City/State	Dates Attended	Degree Received
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Work Experience: (note any experience in the health care field. Include dates of your employment and indicate whether the work was full-time or part-time.)

Volunteer Experience: Please note any volunteer experience you have in the health care field. Identify the nature of the volunteer experience as well as the dates and total hours of the experience.

How did you hear about our program? [Mark all that apply]

- T.V./Radio Commercial Advisor Employer MCC Website Flyer Instructor Former MCC Student Friend

Are you 18 years or older? [Please check "Yes" or "No"]

- Yes No

Print Name:

Signature and Date of Applicant



Curriculum Checklist

Student Name: _____			Hours:	Grade:	Hours Earned:	Grade Points:
Program Prerequisites						
COLL	100	* First Year Seminar (or HLSC 100)	1.0 – 2.0			
ENGL	101	Composition & Reading I	3.0			
SURT	100	Introduction to Surgical Technology	2.0			
CHEM	105	Introductory Chemistry for Health Sciences	5.0			
BIOL	109	Anatomy and Physiology (or BIOL 110 & 210)	6.0 - 10			
BIOL	208	Microbiology	5.0			
		Total:	22– 27			
Summer Semester						
SURT	100	**Introduction to Surgical Technology (open enroll)	2.0			
SURT	103	***Central Services (open enroll)	4.0			
SURT	105	Care of the Surgical Patient	3.0			
SURT	109	Pharmacology for the Surgical Technologist	2.0			
		Total:	11			
Fall Semester						
SURT	120	Fundamentals of Surgical Technology I	5.0			
SURT	121	Fundamentals of Surgical Technology II	5.0			
SURT	130	Surgical Procedures I	5.0			
		****American Institutions	3.0			
		Total:	18			
Spring Semester						
SURT	131	Surgical Procedures II	5.0			
SURT	140	Clinical Experience	6.0			
SURT	150	Surgical Procedures Capstone	2.0			
COMM	100	Fundamentals of Speech (or COMM 102)	3.0			
		Total:	16			
		Total Credit Hours:	67-72			

General education courses can be sequenced in any manner, however, should be completed prior to the summer semester.

* **COLL 100** is only required if student has less than 12 college credits already earned.

** Recommend **SURT 100** be taken prior to acceptance into the SURT Program.

*** **SURT 103** course is also open enrollment to students seeking a certificate in Central Services.

**** A history course to fulfill Missouri requirement is also required to be taken before graduation. See program information booklet for more details.



Surgery Observation Record

Dear Director of Surgical Services:

As part of the application process at Metropolitan Community College, prospective surgical technology candidates are required to spend 2 hours in a surgical setting to observe a surgical procedure. The student is to complete this form and submit to the Surgical Technology Coordinator at MCC-Health Science Institute.

Thank you for your assistance and time in allowing the student to make an informed decision regarding surgical technology as a career.

Respectfully,

Roger V. Massey

Roger Massey, CST
Director, Surgical Technology
Surgical Technology Program
Health Science Institute, 410L
816-604-4664
Roger.Massey@mcckc.edu

Prospective ST Candidate's Name:

Facility where observation was completed

Surgical Staff Signature/Title/Date

Surgical Staff Print/Title/Date

Prospective ST Candidate Signature/Date

Prospective ST Candidate Print/Date

Program Faculty Signature/Date

Program Faculty Print/Date



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Reference Questionnaire

This form is to be completed by a Work Supervisor who has knowledge of the applicant's integrity, dedication and communication skills.

Applicant: _____
Last *First* *MI*

To the evaluator: The above individual is applying for admission to the Surgical Technology Program at MCC-Penn Valley. **Once you have completed this reference questionnaire, seal the envelope and sign over the seal.** Mail to: MCC-Penn Valley, Surgical Technology Program, Health Science Institute, 410L, 3444 Broadway, Kansas City, MO 64111

Please rate the applicant on the following: (If unable to assess, please leave blank.)

1 IS THE LOWEST, 10 IS THE HIGHEST

	1	2	3	4	5	6	7	8	9	10
Communicate effectively										
Interacts effectively with co-workers										
Interacts effectively with clients										
Demonstrates initiative & self-discipline										
Utilizes constructive criticism										
Demonstrates appropriate self-confidence										
Demonstrates non-judgmental behavior toward others										
Demonstrates flexibility for unexpected events										
Shows consideration for others										
Follows instructions well										
Is punctual										
Demonstrates good time management skills										
Appears well-groomed & dress appropriately										
Demonstrates ability to evaluate own strengths & weaknesses										
Exhibits good judgment										
Exhibits tact										
Handles stressful situations										
Behaves ethically										
Attends regularly										

Relationship to Applicant Name

Date:



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Exhibits tact										
Handles stressful situations										
Behaves ethically										
Attends regularly										

Relationship to Applicant Name

Date:



Informed Consent Page

Prospective Student Information Packet:

I have read the Program Information Booklet

Name

Date

Use of Application and Transcript Information:

I understand that information provided in the program application and college transcripts will be utilized for purposes of determining eligibility to the program and for academic advising and counseling by program faculty. Information contained within the application will be provided to academic counselors/advisers for purposes of advisement and counseling.

Name

Date

Program Admission:

I understand that the program capacity is limited and therefore, the application process is competitive. As such, if the number of applicants exceeds the number of positions in the program, the best qualified applicants will be determined based on: Academic performance, including but not limited to: calculated grade point average of any course taken towards the degree, grades in Intro to ST and/or biology courses, history of repeated coursework and dropped courses, degree attainment, and demonstrated ability to handle a full academic load, volunteer or work experience related to health care, written paperwork, references and interview

Name

Date

Program Policies:

1. The program is time consuming and it would be difficult for an individual to work more than 24 hours/week after the first academic semester.
2. The program requires a commitment to attendance and study time that is more rigorous generally than many other courses of study.
3. The program has a set of policies that includes the following:
 - a. Students must receive a minimum grade of 75% or greater in each surgical technology course in order to successfully pass the course. If a student fails to achieve a 75% in a surgical technology course than they would not be permitted to participate in subsequent sequence of surgical technology courses. That student would need to reapply to the surgical technology program.
 - b. Students must demonstrate minimum competency on certain skills to pass a course.
 - c. The program has attendance policies that include point deductions for tardiness and absences
 - d. Students must adhere to clinical guidelines of affiliated health care institutions that will require students to undergo criminal background checks. Individuals with felony convictions or class A misdemeanors may be unable to complete clinical rotations or obtain employment in certain health care settings. For more information on criminal background checks see the Prospective Student Packet.
 - e. Students may be required to undergo a drug screen when participating in clinical rotations and may be dismissed from a clinical as a result of a positive drug screen.
 - f. Students may be exposed to blood and body fluids on clinical rotations, however, the risk should be minimal if standard precautions are observed.
 - g. Students will be required to show proof of current vaccination and/or titer results, and undergo a physical examination prior to clinical rotations. Students may be required to undergo certain vaccinations in order to advance to the clinical portion of the program because of current hospital policy.

I have read and agree to abide by the policies of the Surgical Technology Program.

Name

Date



MCC - Drug-Free Workplace, Campus and Community Drug Screen Policy

MCC – Penn Valley is committed to maintaining high standards in all programs including allied health and nursing education and practice. Safe practice includes efficient, reliable, and unimpaired student performance at all times including in the classroom and in a clinical setting. Being under the influence of drugs or alcohol poses serious safety and health risks not only to the user but also to all persons who come in contact with the user. Students are required to perform all education related activities in appropriate mental and physical condition

MCC-PV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The policy is one of zero tolerance. Together with the college’s Drug-Free policy, the Code of Student Conduct imposes prohibited conduct and possible disciplinary action. If in violation of these policies, students subject themselves to disciplinary actions up to and including suspension or expulsion from the college and its programs.

Clinical facilities are committed to providing a safe environment in order to protect its patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between **MCC – PV** and hospitals, clinics, and other facilities have a component requiring drug screening for allied health and/or nursing students. The clinical site might require that an **MCC – PV** allied health and/or nursing student complete and pass a drug screen prior to being admitted into the facility as a student. Additionally, some clinical facilities require random drug testing during the duration of a clinical rotation. Refusal to submit to a drug screen or testing positive can make a student ineligible to participate in clinical training.

The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

I understand the policy as outlined above and agree to abide by this policy.

Student’s Name:

Date: