Fall Semester 2022
Surgical Technology Program

Application Deadline: Friday, MAY 27, 2022, 2:00 p.m.

❖❖**Communications regarding acceptance status will be emailed to all applicants. <u>An active email address is required.</u>**❖❖

Thank you for your interest in the Surgical Technology program at Wallace Community College. Please read all information carefully.

- A **CHECKLIST** is included to help to ensure that you have met all requirements and all needed documents are included.

- **Application packets must be complete at the time of submission**. Incomplete application packets will be disqualified. *If you are registered for classes this spring semester, wait until you have your grades posted to your transcript before submitting your application packet.*

- **All applicants will receive an email regarding their status by <u>the first week of July 2022</u>.** In order to allow time to process applications, please do not contact the office to inquire about application status prior to this time. If you have not received an email noting your status by mid-July, contact Shannon McNabb, Allied Health Secretary at 334-556-2388.

For general questions regarding the Surgical Technology program, please call Ms. Shannon McNabb, Allied Health Secretary, at (334) 556-2388 or email at smcnabb@wallace.edu or Mr. Dennis Davis, Surgical Technology Program Director, at (334) 556-6906 or ddavis@wallace.edu.

It is in your best interest to make a copy of all paperwork for your files before submission of your completed Surgical Technology program admission packet. **No copies or documents will be returned or provided to applicants after the application has been submitted.**

Surgical Technology Program at Wallace Community College is accredited by the

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355-113th Street North #7709

Seminole, Florida 33775

727-210-2350

www.caahep.org

Surgical Technology Program Application Checklist and Information

Student Name: _____   **WCC Student ID#:** _____

Application Requirements

Initial Here

____ Completed requirements for general admission to Wallace Community College.

- Applicants must complete the WCC application for general admission requirements according to College admission policy prior to submitting the Surgical Technology application packet.
- In addition to meeting standard admission requirements, students applying to the Surgical Technology program must submit separate <u>official</u> transcripts from ALL colleges attended to the Office of Admissions regardless of prior degree(s).
- Students are encouraged to begin the WCC application process as soon as possible.

____ Meet minimal admission requirements

- Students must include <u>copies</u> of transcript(s), placement scores, ACT/SAT scores, etc. as proof of meeting academic requirements.

____ Completed application forms for the Surgical Technology program

- All forms must be complete and signed, where required.

____ <u>Attach</u> "Surgical Technology Application"

- Be sure you have given all information asked for on the application.
- Sign and date the application.

____ <u>Attach</u> Proof of Unconditional Admission Status from OneACCS Student Profile

- Students must be unconditionally admitted to WCC before submitting a Surgical Technology application packet. (If you are enrolled at another college and cannot obtain "unconditional" status, you must submit all official transcripts up to the semester in progress to the Office of Admissions and Records at WCC, and then follow up with a complete transcript (following grade posting) at the end of spring semester.
- If you have previously been enrolled at WCC, but are not taking courses for Spring 2022, you must readmit to WCC prior to Program application deadline.
- *Proof of Unconditional College Admission Screen print from OneACCS student profile*
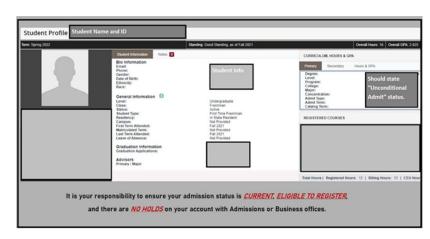
  Example:
  Degree: Associate in Science
  Level: Undergraduate
  Program: AS General Studies
  College: Academic Transfer
  Major: Pre SUR
  Concentration: Not Provided
  Admit Type: Unconditional Admit
  Admit Term: Spring 2019
  Catalog Term: Fall 2019

- If your student profile says "Conditional Admit", you will need to satisfy the requirements necessary to update your student profile to Unconditional Admit prior to the Program application deadline.
- <u>If you are enrolled in classes at another institution for Spring 2022</u>, your admission status will not be unconditional until admissions receives your final transcript. Upon completing your Spring 2022 courses, you will be required to submit your final transcript to admissions. <u>If this applies to you</u>, we **WILL** accept your conditional admission status until you are cleared with admissions. You must have all documentation submitted to admissions, including a transcript showing courses in progress from your current institution.
- **Please allow a minimum 72-hour processing time for documents requested from the Office of Admissions and Records.**

____ <u>Attach</u> separate transcripts from EACH college attended

- Copies of separate transcripts (unofficial copies are acceptable) from **EACH** college attended must be included with this application **including your WCC transcript**, if applicable.
- Transfer credit listed on any other college's transcript will not be accepted in place of transcripts from the original college.
- **Transcripts for the Surgical Technology program application packet can be unofficial**. (Although official transcripts are submitted to the Office of Admissions and Records for acceptance to the College, *transcripts must also be submitted with your Surgical Technology program application packet*. Copies of transcripts will not be provided by the WCC Office of Admissions and Records for any college other than WCC.) If you are currently enrolled in courses which will be completed prior to the application deadline, submit a transcript copy (unofficial from website following grade posting is acceptable) showing final grade posting with your application.

_____ **Attach scores for the ATI TEAS® (Test of Essential Academic Skills)**

- Applicants will find instructions for registering for the ATI TEAS® exam at Wallace.edu/testing-assessments/teas/ .
- Application packet must include a copy of the **TEAS®** score report.
- Applications received without test scores will be considered ineligible for admission consideration. Scores are good for testing completed within three years prior to the application deadline.
- No other tests will be accepted in lieu of the TEAS® exam *(see TEAS® exam information attachment)*

_____ **Attach signed and dated "Checklist and Important Information" form**

- Review each requirement listed on the Checklist and when complete mark as complete.
- Sign and Date when form is complete and attach to application packet.

_____ **NOTE NOTIFICATION METHOD**: Applicants will be notified of acceptance status by **email**. **It is imperative that applicants submit an accurate and frequently checked email address on this application.**

Classes for the Surgical Technology program are only offered on the Dothan Campus; however, applications may be submitted in the following ways:

By Mail: Wallace Community College
Shannon McNabb
Allied Health Secretary
1141 Wallace Drive
Dothan, AL 36303

POSTMARKED
No later than May 27, 2022

In Person: **Wallace Campus in Dothan**
Health Science Building – 2nd Floor
Reception Desk Drop Box
Monday-Thursday 7:30 AM-4:30 PM
Friday 7:30 AM-2:00 PM

Sparks Campus
Student Services Office
Administration Building
Attn: Shannon McNabb--Dothan
Monday-Thursday 7:30 AM-4:30 PM
Friday 7:30 AM-2:00 PM

_____
Signature

_____
Print Name

_____
Date

Wallace Community College
The Alabama Community College System
Surgical Technology Application

<table>
<tr><td>For Office Use Only
Received By: _____   Date: _____</td></tr>
</table>

It is the responsibility of the applicant to submit a **completed** application packet. Mailing information and submission locations are listed on the Application Checklist for this application. Applications should be submitted on or before the deadline of **Friday, May 27, 2022, 2:00 p.m.** If mailed, postmark must be no later than May 27, 2022. No applications will be accepted after the deadline.

I. PERSONAL DATA

Last Name: _____ First: _____ MI: ____ Maiden: _____

Student I.D.#: _____

Email: _____
(List an active email address. Communications regarding this application will be made via the listed email account.)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cellular Phone: _____

II. EDUCATION

High School Graduation Year: _____ High School Name: _____

GED (if applicable): Yes _____ No _____ Date Completed: _____

Are you currently taking college courses? Yes _____ No _____ If yes, what college? _____

- **Applicants to the SURGICAL TECHNOLOGY PROGRAM must disclose each college and/or university attended regardless of credit hour, certificate, in-class or on-line instruction, or course/degree completion. Any failure to disclose attendance at any college or university could result in immediate disqualification from the SURGICAL TECHNOLOGY PROGRAM applicant pool and/or Surgical Technology program .**

List of all colleges **attended** and the year(s) attended:

DATES FROM/TO	INSTITUTION(S) ATTENDED, INCLUDING WCC	CITY / STATE	CREDENTIALS EARNED, *if applicable* (CERTIFICATE/DEGREE)

Please place a checkmark by each course you have successfully completed with a "C" or above.

___BIO 201 A&P I	___SPH 107 Fundamentals of Public Speaking
___BIO 202 A&P II	**_OR_** SPH 106 Oral Communications
___ENG 101 English Composition I	___Humanities/Fine Arts Elective
___MTH 100 Intermediate College Algebra	___CIS 146 Microcomputer Application **_OR_**
_OR_ higher	Demonstrated Competency
___ORI 101 Orientation to College **_OR_**	___PSY 200 General Psychology
ORI 105 Orientation & Student Success	___PSY210 Human Growth & Development

NOTE: It is in your best interest to make a copy of all paperwork for your files before submission of your completed Surgical Technology program admission packet.

I understand that completion of this application is a component of the student profile and that acceptance of this application by Wallace Community College does not imply acceptance into the Surgical Technology program. The final selection of applicants is by the SUR Application review committee. Further, I understand this application must be resubmitted if I am not selected for the Fall 2022 semester.

I hereby certify that I have made no willful misrepresentations nor have I withheld information pertinent to this application. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss a student and/or refuse admission to the SUR program.

Minimum admission standards include:
1. Unconditional admission to WCC.
2. Receipt of completed application packet for the Surgical Technology program by **Friday, May 27, 2022, 2:00 p.m.**
3. All transcripts (college and/or high school) or unofficial GED scores.
4. Minimum of 2.5 grade point average for the last 24 hours of college credit for students with previous college work OR high school diploma or GED for students with no previous college work. High school credits will not be used in calculating grade point average, except as required in the Early Admission for Accelerated High School Students program.
5. Eligibility for enrollment in or prior completion of BIO201, ENG101, and MTH100 at the time of application.
6. Score on the ATI TEAS® for math, reading, science, and English. ATI TEAS® scores must be within <u>three</u> (3) years of the application deadline.
7. Good standing with WCC as defined by the College Catalog.
8. Meeting the essential functions and technical standards required for Surgical Technology program.

Admission to the Surgical Technology program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. <u>Meeting minimal requirements does not guarantee acceptance</u>.

_____	_____
Applicant's Signature	Date

NOTE: *Upon acceptance* into any health program at WCC, students will be required to submit to drug screening and a background check

Surgical Technology Program

Essential Functions

Duties and Responsibilities:

A surgical technologist is a healthcare professional whose primary responsibility is to maintain the sterile field, understand the procedure being performed, anticipate the needs of the surgeon, maintain a current knowledge base, maintain quality patient care during the operative procedure, and maintain constant vigilance regarding the adherence of aseptic technique by all members of the surgical team. They handle the instruments, supplies, and equipment necessary before, during, and after the surgical procedure. In addition to the technical aspects of the profession, the technologist must always be aware of the patient's condition and needs.

Special Qualifications:

In addition to minimum requirements regarding Reading, Writing, and Math skills, the student must, unassisted:

1. Demonstrate ability to comprehend and interpret written material.
2. Able to make appropriate judgment decisions.
3. Follow written and oral/verbal instructions in English. Possess short-term and long-term memory sufficient to perform tasks, e.g., mentally tracking surgical supplies and performing anticipation skills during the operation.
4. Synthesize information from written material and apply the knowledge to various situations.
5. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

Psychomotor Qualifications:

1. Vision – normal, corrected. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
2. Hearing – normal, corrected, or aid able. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
3. Smell – able to detect odors sufficient to maintain environmental safety and patient needs.
4. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Physical Qualifications:

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
2. Able to lift a minimum of 20 pounds.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ambulate/move around without assistive devices.
5. Able to assist with and/or lift, move, position, and manipulate patient who is unconscious with/without assistive devices.
6. Successfully complete a CPR certification course.

Communication Qualifications:

1. The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
2. Demonstrate calm and effective responses, especially in emergency situations.
3. Knowledge of basic written, grammar, and spelling skills.
4. Ability to communicate and understand fluent English both verbally and in writing.

Test of Essential Academic Skills Version (ATI TEAS®)

The ATI TEAS® measures basic essential skills in the academic content area of reading, mathematics, science, English and language usage. Applicants must create an account at www.atitesting.com to register and schedule a date for testing.

Guidelines for ATI TEAS® Testing
Total time available to test – 209 minutes (3 hours and 29 minutes)
Four Option Multiple-choice; Number of Test Questions – 170

- Reading – 58 minutes / 48 questions
- Math – 51 minutes / 34 questions
- Science – 66 minutes / 54 questions
- English & Language – 34 minutes /34 questions

Accommodations for Students with Disabilities
According to the U.S. Department of Education's Section 504 of the Rehabilitation Act of 1973, a student with a disability may be defined as any individual who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

Any examinee who has a documented disability should contact Disability Support Services at respective campuses two weeks prior to registered testing date.

Preparing for the ATI TEAS®
Study Manual for the Test of Essential Academic Skills, Version Six is available for purchase online from ATI. Wallace students may check out a copy of the manual from the Wallace Library.

Students may also visit the sites listed below for free ATI TEAS® practice questions:

http://www.mometrix.com/blog/ati-teas-6-test-breakdown/

https://uniontestprep.com/teas

The following items are available for purchase at www.atitesting.com

- Learning Strategies
- ATI TEAS® Pre-Test Study Manual
- ATI TEAS® Online Practice Assessments
- ATI TEAS® Transcripts

There is no minimum score required on the ATI TEAS® but a higher score produces a higher point total. Cost of the ATI TEAS® test is $82.00. This fee must be paid in advance online by debit or credit card at www.atitesting.com. You may find the test times for the Wallace Campus in Dothan Testing Center and the Sparks Campus in Eufaula Testing Center by clicking each center's name. To see how the ATI TEAS® score is used, see your specific program's admission information.

Registering for the ATI TEAS®:

Log on to www.atitesting.com

- Find instructions for registering, including video guidance, at https://www.wallace.edu/testing-assessments/teas/ .
- Click on "Register for ATI TEAS®"at the bottom right corner of your screen.
- After completing the registration process, testers will be required to create a user account if they do not already have one prior to purchasing the test session. **REMEMBER YOUR USER ID AND PASSWORD—IT WILL BE REQUIRED AT TIME OF TESTING.**

Taking the ATI TEAS®

Late arrivals will not be tested, please arrive 30 minutes early to the test site. Late arrivals will forfeit his/her testing fee.

- Make sure you bring one **form of ID** (must be a government issued photographic identification – i.e. Driver's License or Passport)

The following items are **NOT** allowed in the testing lab during the ATI TEAS®:

- **Cell Phones**
- **Calculators**
- **Food or drink**
- **Textbooks or reference books of any kind**
- **Sunglasses, hat or hood**
- **Music (CD players, MP3 players, IPods, etc.)**

Please Note

ATI assesses a $27.00 fee to transfer an ATI TEAS® score to a location other than your original test site.

- **Missed exams are non-refundable.**
- ATI TEAS® is good for three years.
- ATI TEAS® may be repeated only once during any admission time frame. The student must wait at least six-weeks to retest.   There are two versions of the exam. The exam software will not allow a student to test twice on the same exam. You must identify yourself as a repeat tester or you will be locked out of exam and testing fees are non-refundable.
- **Proof of ATI TEAS® score must be attached to program application.**

ATI TEAS® Score Report

Students can download TEAS test results by signing in to www.atitesting.com, then complete the following:

- Sign-in with student username and password for ATI.
- Select MY RESULTS.
- Select TEAS test results
- DOWNLOAD RESULTS
- OPEN WITH ADOBE
- Print TEAS test report.