



Cherokee Nation W.W. Hastings Hospital Surgical Technology Program Application Booklet

Contents

Welcome Letter.....	2
Program Description	3
Surgical Technologist Application Process	4
Application.....	5
Documents Checklist	8
OSBI Background Check Information.....	9
Immunization / Screening requirements	10
Standards for Surgical Technology Program.....	11



Cherokee Nation W.W. Hastings Hospital Surgical Technology Program

Dear Prospective Student,

Thank you for your interest in Cherokee Nation W. W. Hastings Hospital Surgical Technology Program. We know you have a choice when it comes to your education, and we hope you consider attending Cherokee Nation W. W. Hastings Hospital Surgical Technology Program. This booklet of information is intended to provide general information about our program, as well as to guide you through the application and enrollment process. Although there is a great deal of information, we present it in an easy to follow format.

Health care professionals are in high demand today, especially surgical technologists. Surgical technology can be a rewarding career choice with opportunities for advancement. We believe our surgical technology program is challenging and competitive with a dedicated faculty and excellent facilities.

As you consider making one of the most important decisions of your life, we hope you will find Cherokee Nation W. W. Hastings Hospital Surgical Technology Program is the next step for you. Please contact Patti Sumner regarding enrollment information.

Sincerely,

Rochelle Lewis

Rochelle Lewis, MBA, CST, FAST
Program Director/Instructor

Surgical Technology Program

The Cherokee Nation Surgical Technology Program prepares graduates to function as members of the surgical team, assisting the surgeon, professional nurse, or anesthetist in a variety of surgical arenas. Theory and practice of surgical asepsis are the focuses of the program. Students develop knowledge and skills in maintaining aseptic technique within the surgical areas of health care delivery. The curriculum combines didactic, laboratory and clinical experience with an emphasis on acquiring clinical skills. The study of operating room technology is planned sequentially, making use of all prior learning so that students can synthesize course material and focus on applying it in operating room practice. Students will have clinical experiences in a variety of surgical cases.

The Cherokee Nation Surgical Technology Program has collaborated with the Oklahoma State University Institute of Technology to provide the opportunity for students to complete a degree of Associate in Applied Science (AAS) in Applied Technology, with a focus on Health and Human Services

The Cherokee Nation W.W. Hastings Hospital Surgical Technology Program is accredited through Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students who complete the program will be able to take the NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certifying Examination.

Admissions

Students must be at least 18 years old by the first day of class. Enrollment is limited. Students must meet all entrance requirements. It is the applicant's responsibility to be sure their documentation is turned in and complete.

As part of the Cherokee Nation Surgical Technology Program, you will be required to practice your skills in facilities requiring background checks. Before you can be assigned to a hospital, clinic or other facility for your clinical or externship experience, you must have a background check that includes a sex offender check, violent offender check, and criminal offender check.

Students will attend class Monday-Friday from 8:15 - 4:15pm each day during the didactic portion of the program. Clinical education hours are Tuesday - Friday from 6:15am until cases are finished for the day. Students will also attend class on Mondays from 08:00am - 4:00 pm.

Course Title
Surgical Techniques I**
Surgical Techniques II**
Surgical Techniques III**
Surgical Techniques Practicum I**
Surgical Techniques Practicum II**
Anatomy & Physiology**
Medical Terminology
Freshman Composition I
Freshman Composition II
US History
US Government
Professionalism in Healthcare
Introduction to Nutrition
Ethics

**Courses taken through the Cherokee Nation Surgical Technology Program

Training Includes

<ul style="list-style-type: none">▪ Blood borne/Airborne Pathogens▪ Anatomy, Physiology, and Surgical▪ Pathophysiology▪ Surgical History, ethics, and Law▪ Organization of the OR▪ Team Concepts▪ Microbiology, Disinfection, and▪ Sterilization▪ Aseptic Techniques▪ Gowning, Gloving, and Maintaining a▪ Sterile Field▪ OR Furniture▪ Surgical Counts, Emergencies, and▪ Communication▪ Anesthesia, Pharmacology, and Radiology▪ All Hazards Preparation	<ul style="list-style-type: none">▪ Homeostasis, wound care, and closure▪ Dressings, Packing, and Drains▪ Pre-op, Intra-op, and Post-op Care▪ Surgical Specialties, and special Patient Needs▪ Surgical Instrumentation▪ Medical Terminology▪ Surgical Procedures▪ Career Success▪ Professional Organization▪ Clinical▪ Electrical Concepts▪ Concepts of Physics▪ Robotics & Computer Usage▪ Transporting and Positioning▪ Prepping and Draping
---	---

Surgical Technologist Application Process

1. **Call Patricia Sumner at (918) 525-2043** to set up an in-person appointment to review application documents and to schedule a time and date for the T.A.B.E. Test (blue) with Career Services.
2. **Fill out application**
 - pages 5-7
3. **Apply to Oklahoma State University Institute of Technology** by creating an application account as a *Freshman - First-time College Student or Transfer Student* based on previous education history.
 - <https://admissions.osuit.edu/apply/>
 - Choose Associates of Applied Science in Applied Technology as the degree
4. **Complete the Free Application for Federal Student Aid (FAFSA ®)** form, apply for financial aid before the deadline
 - <https://studentaid.gov/h/apply-for-aid/fafsa>
 - List Oklahoma State University Institute of Technology as the school selection
5. **Gather the following documents** and turn in as soon as possible
 - A copy of your blue and white Cherokee Nation Card
 - A copy of your Driver's License and Social Security Card
 - Official high school transcripts or GED certificates and/ or college/Vo-tech transcripts
 - Documentation of Required Immunizations (Childhood shot records to present)
 - Research and answer the following 5 questions - include references.
 - Describe the typical job responsibility of a surgical technologist.
 - List several career paths available to surgical technologist (list at least three).
 - What hazards are surgical technologists exposed to on a daily basis in the operating room (three-five examples)?
 - What characteristics do you possess that make you a good fit for this career?
 - What does professionalism, work ethic, and being structured mean to you?
6. **Apply for Background Checks**
 - Application must be sent between June 1 – June 15. Applying for background checks before June 1 will require resubmission prior to clinical rotation.
 - Oklahoma State Bureau of Investigation (OSBI) Background Check
 - <https://chirp.osbi.ok.gov/>
 - Check the following boxes on application
 - Name base
 - Sex offender
 - Violent crimes
 - FBI Background Check
 - https://www.nbinformation.com/pdf/FBI_Criminal_Report_Request.pdf
 - Two sets of fingerprints will be needed to complete FBI request form
7. Attend a Scrub Boot Camp (dates and times will be announced)
8. Attend a Formal Interview (dates and times will be announced)

All complete applications will be reviewed and students will be notified of selection.

If selected, proof of Health Insurance is required 1 month prior to start of class.

Cherokee Nation W.W. Hasting Hospital Surgical Technology Program

Application

Date of Application: _____ *(Please print clearly when completing application)*

Name: _____

(First)

(MI)

(Last)

Mailing Address _____

(Address)

(City)

(State)

(Zip)

Home Phone: _____ **Cell Phone:** _____ **SSN#** _____

D.O.B. _____

Email _____

Do you have a High School Diploma? Yes or No,

GED: Yes or No

What year did you graduate or get certificate _____

Do you have educational records under any other name (i.e. maiden name)? No/ Yes

If yes, what name: _____

Emergency Contact _____
(Name) _____ (Phone) _____ (Relation) _____

Emergency Contact: _____

Emergency Contact _____

Education, Training and Experience

High School:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

College / University:

School name: _____

School address: _____

School city, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Vocational School:

Name: _____

Address: _____

City, state, zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / diploma? : _____

If selected will there be a need for accommodations or modifications in order to successfully perform the essential functions of the career major? _____ if yes, please include documentation.

How did you hear about the Cherokee Nation Surgical Technology Program?

Employment History

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: [_____]

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: [_____]

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: [_____]

Address: _____

City, state, zip: _____

Length of Employment (Include Dates): _____

Position

Documents Checklist

You may turn in all your documentation at one time to Cherokee Nation W.W. Hastings Hospital Surgical Technology Program.

Vaccinations

- MMR (2)
- Varicella (2)
- Hep B (3)
- Tetanus Vaccine
- TB Skin Test (2)

Informational Meeting

- High school diploma or GED
- Transcripts (high school, college or vocational)

Assessments

- Cherokee Nation Surgical Technology Program entrance exam
- Finger point dexterity test
- T.A.B.E. - Test of Adult Basic Education
- Scrub Boot Camp
- Interview

OSBI Background Check Information

As part of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, you will be required to practice your skills in facilities requiring background checks. Before you can be assigned to a hospital, clinic or other facility for your clinical or externship experience, you must have a background check that includes a sex offender check, violent offender check, and criminal offender check. There are 3 boxes at the bottom of the OSBI form and all 3 should be stamped. If your criminal history is positive, the facility will review your personal criminal history background. Each facility has the right to accept or reject any student based on information shown in the criminal history background check.

If you lived in Oklahoma less than one year, you must submit the information from the state where you previously resided as well as the OSBI report. These reports must also include information regarding sex offender history.

It is your responsibility to obtain your record from the Oklahoma State Bureau of Investigation (OSBI) and provide it with your documentation. The OSBI office is located at 6600 North Harvey off NE 63^r, Oklahoma City, OK. The telephone number is (405) 879-2689. The cost is \$15.00; OSBI accepts cash or credit card. They will not accept checks. You will be required to complete the process. The original document will only be accepted and photocopies, faxed copies, or other forms cannot be accepted.

Application must be sent between June 1 – June 15. Applying for background checks before June 1 will require resubmission prior to clinical rotation.

Immunization / Screening requirements

The following documented immunizations, titers, and records must be submitted prior to acceptance in the Surgical Technology Career Major. You must submit documentation to Cherokee Nation W.W. Hasting Surgical Technology Program at the time of your interview.

MEASLES, MUMPS, RUBELLA (MMR)

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

HEPATITIS B VACCINATION

The hepatitis B vaccination is a series of 3 injections given over a 6 month period. The cost ranges from \$0-\$200. If you wish, you may sign a declination form and not take the series. The area of work you are going to puts you at risk for coming into contact with infected blood and body fluids, so think seriously about refusing this protective vaccination. You must submit documentation of having had all 3 shots of the series or have a signed declination statement before being accepted into the Career Major.

TUBERCULOSIS SKIN TEST

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 have a negative chest x-ray. If accepted into the Surgical Technology Program, you must receive and submit another negative TB skin test to the Program Coordinator. Be sure to get your TB skin test prior to taking any other immunizations or you will be required by your physician to wait one month after receiving a vaccine such as an MMR. You must have two Negative TB test within one year to start clinical.

VARICELLA IMMUNIZATION

You must have documentation of receiving 2 vaccinations, or have a positive titer (blood test showing immunity to Varicella). Submitting a physician's statement that you had chicken pox will not be accepted.

Vaccinations Required

MMR (2)

Varicella (2)

Hepatitis B (3)

Tetanus Vaccine

TB Skin Test

Standards for Surgical Technology Program

Philosophy: The Surgical Technology program is accredited to provide graduate surgical technologist who meet national standards while satisfying the needs of the community of interest served by the program. Technical standards are an accreditation requirement meant to assist both students and program faculty in determining appropriate qualification for the program. Technical standards must meet state and federal requirements that preserve the rights of individuals with disabilities.

Purpose: Technical standards will be utilized to identify which students will need assistance in performing tasks and to identify students who would be unable to perform the job of Surgical Technologist prior to program entry

Areas of Functional Ability:

- A. Gross Motor Skills
- B. Fine Motor Skills
- C. Physical Endurance
- D. Physical Strength
- E. Mobility
- F. Hearing
- G. Visual
- H. Tactile

In addition to the areas tested prior to entry, students must be able to demonstrate a variety of knowledge, psychomotor, and behavioral skills to graduate from the Surgical Technology Program.