

Surgical Technology Program Pre-Admission Packet

Mission Statement

Our mission is to inspire and motivate adult students by providing them with a comprehensive education, state of the art equipment and clinical training in order to perform in the job market of today's healthcare environment.

Our goal is to ensure that each student will emerge with exemplary skills and the confidence needed to meet the demands of today's growing healthcare field for both providers and patients.

Our commitment to excellence of a teaching and learning environment sustains the knowledge and skills to meet the standards and needs of the community we serve...

Our History

Medical Career Institute is an educational alliance consisting of members of the community such as physicians, dentists, nurses, ultrasound sonographers, surgical technicians, medical assistants, certified billers and coders along with the determination of dedicated personnel whose desire is to support their community by educating and inspiring students. All of our training is provided by these medical professionals teaching in their fields of expertise. Medical Career Institute was founded in New Jersey in February of 2006.

Our School

Medical Career Institute is located at 901 West Park Ave, Ocean Township, NJ. School occupies approximately 9000 square feet on the second floor of the two-story professional building in Cobblestone Village. The building is fully air conditioned with an elevator and it is environmentally tailored for educational purposes. Parking is available at the school parking lot and numerous varieties of eateries are also within walking distance. The facility meets the requirements for handicapped students. The school's phone number is 732 695-1190.

Medical Career Institute provides an on-campus classrooms and work-simulated laboratory environment with program-appropriate equipment to further acquaint students with the health care atmosphere that they will encounter in their chosen field of employment specialty. Class size is limited to an average of ten to twenty students per instructor to maximize learning and personal attention. Lunchroom and lavatories are also available for students use.

The method of programs delivery at Medical Career Institute is residential and designed for individuals with a wide range of academic preparation and educational needs. Our curricula are guided by and meet requirements of national accrediting agencies in preparing students for national tests to achieve their licenses and certificates

Approvals

Medical Career Institute is approved by the United States Department of Education and New Jersey Departments of Education and Labor and Workforce Development, Division of One Stop Coordination and Support, School Approval Unit, John Finch Plaza, Labor Building, 2nd floor, Trenton, New Jersey 08625.

The programs offered at Medical Career Institute are approved for Veterans training in the State of New Jersey. Medical Career Institute also participates in Workforce Investment Act (WIA) and vocational rehabilitation programs. Currently, Sterile Processing Technology and Clinical Assistant programs are eligible for participation in federal Title IV Students Assistance Program.

Medical Career Institute is an approved testing site for National Center for Competency Testing (NCCT) and National Healthcareer Association (NHA).

Accreditations

Accreditation is a voluntary process undertaken by a school to demonstrate compliance with specific standards intended to indicate a level of educational quality. There are two types of accreditations: Institutional and Programmatic. Institutional accreditation involves a comprehensive review of the entire school. Thus, when a school in the United States is accredited, it means it has passed a set of criteria stipulated by an accrediting agency, consequently allowing eligible students to apply for governments grants and loans. Programmatic Accreditation is achieved by the school for individual programs. Programmatic Accreditation provides graduates with the eligibility to sit for various highly recognized registry exams immediately upon graduation without any requirements of work experience. Programmatic Accreditation thus serves as a further indication that the program meets the highest standards of the education, and may therefore directly influence graduates with job opportunities. Currently, State of New Jersey and many other states mandate Surgical Technicians and Sterile Processing Technicians to be credentialed.

Institutional Accreditation

- **Medical Career Institute** is institutionally accredited by Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, 703 917-9503, www.abhes.org

Programmatic Accreditations

- **The Diagnostic Medical Sonography Program** is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North 158 Clearwater. FL 33763, P: 727-210-2350, www.caahep.org. The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) is a member of CAAHEP who votes to forward a recommendation of initial, continuing, transfer of sponsorship, probation, withhold or withdrawal of accreditation. JRC-DMS, 6021 University Boulevard, Suite 500, Ellicott City, MD 21043 P: 443-973-3251, www.jrcdms.org.
- **The Cardiovascular Sonography Program** is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North 158 Clearwater. FL 33763, P: 727-210-2350, www.caahep.org. The Joint Review Committee on Education in Cardiovascular Sonography (JRC-CVT) is a member of CAAHEP who votes to forward a recommendation of initial, continuing, transfer of sponsorship, probation, withhold or withdrawal of accreditation. JRC-CVT, 1449 Hill Street, Whitinsville, MA 01588 P: 978 456-5594, www.jrcvct.org.
- **The Surgical Technology Program** is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, 703 917-9503 www.abhes.org

Nondiscrimination Statement

Medical Career Institute, Inc. is an Equal Opportunity Employer and educational training institution. Medical Career Institute does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in all educational programs and activities as long as the applicant's special needs does not prevent them from properly providing the necessary and appropriate level of care to patients.

Admission Requirements and Procedures

1. All candidates must be at least eighteen (18) years of age before enrolling.
2. All candidates must have a valid government issued picture ID and a Social Security card.
3. All candidates must complete and sign pre-enrollment documents.
4. All candidates must possess a High School Diploma (High School Transcripts showing graduation date), or copy of General Education Diploma (GED). Foreign graduates must present a certified English translation of required documents and evaluation confirming that the documents meet U.S. equivalency.
5. All candidates enrolling into the Surgical Technology program must be a college graduate with a minimum of an associate degree. Unofficial or official transcripts are required.
6. Foreign graduates in addition must present certified English translation of required documents and an evaluation confirming that the degree meets at least U.S. equivalency of an associate degree or higher.
7. All candidates must be interviewed by an admission's representative and/or program director to review and discuss the program and prerequisites needed for enrollment.
8. All candidates must complete health clearance and immunizations, must have cleared background check and negative drug screening. Results may be required prior to the program acceptance.
9. All candidates must sign the Enrollment Agreement and pay the appropriate application/registration fees.

***School Director or Program Director makes the final decision of acceptance or rejection into the program.**

Transferability of Credits and/or Clock Hours

Medical Career Institute uses clock hours and quarter credit hours (see specific program outline) for providing transcripts of all completed courses. However, decision regarding the transferability of issued credit hours for completed courses is at the discretion of the receiving institution. Medical Career Institute does not provide assurance as to the transferability of credits earned.

Students seeking to transfer course credits from other accredited educational institutions are responsible for having Official Transcripts forwarded to Medical Career Institute for review. Only courses completed within the last five years and congruent to the selected program for which the student has earned a grade of "C" or above will be evaluated. Submission of school catalog or course syllabus for a review may also be required. The Educational Director makes the final decision as to the acceptance of course transferability.

Advanced Placement/Experiential Learning Policy

Students with credits from previous accredited programs may be eligible for Advanced Placement at designated periods within a specific program. Official transcripts will be evaluated upon receipt by the faculty and Educational Director. Experiential Learning for mastery of Medical Terminology from previous occupational experience may allow a perspective student to challenge Medical Terminology through examination. It is recommended that the curriculum be continuous and Medical Terminology be the initial course, even if the purpose is to reinforce knowledge.

Returning and Transferring Student's Policy

Medical Career Institute allows students to return and/or transfer to a different program provided students were not dismissed from the school. Although not guaranteed, returning and/or transferring students may seek a monetary scholarship for completed courses, however, they will have to attend all of the new program's classes. There are no attendance exemptions. Only courses completed within one year of the new program start date and congruent to the new program curriculum will be considered. The new program admissions criteria and requirements will apply. The final decision of acceptance or rejection of the returning and/or transferring students is made by the Program Director.

Reasonable Accommodations Policy

Medical Career Institute, Inc. as an Equal Opportunity Employer and educational training institution does not discriminate against individuals on the basis of special needs as long as the special needs do not limit the applicant in properly providing the necessary and appropriate level of care to patients and will be able to do so without creating a safety hazard to themselves or others, including patients. Applicants with special needs are required to complete a Special Accommodation Request form which is provided by the school.

ADA Compliance

Medical Career Institute complies with the guidelines set forth in the Americans with Disabilities Act of 1990. Individuals with special needs are allowed to apply to any of the programs offered by the Medical Career Institute. However, applications of candidates who indicate that they cannot meet one or more of the “Physical and Technical Standards” expected in the healthcare industry will be specifically reviewed and considered by the Medical Career Institute’s Review Committee which includes the Educational School Director, the Program Director, Faculty, Clinical Coordinator and/or Career Counselor. The Review Committee will determine if reasonable accommodations are possible to facilitate successful completion of the program in preparation for the national credentialing examination, the clinical lab and externship training. In its review of the applicant the Review Committee will determine if there are reasonable accommodations available for the applicant which will not create an undue hardship to the Medical Career Institute including but is not limited to making a fundamental alteration in the nature of the training activities program or in unwarranted financial or administrative burden. Applicant will be notified in writing of the decision of the Review Committee generally within fourteen (14) calendar days of the submission of the full and complete Special Accommodation Request Form. The decision of the Review Committee is final.

Physical and Technical Standards

Admission applicants must be able to perform specific skills in order to care for patients safely and perform all the essential job functions that will require of them to demonstrate cognitive, psychomotor, and effective job-related skills. Medical Career Institute has accepted the following standards for applicants to its programs:

1. Ability to communicate effectively and clearly in English to with patients, doctors and other personnel through speech, reading, and writing.
2. Ability to assist patients on and off exam tables, wheel chairs, etc.
3. Ability to regularly stand, walk, sit, kneel, squat, bend/stoop, use hands and fingers to handle or feel.
4. Ability with no limitations in the use of both hands, wrists, and shoulders.
5. Ability to manipulate dials, buttons, and switches.
6. Ability to distinguish audible sounds.
7. Ability to distinguish multiple shades of grey and colors.
8. Ability to read fine print with or without visual aid.

Registration for Courses

Prospective students may register (subject to availability of sets) at any time up to the first day of class for the initial courses. Students can register by mail or in person as long as the admission requirements are met and initial payment for the Registration fee was received (school accepts cash, money orders, personal and cashier checks). Students receiving financial assistance or who have a student loan should bring documentation of such when registering.

Orientation

All enrolling students are required to attend orientation prior to the start of classes. Orientation takes place on campus usually one or two days before the start of the class and it is two to four hours long depending on number of enrolled students. During the orientation students are introduced to school policies, administrative staff and faculty as well as navigating the school campus. Students receive a copy of the Medical Career Institute Student Handbook outlining the school’s rules, regulations, policies and the privacy rights of students (FERPA) as specified in the Official School Catalog. Medical uniforms (scrubs) and program books are also distributed. Use of school facilities, code of conduct, academic integrity, dress code, attendance, school closings, communication and teamwork are part of the discussion. Time management tips are presented to students during orientation with a goal to develop successful study habits in order to obtain Satisfactory Academic Progress.

Program Costs

Tests and Required Fees includes expenses associated with Background Check, Drugs Screenings, Healthcare Provider CPR & AED Certification, Student’s Comprehensive General Liability Insurance Policy, certification practice exams and initial testing for credentialing exam. White Lab coats are \$30.00 each and color coordinated (by program) scrubs with imprinted school’s logo are \$35.00 a set (one top and one bottom) and must be purchased by the student from Medical Career Institute as priced. Upon the acceptance to the program, nonrefundable (after 3 business days) \$100.00 application fee must be submitted within 10 business days. At that time the applicant will also sign an Enrollment Agreement and will be issued the Official School Catalog. The table below indicates programs tuition and expenses.

Program	Tuition	Application	Registration	Books	Supplies	Tools/Cert. Exam	Total
Surgical Technology	\$23,000	\$100	\$200	\$742	\$1,100	\$290	\$25,432

Additional Expenses

Prior to entering (on-campus and/or off-campus) laboratory skills area as well as assignment to a designated clinical externship site students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test or QuantiFERON-TB Gold). Necessary form will be provided. Students must also wear white sneakers or nurse’s shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above clinical necessities are the responsibility of the student and may vary according to different site’s requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

Non-Payment Policy

In the event it should be necessary to enter into a collection process, as a result of non-payment of any money due to the school there may be a 30% collection costs plus attorney’s fee added to the outstanding balance. Additionally, interest will accrue at a rate of 12% annually on any outstanding balance. School reserves the right to assign outstanding balance for collection without prior notice to student.

Certification Exams and Clinical Requirements included with the program

- Healthcare Provider CPR & AED
- Student’s Liability Insurance Policy.....
- Two sets of scrubs
- Background Check

Additional background check costs are incurred for the following:

1. Student has lived in more than two counties in the State of New Jersey,
2. Student has lived outside of New Jersey,
3. Student has had a name change within the last 7 years

- Drug Screening
- National Credentialing Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) www.nbstsa.org
 - Processing fee
 - Practice exam fee
 - Association of Surgical Technologists (AST) first year membership fee
 - Initial NBSTSA Certification Exam.....

***Retake of National Credentialing Exam is at student’s additional expense**

Cancellation Refund Policy

Students must adhere to the following procedures:

- All requests for cancellation by the student must be made in writing, signed and delivered by mail or hand to the Administration Office of Medical Career Institute 901 West Park Avenue Ocean NJ 07712.
- All monies will be refunded if Medical Career Institute does not accept the applicant or if the applicant cancels within three (3) business days after both parties signed the Enrollment Agreement.
- Students who cancel after (3) business days but prior to the first day of class attendance will receive a full refund of all monies paid less the application and registration fee of \$300.00
- Medical Career Institute reserves the right to postpone and/or cancel the scheduled class. Should Medical Career Institute cancel and/or postpone scheduled class for more than (30) thirty days, enrolled students may withdraw from the program and receive a full refund. No other compensation will be granted.

Withdrawal Refund Policy

Students must adhere to the following procedures:

- Students must complete a withdrawal form available in the Main Office and must submit it to the Administration.
- Refunds are determined for students who withdraw from a Medical Career Institute program prior to their expected graduation date.
- The date of withdrawal is the date that Medical Career Institute has determined that a student was no longer in school.
- Refunds are made within thirty (30) calendar days of the notification of withdrawal or forty-five (45) days from the last date of recorded attendance.
- The last date of recorded attendance is the last day that student has attended academic activity, which may include class projects, clinical experience or examinations.
- Books, equipment, supplies and/or uniforms are nonrefundable.
- Refunds are based on the tuition retention policy set forth below.

If Cancellation/Withdrawal occurs:

Medical Career Institute will retain:

During the first 5 days of the program.....	10% of the tuition
During the sixth thru the fifteenth day of the program	20% of the tuition
During the sixteenth day but prior to 25% of the program.....	45% of the tuition
After 25% but prior to 50% of the program.....	70% of the tuition
After completion of more than 50 % of the program.....	100% of the tuition

School Calendar

The school will observe the following legal holidays and vacation. Classes will not be held. Legal holidays and vacation are not counted as part of the contracted time schedule. School's vacation time doesn't apply to students participating at the clinical externship sites.

Legal Holidays

New Year's Day.....
Memorial Day.....
Labor Day.....
Thanksgiving (2 Days)

Vacation – School Closed

Independence Day (July 4th Week)

Christmas Day thru New Year's Day.....

Surgical Technology

Certificate Program / 81.5 Quarter Credit Hours

Day class 55 weeks / Evening class 55 weeks / 1300

The Surgical Technology Program at Medical Career Institute is accredited through the Accrediting Bureau of Health Education Schools (ABHES). Students are trained to become multi-faceted members of the surgical team to work closely with surgeons, anesthesiologists, registered nurses and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during, and after surgical procedures. Method of program delivery is residential. It includes well balanced on-campus time for lectures and demonstrations and on-campus (work-simulated) operating room laboratory for mock practice surgical procedures, proper scrub area and storage area. The off-campus Clinical Externship module of the curriculum is structured to include supervised hands-on training (requiring competencies logs and evaluations) at clinical externship sites such as hospitals, outpatient surgical centers, and endoscopy/colonoscopy clinics.

Objectives of the program:

- Teaching courses in terminology, anatomy, physiology, math, law, ethics, patient needs, patient care concepts, pharmacology, microbiology and surgical procedures.
- Providing clinical activities within on-campus work-simulated training laboratories that includes knowledge of surgical instruments and equipments, operating room design and set up for surgical procedures, surgical scrubbing, gowning and gloving, setting up the sterile field, following aseptic techniques, assisting other team members in the field, passing and retrieving instrument during surgery, counting surgical items for patient safety, end of the procedures room cleans up and proper technique of handling of sharps and biohazard materials.
- Providing students with off campus clinical externship experience that includes a supervised hands-on training (requiring competencies logs and evaluations) at the clinical site (hospitals and surgical centers).

At the completion of the program the diligent student will be:

- Proficient in performing entry-level surgical technician's tasks and responsibilities.
- Awarded a Certificate of Completion of an accredited Surgical Technology program.
- Establish eligibility to test for the Certified Surgical Technologist (CST) credentialing exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
- Able to seek entry-level employment in facilities such as hospital's operating rooms, labor and delivery, endoscopy/colonoscopy clinics, outpatient surgical centers.

Program Length and Schedule

The Surgical Technology Program is 1,300 clock hours in length and includes; 505 hours of on-campus didactic, 295 hours of on-campus laboratory skills, and 500 hours of off-campus clinical externship.

Day Classes: During the first 40 weeks of the day program classes are scheduled at 5 hours per day, Monday thru Thursday 8:30 a.m. to 2:00 p.m. and are held on-campus. The final 15 weeks (500 hours) of the program, students spend at off-campus clinical externship sites Monday thru Friday during the day hours. Clinical Externship days or hours may vary depending on individual sites and hours of operation however, students are required to extern for a minimum of 32 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details.

Evening Classes: During the first 40 weeks of the program classes are scheduled at 5 hours per day Monday thru Thursday 4:30 p.m. to 9:30 p.m. and are held on-campus. The final 15 weeks (500 hours) of the program students spend at off-campus clinical externship sites Monday thru Friday during the day hours. Clinical externship days or hours may vary depending on the site hours of operation. However, students are required to extern for a minimum of 32 hours per week. In addition, each course requires outside homework hours. Please refer to Program Outline and Course Syllabus for details. **There is no evening clinical.**

Laboratory and Clinical Requirements

Prior to entering (on-campus and/or off-campus) laboratory skills area, students are required to provide a complete Physical Examination including but not limited to current immunizations including Hepatitis B and 2 step Mantoux Test (Tuberculin Skin Test; necessary forms will be provided). Students must also wear white sneakers or nurse's shoes with closed toe and solid tops made of easy to disinfect materials, and white socks or stockings. The above laboratory and clinical necessities are the responsibility of the student and may vary according to different site's requirements. Medical Career Institute carries no responsibility for these requirements and/or charges.

Prior to assignment to a designated clinical externship site students will be required to have cleared Background Check, Negative Drugs Screenings Test, valid Healthcare Provider CPR & AED Certification and Student's Comprehensive General Liability Insurance Policy which protects the student in the event of a liability lawsuit. Upon successful completion of clinical externship, student will be given competencies evaluation based on procedures performed as deemed relevant to the Surgical Technology Program and offered by the site. Additionally, all students will be evaluated on their professionalism including appearance, punctuality, ability to assume responsibility and dependability, ability to communicate with staff and patients as well as following instructions and accepting constructive criticism.

Credentialing Exams

Upon satisfactory completion of the Surgical Technology Program, the graduates are eligible for and are encouraged to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) www.nbstsa.org credentialing exam. This credential is a nationally recognized voluntary certification that could enhance employment opportunities or income potentials. **However, registration or credentialing requirements for taking and passing examinations are not controlled by Medical Career Institute but by the agencies and are subjects to change by the agency without notice to Medical Career Institute. Therefore, Medical Career Institute cannot guarantee that graduates will be eligible to sit for certification examination, regardless of their eligibility status upon enrollment. Medical Career Institute carries no responsibility for these requirements and eligibilities and strongly recommends students verify their eligibility with NBSTA.**

Student Pregnancy Policy

Work in the healthcare setting can involve exposure to chemicals, radiation levels, infectious diseases or tasks that present risks to the fetus especially in the first trimester. A student who becomes pregnant or suspects she is pregnant is advised to notify the school director of that fact at the earliest possible date. (Voluntary disclosure of pregnancy: It is the decision of the pregnant student as to whether or not she wishes to notify program faculty of her pregnancy.) The student should provide the school director with a doctor's note stating the doctor's approval for the student to continue in the program. It will be the decision of the student as to whether she will or will not continue in school, request a leave of absence, or drop from the program, provided the student has put her decision in writing to the school director. The student will be placed in the next year's class only on a space available basis, should she decide to take a leave of absence. The school will not be obligated to permit any special work limitations to accommodate pregnant students. Once the school is informed of the pregnancy, and written statement by the student, the school shall not be responsible for any decision made by the student.

Student Employment While Attending Program

- **Policy:** Should a Surgical Technology student be employed, or gain employment at a medical facility during their clinical externship, the student must maintain separate schedules of hours for work and clinical education. Student's employment must be arranged outside of the clinical scheduled hours, and must not interfere with regular academic responsibilities. The employment must be non-compulsory, paid and subject to all employee regulations.
- **Procedure:** Students are allowed to gain employment while enrolled in the program; however, they must maintain separate schedules for work and clinical externship hours. It is the students responsibly to balance off their schedules. Any hands-on examination that is performed while working as a paid employee will not be considered as a part of clinical competency.

General Appearance and Personal Hygiene

Looking “Professional” helps one to act “Professional”.

1. Practice good personal hygiene, i.e., soap, water, deodorant. Abstinence from perfume, cologne and heavy makeup use is advised.
2. Nails must be clean and business length (no wraps nail polish or designs).
3. Long hair must be off shoulder and arranged in neat manner. No head covering, unless required for religious purposes.
4. Men – clean shaven, facial hair neat and trimmed.
5. Jewelry must be moderate and appropriate for a health care professional.
6. Facial piercing, i.e., eyebrow, nose, lip, etc., in most medical environments are not considered appropriate and may be considered hazardous to both the professional and the patient.
7. Tattoos shall be covered.
8. Scrub uniforms must be neat and clean, pants hemmed.

Employment

Many surgical technologists are employed in hospitals, surgical centers, ambulatory centers, specialty medical offices, and doctor’s offices. Their broad educational background plus specialized focus, allows surgical technologists to function in a number of diverse areas in their field. Some surgical technologists are contract employees and travel to healthcare facilities to provide service in areas that do not have access to such services. Number of surgical technologists with necessary experience will become instructors and preceptors. For expected salary please refer to web site: www.salary.com.

Working Conditions

Surgical Technologists typically work in healthcare facilities that are clean. They usually work in controlled, well lighted, air-conditioned and relatively quiet environments, but they also may perform procedures at patients' bedsides, operating rooms and other healthcare settings. Surgical technologists may be on their feet for long periods of time and may have to lift, push or turn disabled patients as well as equipment. They may at times be exposed to communicable diseases, unpleasant odors, sights and biohazard materials. Most surgical technologists work a regular 40-hour week, although they may be "on call", work nights, weekends and holidays on a rotating basis depending on their facility.

Surgical Technology Program Outline

Course	Module 1 /On-campus 20 hours per week	Lecture Hours	Lab Hours	Total Hours	Quarter Credits
CDW 100	Career Development Workshop Resume, Job search & interviews, Dress code, Professionalism	5	0	5	0.5
MT 101	Medical Terminology Medical words as word root, Prefixes, Suffixes and their meanings	50	0	50	5.0
AP 102	Anatomy and Physiology I Body organization, Cells, Tissue, Nervous System, Skin, Skeletal, Muscular	60	0	60	6.0
AP 103	Anatomy and Physiology II Respiratory, Circulatory, Digestive, Urinary, Endocrine, Reproductive	60	0	60	6.0
MS 104	Math Skills for Health Care Professionals Math and Conversions	50	0	50	5.0
Module 1 Total Hours and Quarter Credit Hours		225	0	225	22.5
Module 2 /On-campus 20 hours per week					
ST 201	Foundations of Surgical Technology I Orientation to Surgical Technology & the Profession, Hospital Organization, Principles of Microbiology and Sterilization.	80	45	125	10.0
ST 202	Foundations of Surgical Technology II Surgical Pharmacology, Patient Care and Safety Concepts, Wound Care, Surgical Equipment & Instruments, Basic Case Prep and Procedures	90	40	130	11.0
ST 203	Surgical Procedures I General Surgery, OB/GYN, Ophthalmic, otorhinolaryngologic	40	80	120	8.0
ST 204	Surgical Procedures II Oral and Maxillofacial, Plastic and Reconstructive, Genitourinary, Orthopedic	40	80	120	8.0
ST 205	Surgical Procedures III Cardiothoracic, Peripheral Vascular, Neurosurgery	30	50	80	5.5
Module 2 Total Hours and Quarter Credit Hours		280	295	575	42.5
Module 3 Off-campus 40 hours per week					
ST 301	Clinical Externship STEP I /Off-campus at Clinical Site Acclimatization to the Operating Room, Shadowing Scrub Nurse or Technician, Observing and/or Beginning to Scrub Minor Cases	0	0	200	6.5
ST 302	Clinical Externship STEP II /Off-campus at Clinical Site Scrubbing more Complex Cases, Assisting with Surgical Technologist's Tasks	0	0	150	5.0
ST 303	Clinical Externship STEP III /Off-campus at Clinical Site Scrubbing more independently in Minor and Advanced Cases, Performing Surgical Technologist's Pre-operative and Post-operative Tasks	0	0	150	5.0
Module 3 Total Hours and Quarter Credit Hours		0	0	500	16.5
Program Hours and Quarter Credit Hours				1300	81.5