CCBC

SCHOOL OF
HEALTH PROFESSIONS

SHP ADMISSION PACKET
SURGICAL TECHNOLOGY PROGRAM

SCHOOL OF HEALTH PROFESSIONS
THE COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP
2024-2025
CCBC Essex Campus

School of Health Professions (SHP)
Program Application Checklist 2024-2025

1. **Apply to CCBC**
   ☐ Complete the free CCBC application: [Apply to CCBC](#)

2. **Submit**
   ☐ Submit official transcripts/score reports to CCBC Registrar

   ☐ Follow this link for more details: [Next Steps](#)

3. **Complete**
   ☐ If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to [Transfer to CCBC (ccbcmd.edu)](#), click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review
   ☐ Review the Admission packet for your program

5. **Meet**
   ☐ Meet with a Health Professions Academic Advisor [Meet with an Advisor (ccbcmd.edu)](#)

6. **Take**
   ☐ If applying for Dental Hygiene, Radiography, Registered Nursing, Practical Nursing, or Practical Nursing-RN Bridge, register for and complete the TEAS test. More information about the TEAS and how to register: [TEAS](#)

7. **Apply**
   ☐ Access SHP CAS: [SHP CAS Login.](#) Dental Hygiene - [DH CAS Login](#)
   ☐ Complete each quadrant of the SHP CAS or DH CAS application

   ☐ Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications

   ☐ Submit the application with the non-refundable application fee by the program deadline

   For assistance:

   - Click the blue question mark in the top right corner of each page of the SHP CAS application

   - Email shpseat@ccbcmd.edu

   - Contact your Health Professions Academic Advisor

   - Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

8. **Check**
   ☐ Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

9. **Monitor**
   ☐ Regularly check the email address used in your SHP CAS or DH CAS application for updates and notifications. Check SPAM folder.

10. **Confirm**
    ☐ Log into your *[myCCBC](#)* account then review your *SIMON Degree* Audit to confirm transcripts from other institutions have been received and evaluated

11. **Be Notified**

    ☐ Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html
2. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/Degree-or-Certificate/Next-Steps.html
3. https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html
4. Meet with an Advisor (ccbcmd.edu) https://www.ccbcmd.edu/For/Accepted-Students/pages/Meet-with-an-Advisor.html
5. https://www.atitesting.com/teas
6. https://shp.liaisoncas.com/applicant-ux/#/login
7. https://dhcas.liaisoncas.com/applicant-ux/#/login
8. https://id.quicklaunch.io/CCBC

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Surgical Technology

Welcome

Thank you for your interest in the CCBC Surgical Technology program. Surgical technologists play an integral role on the surgical team within the operating room at hospitals, physician's offices, and surgi-centers. Surgical technologists prepare the operating room and sterile field; they set up surgical equipment, supplies & solutions. During surgery surgical technologists pass instruments, fluids and supplies to the surgeon while simultaneously maintaining & managing the sterile field and specimens. They are also responsible for performing a count of instruments, sponges, and other supplies to prevent foreign retained objects. (**www.ast.org**)

The Surgical Technology Program provides courses that offer the full range of clinical, laboratory and didactic experience to transition into practice as an entry level surgical technologist. Graduates of the program are eligible to be certified by the National Association of Surgical Technologists and Surgical Assistants (NBSTSA).

The Surgical Technology program is a **Selective Admissions Program** and enrollment in this program is competitive and limited by the availability of clinical facilities. Please carefully review the information contained within this guide to ensure you have completed all steps required for admissions consideration.

I wish you the best with the submission of your admissions application.

Sincerely,

Amy Flagler, CST, MHED, MHRM
Surgical Technology Program
Director

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Program Description

- o Associate of Applied Science Degree program.
- o Requires completion of both general education courses (English, Math, etc.) & surgical technology (SRTC) courses.
- o 2-year program of surgical technology classes.
- o Only one cohort is accepted each year.
- o A limited number of students are accepted for each class, based on availability of clinical placement and community need.
- o Surgical Technology courses start at the beginning of the fall semester.
- o Acceptance is competitive.
- o Program graduates are required to take the NBSTSA CST Examination, which is a national certification exam if need per accreditation mandate.

Accreditation

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) *www.caahep.org*; (303)694-9262, 19751 Mainstreet #339 Parker, CO 80138. In collaboration with CAAHEP, the Accreditation Review Council in Surgical Technology and Surgical Assisting (ARC/STSA) create, implement, and maintain the only recognized & accepted curriculum associated with the programmatic accreditor in surgical technology and surgical assisting sponsored by the American College of Surgeons (ACS).

Process

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

Application Deadline

June 1st for Fall start

Required Pre-requisite Coursework

Pre-requisites (or equivalent) must be completed with a 'C' or better and must be completed by the program application deadline. For best consideration, A's and B's in all courses should be obtained.

- • ALHL 115
- • BIOL 109 (or both BIOL 220 & 221)

- ENGL 101

Required Prerequisite Math Course

MATH 135 (or equivalent) can be in progress at the time of the application deadline. Applicants must maintain the Prerequisite GPA and receive a C or better grade prior to the start of classes in the fall semester. Courses not completed at CCBC must be transferred to CCBC and show up on the Degree Works Audit as MATH 135 prior to the start of classes in the fall semester. Not meeting any of the admission requirements will result in admission denial.

Additional Coursework

Additional courses (or equivalent) are considered for admission. All courses must be completed with a 'C' or better:

- PSYC 105
- CMNS 101
- CSIT 120

Admission Criteria

o   A CCBC GPA of 2.00 for any courses completed at CCBC
o   Overall GPA in Pre-requisite courses, of 2.00 or better
o   Signed and uploaded Technical Standards form
o   Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the "How to submit your final transcript" section of the Apply Now webpage at: https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx. It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.
o   Per industry standards, applicants to the Surgical Technology program must be 18 and have received a GED or HS diploma before starting program courses.

Steps for Admission

1. Apply for admission to CCBC at http://www.ccbcmd.edu/apply
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. After successful completion of the prereqisites, log into https://shp.liaisoncas.com/applicant-ux/#/dashboard and apply to the **CCBC SHP**

Surgical Technology program by the application deadline. The **non-refundable** $50 applicationfee is due at time of submission. You will need your CCBC Student ID #, username and password.

5. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS and the CCBC Registrar's Office by the application deadline.

6. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS program application has been verified. Instructions will be in an email.

Transcripts

➢ Official transcripts from <u>ALL</u> US colleges and universities attended by the applicant are requiredto be submitted to the SHP CAS <u>and</u> to the CCBC Registrar.

➢ Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit.

Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP, may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript Processing Center and to CCBC, 4 to 6 weeks prior to the application deadline. If the program that you are applying to only requires an unofficial transcript sent to the SHP CAS, you must stillsubmit Official Transcripts to CCBC for transfer of credit.

How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs for which you are applying.

To Send an Electronic Transcript

1. Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make anaccount. You will be asked where you would like the credential/transcriptsent, type SHP CAS into the search bar.

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2. You will then be asked for the Application ID, this number is found in the 'Order Your Official Transcript' screen in the SHP CAS application, in Step 3. Copy and paste the number in the space on the e-transcript servicepage.
3. Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.

To Send a Paper Copy Using the US Postal Service

1. You can use the mail system to send paper copies of your Official Transcript. Click on the word 'Order', choose Option 2: Order a Mailed Paper Transcript. Click 'Download Transcript ID Form' and print the form. Contact the Registrar at each institution you attended, and request one official transcript be sent to SHP CAS.
2. Provide the Registrar with the following items:
   a. SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CASID number on the transcript before mailing it.
   b. Give the Registrar this mailing address:

SHP CAS Transcript Processing Center
PO Box 9134
Watertown, MA 02471

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to- CCBC-from-another-college.aspx. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

How to determine if your Transcripts are received

Applicants are responsible for checking to see that the official transcripts have been received at the required locations (SHP CAS AND CCBC)

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1. SHP CAS - log into your CAS applications and select the Check Status tab in the upper right corner. All expected transcripts will be listed, and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on theblue question mark at the top of the application if you have questions about your transcript.
2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine ifyour transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may ormay not have been transferred into CCBC.

Admission Response

Decision letters are typically emailed between 6-8 weeks after the application deadline.

Important Information

- In order to progress through and graduate from the Surgical Technology program, applicants must successfully complete all courses with a grade of "C" or better.

- If an applicant earned a D or F grade as the last grade in a course used for admission consideration, even if the student is currently enrolled in the repeat, the applicant is not eligible to apply for the Surgical Technology program. The applicant must first replace the D or F grade with a passing grade. Once the new grade has been posted on the student's transcript, then the applicant will be eligible to apply during the following admission cycle.

- Applicants who have failed out of a Surgical Technology program or have earned two failing grades in the Surgical Technology program are not eligible to apply for admission to the Surgical Technology program for a period of 5 years, counting from the semester of the failure.

  - Students who have a W, D or F in a Surgical Tech course taken within 5 years of the program start MUST submit a letter or email directly from that program's Director stating that they are in good standing within the program and are currently admissible if they wish to be considered for a CCBC Surgical Technology program.

Post Admission

Once admitted into the program, students receive an email with program information from the program director. Topics such as uniforms, CPR, medical information (physicals, immunization, and health insurance requirements), criminal background checks, drug

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screening, and required software and/or other materials are. Please follow all directions very carefully and meet all required deadlines.

The Surgical Technology program conducts a mandatory orientation session at the end of the summer before the start of the program. In addition, Surgical Technology students are required to attend the School of Health Professions New Student Orientation program in late August.

Financial Information

Surgical Technology students will spend approximately $600.00 for Surgical Technology textbooks throughoutthe program. In addition to textbooks, students also need to purchase student uniforms which will cost about $300.00. Prior to starting clinical education, Surgical Technology students must have a medical examination performed by their personal physician along with up-to-date immunizations, including COVID-19. This medical cost will vary.

Criminal background checks and drug screening will cost approximately $70.00. A student clinical tracking software is also required and has a yearly cost of $125.00, which is included in course fees.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathways Advisor** only. For the Essex campus call 443- 840-1973 or visit the Student Services Center room 120A. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at Contact an Academic Advisor.

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbcmd.edu

Surgical Technology Office at Aflagler@ccbcmd.edu

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Technical Standards for CCBC Surgical Technology Program

The duties of a surgical technologist require the ability to stand for long hours while constantly being focused on the task at hand. Surgical Technologists must exercise safe practices while exposed to unpleasant sights, orders, materials, and communicable diseases. Their duties also require them to function quickly with accuracy while being detail oriented. A high level of manual dexterity, psychomotor skills, and integrity are vital. Sign and submit to your SHP CAS application.

I. Physical Requirements
    a. Sufficient strength and mobility to:
        i. Lift and position anesthetized patients
        ii. Move swiftly within close quarters while maintaining the sterile field
        iii. Lift large instrument trays weighing up to 30 pounds
        iv. Stand in one small area for long periods of time
    b. Fine motor coordination sufficient to perform precise and delicate tasks such as:
        i. Handle delicate surgical instruments
        ii. Safely handle surgical and hypodermic needles
        iii. Manipulate instruments while attached to body tissues
    c. Adequate vision to:
        i. Visualize and control fine surgical needles and suture
        ii. Identify fine microsurgical instruments
        iii. Read medication labels at least one foot away
        iv. Visualize the operative field in detail
        v. Read instruction sheets and computer screens
    d. Sufficient hearing to:
        i. Hear and understand verbal instructions under noisy conditions from masked personnel
        ii. Hear alarms and operating noises from machines and equipment

II. Interpersonal Skills and Professionalism
    a. Work in a professional manner as a member of the surgical team under extremely stressful situations
    b. Maintain composure during emergency, life and death situations
    c. Adequately deal with many personalities and attitudes of other team members
    d. Respect and protect patient rights, especially confidentiality
    e. Interact with other health professionals in a polite and professional manner
    f. Maintain a surgical conscience
    g. Adhere to the policies and standards of specific medical facilities
    h. Maintain proper certifications required to perform the duties of the profession (ex., CST,CPR)

III. Communication Skills
    a. Give and receive accurate written and verbal instructions
    b. Carry out written and verbal instructions
    c. Communicate through proper channels
    d. Communicate in a calm and professional manner
    e. Accurately interpret the patient's needs
    f. Communicate clearly and effectively to any team members regarding breaches in sterile technique
    g. Provide public education related to the profession of Surgical Technology

IV. Intellectual Ability and Emotional Stability
    a. Exercise independent judgment to properly care for the surgical patient
    b. Accurately utilize all resource material available to prepare for the surgical procedure
    c. Accurately identify, calculate dosage, and transfer medications
    d. Work calmly and efficiently in stressful situations
    e. Maintain calmness during emergency situations
    f. Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials

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      g.   Complete Program requirements

V.   Technical Requirements

    a.   Adequately operate a computer system

    b.   Perform entry level computer tasks such as sending and receiving correspondence through email

    c.   Competently able to navigate & operate machines and equipment in the operating room

    d.   Sufficiently complete basic computer processing tasks in order to remain current with competencies and other hospital requirements.

    e.   Remain current on technological advancements in the field of surgical technology

    f.   Manipulate, organize, & operate equipment required for robotic surgery

VI.   Environment Requirements

    a.   Surgical Technology work involves risks and/or discomforts that require special safety precautions including, but not limited to:

        i.   Wearing gowns, caps, masks, gloves, and eye protection (and other personal protective equipment as required)

        ii.   Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella

        iii.   Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis

        iv.   Submitting to periodic drug screening

        v.   Receiving Flu shot annually

        vi.   Remain composed and focused when exposed to unpleasant sights, odors, sounds, and communicable diseases.

Declaration - I have read and understand the technical standards required for the Surgical Technology program at CCBC. I hereby declare that I am able to meet the above-listed essential technical standards. *BE SURE TO SUBMIT WITH APPLICATION*.

Name of Applicant (Print or type)   Signature of Witness/Date

_____   _____

Signature of Applicant   Date

_____   _____

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