



Surgical First Assistant Program

Traditional 2-year Associates Degree/CCC Information Application

Thank you for choosing the Surgical First Assistant Program at Gulf Coast State College ("GCSC"). You have **chosen an accredited program with a great pass rate**; 100% pass rate on the CST and 94% on the CSFA certification exams for the year 2017. The campus-based program can be completed in **two years, 24 months full-time** program for those with no previous surgical experience. Upon successful completion, students will be eligible to sit for the dual certification examinations to become a Certified Surgical Technologist and a Certified Surgical First Assistant through the NBSTSA.

The recommended Summer and Fall prerequisites for the beginning student should be completed **prior to the January Core Program start date**, as listed in the attached Master Schedule. Applications should be submitted as early as possible as the "date received" is considered in the selection process. **Program application deadline is June 1st of each year.** *Students may apply after the deadline provided there is space available in the program.*

There are two options for program completion. You can choose to complete either the College Credit Certificate option with 59 credits, or the Associate in Science Degree option with 74 credits. You will need to declare your major when you submit your program application by checking the appropriate line on the form.

Note for nationally accredited Certified Surgical Technologist Applicants: Those who already possess certification as a Surgical Technologist (**CST or TS-C**) can receive up to a maximum of 45 external credits and enter the program as a 2nd year student. Request the CST-to-CSFA application packet by email from Lmcnaron@gulfcoast.edu. Completion time is typically 2-3 semesters (8 months to 1 year) depending on full time or part time enrollment and your dedication to completing each course. Once your transcripts are received, evaluated and entered, a personalized plan for either the AS degree or CC Certificate can be completed.

For those with no experience or experience in another healthcare field: Please read the attached application packet, or visit our website to learn about our program, student responsibilities, and the job classification of Surgical First Assistant at <http://www.gulfcoast.edu/surgical-first-assistant>. Additional information regarding this career can be found at www.surgicalassistant.org, the official website of the Association of Surgical Assistants. If you decide that becoming a Surgical First Assistant is for you, then begin the process by applying to the program and following the attached step-by-step instructions.

If you have any questions or need to schedule an advising appointment, please feel free to e-mail me at Lmcnaron@gulfcoast.edu; or call the Health Sciences Advisor, Craig Wise, at (850) 913-3311. We look forward to working with you.

Sincerely,

Libby McNaron, RN, CST/CSFA, CNOR, MSN, MSHRM, FAST
Surgical Services Coordinator

rev. 7/2018

Surgical First Assistant

FIELD DESCRIPTION

Surgical First Assistant is a rewarding career opportunity. In this program of study, students are taught the technical skills necessary to become employed as a Surgical First Assistant.

Surgical First Assistants are allied health professionals who are an integral part of the team of medical practitioners providing surgical care in a variety of settings. The team works together in the operating room to ensure the patient receives quality care during a surgical procedure. A surgical first assistant works closely with the surgeon to facilitate the procedure and process of surgery. A surgical first assistant possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Surgical First Assistants have the primary responsibility for maintaining the sterile field, understanding the procedure being performed, anticipating the needs of the surgeon, maintaining knowledge base, maintaining quality patient care during the operative procedure, and being constantly vigilant that all members of the team adhere to aseptic technique. Surgical first assistants are expected to prepare and position the patient for surgery, assist in visualization of the operating field, provide hemostasis, harvest surgical grafts, perform closure of incisions, and apply various wound dressings. In addition to these intraoperative duties, surgical first assistants also perform pre- and postoperative activities to facilitate optimal patient care. Surgical first assistants work under the direct supervision of the surgeon, following facility protocol and policy as well as other laws and regulations.

CAREER OPPORTUNITIES

Graduates of the Surgical First Assistant Program take the first step toward becoming an integral part of the surgical team. Hospitals, outpatient surgery clinics, private practice and other surgical centers are extremely interested in hiring skilled individuals to assist in surgical procedures to promote optimal patient outcomes. Career possibilities include being a Staff First Assistant in the Operating Room, Labor and Delivery, Outpatient Surgery, for a physician, or self-employed. Other opportunities include becoming a chief technologist, central sterile manager, materials manager, surgery scheduler, clinical preceptor, or educator. Associated careers include medical sales representatives, office manager, tissue/organ procurement and transplantation technician, research or veterinary assistant, or becoming a laser or endoscopic technician. The Surgical First Assistant may choose to pursue a college education to become a physician assistant or surgeon. Other doors may be opened in the health care field as outlined in brochures by the Association of Surgical First Assistants.

There are many areas of surgery that rely on quality assisting. Surgical first assistants learn skills for a variety of surgery specialties:

- Cardiovascular surgery
- Genitourinary surgery
- Neurosurgery
- Plastic surgery
- Spinal surgery
- Trauma surgery
- General surgery
- Head and neck surgery
- Orthopedic surgery
- Robotic surgery
- Thoracic surgery
- Vascular surgery

Advanced surgical first assistants gain respect of peers, become members of various professional organizations and create opportunities within the workforce. The SOC, Standards Occupational Code, is 29-9093 (Effective January 2018); for surgical technologists the code is 29-2055.00. "Assist in operations, under the supervision of surgeons. May, in accordance with State laws, help surgeons to make incisions and close surgical sites, manipulate or remove tissues, implant surgical devices or drains, suction the surgical site, place catheters, clamp or cauterize vessels or tissue, and apply dressings to surgical site. Excludes "Registered Nurses" (29-1141) and "Surgical Technologists" (29- 2055)."

EARNINGS POTENTIAL

Based on national salary information gathered in 2017 from Salary Expert, the overall median average salary for a Surgical First Assistant is \$71,288. The average median salary for the CST is approximately \$44,330.

PROFESSIONAL ORGANIZATIONS

- Association of Surgical Assistants: www.surgicalassistants.org
- American Board of Surgical Assistants: <https://www.absa.net>
- National Board of Surgical Technology and Surgical Assisting: <https://www.nbtsa.org/>
- National Commission for the Certification of Surgical Assistants: <https://www.nsaa.net/education/examination>
- National Surgical Assistant Association: <https://www.nsaa.net>

Gulf Coast State College Consumer Information Notification

The Higher Education Act (HEA) of 1965 is a federal law which authorizes student aid programs. Reauthorizations of this act prescribe disclosure requirements for institutions wishing to participate in the federal student aid program. As a prospective student or enrolled student of GCSC you have a right to the following consumer and safety information. Paper copies of this information will be provided upon request to the financial aid office. Please call (850) 872-3845 or visit the Financial Aid Office in person if you have any questions.

- General disclosures, including GCSC's report on athletic program participation rates and financial support data, is found at: <http://www.gulfcoast.edu/tuition-aid/financial-aid/consumer-information.html>
- Info on financial aid available to students is found at: <http://www.gulfcoast.edu/tuition-aid/financial-aid>
- GCSC's annual Security Report is found at: <http://www.gulfcoast.edu/campus-life/campus-safety/clery-act.html>
- The Family Educational Rights and Privacy Act is found <http://www.gulfcoast.edu/admissions/ferpa.html>

Gainful Employment (GE) Information

- Link to the Department of Education's Gainful Employment Questions & Answers: <http://ifap.ed.gov/GainfulEmploymentInfo/GEFAQV2.html#Disclosure>
- Link to the GCSC Gainful Employment section of our Consumer Information webpage: <https://www.gulfcoast.edu/tuition-aid/financial-aid/consumer-information.html>
- Link to the general GCSC Gainful Employment webpage, which lists each aid year's GE disclosure: <https://www.gulfcoast.edu/tuition-aid/financial-aid/gainful-employment/index.html>

Program specific GCSC Gainful Employment (GE) webpage:

- Surgical First Assistant Certificate GE Information, click on the specific program Surgical Assistant: <https://www.gulfcoast.edu/ge/sfa>

CAAHEP-ARC/STSA STANDARDS

All programs must publish the approved Outcomes Assessment Exam (OAE) pass-rate from the program's most recently submitted Annual Report. Students take the National Board of Surgical Technologist and Surgical First Assistant Examination to become dually certified as a Certified Surgical Technologist (CST) and Certified Surgical First Assistant (CSFA) which are accredited certifications which are recognized nationally.

Surgical First Assistant School Year	CAAHEP Annual Report Year	Certification Pass Rate	NBSTSA National Average
8/1/2017- 7/1/2018	Future Report		Unknown 2018
8/1/2016 - 7/31/2017	2018	94%	(2017) 69.1% (69.1% Web)
8/1/2015 - 7/31/2016	2017	88%	(2016) 66.2%
8/1/2014 - 7/31/2015	2016	82%	(2015) 66.7%
8/1/2013 – 7/31/2014	2015	80%	(2014) 61.6%

Surgical Technology Dual Examination School Year	CAAHEP Annual Report Year	Certification Pass Rate	NBSTSA National Average
8/1/2017- 5/15/2018	Future 2019 Report	100%	Unknown
8/1/2016 - 7/31/2017	2018	100%	(2017) 58.6% (77.9% Web)
8/1/2015 - 7/31/2016	2017	86.7%	(2016) 69.8% (76.9% Web)
8/1/2014 - 7/31/2015	2016	94.4%	(2015) 70% (75.5% Web)
8/1/2013 - 7/31/2014	2015	87.5%	(2014) 69.8% (74.4% Web)



Student Checklist

Surgical First Assistant Applicant

Responsibilities



Apply to the College

___ **Step 1. New students should apply for General Admission to GCSC.** Applications are completed online at: <https://www.gulfcoast.edu/apply>.

- **Returning students who have not attended GCSC in the past year must reapply for admission.**

While working on admission to this program, you may choose the Associate of Arts as your major only if you intend to complete that separate degree either before or after this limited access program To request a major change, visit: <https://www.gulfcoast.edu/admissions/documents/program-change-form.pdf> Students declaring an unintended major for the sole purpose of receiving financial aid, may be subject to penalties including repayment of any financial aid received.

___ **Step 2. New students must pay the \$20 non-refundable college application fee** online, at the Bookstore, or at the GCSC Business Office (in person or by phone). **If this is not paid, you will be unable to register for courses.**

- **Returning students who have not attended GCSC in the past year must reapply to the college to update their status, but there is no fee.**

___ **Step 3. New "first time" GCSC students (who are not college transfer students or those with degrees) must complete the College Orientation at no expense, either in person or online.** The instructions are at: <https://www.gulfcoast.edu/admissions/new-student-orientation/index.html> **Orientation** must be completed in order to register for courses.

___ **Step 4. Request OFFICIAL high school transcripts, or GED equivalent with scores, and have them mailed to Enrollment Services at GCSC. Evidence of high school graduation date must be on file to register a 2nd semester.** Forms are available in the Enrollment Services Office, online, or in this application packet.

___ **Step 5. Request OFFICIAL transcripts from all colleges attended, and have them mailed to the Enrollment Services at GCSC.** A request form is available in this application packet. Grade point average (GPA) of 2.0 or greater (on a 4.0 system) is required for all school, college, and/or university coursework attempted. A GPA less than 2.0 may be acceptable, but the student will be admitted on probation. Higher grade point averages will be given greater consideration in the selection process.

Unofficial transcripts or copies of transcripts cannot be used by the program to award official credit. If you want consideration for course substitutions or external credit, you must request an official evaluation of your credits, exams, or experience by contacting the Enrollment Services Office. It can only be completed after the official transcripts are received from your former college registrar's office to the GCSC registrar's office.

NOTE: When applying to the program, if you have any type of degree (including a Bachelor's Degree or higher), any course substitutions must be made on an External Credit Evaluation form. You must request this analysis of your transcripts with the Enrollment Services Office; call Merissa Hudson, ext. 4888.

NOTE: In order to transfer, the college or university must be accredited by a regional or nationally accepted accreditation program as approved by GCSC policies as outlined by Florida State Department of Education and SACS / CAAHEP (Accreditation Standards). Please verify that the course(s) you will be taking from other institutions (an accredited institution) qualify for transfer prior to enrollment in that course.

___ **Step 6.** Of those applicants who do not have transferable degrees or college credits, you **may be required to take the PERT college placement tests (Post-Secondary Education Readiness Tests), prior to entry,** and achieve the minimum PERT scores of Reading 106 and Writing 103 for English; Math 114 for MGF or STA Math Classes (Math 123 for MAC1105); to meet the basic entry skills requirements for the A.S. Degree. Those not achieving the minimum recommended entry scores may still apply and be considered for admission to the prerequisites on probation. ACT, SAT or ACCUPLACER scores may be utilized instead if you have already taken those exams within the past two years. See Test Score Worksheet.

- **Students may be exempt** from taking the entrance exams or college orientation if they have attended college level courses, have an Associate Degree or higher, or have taken ENC1101. However, if you do not have any testing scores, you will not be able to earn those selection points for the acceptance process.

- **Note:** When the number of applications exceed the number of positions available, assessment scores such as ACT, SAT, and PERT are utilized as part of the selection process. An admission criteria selection process based on performance in previous classes, GPA, etc. is utilized.
- **For those REQUIRED TO TAKE the College Placement Exam or those who decide to take the exam to earn admission index points:** The PERT entrance tests can be taken at any Florida educational facility or college and scores transferred to GCSC. To hear testing schedule at GCSC, call (850) 769-1551, ext. 2899. Contact the GCSC Testing Office with test questions, verify equivalent tests, and transfer directions.
- If you are having scores transferred, they must be officially transferred **from their testing center to our testing center** so they can be entered into your record. The phone number for the GCSC Testing Center is (850) 769-1551, ext. 3856, or ext. 3533.
- If you wish to study prior to taking the exams, you may go online to take free practice tests, obtain a free study guide copy and/or purchase a study guide (for reading, writing, and math) online or at a commercial bookstore.

___ Step 7. **Begin Financial Aid** and seek assistance, as needed. Visit the GCSC website at <https://www.gulfcoast.edu/tuition-aid/financial-aid>.

Apply to the Surgical Assistant Program

Note: *If you need Anatomy & Physiology I, it is best if you apply and register asap to get into the class you prefer. Students who apply prior to April 15th to register for your Summer prerequisites appear to have more choices.*

___ Step 8. Go to <https://www.nbtsa.org/> and www.surgicalassistants.org to review job descriptions, certification requirements, and other links to find out more about the job. Watch surgery on television, and do personal research on the Internet about the profession. Review information packets given to you, so that you are fully informed about the class. Complete the Student Planning Guide (enclosed).

___ Step 9. **Submit Surgical First Assistant application forms** in person, by mail to GCSC Health Sciences; Attn. Craig Wise, 5230 W. Highway 98, Panama City, Florida 32401; or by fax to (850) 747-3246 attn. Craig Wise, or **Libby McNaron** and include:

- ___ 1. Completed program Application Form
- ___ 2. Signed Duties Acknowledgement Form (enclosed)
- ___ 3. Completed Student Planning Guide (enclosed)
- ___ 4. Submit proof of age - 18 years or older prior to Jan. 1st (COLOR COPY of Driver's License or ID card)

___ Step 10. Give 2 people you know the **Personal Reference Forms** (enclosed) to complete. **Be sure to print your name and sign the top section giving them permission to fill out the form.** These forms should be mailed to GCSC Health Sciences, Attn. Craig Wise, 5230 West U.S. Highway 98, Panama City, Florida 32401. References can be from a pastor, family friends, former teachers, or current/past employers. *A reference letter from an employer, teacher or supervisor earns 1 point each on the admissions index form if the student achieves an "above average recommendation with enthusiasm".*

___ Step 11. **Schedule an advising meeting** with the advising center or our Health Sciences Advisor, Craig Wise, at (850) 913-3311 to enroll in any general education, medical terminology or anatomy and physiology classes prior to Fall of each year. See Master Schedule for recommendations for Spring or Summer Sessions. **A&P I with lab must be completed prior to FALL each year to prevent delays in admission.**

Register for the Prerequisite Courses - Deadline is August 15th

If you are a CST applicant (currently certified), request a CST-to-CSFA application packet.

___ Step 12. In June/July each year, the Program Coordinator, Libby McNaron, Lmcnaron@gulfcoast.edu, will evaluate transcripts for possible course substitution, and/or enroll students in the Fall recommended prerequisites, if not already completed. (See the attached Master Schedules.) Forms for entry into the Fall course will be e-mailed at that time.

If you are a licensed EMT, CNA, or LPN, proof of current licensure or certification must be submitted with portfolio packet for external credit or course substitutions. Your student folder must be complete with regard to any steps above.

_____ **Step 13. Once you receive your email from the coordinator with instructions: Complete the CastleBranch Clinical Clearance Process by the first week of FALL classes, to continue in the prerequisite classes HSC1000 and HSC1000L, Orientation to Perioperative Services and Lab.** This is required in order to visit clinical sites. Failure to complete or submit all forms prior to clinical attendance can result in a failing grade in the Lab class. Students will be ineligible to continue into the January courses. When completed, the following are to be uploaded to CASTLEBRANCH.

Note: CST students will follow the facilities clinical requirements for working with their mentor surgeon as part of their clinical practicum requirements.

- _____ **Upload the *current* GCSC Physical Examination form, with satisfactory results, signed by a healthcare provider.** Physical examination is good for the length of the program.
- _____ **Mandatory PPD, TB skin test, TB blood test, or current chest x-ray report less than a 1 yr. old with a TB Screening Form.** This is an annual requirement; CastleBranch will send you a reminder.
- _____ **GCSC Immunizations Form completed and signed by a healthcare provider.**
- _____ **Latex Allergy Assessment Form completed. *If allergic to latex*, you'll need clearance from your physician to attend the program.**
- _____ **Satisfactory background check, at the student's expense, which must be completed as instructed by CastleBranch**
- _____ **A chain-of-custody 10-panel urine drug screen, at student's expense, is required by affiliating clinical agencies for clinical clearance. (Follow the directions by GCSC paperwork and CastleBranch.)**
- _____ **Upload a completed Admission Career and Advising Form.**
- _____ **Upload a copy of current, valid American Heart Association Healthcare Provider CPR certification and maintain certification throughout the entire length of the program.** This is the only acceptable certification. Courses are available through Corporate College (located 2nd Floor Student Union East) or in the community.

_____ **Step 14. Pay for the courses that you're registered in.** You can pay online through MyGCSC (Lighthouse) at <https://mygcsc.gulfcoast.edu>, in-person at the Bookstore, or by calling the Business Office at (850) 769-1551, ext. 3534 to pay with a credit card. **Fees not paid by due date will result in being dropped from class; should this happen, go to Enrollment Services Office to register immediately and pay for courses *the same day*, or arrange financial aid.**

Admission to the Core Surgical First Assistant classes for applicants

- _____ **Step 15. When offered a position, follow up with Instructor to discuss the program and obtain the acceptance packet.**
- _____ **Step 16. Student will be offered an Orientation meeting or online Orientation session.** This Orientation meeting will provide information on what to expect during the course, and what the Instructor expects from the student. If selected, you are encouraged to complete the Orientation meeting so that you will be prepared for by the program start date. Family members are invited and encouraged to complete this Program Orientation class with the student.

Non-experienced application deadline to apply is June 1st of each year.

Applications are accepted after the deadline provided space is available in the program

Enroll in recommended prerequisites by May and then Fall Semester. Students must complete Anatomy and Physiology 1 and 2 with Labs prior to acceptance into the Core program (Jan. 1st).

****Experienced CST students may be accepted up to 2 weeks prior to the scheduled mandatory lab session provided space is available.***

IMPORTANT INFORMATION REGARDING YOUR BACKGROUND

Applicants to the surgical programs in the Health Sciences Division of Gulf Coast State College work very hard to meet the entry requirements for selection. Our programs make every effort to accept as many academically qualified students as possible. In addition to meeting basic entry requirements, however, applicants must also consider how their personal history and background may affect their ability to meet admission and clinical requirements, sit for various state licensure exams, and ultimately gain employment.

Criminal Background Checks

As part of your provisional acceptance into the surgical programs, an acceptable background check (including Level II fingerprinting) and drug screening must be completed. Gulf Coast State College utilizes CastleBranch Corporation for this service, as well as tracking compliance with immunizations and other program requirements. Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access.

It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check. An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website (www.doh.state.fl.us/) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Student applicants DO NOT complete background checks until directed to when provisionally accepted into the Surgical Programs. Information and instructions on how to complete the background check will be sent by the program coordinator.

Please read the following information carefully:

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations. The statute can be found online at:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html

456.0635 Health care fraud; disqualification for license, certificate, or registration.

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
 - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
 1. For felonies of the first or second degree, more than 15 years before the date of application.
 2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
 3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;
 - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
 - (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
 - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
 - (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Send Color Photograph of Self (Head & Shoulders) to be attached here.

GULF COAST STATE COLLEGE
HEALTH SCIENCES DIVISION
 5230 West U.S. Highway 98
 Panama City, FL 32401-1058
 (850) 913-3311
 (850) 747-3246 - fax

Date received by office:

 Date student contacted:

APPLICATION FOR ADMISSION
SURGICAL FIRST ASSISTANT PROGRAM

- CCC - College Credit Certificate - Prerequisites start May & August; Program starts January.**
- SFA2-AS - Surgical First Assistant / A.S. Degree** ___ General Education Plan Requested
- Check if you have previous healthcare provider experience. Area:** _____
- Check, if you are a CST - Certified Surgical Technologist wanting to become a CSFA.**

Program start dates: _____ *August* _____ *January* _____ *March*

Answer all questions; please TYPE or PRINT (submit form as soon as possible).

Name: _____
 First Middle Last Maiden Name

Home Address: _____
 Street and Number City State Zip County

Permanent or Mailing Address (If different from above): _____

Social Security Number: _____ **Mandatory** Student ID No. _____

E-Mail: _____ Home Phone: () _____

Cell Phone: () _____ Business Phone: () _____

EDUCATION

OFFICIAL TRANSCRIPTS must be mailed and received by the Enrollment Services Office.

ALL schools and colleges attended must be listed for the application to be complete. **Use additional sheets, if necessary.**

Name of School	Location of School	From <small>Month / Year</small>	To <small>Month / Year</small>	Did you receive Diploma, Degree or Certificate?	What was your Major / Minor?
High School or GED					
Vocational / Other Technical Program					
College or University					
College or University					

LICENSES AND CERTIFICATION - ATTACH COPIES

Type	Issued by which State or Agency?	License Number	Expiration Date

For CST applicants, please attach a copy of your certification verification from AST website, or a copy of your card showing that you are currently certified.

CONTACT INFORMATION

Please provide information about three people who will always know where to locate you:

	Name	Mailing Address	Telephone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

HEALTHCARE RELATED WORK EXPERIENCE, MILITARY EXPERIENCE, and/or VOLUNTEER EXPERIENCE
Use additional sheets, if necessary.

1. EMPLOYER: _____

Address _____ Phone: _____ Extension _____
 Street and Number City State

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties: _____
 Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

2. EMPLOYER: _____

Address _____ Phone: _____ Extension _____
 Street and Number City State

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties: _____
 Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

PLEASE READ AND SIGN THE FOLLOWING

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission or falsification of information is cause for denial of admission from the program. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any of the programs in the Health Sciences Division. I further understand that background checks and drug screening are routinely required at most clinical facilities prior to the students' clinical placement.

NOTE: Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 West U.S. Hwy 98, Panama City, FL 32401; 850-872-3866.

Signature of Applicant _____ Date _____

RETURN APPLICATION TO:
Gulf Coast State College
Health Sciences Division - Room 200
5230 W. U.S. Highway 98
Panama City, FL 32401-1058
E-mail return: *Lmcnaron@gulfcoast.edu*

IN CASE OF EMERGENCY, PLEASE NOTIFY:
Name: _____
Address: _____
Phone: _____

Student Planning Guide

Please complete, in full, and submit this form with your application packet. As an Instructor, I want to be sure that you have been fully informed and understand the career field that you have chosen, so that you can be successful in the completion of this program. If you have any difficulty completing this form, **you can find the answers in the application packet.** For further information, go to either our website or the professional organizations www.surgicalassistants.org or www.absa.net. If you still have questions, e-mail Lmcnaron@gulfcoast.edu, or call Libby McNaron at (850) 873-3551 for assistance.

1. Describe what a Surgical First Assistant does during their work day.
2. Describe what job positions are available to a Certified Surgical First Assistant (CSFA, as of 2011). Where does a Surgical First Assistant go to work? What are the opportunities?
3. Describe the working conditions that you can expect. What is call?
4. Describe what you can expect to earn as a Surgical First Assistant.

Per Hour _____ Per Year _____ Call pay if hospital setting? _____
 In Florida or locally? Do you want to travel? What about other areas of the country?

5. What are the hazards of the work?
6. Why do you want to enroll in this program? Have an A.S. Degree?
7. Why do you want to be a Surgical First Assistant? Have an A.S. Degree?
8. What are my goals? 2 years from now: _____
 10 years from now: _____

9. **BE SURE YOU HAVE THE TIME:** Our goal is to help you plan for all of the things you will need to be successful. For information, go online to the Surgical First Assistant website, or e-mail us. You do need to plan for these resources to be successful with as little stress as possible. Consider, Do I have the Following?

- Family support:
- Transportation:
- Tuition:
- Living expenses/ Bill management:
- Computer resources for online segments:

Time PER DAY: Management of time, We have filled in the time we know that you need to be successful.

	Low -High	
Homework	<u>2</u> - <u>3</u>	hours
Class	<u>4</u> - <u>8</u>	hours
Sleep	<u>6</u> - <u>8</u>	hours
Exercise/Time for Self	<u>½</u> - <u>1</u>	hours
Family Time	_____	hours
Eating	_____	hours
Bathing	_____	hours
Traveling to and from school	_____	hours
Responsibilities (work/chores/bills)	_____	hours
Total Time:	24	hours

What will be your time challenge?

How will you manage it?



Surgical First Assistant Duties Acknowledgement Form

Duties and Responsibilities

This program prepares students to sit for dual certification examinations as a surgical technologist and surgical first assistant. Students may be employed as a surgical technologist and as a surgical first assistant. A surgical first assistant is a healthcare professional whose primary responsibility is to assist the surgeon and include the knowledge and skills 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 First Assistant must always be aware of the patient's condition and needs.

Special Qualifications

In addition to minimum requirements for Reading, Language and Math, the student must unassisted:

1. Demonstrate ability to comprehend and interpret written material; be able to make appropriate judgment decisions.
2. Follow written and oral/verbal instructions in English. Possess short-term and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies; performing anticipation skills during the operation.
3. Synthesize information from written material and apply the knowledge to various situations.
4. 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, as much as 8-10 hours in rare circumstances, with minimum/no breaks.
2. Able to lift a minimum of 20-25 pounds. Able to push/pull equipment weighing up to approximately 40 pounds for up to 20% of work time.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ability to walk or stand up for up to 80% of the work time.
5. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices if called upon.
6. Successfully complete a CPR certification course. Acceptable card is the American Heart Association **BLS Provider (Healthcare that includes choking, pediatric and adult)**.

Environment

1. Position involves exposures to blood and body fluids, and all areas of patient care.
2. Also exposed to cool temperatures, hazardous equipment, fumes/odors and noise.

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.

I have read the above and feel that it is within my ability to carry out the duties, responsibilities, and qualifications of a Surgical First Assistant. I do _____ do not _____ (check one) have any problem in meeting the above technical requirements. In the event that I am selected for the program, I understand that a TB skin test must be completed or CXR done and results submitted; a Medical Examination form from a personal physician (Health Status) and a completed/updated Immunization form must be submitted.

SIGNATURE: _____

DATE: _____

Sign and attach this form to the application submitted to the Health Sciences Division.

**CURRICULUM: Surgical First Assistant for the Non-CST Applicant
Master Schedule CCC - ST/SFA Dual Certification**

Recommended Plan of Study	Course Number	Course Name	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 55/1	Clinical 80/1
Prior to STS1310	HSC1531	Medical Terminology-Highly Recommended						
Spring or Summer Required	BSC2085	Anatomy and Physiology I	45	3	Prerequisite	45		
	BSC2085L	Anatomy and Physiology Lab I	30	1	Prerequisite		30	
TOTAL SUMMER PREREQUISITES			75	4		45	30	
Fall Semester Prerequisites	BSC2086	Anatomy and Physiology II	45	3	Prerequisite	45		
	BSC2086	Anatomy and Physiology II Lab	30	1	Prerequisite		30	
	HSC1000	Orient to Periop Services	45	3	Prerequisite	45		
	HSC1000L	Orient to Periop Services Lab	55	1	Prerequisite		40	15
	HSC2520	Microbiology for Periop Services	45	3	Prerequisite	45	GM Stain	
TOTAL FALL PREREQUISITES			220	11		135	70	15
Spring Semester	STS1310	Surgical Techniques and Procedures	90	6	Spring Session	90		
	STS1310L	Surgical Techniques and Simulation Lab	110	2	Spring Session		110	
	STS1340C	Pharmacology and Anesthesia	60	3	Spring Session	45	15	
	STS1940C	Introduction to Surgery Clinical	170	2	Spring Session	10		160
TOTAL SPRING CORE COURSES			430	13		145	125	160
Summer Semester	STS2323	Surgical Procedures I	60	4	Summer Semester	60		
	STS2323L	Surgical Simulation LAB I	55	1	Summer Semester		55	
	STS2361	The Art of Teamwork in Surgery	15	1	Summer Semester	15		
	STS2944C	Surgical Clinical I	250	3	Summer Semester	10		240
	STS2953	Surgical Technologist Portfolio I	15	1	Summer Semester	15		
TOTAL SUMMER CORE COURSES			395	10		100	55	240
Fall Semester	STS2324	Surgical Procedures II	60	4	Fall Semester	60		
	STS2324L	Surgical Simulation Lab II	55	1	Fall Semester		55	
	STS2365	Professional Skills for the O.R. Team	15	1	Fall Semester	15		
	STS2945C	Surgical Clinical II	250	3	Fall Semester	10		240
	STS2936	Surgical Certification Symposium	15	1	Fall Semester	15		
	STS2330C	Principles of Surgical Assisting	65	2	Fall Semester	30	35	
	STS2954	Surgical Technologist Portfolio II	15	1	Fall Semester	15		
SUBTOTAL FALL SEMESTER ST CORE CLASSES			(410)	(11)		(115)	(55)	(240)
SUBTOTAL FALL SEMESTER SFA CORE CLASSES			(65)	(2)		(30)	(35)	
TOTAL FALL YEAR 2 CORE COURSES			475	13		145	90	240
Spring Semester	STS2335	Advanced Integrated Surgical Sciences	30	2	Spring Semester	30		
	STS2336	Adv. Surgical Procedures for the SA	30	2	Spring Semester	30		
	STS2370C	Surgical Assisting Clinical	350	3	Spring/Summer	10		340
	STS2950	Surgical Assisting Portfolio	15	1	Spring/Summer	15		
TOTAL SPRING CORE COURSES			425	8		85	0	340
FINAL TOTAL COLLEGE CREDIT CERTIFICATE (ST-CCC and SFA-CCC- 59 Credits)			2020	59		655	370	995
Highly Recommended	STS2366C Surgical Assistant Professional Skills (Required for the AS Degree-Highly recommended for the CCC.)		120	3	Spring/Summer	30	30 <i>*ASA ADV. Workshop Certificate or On-Site</i>	60 <i>*Clin or Sim Lab</i>

FEE SCHEDULE **

Surgical First Assistant, Non-CST Applicant, College Credit Certificate

	<u>In-State</u>	<u>Out-of-State</u>
<u>ENROLLMENT FEES</u>		
PERT Examination (if needed)	\$ 5.00	\$ 5.00
GCSC - application fee (new students)	\$ 20.00	\$ 20.00
CastleBranch package (including Drug Screen (and Background/Fingerprints))	\$ 166.50	\$ 166.50
<u>TEXTBOOK FEES</u>		
Textbooks, list provided; approx.		
Required texts	\$ 1,820.98	\$ 1,820.98
Optional texts		
<u>ASSOCIATION DUES</u>		
Association Surgical First Assistant	\$ 45.00	\$ 45.00
<u>TUITION FEES</u> (see current College Catalog)		
Year 1 - Summer (4 college credits)	\$ 395.00 (\$98.75 credit hr.)	\$ 1,438.84 (\$359.71 credit hr.)
Year 1 - Fall (11 college credits)	\$1,086.75	\$ 3,956.81
Year 1 - Spring (13 college credits)	\$1,283.75	\$ 4,674.93
Year 2 - Summer (10 college credits)	\$ 987.50	\$ 3,597.10
Year 2 - Fall (13 college credits)	\$ 1,283.75	\$ 4,674.93
Year 2 - Spring (8 college credits)	\$ 790.00	\$ 2,877.68
<u>LAB FEES</u> (includes student insurance)		
Year 1 - Summer	\$ 43.00	\$ 43.00
Year 1 - Fall	\$ 179.00	\$ 179.00
Year 1 - Spring	\$ 294.00	\$ 294.00
Year 2 - Summer	\$ 216.00	\$ 216.00
Year 2 - Fall	\$ 567.00	\$ 567.00
Year 2 - Spring	\$ 244.00	\$ 244.00
SCRUBS / LAB COAT - GCSC patch for each:	\$ 100.00	\$ 100.00
STUDENT CLUB:	\$ 10.00	\$ 10.00
Total Program Fees (approx.):	\$9,537.23	\$24,930.77

Current fee schedule includes approximate fees for the entire program. Fees are subject to change without notice. See current information available in the Enrollment Services Office. Anyone requiring financial aid must initiate arrangements with the Financial Aid office. Refund policy is outlined in the current GCSC catalog. The certification examination application will be completed as part of the required graduation exercises.

Note: Additional expenses required include the prerequisites, background check, the physical (medical) examination by your physician of choice, immunizations if necessary, a white mid-thigh to knee length lab coat, 2 sets of approved scrubs, two GCSC patches for lab coat, a warm-up jacket, comfortable shoes (much standing), and physician shirt (gift to surgeon when you follow him for the day). If you already have a lab coat and comfortable enclosed white shoes they will be sufficient (shoes may have a splash of color - no open backs, canvas, or cloth sections due to sharps hazards). Leather shoes are preferred to prevent accidental sharps injury. Additional purchases may be offered, but are not required such as a school shirt, etc.

Textbooks may be purchased at any bookstore or through the school. Required textbooks must be purchased prior to the first day of class. Textbooks, which are issued as reference guides, must be returned in good condition without writing or defacement; the student must replace reference guides that are defaced or written on.

** Fees listed above are currently accurate, but subject to change without notice due to price changes from the other requirements, manufacturer, or provider.

CURRICULUM: Surgical First Assistant for the Non-CST Applicant
Master Schedule ASSOCIATES DEGREE SFA with ST/SFA Dual Certification

Recommended Plan of Study	Course Number	Course Name	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 55/1	Clinical 180/1
<i>Highly Recommended</i>	<i>HSC1531</i>	<i>Medical Terminology</i>						
Spring or Summer Required	ENC1101 *	English Composition I	45	3	A.S. Degree	45		
	PSY2012 or SYG2000	Psychology OR Sociology	45	3	A.S. Degree	45		
	BSC2085	Anatomy and Physiology I	45	3	Prerequisite	45		
	BSC 2085L	Anatomy and Physiology Lab I	30	1	Prerequisite		30	
TOTAL SUMMER PREREQUISITES			165	10		135	30	
Fall Semester Prerequisites	BSC2086	Anatomy & Physiology II	45	3	Prerequisite	45		
	BSC2086	Anatomy and Physiology II Lab	30	1	Prerequisite		30	
	HSC1000	Orient to Periop Services	45	3	Prerequisite	45		
	HSC1000L	Orient to Periop Services Lab	55	1	Prerequisite		40	15
	HSC2520	Microbiology for Periop Services	45	3	Prerequisite	45	GM Stain	
TOTAL FALL PREREQUISITES			220	11		135	70	15
Spring Semester	STS1310	Surgical Techniques and Procedures	90	6	Spring Session	90		
	STS1310L	Surgical Techniques Simulation Lab	110	2	Spring Session		110	
	STS1340C	Pharmacology & Anesthesia	60	3	Spring Session	45	15	
	STS1940C	Intro to Surgery Clinical	170	2	Spring Session	10		160
TOTAL SPRING CORE COURSES			430	13		145	125	160
Summer Semester	*	Humanities (Biomedical Ethics preferred)	45	3	A.S. Degree	45		
	STS2323	Surgical Procedures I	60	4	Summer Semester	60		
	STS2323L	Surgical Simulation Lab I	55	1	Summer Semester		55	
	STS2361	The Art of Teamwork in Surgery	15	1	Summer Semester	15		
	STS2944C	Surgical Clinical I	250	3	Summer Semester	10		240
	STS2953	Surgical Technologist Portfolio I	15	1	Summer Semester	15		
TOTAL SUMMER CORE COURSES			440	13		145	55	240
Fall Semester	STS2324	Surgical Procedures II	60	4	Fall Semester	60		
	STS2324L	Surgical Simulation Lab II	55	1	Fall Semester		55	
	STS2365	Professional Skills for the O.R. Team	15	1	Fall Semester	15		
	STS2945C	Surgical Clinical II	250	3	Fall Semester	10		240
	STS2936	Surgical Certification Symposium	15	1	Fall Semester	15		
	STS2330C	Principles of Surgical Assisting	65	2	Fall Semester	30	35	
	STS2954	Surgical Technologist Portfolio II	15	1	Fall Semester	15		
TOTAL FALL YEAR 2 CORE COURSES			475	13		145	90	240
Spring Semester	*	Mathematics (MAC, MGF or STA)	45	3	A.S. Degree	45		
	STS2335	Advanced Integrated Surgical Sciences	30	2	Spring Semester	30		
	STS2336	Adv. Surgical Procedures for the SA	30	2	Spring Semester	30		
	STS2370C	Surgical Assisting Clinical	350	3	Spring/Summer	10		340
	STS2950	Surgical Assisting Portfolio	15	1	Spring/Summer	15		
	STS2366C	Surgical Assistant Professional Skills (Required for the AS Degree-Highly recommended for the CCC.)	120	3	Spring/Summer	30	30 *ASA ADV. Workshop Certificate or On-Site	60 *Clin or Sim Lab
TOTAL SPRING CORE COURSES			680	14		160	30	400
FINAL TOTAL AS DEGREE COURSES			2320	74		865	400	1055

FEE SCHEDULE **

Surgical First Assistant, Non-CST Applicant, A.S. Degree

	<u>In-State</u>	<u>Out-of-State</u>
<u>ENROLLMENT FEES</u>		
PERT Examination (if needed)	\$ 5.00	\$ 5.00
GCSC - application fee (new students)	\$ 20.00	\$ 20.00
CastleBranch package (including Drug Screen and Fingerprint/Background)	\$ 166.50	\$ 166.50
<u>TEXTBOOK FEES</u>		
Textbooks, list provided (approximate)		
Required texts	\$ 1,820.98	\$ 1,820.98
Optional texts		
<u>ASSOCIATION DUES</u>		
Association Surgical First Assistant	\$ 45.00	\$ 45.00
<u>TUITION FEES</u> (see current College Catalog)		
Year 1 - Summer (12 college credits)	\$ 1,185.00 (\$98.75 cr hr.)	\$ 4,316.52 (\$359.71 cr hr.)
Year 1 - Fall (11 college credits)	\$ 1,086.25	\$ 3,956.81
Year 1 - Spring (13 college credits)	\$ 1,283.75	\$ 4,676.23
Year 2 - Summer (13 college credits)	\$ 1,283.75	\$ 4,676.23
Year 2 - Fall (13 college credits)	\$ 1,283.75	\$ 4,676.23
Year 2 - Spring (12 college credits)	\$ 1,185.00	\$ 4,316.52
<u>LAB FEES</u> (includes student insurance)		
Year 1 - Summer	\$ 43.00	\$ 43.00
Year 1 - Fall	\$ 179.00	\$ 179.00
Year 1 - Spring	\$ 294.00	\$ 294.00
Year 2 - Summer	\$ 216.00	\$ 216.00
Year 2 - Fall	\$ 567.00	\$ 567.00
Year 2 - Spring	\$ 244.00	\$ 244.00
SCRUBS / LAB COAT - GCSC patch for each:	\$ 100.00	\$ 100.00
STUDENT CLUB:	\$ 10.00	\$ 10.00
<hr/>		<hr/>
Total Program Fees, SFA Non-CST A.S. (approx.):	\$11,017.98	\$30,329.02

Current fee schedule includes approximate fees for the entire program. Fees are subject to change without notice. See current information available in the Enrollment Services Office. Anyone requiring financial aid must initiate arrangements with the Financial Aid office. Refund policy is outlined in the current GCSC catalog. The certification examination application will be completed as part of the required graduation exercises.

Note: Additional expenses required include the prerequisites, the physical (medical) examination by your physician of choice, immunizations if necessary, one GCSC patch for lab coat, comfortable shoes (much standing), and physician shirt (gift to surgeon when you follow him for the day). If you already have a lab coat and comfortable enclosed white shoes, they will be sufficient (shoes may have a splash of color - no open backs, canvas, or cloth sections due to sharps hazards). Leather shoes are preferred to prevent accidental sharps injury. Additional purchases may be offered, but are not required such as a school shirt, etc.

Textbooks may be purchased at any bookstore or through the school. Required textbooks must be purchased prior to the first day of class. Textbooks, which are issued as reference guides, must be returned in good condition without writing or defacement; the student must replace reference guides that are defaced or written on.

** Fees listed above are currently accurate, but subject to change without notice due to price changes from the other requirements, manufacturer, or provider.

*** **Contact Lmcaron@gulfcoast.edu for a CST-to-CSFA application packet.**

Surgical First Assistant Program

ACCREDITATIONS

The **Surgical First Assistant** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Accreditation Review Council of Education of Surgical Technology and Surgical Assisting.

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

(727) 210-2350

www.caahep.org

The college is also accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097; phone (404) 679-4500; fax (404) 679-4558.

AFFILIATIONS

Gulf Coast State College is affiliated with Bay Medical Sacred Heart, Gulf Coast Regional Medical Center, Northwest Florida Surgery Center, Panama City Surgery Center, Panama City Plastic Surgery, Gulf Coast Facial Plastics & ENT in Panama City, Florida, and Plastic Surgery Institute and Spa (Lynn Haven). Additional clinical sites utilized are Jackson Hospital (Marianna), Northwest Florida Community Hospital (Chipley), Doctor's Memorial Hospital (Bonifay), Fort Walton Beach Medical Center (Fort Walton Beach), Southeast Alabama Medical Center (Dothan), Capital Regional Medical Center (Tallahassee), and Sacred Heart Health System Pensacola which includes Pensacola, Sacred Heart Hospital on the Gulf (Port St. Joe), and the Sacred Heart Hospital on the Emerald Coast (Destin). Facilities may be added or deleted on the needs of the program and affiliates. Affiliations are necessary to complete the clinical components of the program.

STUDENT TIME COMMITMENT

This course is a full time intense course of study and requires many hours of homework and practice to be successful. Students should plan to be in classroom, lab, or clinical a minimum of the hours posted in the schedule for that course. Additional practice lab time may be necessary for some skills performance. **Clinical assignments begin at approximately 6:00 a.m.** Additional clinical call assignments are made for weekday evenings and some weekends during the last semester. Additional physician lectures may occur as late as 6:30 p.m.

Alternate schedules may be required to obtain the experiences required to graduate. The clinical preparation, practice lab time, course assignments, and study time/homework outside the scheduled hours must also be considered an additional time commitment due to the intense training of the program. The amount of preparation time and homework varies according to the needs of the individual but is **usually a minimum of 2-3 hours every day Monday through Sunday for the average student** during the entire course.

CALL EXPERIENCE

Call experience begins on an individual basis once competency is determined satisfactory in basic surgical skills, but not prior to 3 months. Call experience includes hours designated as "On Site". During these hours, the student is required to be on site. Other hours designated as "On Call" indicate that student will be available via phone, cell phone, or beeper to respond within 20 minutes to the assigned clinical site. Clinical rotation and call assignments will be distributed prior to the beginning of clinical experiences with the call experiences beginning with Clinical. All call experiences must be completed.

NAILS

Fingernails should be kept clean, short (1/4 inch), and healthy. Polish, if used, must be of a light color, not be chipped, and should be changed a minimum of every four days. Artificial nails are not to be worn as they have a higher variety and amount of pathogenic bacteria and fungus grown, both before and after hand washing. Failure to follow this policy will result in the student not being allowed in the clinical setting. If the student has open lesions or breaks in integrity, the student will not be allowed to scrub until healed. The clinical setting policy will be followed. Some facilities do not allow nail polish. It is the student's responsibility to be alert to the policy and prepare for that clinical setting.

ADMISSION PROCESS

There are two entry points for the Surgical First Assistant Program Cohort each year.

- A. Students with no previous introductory surgical experience who meet enrollment criteria will be accepted into the program using a points system (if the number of applicants exceeds the number of positions open). Points will be awarded for previous medical experience and degrees. Students selected will begin the prerequisite courses in August each year, and the Core classes in January each year.
- B. Students who hold an accredited national certification as a Surgical Technologist can enter the program via the GCSC Articulation: Up to 45 college credits in classroom, lab skills and clinical experience may be granted by validated current proof of certification as a certified surgical technologist (CST). The remaining college credits must be successfully completed or transferred in for the College Credit Certificate (CCC). *Students are required to meet State of Florida Residency requirements by completing a minimum of 25% of the CCC at GCSC (15 credits).* For those desiring an A.S. Degree, additional General Education/College credit courses are required. *Students are required to complete 25% of the 74 credit AS degree at GCSC (19 credits).* See the program advisor to develop an education plan that fits your experience and education needs. NOTE: CST/CSFA students may enter the program to complete their A.S. degree with a minimum of 19 credits taken at GCSC. Up to 45 credits can be awarded with submission of validated current proof of certification as a CST/CSFA.

GRADUATION REQUIREMENTS

Graduation requirements will include completion of a minimum of 280 procedures as follows:

- A. As required by the 6th edition of the Surgical Technology Core Curriculum, Graduation requirements will include completion of a minimum of 140 scrub procedures as follows:
 - 140 cases must be performed with the student in the scrub role. Note those who are currently certified as a Surgical Technologists as outlined in the requirements for the NBSTSA surgical assistant examination will have this requirement waived. The breakdown for these procedures is as follows:
 1. Only cases in which student is able to perform the first scrub role or second scrub role count towards the 140 procedure requirements.
 2. **80 procedures must be performed in the first scrub role** (Defined as completing the 5 points of performance).
 - a) Verify supplies and equipment needed for the surgical procedure
 - b) Setup the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
 - c) Perform counts with the circulator prior to the procedure and before the incision is closed.
 - d) Pass instruments and supplies to the sterile surgical team members during the procedure.
 - e) Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.
 3. Second Scrub / Assistant Role:
 - a) Second Scrub/Assistant role: Scrubbed in but did not complete all of the 5 criteria of the first scrub role or as assisting the surgeon with sponging, suctioning, cutting suture, holding retractors, driving camera, etc.
 - b) Note: 10 Diagnostic endoscopy cases and 5 vaginal deliveries which count as second scrub role may be included in this count. Diagnostic endoscopy cases and vaginal deliveries are NOT required.
 4. Procedures scrubbed that do not meet the criteria of performance will be counted as additional observation cases.
 - a) Assistant Circulating role
 - b) Observation Cases.
 5. Types of cases:
 - a) General Surgery 30 cases with a minimum of 20 in the first scrub solo role. The remaining 10 cases may be first or second scrub role.
 - b) Specialty Surgery (excludes General) 90 cases with a minimum of 60 cases in the first scrub solo role distributed amongst a minimum of four surgical specialties.
 - i. A minimum of 10 cases the first scrub role must be completed in each of the required minimum of four surgical specialties (total of 40 cases.)
 - ii. The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - iii. The remaining 30 surgical specialty cases may be performed in any surgical specialty in either the first scrub or second scrub role.
 - c) The final 20 surgical cases can be counted in any type of case or role to finalize the 140 required for graduation at GCSC.
 6. The category and points of performance are outlined in the Core Curriculum for Surgical Technology, Association of Surgical Technology (2011) and Program Advisory Board Meeting (April 2014).
 7. **To progress to the Surgical First Assist role, the student must have performed a minimum of 140 cases in the Scrub Role.**
 - B. 140 cases must be performed with student in the "Surgical Assistant" role as outlined in the 3rd Edition of the Core Curriculum for Surgical Assisting as follows:
 1. **20 General Surgery cases**
 2. **20 Surgical Specialty cases in at least 2 other specialties:** Specialties include: Cardiovascular, Peripheral vascular, Thoracic, Orthopedic, Neurosurgery, OB/GYN, Urology, Plastic, Endo-surgery, Ophthalmology, Otorhinolaryngology, Oral/Maxillofacial, Pediatrics, and Oncology.

Two Examples:

 - a) The student chooses to complete 20 cases in orthopedic surgery. The student should complete a variety of orthopedic surgical procedures to receive a well-rounded surgical rotation in the orthopedic specialty. The student should not concentrate on completing a majority of the procedures in a sub-specialty, such as total joint procedures.
 - b) The student chooses to complete 20 cases in Neurosurgery. The student is still required to complete the 20 procedures in general surgery.
 3. *Student can complete the rest of the 80 cases in any one or any combination of suggested specialty.*
 4. Completion of the national exam.
 - C. For an Associate in Science Degree, additional credits will be required.



APPLICATION INSTRUCTIONS FOR GCSC
Enrollment Services Office
Gulf Coast State College
5230 West U.S. Highway 98
Panama City, Florida 32401
(850) 872-3892

HOW TO APPLY TO THE COLLEGE ONLINE

1. Go to <http://www.gulfcoast.edu/admissions/admissions-application-type.html>.
2. Select the Type of student that you are (First time, returning, transfer) clicking on that bar. (“Transfer” if you have ever had any college courses; “Returning” if you have ever taken any college credit courses at GCSC; “First Time in College” if you have never been to college before.) Read the directions, then click on the Title at the top.
3. Scroll down to bottom of the page and click on **“First time user account creation”** at bottom of screen unless returning student.
4. Create your login ID; for example, your first initial and last name. Create a pin number and re-enter it.

Be sure to select the correct **term of entry**, or else you will not be able to register without going through the Enrollment Services Office. Always select the current term (example: August 2018 for Fall 2018; January 2019 for Spring 2019; May 2019 for Summer 2019; August 2019 for Fall 2019). Complete the online college application by clicking on each section until all sections are completed, and select **your program of study**.
5. Once you have paid the \$20 non-refundable *college* application fee, it usually takes 48 hours to process the online application and enter it into our system. **You cannot register for any prerequisite classes until the college application fee is paid.**
 - Returning students who have not attended GCSC in the past year must reapply to the college to update their status, but there is no fee.
6. Submit a completed program application found in the program Application Packet.
7. When your college application has been processed you are ready to access the Lighthouse database. You will need to know your student ID-number and your DOB (MM/DD/YY) to initially login into Lighthouse.
 - Your Lighthouse user ID-number is the same as your student ID-number. Your acceptance letter to the college will prominently list your student ID-number.
8. You can access Lighthouse:
 - a. to register for classes
 - b. to pay registration fees for classes
 - c. to check grades
 - d. to upgrade your personal information
 - e. to confirm your GCSC e-mail address
9. To register for certain classes, testing must be completed and your \$20 non-refundable college application fee paid. Be sure to take the PERT or CPT exams as indicated in the Program application.
10. Request copies of your transcripts from **all** high schools and all colleges attended. If you completed the GED, there is a request form located on the Admissions website or in your program application packet.
11. For questions about applying for admission or checking the status of your application, contact the Enrollment Services Office at (850) 872-3892.

Request for Official Florida GED Diploma and/or Transcript

PLEASE READ THIS SECTION CAREFULLY BEFORE COMPLETING YOUR REQUEST FORM.

Please remember, the GED office is not allowed to send certificate or scores by FAX.

Do not use this form to request a diploma or transcript if you earned a GED from another state. The following items must accompany this request form. Failure to include these items may result in your request being returned.

1. Please order your Florida GED® transcript from: ***www.GED.com***.
2. For other States, go to:
http://www.gedtestingservice.com/testers/gedrequest-a-transcript
3. When asked to enter the e-mail address where to send your transcript enter: ***admissions@gulfcoast.edu***
4. For more information regarding this new state process, go to:
http://ged.fldoe.org/pdf/GEDCred_FAQ.pdf
5. You can call (888) 906-4031 Monday through Friday from 8 a.m. to 5 p.m. MST to receive phone support to order duplicate transcripts and GED® diplomas.

TRANSCRIPT REQUEST FORM

FOR HIGH SCHOOL, VOCATIONAL SCHOOL,
COLLEGE, OR UNIVERSITY TRANSCRIPTS

**THAT NEED TO BE MAILED TO
GULF COAST STATE COLLEGE**

Please complete and take or mail this form to the schools you have attended. (Transcripts are required from each high school and college that you have attended for admission to Gulf Coast State College.)

All out of country transcripts must be evaluated by a service who is a current member of the National Association of Credential Evaluation Services (NACES). Please visit www.naces.org for a list of service providers.

TO: _____
Name of School Attended

I am applying for admission to **Gulf Coast State College**. In order to complete my admission process, I need an **official transcript and diploma** mailed to the address below. If there is any charge/fee, I agree to pay it.

I attended from _____ to _____

Last Name: _____ First: _____ Middle: _____

Maiden Name: _____ Date of Birth: _____ Social Security Number: _____ - _____ - _____

I attended under the name of: _____

Transcripts may be mailed to:
Gulf Coast State College
Office of Admissions and Records
5230 West Highway 98
Panama City, Florida 32401-1058

GCSC also accepts electronic transcripts from the following secure sites:
F.A.S.T.E.R./Speedy – Institution Code 001490
National Student Clearinghouse; Parchment;
eScrip-Safe & Scrip-safe e-mailed to
jgannaway@gulfcoast.edu or
admissions@gulfcoast.edu

Student Signature: _____ Today's Date: _____

Telephone Number () _____ - _____

Address: _____ Apt.# _____

City: _____ State: _____ Zip Code: _____ - _____

**GCSC Health Sciences Division
Personal Reference Form – Traditional Surgical First Assistant Program**

COMPLETED BY STUDENT: I, (Print Name) _____ give permission to _____ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, Under Federal law entitled the "Family Educational Rights and Privacy Act of 1974," students are given the right to inspect their records including recommendation forms. I _____ do _____ do not (CHOOSE ONE) waive my rights to review the content of this form. I do release the person completing this form from any liability regarding their completion of this form. I have supplied the person completing this form with a stamped addressed envelope to the following address: Gulf Coast State College, Attn: Craig Wise, 5230 West Highway 98, Panama City, Florida 32401.

Completed by person authorized to complete Reference:

- How long have you known this applicant and in what capacity? _____
 How well do you know the applicant? _____ Very Well _____ Fairly Well _____ Slightly
- In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity?
 YES _____ NO _____ If no, please explain why: _____
- Would you allow this individual to provide healthcare for you or your family if you were ill? YES _____ NO _____
 If no, please explain why: _____
- To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? _____
- How do you perceive this person reacting when placed in a stressful situation or working under pressure?
Circle one: Wise Sensible Irrational Impractical Hysterical Other _____
- Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.
Circle one: RECOMMEND WITH ENTHUSIASM RECOMMEND
 RECOMMEND WITH RESERVATIONS DO NOT RECOMMEND
- Please check or write in the spaces to indicate the traits that best describes the applicant:

	Above Average	Average	Below Average	No Basis to Judge Applicant
Communication skills, clarity				
Cooperation, team player, gets along w/ others				
Courtesy				
Dependability or Reliability				
Helpful to others, motivated				
Honesty				
Initiative				
Leadership ability				
Maturity, Emotional Stability, Coping, Conflict				
Neatness , Appearance (tidy, clean)				
Organized				
Perseverance, Stamina				
Promptness (responsiveness)				
Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

Signature of Person Completing Reference: _____ Print Name: _____
 Position/Title: _____
 Address: _____ Phone No.: _____

**GCSC Health Sciences Division
Personal Reference Form – Traditional Surgical First Assistant Program**

COMPLETED BY STUDENT: I, (Print Name) _____ give permission to _____ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, Under Federal law entitled the "Family Educational Rights and Privacy Act of 1974," students are given the right to inspect their records including recommendation forms. I _____ do _____ do not (CHOOSE ONE) waive my rights to review the content of this form. I do release the person completing this form from any liability regarding their completion of this form. I have supplied the person completing this form with a stamped addressed envelope to the following address: Gulf Coast State College, Attn: Craig Wise, 5230 West Highway 98, Panama City, Florida 32401.

Applicant's Signature _____ Date _____

Completed by person authorized to complete Reference:

- How long have you known this applicant and in what capacity? _____
 How well do you know the applicant? _____ Very Well _____ Fairly Well _____ Slightly
- In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity?
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- How do you perceive this person reacting when placed in a stressful situation or working under pressure?
 Circle one: Wise Sensible Irrational Impractical Hysterical Other _____
- Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.
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Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

Signature of Person Completing Reference: _____ Print Name: _____

Position/Title: _____

Address: _____ Phone No.: _____