



Surgical First Assistant Program Traditional 2-year Information / Application

Thank you for your interest in the Surgical First Assistant Program at Gulf Coast State College (GCSC). The campus-based program is completed as a **two year, full-time** program for those with no previous surgical experience. Upon achieving 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.

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 our "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 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.

Those who already possess certification as a Certified Surgical Technologist (**CST**) can receive up to 32 external credits and enter the program as a 2nd year student. Students will need to complete a minimum of 27 credits at GCSC for the CSFA College Credit Certificate program. For CST and/or CSFA students who desire an A.S. Degree, request a personalized plan based on your transcripts and the CST to CSFA application packet, by sending an e-mail as below.

The experienced CST Cohort class is a yearly online class with an on-site 1 week lab session. Enrollment deadline is 1 month prior to January, March, May, and August of each year. The usual lab session is the third week of September. If applicants exceed 10 students, additional on-site lab weeks may be offered. Transcripts can be evaluated for appropriate course substitutions or options.

Please read the attached application packet, or visit our website at www.gulfcoast.edu/health_sciences/surgtech to learn about our program, student responsibilities, and the job classification of 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. The CST should request a CST to CFSA application packet.

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, toll free at 1-800-311-3685 ext. 3311. We look forward to working with you.

Sincerely,

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

rev. Dec. 2015

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.

EARNINGS POTENTIAL

Based on national salary information gathered in 2012, the overall average salary for a surgical first assistant is \$62,000. The average starting salary is approximately \$50,000.

PROFESSIONAL ORGANIZATIONS

- **[American Board of Surgical Assistants](https://www.absa.net)**: <https://www.absa.net>
- **[National Board of Surgical Technology and Surgical Assisting](http://nbstsa.org)**: <http://nbstsa.org>
- **[National Commission for the Certification of Surgical Assistants](https://www.nsaa.net/education/examination)**: <https://www.nsaa.net/education/examination>
- **[National Surgical Assistant Association](https://www.nsaa.net)**: <https://www.nsaa.net>

GULF COAST STATE COLLEGE (GCSC) CONSUMER INFORMATION NOTIFICATION

The Higher Education Act (HEA) of 1965 is a federal law which authorizes student financial aid programs. Reauthorizations of this act prescribe disclosure requirements for institutions wishing to participate in the federal student financial aid program. Paper copies of this information will be provided upon request to the financial aid office.

- General disclosures, including GCSC's report on athletic program participation rates and financial support data, may be found at: http://www.gulfcoast.edu/finance_assist/consumer_information.htm
- Information on financial assistance available to students may be found at: http://www.gulfcoast.edu/finance_assist
- GCSC's annual security report may be found at: http://www.gulfcoast.edu/campus_safety/clery.htm
- Information on the Family Educational Rights and Privacy Act may be found at: <http://www.gulfcoast.edu/admissions/ferpa.htm>

Certificate Program Gainful Employment (GE) Statistics

- 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: http://www.gulfcoast.edu/finance_assist/consumer_information.htm#GE
- Link to the general GCSC Gainful Employment webpage, which lists each aid year's GE disclosure: www.gulfcoast.edu/ge

Program specific GCSC Gainful Employment (GE) webpage:

- Surgical First Assistant Certificate GE Information: <http://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	National Average
8/1/2011-7/31/2012	2013	57%	64%
8/1/2012-7/31/2013	2014	67%	64%
8/1/2013- 7/31/2014	2015	80%	60%

Surgical Technology Dual Examination School Year	CAAHEP Annual Report Year	Certification Pass Rate	National Average
8/1/2012- 7/31/2013	2014	94%	70%
8/1/2013- 7/31/2014	2015	88%	68%



CRIMINAL BACKGROUND CHECKS

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator.

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.

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.



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: www.gulfcoast.edu .

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

The Major Code is **SFA2-AS** for this program. Students already enrolled at GCSC can **change their Major Code** at the Enrollment Services Office; complete the Program Change Form and either fax or mail it with a photo I.D., or return the form, in person, to the Enrollment Services Office.

____ **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 cannot get registered for courses.**

- **Returning students who have not attended GCSC in the past year must pay a \$10 non-refundable college application fee** online, at the Bookstore, or at the Business Office.

____ **Step 3. New "first time" GCSC students must complete a free online *College Orientation*** which must be completed prior to course registration, otherwise a "hold" will be placed on the student's account. Follow registration steps via the GCSC website for free online college orientation at: <http://www.gulfcoast.edu/students/orientation.htm>.

Note: Students with transfer degrees do not have to complete Step 3.

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

____ **Step 5. Request OFFICIAL transcripts from all schools and colleges attended, and have them mailed to the Enrollment Services Office of GCSC.** A form is available at the end of 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 or copies of transcripts cannot be used by the program to award 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.

____ **Step 6. Applicants 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; Writing 103; Math 114; 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. Those who exceed the required minimum scores by 10%, or greater, will receive extra points in the selection process.

- If you wish to study prior to taking the exams, you may go to a commercial bookstore or go online to obtain a free copy and/or purchase a study guide (for reading, writing, and math).
- Note: Assessment scores such as ACT, SAT, and PERT are utilized as part of the selection process.
- Students may be **exempt** from taking the entrance exams, or college orientation, if they have an Associate in Science Degree or higher, or have taken ENC1101. When applying to the program, if you have a Bachelor's Degree, any course substitutions must be made on an External Credit Evaluation form. You must request this analysis with the Enrollment Services Office.

- The PERT entrance tests can be taken at any Florida educational facility (or college) and scores transferred to GCSC. To hear testing schedules 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 the other school's 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.

Apply to the Surgical Assistant Program

Note: If you haven't already taken Anatomy & Physiology I, it is best if you apply prior to April 15th to better assure registration for Summer prerequisites.

- ____ **Step 7.** Go to www.nbstsa.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.
- ____ **Step 8.** Submit Surgical First Assistant application forms in person or 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, 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 Core program start date, e.g., Driver's License, etc.
- ____ **Step 9.** Begin Financial Aid and seek assistance, as needed. Visit the GCSC website at www.gulfcoast.edu and click on "Financial Assistance" under the Future Students heading. A Financial Aid Information sheet is enclosed in the back of this packet.
- ____ **Step 10.** Give 2 people you know the Personal Reference forms (enclosed) to complete and mail to GCSC Health Sciences, Attn. Craig Wise, 5230 W. Highway 98, Panama City, Florida 32401. References can be from a pastor, family friends, former teachers, or current/past employers. Be sure to sign the top section giving them permission to fill out the form. *These forms should not be distributed prior to your submitting to Health Sciences the Surgical Technologist Program Application Form.*

Register for Prerequisite Courses - deadline is August 15, 2016

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

- ____ **Step 11.** Schedule initial advising meeting with Program Coordinator, Libby McNaron, at Lmcnaron@gulfcoast.edu, or our Health Sciences Advisor, Craig Wise, at (850) 913-3311 to evaluate transcripts for possible course substitution, and/or enroll in recommended prerequisites, if not already completed. (See the attached Master Schedules.) For transfer credit, you must request a Transcript Analysis by contacting Enrollment Services at (850) 769-1551, ext. 4888.

If you're a licensed EMT, CNA, or LPN, proof of current licensure or certification must be submitted with portfolio packet for external credit or course substitutions completed. Your student folder must be complete with regard to any steps above, if not already completed.

- ____ **Step 12.** Submit the following forms, **by August 25, 2016**, to continue in the prerequisite classes HSC1000 and HSC1000L, Orientation to Perioperative Services and Lab. These are needed for visiting the clinical sites. Forms are available from the Program Coordinator. **Failure to complete or submit all forms prior to August 25, 2016 will result in withdrawal from the Lab.** Students will be ineligible to continue into the January courses.

- _____ **Submit a *current* GCSC Physical Examination form, with satisfactory results, signed by a healthcare provider.** Physical examination is good for the length of the program (CST to CSFA).
- _____ **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 (obtain from Coordinator). This is a yearly requirement.
- _____ **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 done through GCSC.**
- _____ **A chain-of-custody 10-panel urine drug screen, at student's expense**, is required by affiliating clinical agencies for clinical clearance. The results report must be faxed to Dr. Holly Kuehner at (850) 747-3246.
- _____ **Submit a completed Admission Career and Advising Form** (obtain from Coordinator).

ALL OF THE ABOVE FORMS WILL BE PROVIDED TO YOU BY PROGRAM ADMINISTRATIVE ASSISTANT OR COORDINATOR.

- _____ **Step 13. Pay for the courses that you're registered in. You can pay online through Lighthouse at www.gulfcoast.edu/tuition_fees/default.htm, or call the Business Office at (850) 769-1551, ext. 3534 to pay with a credit card. Fees not paid by posted due date will result in being dropped from class; should this happen, go to Enrollment Services 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 14. When offered a position, follow up with Instructor** to discuss the program and obtain the acceptance packet.
- _____ **Step 15. 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 class start date. Family members are invited and encouraged to complete this Orientation class with the student.
- _____ **Step 16. During the semester prior to Core Class start date, submit the application packet and obtain schedule. Forms are available from the Program Coordinator.**
 - _____ **Submit copy of current CPR card and maintain certification throughout the entire program.** Acceptable cards are American Heart Association Healthcare Provider or the American Red Cross for Professional Rescuer only.

Application deadline to apply, so you can register for prerequisites, is June 1st each year. Consideration for selection will be based upon space availability in the program.

Non-Experienced Core Classes begin January each year - Enroll in recommended prerequisites by May / Fall Semester. Experienced CST students are accepted up to 2 weeks prior to the scheduled mandatory lab session.

ADMISSION PROCESS:

There are two entry points for the Surgical First Assistant program cohort each year.

- A. Students with no previous introductory surgical experience will be accepted into the program using a points system. Points will be awarded for previous medical experience and degrees. Students selected will begin the core courses in January each year.
- B. Students who are certified as surgical technologists can enter the program via the GCSC Articulation: Up to 32 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 27 college credits must be successfully completed for the College Credit Certificate (CCC). For those desiring an A.S. Degree, additional General Education and course credits for specialization either in education, management, or marketing/sales are required. See the program advisor to develop an education plan that fits your experience and education needs.

FINAL ADMISSION SELECTION PROCESS:

The Health Sciences Career Advisor as indicated, Program Coordinator, Program Instructor, Administrative Assistant, and Admission Committee (if used) examine each applicant's submitted information and qualifications ensuring that all admission requirements are met for the program. Admission dates are as identified in the school calendar.

1. Completed application and documentation on file as identified on the application checklist.
2. June Class Selection: Based on completed file, previous medical experience, previous degree, GPA, testing scores, prerequisite course performance, and application submitted date. CSTs may be accepted January, May, or August each year.
3. If the number of qualified applicants exceeds the number of positions open, all applicants who meet the initial screening sections as identified in the application checklist will be prioritized using a points system. If there is a tie for entry, they will be invited to schedule an interview with the Admission Committee. The study guide will be sent to those that require an interview. If the number of qualified ranked applicants does not exceed the number of class positions available, the Admission committee interview process will be waived.
4. After all scheduled interviews are completed, the Admission Committee will prioritize the remaining applicants utilizing the point selection grid (GPA, Grades, Entrance Exams, previous degrees, and Application complete) and the class (highest ranking applicants) will be offered provisional entry into the January program. If possible all other qualified applicants will be ranked as alternates. If a position comes available alternates will be offered positions up to the first week of class.
5. Individuals will be notified of selection as a provisional status. Notification emails or if no email available, a letter will be sent within 2 weeks. As positions come available for any reason, the alternates will be offered any open position. Final notification of the applicant's status will be completed with all students notified *no later than* the start date of the class.
6. FINAL NOTIFICATIONS:
 - a. A textbook purchase list will be emailed to each new Student. Textbooks may be purchased in the bookstore or must be ordered at least four to six weeks prior to the class start date. The program staff does not loan textbooks.
 - b. The student will be invited to attend an orientation meeting prior to the beginning of the core classes for the program. Family will be invited to this orientation class and are encouraged to attend so they will be able to visualize your program setting and understand the requirements and sacrifices you will need to make to be successful.
 - c. A current copy of the student handbook will be given to the student the first day of class with all applicable rules and regulations that must be followed for the school year. Students will be expected to read the entire handbook. Any changes, deletions, or additions will be given to the student in writing. Students will sign appropriate notices and confirmations located in the back of the handbook.

Application deadline to apply, so you can register for prerequisites, is June 1st each year.

Consideration for selection will be based upon space availability in the program.

Non-Experienced Core Classes begin January each year - Enroll in recommended prerequisites by May / Fall Semester.

Experienced CST students are accepted up to 2 weeks prior to the scheduled mandatory lab session.

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
 1-800-311-3685 - toll free

Date received by office:

APPLICATION FOR ADMISSION
SURGICAL FIRST ASSISTANT PROGRAM

- CCC - College Credit Certificate - Prerequisites start May 2016; Program starts Jan. 2017
- SFA2-AS - Surgical First Assistant / A.S. Degree (add'l. Gen Ed courses required)
- Check, if you are a CST - Certified Surgical Technologist wanting to become a CSFA
 CST Program start dates: ___ Mar. 2016 ___ May 2016 ___ Aug. 2016 ___ Sept. 2016 ___ Jan. 2017

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 current certification card.

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 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 to 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.

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

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. Question No. 8 is optional, but the information should be accessible to discuss during the first week of class. 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 www.gulfcoast.edu/health_sciences/surgtech, or the professional organizations listed in this packet. If you still have questions, e-mail Lmcnaron@gulfcoast.edu, or call Libby McNaron at (850) 873-3551 for assistance.

(Skip to Question No. 6, if you are a current CST or CSFA.)

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. 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 for the steps to apply for financial aid. You do not have to fill in this section, but you do need to plan for these resources to be successful with as little stress as possible. Request a sample calendar to assist with planning.

Family support:

Transportation:

Tuition:

Living expenses/ Bill management:

Computer resources for online segments:

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

	Low -High	
Homework	<u>2 - 3</u>	hours
Class	<u>4 - 8</u>	hours
Sleep	<u>6 - 8</u>	hours
Exercise/Time for Self	<u>½ - 1</u>	hours
Family Time	_____	hours
Eating	_____	hours
Bathing	_____	hours
Traveling to and from school	_____	hours
Responsibilities (work/chores/bills)	_____	hours
Total Time	<u>24</u>	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 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.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ambulate/move around without assistive devices.
5. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices if called upon.
6. Successfully complete a CPR for Healthcare Providers certification course.

Communication Qualifications:

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

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 chest x-ray 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.

Surgical First Assistant - Non-CST Applicant - Master Schedule Year 1 for SFA - College Credit Certificate

Recommended Plan of Study	Course Number	Course Name	College Credits Completed	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 40/1	Clinical 80/1
Year 1 Spring Semester Recommended no later than Summer semester	HSC1531	Medical Terminology (previously OST1257)		30	2	Prerequisite	30		
	BSC2085	Anatomy and Physiology I (with Lab)		45	3	Prerequisite	45		
	BSC2085L	Anatomy and Physiology I Lab		30	1	Prerequisite		30	
Totals - Summer Semester Year 1 <i>If CCC needs 12 credits, add 3 cc elective and 3 cc computer class.</i>				105	6		75	30	0
Year 1 - BSC2086 and BSC2086L, recommended for Summer semester, if possible. Year 1 Fall Semester	BSC2086	Anatomy and Phys II (with Lab)		45	3	Prerequisite	45		
	BSC2086L	Anatomy and Physiology II Lab		30	1	Prerequisite		30	
	HSC1000	Orientation to Perioperative Services		45	3	Prerequisite	45		
	HSC1000L	Orientation to Periop Services Lab		30	1	Prerequisite		30	
	HSC2520	Microbiology for Perioperative Services		45	3	Prerequisite	45		
Totals - Fall Semester Year 1 <i>If CCC needs 12 credits, add 1 elective 1 credit exercise class.</i>				195	11		135	60	0
Spring Semester Session 1 ----- Spring Semester Session 2 ----- Spring Semester Session 3	STS1340	Pharmacology and Anesthesia		30	2	Session 2	30		
	STS1302	Introduction to Surgical Technology		60	4	Session 2	60		
	STS1302L	Intro to Surgical Tech Lab and Clinical		105	2	Session 2		60	45
	STS1310	Surgical Techniques		60	4	Session 3	60		
	STS1310L	Surgical Techniques and Procedures		160	2	Session 3		50	110
Totals - Spring Semester Year 1 - CCC Option				415	14	Core Only	150	110	155

Surgical First Assistant - Non-CST Applicant - Master Schedule Year 2 for SFA - College Credit Certificate

Recommended Plan of Study	Course Number	Course Name	College Credits Completed	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 40/1	Clinical 80/1
Year 2 Summer Semester Note: If 12 credits needed for full-time, add 3 credit option.	STS2305	Operative Anatomy and Pathophysiology I		15	1	2nd Year Summer	15		
	STS2331	Core Surg Procedures I		45	3	2nd Year Summer	45		
	STS2331L	Surgical Assisting Simulation Lab I		30	1	2nd Year Summer		30	
	STS2943	SA Scrub Role Clinical		210	3	2nd Year Summer			210
	STS2952	SA Scrub Role Portfolio		15	1	2nd Year Summer	15		
Totals Summer Semester - Year 2 If CCC needs 12 credits, add a 2-credit elective.				315	9		75	30	210
Year 2 Fall Semester Note: If 12 credits needed for full-time, add 3 credit option	STS2330	Principles of Surgical Assisting		45	3	2nd Year Fall	45		
	STS2330L	Principles of Surgical Assisting Lab		40	1	2nd Year Fall		40	
	STS2361	The Art of Teamwork in Surgery		15	1	2nd Year Fall	15		
	STS2370	Surg Assisting Clinical I		210	3	2nd Year Fall			210
	STS2950	Surgical Assisting Portfolio I		15	1	2nd Year Fall	15		
Totals Fall Semester - Year 2 If CCC needs 12 credits, add a 2-credit elective.				325	9		75	40	210
Year 2 Spring Semester	STS2365	Professional Skills for the O.R. Team		15	1	2nd Year Spring	15		
	STS2306	Operative Anatomy and Pathophysiology II		15	1	2nd Year Spring	15		
	STS2332	Specialty Surgical Procedures II		45	3	2nd Year Spring	45		
	STS2332L	Surgical Assisting Simulation Lab II		30	1	2nd Year Spring		30	
	STS2371	Surgical Assisting Clinical II		210	3	2nd Year Spring			210
	STS2951	Surgical Assisting Portfolio II		15	1	2nd Year Spring	15		
Totals - Spring Semester Year 2 - CCC Option If CCC needs 12 credits, add a 2-credit elective.				330	10		90	30	210

Surgical Assistant Program CCC Totals:					
CCC Option	Clock Hours	CC Credits	Class 15/1 Ratio	Lab 40/1 Ratio	Clinical 80/1 Ratio
Subtotal CCC required Prerequisites	300	17	210	90	0
Subtotal Core Program	1385	42	390	210	785
Total Program Hours	1685	59	600	300	785

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
Criminal Background Check (if needed)	\$ 85.00	\$ 85.00
<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 (see current College Catalog)</u>		
Summer - Year 1 (6 college credits)	\$ 592.50 (\$98.75 credit hr.)	\$ 2,158.26 (\$359.71 credit hr.)
Fall - Year 1 (11 college credits)	\$ 1,086.75	\$ 3,956.81
Spring - Year 1 (14 college credits)	\$ 1,385.50	\$ 5,035.94
Summer - Year 2 (9 college credits)	\$ 888.75	\$ 3,237.39
Fall - Year 2 (9 college credits)	\$ 888.75	\$ 3,237.39
Spring - Year 2 (10 college credits)	\$ 987.50	\$ 3,597.10
<u>LAB FEES (includes student insurance)</u>		
Summer - Year 1	\$ 43.00	\$ 43.00
Fall Term - Year 1	\$ 90.00	\$ 90.00
Spring - Year 1	\$ 244.00	\$ 244.00
Summer - Year 2	\$ 270.00	\$ 270.00
Fall - Year 2	\$ 283.00	\$ 283.00
Spring - Year 2	\$ 720.00	\$ 720.00
SCRUBS / LAB COAT - GCSC patch for each:	\$ 100.00	\$ 100.00
STUDENT CLUB:	\$ 10.00	\$ 10.00
Total Program Fees (approx.):	\$ 9,565.73	\$24,958.87

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 as 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.

SURGICAL FIRST ASSISTANT - MASTER SCHEDULE

Year 1 for SFA - A.S. Degree

Recommended Plan of Study	Course Number	Course Name	College Credits Completed	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 40/1	Clinical 80/1
<i>Year 1- BSC2085 BSC2085L Spring, if possible. Others Incorporated into the last two semesters, but for an AS Option, can be taken in Spring semester.</i>	<i>Humanities</i>	<i>Biomedical Ethics (recommended)</i>							
	<i>Math</i>	<i>General Education Math approved MAC, MGF, or STA</i>							
	<i>Option 1,2, or 3</i>	<i>A.S. specialty Option class chosen from list</i>							
<i>PRN Spring Semester - Year 1 Start</i>									
<i>Summer Semester Year 1 BSC2086 and BSC2086L recommended, if possible</i>	HSC1531	Medical Terminology (previously OST-1257)		30	2	Summer	30		
	BSC2085	Anatomy and Physiology I (with Lab)		45	3	Summer	45		
	BSC2085L	Anatomy and Physiology I Lab		30	1	Summer		30	
	PSY 2012 or SYG 2000	General Psychology or Sociology		45	3	Summer	45		
	ENC1101	English Composition I		45	3	Summer	45		
<i>Totals - Summer Semester Year 1</i>				195	12		165	30	
<i>Fall Semester Year 1</i>	BSC2086	Anatomy and Physiology II (with Lab)		45	3	Prereq	45		
	BSC2086L	Anatomy and Physiology II Lab		30	1	Prereq		30	
	HSC1000	Orientation to Perioperative Services		45	3	Prereq	45		
	HSC1000L	Orientation to Periop Services Lab		30	1	Prereq		30	
	HSC2520	Microbiology for Perioperative Services		45	3	Prereq	45		
<i>Totals - Fall Semester Year 1</i>				195	11		135	60	0
<i>Spring Semester Session 1</i>	STS1340	Pharmacology and Anesthesia		30	2	Session 2	30		

<i>Spring Semester Session 2</i>	STS1302	Introduction to Surgical Technology		60	4	Session 2	60		
	STS1302L	Intro to Surgical Tech Lab and Clinical		105	2	Session 2		60	45

<i>Spring Semester Session 3</i>	STS1310	Surgical Techniques and Procedures		60	4	Session 3	60		
	STS1310L	Surgical Techniques and Procedures Lab and Clinical		160	2	Session 3		50	110
<i>Totals - Spring Semester - Year 1</i>				385	14		120	110	155

SURGICAL FIRST ASSISTANT - MASTER SCHEDULE

Year 2 for SFA - A.S. Degree

Recommended Plan of Study	Course Number	Course Name	College Credits Completed	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 40/1	Clinical 80/1
Year 2 Summer Semester Note: If 12 credits needed for full-time, add one credit elective.	STS2305	Operative Anatomy and Pathophysiology I		15	1	2nd Year Summer	15		
	STS2331	Core Surg Procedures I		45	3	2nd Year Summer	45		
	STS2331L	Surgical Assisting Simulation Lab I		30	1	2nd Year Summer		30	
	STS2943	SA Scrub Role Clinical		210	3	2nd Year Summer			210
	STS2952	SA Scrub Role Portfolio		15	1	2nd Year Summer	15		
	Humanities	Any area, Biomedical Ethics (recommended)		45	3	2nd Year Summer	45		
Totals - Summer Semester Year 2				360	12		120	30	210
Year 2 Fall Semester Note: If 12 credits needed for full-time, add one credit elective	STS2361	The Art of Teamwork in Surgery		15	1	2nd Year Fall	15		
	STS2330	Principles of Surgical Assisting		45	3	2nd Year Fall	45		
	STS2330L	Principles of Surgical Assisting Lab		40	1	2nd Year Fall		40	
	STS2370	Surg Assisting Clinical I		210	3	2nd Year Fall			210
	STS2950	Surgical Assisting Portfolio I		15	1	2nd Year Fall	15		
	Elective	Gen Ed or Option 1 not previously taken		45	3	2nd Year Fall	45		
Totals - Fall Semester Year 2				370	12		120	40	210
Year 2 Spring Semester	STS2365	Professional Skills for the O.R. Team		15	1	2nd Year Spring	15		
	STS2306	Operative Anatomy and Pathophysiology II		15	1	2nd Year Spring	15		
	STS2332	Specialty Surgical Procedures II		45	3	2nd Year Spring	45		
	STS2332L	Surgical Assisting Simulation Lab II		30	1	2nd Year Spring		30	
	STS2371	Surgical Assisting Clinical II		210	3	2nd Year Spring			210
	STS2951	Surgical Assisting Portfolio II		15	1	2nd Year Spring	15		
	Elective	Gen Ed or Option 1 not previously taken		45	3	2nd Year Spring	45		
Totals - Spring Semester Year 2				375	13		135	30	210

Surgical Assistant Program A.S. Degree Totals:

A.S. Option	Clock Hours	CC Credits	Class 15/1 Ratio	Lab 40/1 Ratio	Clinical 80/1 Ratio
Subtotal A.S. Required Prerequisites	300	17	210	90	0
Additional A.S. Gen Ed, Specialization hours	225	15	225	0	0
Subtotal Core Program	1385	42	390	210	785
Total A.S. Option with Prerequisites	1910	74	825	300	785

Options for the Specialization Courses and A.S. Degree added options

Recommended Plan of Study	Prerequisite Courses	Course Name	College Credits Completed	Clock Hours	College Credits	Semester-Sequence	Class
Educational Option A.S. Degree (3 credits) Option 1							
3 credits for A.S. Option Option 1: Choose one of these options.	EVT2060	Basics of Education for the Technology Expert		45	3	AS Option 1	45
	EDF1005	Introduction to the Teaching Profession		45	3	AS Option 1	45
	EDF2085	Introduction to Diversity for Educators		45	3	AS Option 1	45
	SPC1608	Introduction to Public Speaking		45	3	AS Option 1	45
Management Option A.S. Degree (3 credits) Option 2							
3 credits for A.S. Option Option 2: Choose one of these options.	SLS2264	Leadership Development Seminar		45	3	AS Option 2	45
	CLP1001	Human Relations		45	3	AS Option 2	45
	MNA1100	Human Relations in Management		45	3	AS Option 2	45
	STS2367	Management in Healthcare		45	3	AS Option 2	45
	SLS1201	Personal Development		45	3	AS Option 2	45
Business/Marketing Option (3 credits) Option 3							
3 Credits for A.S. Option Option 3: Choose one of these options.	GEB1011	Introduction to Business		45	3	AS Option 3	45
	QMB1001	College Business Math		45	3	AS Option 3	45
	MAR2011	Marketing		45	3	AS Option 3	45
	GSC1570	Microcomputer Applications		45	3	Prior to enrollment, if possible	45

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
Criminal Background check (if needed)	\$ 85.00	\$ 85.00
<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)		
Summer - Year 1 (12 college credits)	\$ 1,185.00 (\$98.75 cr hr.)	\$ 4,316.52 (\$359.71 cr hr.)
Fall - Year 1 (11 college credits)	\$ 1,086.25	\$ 3,956.81
Spring - Year 1 (14 college credits)	\$ 1,382.50	\$ 5,035.94
Summer - Year 2 (12 college credits)	\$ 1,185.00	\$ 4,316.52
Fall - Year 2 (12 college credits)	\$ 1,185.00	\$ 4,316.52
Spring - Year 3 (13 college credits)	\$ 1,283.75	\$ 4,676.23
<u>LAB FEES</u> (includes student insurance)		
Summer - Year 1	\$ 43.00	\$ 43.00
Fall - Year 1	\$ 90.00	\$ 90.00
Spring - Year 1	\$ 201.00	\$ 201.00
Summer - Year 2	\$ 270.00	\$ 270.00
Fall - Year 2	\$ 283.00	\$ 283.00
Spring - Year 2	\$ 720.00	\$ 720.00
SCRUBS / LAB COAT - GCSC patch for each:	\$ 100.00	\$ 100.00
STUDENT CLUB:	\$ 10.00	\$ 10.00
Total Program Fees, SFA Non-CST A.S. (approx.):	\$11,000.48	\$30,311.52

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 as necessary, a white mid-thigh to knee length lab coat, 2 sets of approved scrubs, 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.

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

Surgical First Assistant Program

ACCREDITATIONS

The education programs in Surgical Technology and Surgical First Assisting at Gulf Coast State College are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763; e-mail to mail@caahep.org; website at www.caahep.org; or phone (727) 210-2350. 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, Northwest Florida Community Hospital (Chipley), Sacred Heart Hospital on the Gulf (Port St. Joe), Southeast Alabama Medical Center (Dothan), 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.

For the CST, self-directed study computerized assignments are necessary requiring that you be dedicated and on time with course submissions. We look forward to helping you along this path of discovery to a new successful career.

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.

GRADUATION REQUIREMENTS

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

- A. As of the Oct. 2014 Revision of the 6th edition of the Surgical Technology Core Curriculum, Graduation requirements will include completion of a minimum of 140 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, an additional 21 credits will be required in general and specialty education courses.



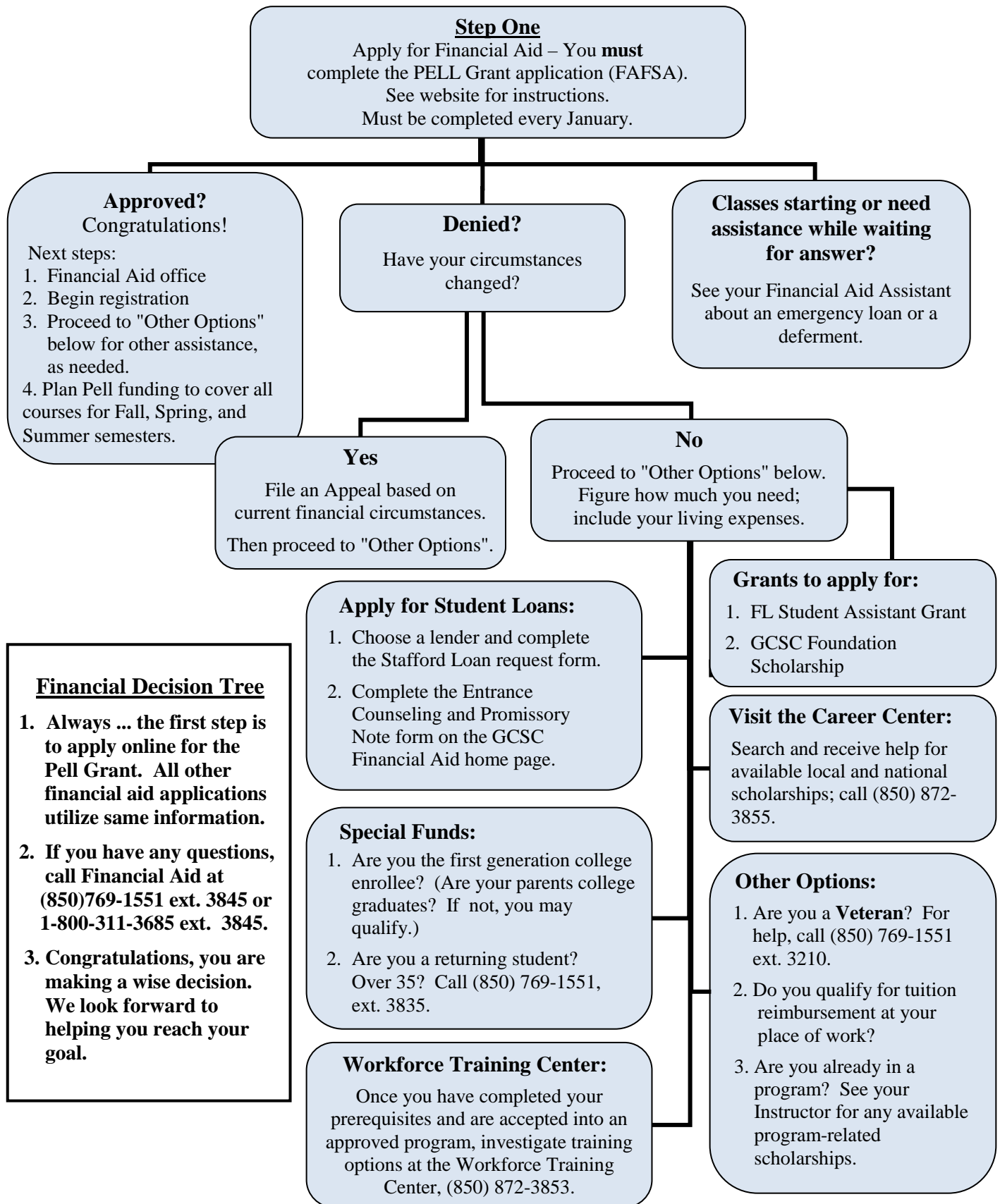
APPLICATION INSTRUCTIONS FOR GCSC
Enrollment Services Office
Gulf Coast State College
5230 West U.S. Highway 98
Panama City, Florida 32401
(850) 872-3892

HOW TO APPLY TO THE COLLEGE ONLINE

1. Go to www.gulfcoast.edu/admissions/online_application.htm . Scroll down to bottom of that page.
2. Select the “**First time user account creation**” at bottom of screen.
3. Create your login ID; for example, your first initial and last name. Create a pin number and re-enter it.
4. Select the Application Type link for your admissions application. (“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.)

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: Fall 2015, for August 2015). 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 also pay a \$10 non-refundable college application fee online.
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.

Financial Aid Information



Financial Decision Tree

1. Always ... the first step is to apply online for the Pell Grant. All other financial aid applications utilize same information.
2. If you have any questions, call Financial Aid at (850)769-1551 ext. 3845 or 1-800-311-3685 ext. 3845.
3. Congratulations, you are making a wise decision. We look forward to helping you reach your goal.

Request for Official Florida GED Diploma and/or Transcript

PLEASE READ THIS SECTION CAREFULLY BEFORE COMPLETING YOUR REQUEST FORM.

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. Mail **\$6** for **each** transcript or diploma.
2. An appropriate sized **envelope addressed to where you want us to mail** the document:
A **diploma** (certificate) requires **\$1.22 cents postage** on a **10x13** envelope (or current postage rates)
****A transcript** (scores) requires **First Class postage** on a **business size** envelope.
If you order both documents, and they are being sent to the same address, send only a 10x13 envelope.
3. **Money order** or **cashier's check** made payable to the **Florida Department of Education**.
Personal checks or cash are NOT accepted.

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

This form should **NOT** be used to request a copy of a diploma or transcript if the student earned a standard or adult high school diploma from a Florida public high school. Please contact the school board office in the county where the person graduated.

Student Information

Name _____
Last First MI Suffix (Jr., Sr., etc.)

Social Security # _____ - _____ - _____ Date of Birth _____ / _____ / _____

Name at time of testing (if different) _____
(If you are requesting that your name be changed on your GED record, you must submit legal documentation to support the change, i.e., marriage license, divorce decree, or court order).

Mailing Address (current) _____ Daytime Phone (_____) _____ - _____

Indicate the **YEAR** you took the test? _____ Diploma Number (if known) _____
(if current year, please give **DATE** of testing)

Indicate the **COUNTY** or **CITY** where you tested? _____

Indicate address where document is to be mailed. (This should be the same as your enclosed envelope.)

Name: _____ Daytime Phone: (_____) _____ - _____

Mailing Address: _____

Payment Required:

_____ Transcripts (scores) X \$6.00 = \$ _____

_____ Diplomas X \$6.00 = \$ _____

Total Payment Enclosed : (**Cashier's check or money order ONLY**) \$ _____

Signature _____

Date _____

MAIL REQUEST FORM TO: GED Testing Office Florida Department of Education 325 West Gaines Street, Room 634 Tallahassee, Florida 32399-0400	FOR ADDITIONAL ASSISTANCE, CALL: (850) 245-0449 1-877-352-4331 (toll-free, Florida only)
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TRANSCRIPT REQUEST FORM

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

FORM FOR TRANSCRIPTS THAT NEED TO BE
MAILED TO GULF COAST STATE COLLEGE

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

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 change/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: _____

SCHOOLS MAIL TO: **GULF COAST STATE COLLEGE**
ENROLLMENT SERVICES OFFICE
5230 WEST U.S. HIGHWAY 98
PANAMA CITY, FLORIDA 32401-1058

Student Signature: _____ Today's Date: _____

Telephone Number () _____ - _____

Address: _____ Apt. # _____

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

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

COMPLETED BY STUDENT: I, _____ 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 waive my rights to review the content of this form. I do release them 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? 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:

	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>No Basis to Judge Applicant</i>
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: _____

Position/Title: _____

Address: _____ **Phone No.:** _____

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

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Perseverance, Stamina				
Promptness (responsiveness)				
Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

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