



Admission Guide

Associate of Applied Science in Surgical Technology

Summer 2024

Information in this document is subject to change

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Dear Prospective Student,

Thank you for your interest in the Associate of Applied Science in Surgical Technology (AAS-ST) Program at Fletcher Technical Community College. Applications for the Summer 2024 Program are currently being accepted. The application deadline for the program will be **Tuesday, May 14, 2024**, at 4:00 p.m. Applications uploaded after the deadline will be deemed ineligible for the 2024 AAS-ST Program.

Students accepted into the AAS-ST program will complete the program in four semesters. Successful completion of the AAS-ST degree qualifies you to take the National Certified Surgical Technologist (CST) exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Specific information regarding the curriculum and course descriptions are in the current academic year's catalog located on Fletcher's website (www.fletcher.edu).

Detailed admission requirements for the AAS-ST Program are included in this guide. Please read the contents of this document fully. Applicants who are not accepted to the 2024 Program must re-apply for admission for a new entrance term. Applicants will have to re-submit all documentation if they apply for a future term. We do not maintain a waiting list for the following term, nor do we keep a copy of applicant information once the term has begun. Admission requirements are reviewed annually and are subject to change. Please ensure that you are using the correct guide for the semester you are applying for.

This program has a clinical component. Please be advised that Fletcher's Nursing and Allied Health faculty members work closely with many clinical sites to provide an optimal clinical experience for all its students. Fletcher must follow policies and guidelines set forth by programmatic accreditation boards as well as hospital policies. Currently, program completion date is dependent upon our ability to enter the clinical facility. Though this is not ideal, Fletcher's faculty and administration will work with all our partners to complete clinical hours in a safe and timely manner when possible.

As always, students will be required to comply with all clinical facility requests to complete the program outcomes.

If you have any questions regarding information in this document, please call the Department of Surgical Technology. We look forward to assisting you as you begin your journey in surgical technology.

Sincerely,

Surgical Technology Program Faculty
Department of Nursing & Allied Health
Fletcher Technical Community College

Associate of Applied Science in Surgical Technology Information

Program Outcomes

The ARC/STSA has established the following thresholds for each outcome:

- Student Graduation/ Retention rate: 70% of all students enrolled in the previous academic year
- CST Exam Participation: 100% of all seniors enrolled in the surgical technology program must sit for their National Certification Exam administered by the NBSTSA no sooner than 30 days prior to graduation and no later than 30 days after graduation
- CST Pass Rate: 70% of all graduates who sit for the National CST exam must successfully pass the exam on the first attempt
- Graduate Job Placement: 80% for all graduates
- Employer Survey Return Rate: 50% of all graduate surveys sent to employers must be returned
- Employer Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories
- Graduate Survey Return Rate: 50% of all graduate surveys sent must be returned.
- Graduate Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories

Student Learning Outcomes

Students who successfully complete the Surgical Technology Program will be able to:

- Apply an understanding of human pathophysiology, surgical anatomy, the use of appropriate medical terminology, and the concepts of pharmacology associated with the perioperative setting. (*cognitive, psychomotor, and affective domains*)
- Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures, and patient care. (*cognitive and psychomotor domains*)
- Demonstrate the ability to function in the perioperative setting while meeting legal, ethical, and moral responsibilities in the professional scope of the surgical technologist. (*cognitive and affective domains*).
- To work cooperatively with teammates and become an integral member of the healthcare team while demonstrating effective communication skills, respect for coworkers, and respect for the dignity of patients. (*affective domain*)
- Meet the education requirements necessary to sit for the national certifying exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). (*cognitive and psychomotor domains*)

Students With Prior Surgical Technology Credit

If a student has core Surgical Technology credit from a program other than Fletcher's AAS-ST program, the student is required to submit a letter of good standing from the Surgical Technology program they were admitted to and is required to attend all courses in Fletcher's AAS-ST program curriculum at Fletcher. Admission to the program is based on student qualifications, clinical site availability, enrollment capacity approved by the ARC/STSA, and faculty availability.

If a student has been dropped from courses from the Fletcher AAS-ST program, readmission to the program is based on student qualifications, clinical site availability, enrollment capacity approved by the ARC/STSA, and faculty availability. This will be at the reviewed discretion of the AAS-ST Director, and the Dean of Nursing and Allied Health. If the previous qualifications are met, the student may re-enter the program in the classes the student was previously dropped from upon the next available course offering.

Previous Fletcher AAS-ST students will need to re-apply to the college prior to scheduling courses once approval from the program director is received. They will also be required to submit an updated background check, History & Physical, and drug screening. An official drug screening form with a specific date and time-frame to be completed will be provided to the student.

If a student is unable to register at the next available course offering (usually once per year), they must reapply to the next available cohort and retake all courses in the curriculum. If there is a curriculum change within that time, the student must follow the new curriculum.

College Admission Requirements

Surgical Technology program applicants must meet all general admissions criteria and be fully admitted to Fletcher in addition to the program specific requirements contained in this document. Full admission is granted to the college once a student is cleared by the office of admissions.

Full admission cannot be granted to an applicant/ student who has outstanding holds from any school in the Louisiana Community and Technical College System (LCTCS). New and returning (did not attend Spring semester) students must submit a completed admissions application to be considered for the program. The application can be found on the Fletcher website

Official College Transcripts

If an applicant attended any accredited college or university other than Fletcher or other LCTCS schools prior to applying at Fletcher, the applicant must send official college transcripts directly from the institution to Fletcher for a formal evaluation of credits earned to determine what previous coursework will transfer to Fletcher. Transcripts can be sent in the following ways:

1. E-script transcripts submitted to Fletcher
2. Paper copies of official transcripts sent to Fletcher Enrollment Services by the issuing institution. Hand delivered copies must be sealed by the issuing institution. Any transcript not in a sealed envelope will not be accepted.

Please note that applying to and receiving admission to the college are separate processes than applying to the program.

Program Admission Requirements

Citizenship Status

Graduates of the Surgical Technology Program at Fletcher Technical Community College qualify to sit for the National Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to earn the Certified Surgical Technologist (CST) credential. “The NBSTSA accepts all properly completed applications from qualified applicants regardless of the applicant’s age, sex, race, religion, marital status, disability, or national origin” (www.nbstsa.org).

U.S. Citizenship is not required as part of the program requirements; however, graduating from the Surgical Technology Program at Fletcher and/or passing the CST exam, does not guarantee job placement.

Application for Admission to a Nursing or Allied Health Program

A completed Application for Admission to a Nursing or Allied Health Program must be submitted along with the other required documents listed in this guide to the Department of Surgical Technology by the deadline. This document is completed and submitted electronically on the program page and must be completed in its entirety. Any student applying to multiple programs must do a separate application for each program; however, only one background check needs to be submitted.

Fletcher Technical Community College is an open admissions college; however, acceptance into the Surgical Technology Program is by selection. Acceptance is limited based upon the student: instructor ration set by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCST/SA) as well as the available clinical spots at our contracted facilities. The final number of students accepted will be based upon clinical site availability for that application year. The Surgical Technology Program reviews and evaluates each application impartially based on the following criteria:

Testing Requirements

Fletcher's Surgical Technology Program requires the HESI A2 entrance examination. Any applicant who has previously taken the HESI A2 must upload official scores with the application. The test must be taken within **two years** from the application deadline date. The applicant must score a minimum of 70% **on each required component** to be considered for admission. Applicants are allowed to upload up to **2** scoresheets. If an applicant chooses to upload 2 scoresheets, he/she must highlight the scores they wish to use for consideration. Required components are:

English Language (Reading Comprehension, Vocabulary & General Knowledge, & Grammar)

Math (Basic Math Skills)

Science (Biology, Anatomy & Physiology)

The HESI A2 test will be offered at Fletcher at various times throughout the year. Please visit the testing center's website page for test dates and times (www.fletcher.edu/service/testing/). The applicant must pre-register for the test. Pre-registration is done on a first-come-first-served basis. Space is limited. **Testing spots do fill up fast, so the department of surgical technology recommends a student schedule the exam slot with the testing department early in the spring semester, even if the student wishes to test in April or May.** The cost of the test is subject to change each semester. Any examinee withing to retake the HESI-A2 examination is *recommended* to wait a minimum of six weeks prior to retesting to allow time for remediation. See the test facilitator for directions on remediation procedures.

Any test registrant for the HESI A2 requiring accommodations for testing must notify Fletcher at least two weeks prior to the scheduled testing date. Accommodations requests must be accompanied by a current evaluation. These requests must be submitted to the Testing Center. A special accommodations form can be found in the online application. A study guide for the HESI A-2, such as the *HESI Admission Assessment Exam Review*, can be purchased through Fletcher's online bookstore, or other online outlets, but is not required.

Please direct all questions pertaining to testing dates, times, payments, etc., to the testing center. A staff member from their department will be able to help you. The department of surgical technology does not handle these items.

Grade Point Average (GPA) Requirements

To apply for admissions to the clinical program, applicants must achieve at least a 2.5 GPA on all required prerequisite coursework (*all non-SURG courses*) and each course must be successfully completed with a grade of "C" or higher. The department will use the most recent course listed on the student's official transcript when reviewing applications, regardless of if a student took a course multiple

times and received a previous higher grade in the course. For prerequisite courses that offer options, such as MATH, ENGL, or PSYC, or the primary humanities component, the highest grade will be used of the most recent attempt.

Examples:

- Student took PSYC 2010 and made a B, and previously took PSYC 2120 and made an A. The department would use the A.
- Student took MATH 1214 in the Fall and made a B and retook MATH 1214 the following Spring and made a C, the department would use the C.

**Students who have “tested out” of courses, such as MATH and ENGL with eligible ACT or CLEP scores will not be required to take those courses; however, for application standings, they will receive quality points equivalent to a grade of “B”.

** The following courses must be taken within five (5) years of the application deadline: Anatomy & Physiology I, II, and their corresponding labs, as well as Microbiology.

- For example, a student applying for the Summer 2024 cohort, must have completed these courses on or after their Spring 2019 semester.

Applicants Who Do Not Meet the Requirements

Applicants who (1) have not met the minimum HESI A2 score(s) or (2) have not taken the HESI A2 but have all required general education prerequisites and meet GPA requirements, may still apply to the program for consideration; however, applicants who have met **all** requirements will be considered for admission first.

Essay

Applicants must submit a typed essay with a minimum of 200 words explaining interest and objectives for pursuing a degree and career in Surgical Technology. Applicants should NOT include his/her name on the essay to prevent bias in scoring; instead, applicants should include their **Fletcher Student ID number (L#)** at the top of the essay.

**In the event that two applicants have the same final score, the essay score is used as a tie breaker.

** The preceding components are weighted, and all weighted parts will be combined for a total score. These scores will then be ranked, and the top scores will be selected for the program.

Certified Background Check

The background check is part of the application process. Any applicant missing a background check by the application deadline will not be eligible for the program. It is recommended that students complete the background check at least a week prior to the application deadline. In the event this is not possible, please keep a copy of your confirmation that it was submitted and contact the department to inform them you did complete the process.

To obtain a background check, students should go to <https://br-solutions.net/employer-resources>.

From the home page, you will see a menu bar across the top of the page, look for SCHOOLS and select Fletcher Technical Community College. The next page will have Fletcher Technical Community College’s name on the left side of the page. Under it will be the progress screen to show you what you

have completed as you go along. In the middle of the page are the instructions and information regarding background checks that the company will be doing. Read all information.

Across the bottom of the page are two sections: YOUR DEMOGRAPHICS and AUTHORIZATION & CONTINUE TO REVIEW/ SIGN FORMS. Click on ‘your demographics’. An application page will appear where you complete all information. Click on ‘continue to next page’. If you have completed everything correctly it will turn green. If it turns red, you must make corrections to your errors before moving on. Click ‘continue’ to complete the Authorization & Continue to Review/ sign forms page. Check the consent box before you continue to the next step (review & sign). After completing the application, you will be asked to make the payment and sign your paperwork online. The price is \$35 (*subject to change*). Payment must be made for the request to be processed. **The background check results will be sent to Fletcher Technical Community College.** If you have any questions, call 985-503-7911 for assistance.

These directions may also be found on the surgical technology program page under “LINKS”.

Admission Requirements Deadline

Completed Program Application, HESI A2 scores, and essay must be electronically uploaded no later than **Tuesday, May 14, 2024.** It is the applicant’s responsibility to make sure that all admission materials are received by the deadline. Applicants should keep copies of all documents submitted for their record as well.

ANY MISSING OR INCOMPLETE DOCUMENTATION WILL CAUSE THE APPLICATION TO BE DECLINED AUTOMATICALLY

What to expect after applications are submitted

Completed applications may be submitted at any time prior to the deadline; however, no applications will be reviewed until the application deadline has passed regardless of how early an applicant submitted their documentation. Once all applications and documentation have been reviewed, all applicants will receive **email notification of their status** within **1 week** of the deadline. Students who are offered an invitation for program admission are to **respond to the acceptance email** accepting their seat. **Failure to respond by the deadline (3 business days within the date the acceptance email is sent out) will result in forfeiture of the spot.** Accepted students who are no longer interested in the program are encouraged to notify the Surgical Technology Department so their spot may be filled by the next alternate. Up to three students may be notified if they are an alternate for the program in the event that someone is unable to accept a seat in the program. (*Being an alternate does not guarantee priority placement the following year. All students will have to re-apply to be considered for admission.*)

IMPORTANT: Please inform the Surgical Technology Department by sending an email if your email addresses changes. This is the only form of communication you will receive regarding your status!!

Additional Acceptance Information & Documentation

The following items are **NOT** required for the application process but may be required for the student to provide should he/she be accepted. Detailed information and any applicable instructions and due dates will be emailed with the seat acceptance form.

- Schedule courses and pay for tuition
- Purchase books and other required supplies
- Documented History & Physical Exam (only official program form will be accepted)
- Vaccines/ Titer, CPR, Flu Shot, COVID-19 shot, and TB skin testing....
- Proof of health insurance

- Provide information about currently prescribed medications to the Department of Nursing and Allied Health prior to drug testing.
- Produce a negative urine drug screen and be subject to random drug testing
 - All drug screens will be at the student's expense.
 - Prescription validation to support a positive result will be at the discretion of the Medical Review Officer at the drug screening facility. The Department of Nursing and Allied Health will not be responsible for validating prescriptions due to a positive drug test.
 - **Do NOT complete a drug screening until you are instructed do so. It will be considered invalid and you will have to have another one done**

**Please note that if any additional documentation is required from a facility, students will be made aware and are required to comply*

Schedule and Work Recommendations

Due to the fast pace, challenging, and rigorous academic demands of the AAS – Surgical Technology Program, the program faculty urge students to avoid full-time work commitments, especially upon entering clinical courses.

Clinical and some classroom schedules are subject to last-minute revisions each semester. Clinical rotations are scheduled at a variety of clinical sites that may be 20 miles or more from campus. Therefore, students' personal commitments must remain flexible to meet course objectives and accommodate program requirements when necessary. More information pertaining to this matter will be discussed at program and clinical orientations.

Reliable transportation is needed due to the distance to some of the clinical sites.

Final Reminders

- We realize the application process can be confusing. If at any point you are uncertain about the information in this admission guide, please do not hesitate to reach out to a program advisor/instructor to clarify any questions or concerns you may have.
- Remember to update your email address should it change from the time you submit your application. This is the **ONLY** form of communication for the acceptance notification process.
- Emails regarding your status in the program will be sent out within one week of the application deadline.
- It is **VITAL** that if you are offered a seat in the program that you reply by the deadline. **NO** exceptions will be made. You will receive a confirmation email stating it was received.
- If you are offered a seat in the program, please read the documents enclosed in the acceptance email thoroughly. Important information and documentation submission dates/ directions will be included in the email.

Associate of Applied Science in Surgical Technology Admission Checklist for Summer 2024

If at any point, the candidate does not comply with any part of this process, the candidate will be deemed ineligible for the program and will have to re-apply the following year.

All applicants must complete and submit the following:

1. Complete an admissions application to Fletcher Technical Community College (if not a current Fletcher student) online at www.fletcher.edu and be fully or unconditionally accepted to Fletcher by completing all documentation requested by Fletcher Technical Community College.
2. Complete and submit an “Application for Admissions to a Nursing or Allied Health programs” located on the Surgical Technology Program page of the Fletcher Website.
3. Completed the Certified Background Check online as instructed on the program website, program application, and/or in the directions included in this admission guide.
4. Achieve and upload HESI A2 exam scores on no more than 2 attempts and within 2 years of the program admission application deadline. Students who submit more than one score should highlight the higher score in each individual category.
 - a. *Note: Applicants who (1) have not met the minimum HESI A2 score(s) or (2) have not taken the HESI A2 but have all required general education prerequisites and meet GPA requirements, may still apply to the program for consideration; however, applicants who have met **all** requirements will be considered for admission first.*
5. Successfully complete all prerequisite coursework with a “C” or better according to official transcripts and have an overall 2.5 GPA in required course.
6. Submit E-Transcript OR official-transcripts to Fletcher from all colleges or universities attended other than Fletcher or other LCTCS colleges. Applicants who are currently taking required courses in the Spring semester at colleges other than Fletcher or another LCTCS college must submit transcripts ASAP for their courses to be considered.
7. Submit a typed essay with a minimum of 200 words explaining the interest and objectives for pursuing a degree and career in surgical technology. Please do not include your name in the essay in case of a tie (use your Fletcher Student ID number).

Contact Numbers

If you are unable to reach the following, please look on Fletcher's website for an up-to-date directory. Personnel and contact information are subject to change from time of publication.

Surgical Technology Department

Lindsay Henderson, MA, BAS, CST Department Head & Assistant Professor	985-448-5391 Lindsay.henderson@fletcher.edu Office Location: 205-F
Terri Ferreira, BS, CST Clinical Coordinator & Instructor	985-448-5930 Terri.ferreira@fletcher.edu Office Location: 205-X
Kelsey Chauvin, BAS, CST/CFA Adjunct Instructor	Kelsey.chauvin@fletcher.edu Office Location: 205-X
Roye Matherne Nursing & Allied Health Administrative Asst.	985-448-5944 Roye.matherne@fletcher.edu

Fletcher contact information

Krystal Dozier Testing Center Coordinator	985-448-7912 Krystal.dozier@fletcher.edu
Admissions office	985-448-7900 admissions@fletcher.edu
Financial Aid	985-448-7900 financialaid@fletcher.edu

Fletcher Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.