



All Application Status questions should be directed to claytorj@mtc.edu

Surgical Technology Program Admission Packet

APPLICATION DEADLINE: June 30

Dear Prospective Surgical Technology Student:

Thank you for your interest in a career in Surgical Technology (ST). Only a very limited number of applicants will be accepted into the program this year. Therefore, it is important for you to follow the admission procedures carefully.

Certified Surgical Technologist can look forward to employment prospects in fields including, but not limited to, pediatrics, oncology, neurology, cardiology, and orthopedics. Certified Surgical Technologists practice in diverse settings including, but not limited to, outpatient surgery, hospitals, and private practices.

This Surgical Technology Program (SUR) admission packet contains:

1. SUR general information;
2. SUR admission information sheet;
3. Instructions for completing the required modules on Canvas.
4. SUR technical program application;
5. MTC Allied Health Programs agreement to respect confidentiality form;
6. Applicant scoring sheet.

Please note that this information is dated and is applicable to those applying for admission for the fall of 2023 (Class of 2025) only. Please contact the SUR Department for the most recent admission criteria and application if you are applying to begin this program at a date later than fall of 2023.

Please contact the Surgical Technology (SUR) office at Marion Technical College (MTC) if you have questions or need further information regarding our program. To schedule an appointment with the SUR Program Director, please call (740) 386-4185.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Claytor". The signature is fluid and cursive, with the first and last letters of the first and last names being capitalized and prominent.

Jerad Claytor, MSHE, CST
Director, Surgical Technology Program

MARION TECHNICAL COLLEGE SURGICAL TECHNOLOGY PROGRAM
SUR GENERAL INFORMATION

The following information is provided to better acquaint you with the SUR program at Marion Technical College (MTC) and the demands and requirements thereof. Please read this information carefully.

MTC General Admission: Information regarding the general admission process to MTC can be obtained online at: <http://www.mtc.edu/admission/index.html> or by contacting the Admissions Office at: 740-389-4636. The general admission process must be completed before applications to the SUR Program will be considered.

Program Duration: The SUR program starts in the fall term and is designed for completion in five (5) consecutive semesters. However, students may take some courses toward the degree prior to admission. Because of the sequencing of the SUR classes, it will take five (5) consecutive semesters to complete the program regardless of the amount of course work that has been completed prior to admission.

Travel to Clinical Sites: Students enrolled in the SUR program at MTC must complete clinical assignments in conjunction with on-campus classroom and laboratory instruction prior to program completion. Clinical assignments for students are arranged so that all students can benefit by learning through a variety of clinical experiences. Such assignments may be in clinical facilities outside the college's service area. If necessary, students must be prepared to meet the financial obligations associated with the clinical assignment.

Criminal Records Checks and Drug Screens: Upon completion of the MTC SUR Program graduates will be eligible to apply for licensure by examination. By law, the Board cannot complete the processing of any application until it receives the background check reports from BCI and FBI. The graduate is responsible for the cost of the BCI and FBI records checks.

Potential clinical education sites and employers may also require drug screens and/or criminal records checks/background investigations. The student/graduate may be responsible for the cost of the records check(s) and/or drug screen(s). Individuals who have been convicted, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged) may be ineligible for placement in a clinical education site and/or for employment:

- a) A gross misdemeanor committed in Ohio, another State, Commonwealth, Territory, Province, or country.
- b) A felony in Ohio, another State, Commonwealth, Territory, Province, or country.
- c) A crime involving gross immorality or moral turpitude in Ohio, another State, Commonwealth, Territory, Province, or country.
- d) A violation of any municipal, County, State, Commonwealth, or Federal drug law.

Please Note: Accepted applicants will be required to submit to a criminal background check facilitated by MTC and conducted by The Ohio Bureau of Criminal Identification and Investigation. This background check will include, but is not limited to, an analysis of fingerprints and review of prior criminal records. Students with felony, certain misdemeanors or drug-related arrests as specified in section 3701.881 of the Ohio Revised Code will be ineligible for admission into the SUR Program. The submission of any false information to MTC shall be cause for immediate dismissal from the SUR Program.

Accepted applicants will be required to submit to an eight-panel drug screen. In addition, students will be subject to random drug screens. Students who refuse/fail to cooperate will be considered "positive". Unsatisfactory/positive results of the drug screen will result in ineligibility for admission and/or continuation in the program.

SUR Class and Clinical Schedule: Applicants to this program should note that the SUR class and clinical schedule are subject to revision. Applicants to the SUR Program should also be aware that SUR technology classes are scheduled during *daytime hours*. Clinical affiliations will be held at off-campus sites during daytime hours. SUR students may find it difficult or impossible to maintain full-time employment. A student's ability to maintain employment during the course of this program will vary depending upon the student's scheduled work hours, and individual strengths and weaknesses.

Essential Functions of a ST: Applicants to MTC's SUR program should be aware that certain physical, visual, hearing, behavioral, and cognitive abilities are necessary to successfully complete the classroom, laboratory,

and clinical practicum work required in a SUR education program. These abilities are also necessary to perform the essential functions of a Certified Surgical Technologist. Please see the SUR Program Director for more details regarding these Essential Functions.

Application Deadline: Applications to the SUR Program at Marion Technical College **must be completed and submitted to Marion Technical College no later than June 30.** The SUR Program reserves the right to extend this deadline or admit qualified candidates, on a first come-first served basis in the unlikely event that the class is not filled by the June 30 deadline. Applicants receiving this information later than June 30 are advised to contact the SUR office to learn if seats in the program remain available. We anticipate that **acceptance/rejection letters will be sent to all applicants by July 31.** Applicants who are not selected into the program, but would like to be considered for a future class, will need to complete and submit another program application.

If you have questions or desire further information, please contact the SUR Program at MTC (740-386-4185).

INFORMATION REGARDING ADMISSION TO THE MTC SUR PROGRAM

Please note: this information is applicable for admission for the fall of 2023 only.

Is the Program Accredited? The Surgical Technology (SUR) Program at Marion Technical College (MTC) is accredited by CAAHEP under the recommendation of ARC/STSA. If you have questions regarding accreditation please feel free to contact the SUR Program at MTC (740-386-4185).

What is the Application Deadline? The SUR Program will be accepting no more than **10 applicants** for Fall admission. Applications should be submitted to the SUR Department no later than June 30 of the year they wish to start. Applicants receiving this information later than June 30 are advised to contact the SUR office to learn if seats in the program remain available. In the unlikely event that the class is not filled by June 30, the SUR Program reserves the right to extend this deadline or admit qualified candidates, on a first come-first served basis. We anticipate that the acceptance/rejection letters will be sent to all applicants by July 31 each year.

What are the requirements for admission to the Surgical Technology Program?

- _____ Admission to Marion Technical College (MTC).
- _____ Completion of high school or college coursework reflecting a 2.5 (on a 4.0 scale) overall grade point average. (Grade point average for fewer than 12 college semester or quarter hours at one institution will not be considered). Note to high school seniors: Please use grades as of the end of seventh semester, senior year.
- _____ College Ready Math Placement
Please note the shelf-life for Math is three (3) years.
- _____ Completion of high school or college chemistry with a grade of “C” or higher OR SCI 1050 (Principles of Biology and Chemistry) or equivalent.
- _____ Completion of high school or college biology with a grade of “C” or higher OR SCI 1050 (Principles of Biology and Chemistry) or equivalent.
- _____ College Ready Reading Skills Placement
- _____ College Ready English Placement
- _____ Completion of a minimum of TWO (2) Surgical Technology informational modules (Modules must be submitted via Canvas).
- _____ Submission of the MTC SUR Program Application for Class of 2025 including a signed copy of the MTC Allied Health Programs Agreement to Respect Confidentiality form.
- _____ Completion of interview with Program Director.

How can I improve my chances for acceptance?

In the event that more than 10 qualified applications are received prior to the deadline, up to 10 of the most highly qualified candidates will be accepted and a wait list will be compiled. Point values will be assigned to the following criteria and will be used to place candidates in rank order:

- _____ ACT score (of 17 or greater composite) **OR** a completed Bachelor’s
- _____ Completion of ALL Admissions Module (Canvas)
- _____ Interview
- _____ High grade point average (high school or college); **(the highest GPA from one institution will be used).**
- _____ Completion of and grade of “C” or higher in **one or more** of the following courses (or transfer equivalent):
 - SCI 1200 (Anatomy & Physiology I)
 - SCI 1250 (Anatomy & Physiology II)
 - MTH 1240 (Statistics) **Note that Quantitative Reasoning can be substituted here.
 - SCI 1300 (Microbiology)
 - ALH 1100 (Medical Terminology)

MTC SUR Program Application for Class of 2025

(Page 1 of 4, must complete all 4 pages)

Applicant's Name: _____ Applicant's Date of Birth: _____

Previous/Maiden Name(s): _____

Directions:

Submit this application **ONLY** if you can answer **YES** to each of the following questions.

_____ I have submitted the following general admission requirements to the MTC Office of Admission:
√ MTC General Application for Admission (Indicate Surgical Technology (SUR) as your Major/Program on the application)
√ \$20 general MTC application for admission fee (if not already an MTC student)
√ Official high school transcript and/or GED score results
√ Official college transcript(s) from other colleges attended (if applicable; please list all Colleges that you have requested send transcripts to MTC at the end of the application).

_____ I have completed high school or college coursework reflecting a 2.5 (on a 4.0 scale) overall grade point average (GPA). (GPA for fewer than 12 college semester or quarter hours at one institution will not be considered). Note to high school seniors: Please use grades as of the end of seventh semester, senior year. ****If your High School GPA is not on a 4.0 scale, please request it be converted to a 4.0 scale before the transcript is sent to MTC.***

My qualifying GPA is from _____
(Name of High School or College)

_____ I meet the requirements for placement into MTH 1240 (QR Math Level 4 – see advisor for details) or have completed MTH 0910 or MTH 1241 at MTC.

I successfully completed the above requirement at _____
(Name of High School or College)

_____ I have completed high school or college biology and chemistry within the last 5 years with a C or higher in each, completion of SCI 1050, or successfully passing science placement test

I successfully completed the above requirement at _____
(Name of High School or College)

_____ I have completed **BOTH** admission modules (on Canvas) and submitted the verification form for both.

_____ I have read all the information contained in the Surgical Technology program admission packet. I understand the requirements and demands of this program.

_____ I understand that if I am offered a seat in the SUR Program, I must complete a successful criminal background check before being admitted into the program and must complete a successful drug screen before entering into the clinical component of the program.

_____ I wish to begin the SUR Program technical course sequence fall semester.

All of the above information MUST be completed in order to be considered for admission to the SUR program.
(continued on next page)

MTC SUR Program Application for Class of 2025

(Page 2 of 4, must complete all 4 pages)

Applicant's Name: _____ Applicant's Date of Birth: _____

Evidence of the following items may improve an applicant's chances for admission. Please check these items **only** if they are included with this application or if they are being sent directly to MTC:

_____ I have opted to submit my official ACT scores.

ACT test date: _____ ACT Composite Score: _____
(exact date not required)

OR, I have a completed Bachelor's Degree from _____

_____ Please note that my college transcript(s) reflect **completion** of one or more of the following courses, or a transfer equivalent, with a grade of C or better.

- SCI 1200 Anatomy and Physiology I completed at _____
(Name of College)
- SCI 1250 Anatomy and Physiology II completed at _____
(Name of College)
- MTH 1240 Statistics completed at _____
(Name of College)

Submit this application and accompanying materials to the SUR Program at MTC by June 30. All materials MUST be received by the SUR Program by the June 30 application deadline. The SUR Program reserves the right to extend this deadline or admit qualified candidates, on a first come-first served basis in the unlikely event that the class is not filled by the June 30 application deadline. Applicants receiving this information later than June 30 are advised to contact the SUR office to learn if seats in the program remain available.

To the best of my knowledge, the information that I provided on this application form is truthful and accurate.

Applicant's Signature

Print Name

Date _____

MTC Student ID. # _____

Applicant's Address _____

Applicant's Phone _____

Applicant's Date of Birth _____

Applicant's e-mail address: _____

For information regarding the status of your application and to confirm receipt of materials, you must email claytorj@mtc.edu.

***A College transcript has been requested from the following College(s) and should be received by the SUR Program by June 30 Deadline (List all Colleges): (if additional space is needed, write on the back of this application)

1. _____

2. _____

3. _____

4. _____

MTC SUR Program Application for Class of 2025

(Page 3 of 4, must complete all 4 pages)

Applicant's Name: _____ Applicant's Date of Birth: _____

Marion Technical College Health Technologies Programs Agreement to Respect Confidentiality, Privacy, and Security

Maintaining confidentiality, privacy, and security is a key principle in today's health care setting. The purpose is to promote trust in professional relationships between patient/family members and individuals working in the health care environment, facilitate truthful and complete disclosure of information by patients, and protect patients, health care providers, and health care facilities from harm by preventing disclosure of information. Some information may be harmful to an individual's reputation, personal relationships or employment.

Confidentiality carries the responsibility for limiting disclosure of private matters. It includes the responsibility to use, disclose, or release such information only with the knowledge and consent of the individual. Privacy is the right of an individual to be left alone. It includes freedom from observation or intrusion into one's private affairs and the right to maintain control over certain personal and health information. Security includes physical and electronic protection of the integrity, availability, and confidentiality of computer-based information and the resources used to enter, store, process, and communicate it; and the means to control access and protect information from accidental or intentional disclosure.

Confidential information includes but is not limited to: patient information, medical records, hospital/medical office information, pharmacy, physician information, employee records, and any situation which may be encountered in the course of your clinical/practicum experience and on campus. Maintaining confidentiality means to share information only with other healthcare professionals who have a "need to know" the information to provide proper healthcare for that patient and/or to conduct business within the health care setting. **Obtaining and sharing information in which there is not a "need to know" is a violation of confidentiality. Sharing any information about your clinical practicum site or staff is a breach of confidentiality.**

Information that is a benefit to the learning experience may be shared with an instructor or other students as part of a classroom assignment. Information must exclude patient identifiers/confidential information. As part of a learning experience, this would be considered a legitimate "need to know". **Sharing this information outside of class is a breach of confidentiality.**

A common way in which information is shared unnecessarily is through casual conversation. Sometimes a patient or a situation is very interesting and information is shared with one's own family, friends, or co-workers who are not involved with that patient. **Simply mentioning that you saw an individual in a healthcare setting is considered a breach of confidentiality.** Other times, information is shared inadvertently. Two employees, both needing to know information about a patient, discuss the case in the elevator or in the cafeteria, and a visitor overhears the information. This illustrates why it is imperative to limit clinical discussions to non-public areas.

Records such as any part of a patient's chart are not to be read by individuals other than those having a "need to know". Retrieving information from a computer also falls into this category. A "need to know" refers specifically to work needs. Looking up lab results for a friend or a family member is not acceptable "need to know". Friends and family need to find out their lab data from the physician who ordered it.

(continued on next page)

MTC SUR Program Application for Class of 2025

(Page 4 of 4, must complete all 4 pages)

Applicant's Name: _____ Applicant's Date of Birth: _____

Marion Technical College Health Technologies Programs Agreement to Respect Confidentiality, Privacy, and Security (continued)

Agreement requiring applicant/student signature:

I, _____ have read the above information regarding confidentiality, privacy, and security and I understand the importance of keeping all information I encounter during observation or a professional practice experience in confidence. I agree to maintain confidentiality in the healthcare site and will not divulge any healthcare information outside the healthcare site. I will not access or try to access patient or healthcare information without the approval of the professional practice site and my instructor/preceptor. I understand that cell phones are not permitted during observations or a professional practice experience. I will not remove records, papers, medications or specimens from the healthcare site without permission. I will not take notes of any confidential information and remove it from the healthcare site. I agree that I will not take pictures of patients or of confidential information. I agree to use caution when discussing confidential matters in the healthcare site to avoid being overheard in any public area. I understand that violating this policy may prohibit me from admission to any MTC health technologies program, or result in my removal from the professional practice, a failing grade, and dismissal from the program. I will continue to maintain confidentiality, privacy, and security with any information I encounter during my learning experience after I have completed my courses at Marion Technical College.

Print Name: _____ Date _____

Signature: _____

MTC Student ID or Date of Birth: _____

Marion Technical College Surgical Technology Program Applicant Scoring Sheet

The following scoring system will be used to determine up to 10 of the most qualified candidates. This information is provided for the applicant's information only. **Do not return this form with your application.**

Possible Score		Score
20 points possible	Grade Point Average (GPA) Use the GPA (on 4.0 scale) achieved at one of the following: high school, GED with accompanying transcript reflecting work completed; college transcript reflecting 12 semester or quarter hrs at one institution. For high school seniors: Use grades as of the end of seventh semester, senior year. GPA x 5 = _____ points	
10 points for the completion of 2 modules. (+2 points awarded for the completion of any additional modules.)	Completion of Admissions Module -completion of minimum of 2 Modules (all applicants MUST complete a minimum of 2 modules (Canvas), completion of any additional modules will result in +2 points)	
2 points for each completed course. (10 points possible)	General Education curriculum <ul style="list-style-type: none"> • Completion of English Comp 1 (ENG 1000) or transfer equivalent • Completion of Computer Applications 1 (OIS 1240) or transfer equivalent • Completion of Oral Communications (ENG 1400) or transfer equivalent • Completion of Medical Law and Ethics (ALH 1140) or transfer equivalent • Completion of Ethnic and Cultural Diversity (HSS2020) or transfer equivalent 	
5 points for each completed course, plus 5 bonus points for completing all course in this section (25 points possible +5 additional)	Completed SUR curriculum – (Only required course work completed prior to June 30 will be considered.) Courses must be completed with a grade of “C” or better <ul style="list-style-type: none"> • Completion of A&P I (SCI 1200) or transfer equivalent • Completion of A&P II (SCI 1250) or transfer equivalent • Completion of Statistics (MTH 1240) or transfer equivalent • Completion of Microbiology (SCI 1300) or transfer equivalent • Completion of Medical Terminology (ALH 1100) or transfer equivalent 	
35 points	Subjective Interview Assessment – <ul style="list-style-type: none"> • Interview must be schedule with the Director of Surgical Technology prior to June 30. 	
	Applicant Total Score (100 Possible)	/100

(*This Form is Optional, your application will still be considered if this form is not returned)**