It is the policy of the organization that equal opportunities be available to all without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status. This policy applies in all phases of an individual’s career, beginning with the initial application process, recruitment and selection, placement, job change, compensation, discipline, and separation.

In order to affirm this policy, the organization subscribes to the following principles: the organization will recruit, hire, train, and promote individuals without regard to race, color, sex, religion, national origin, disability, sexual orientation, or veteran status.

All personnel actions regarding compensation, benefits, job changes, training, educational assistance, etc. will be administered without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or veteran status. The Director of Employment and Employee Relations will be responsible for ensuring that policies are enforced in a manner consistent with this goal.

The organization has a staff of Human Resource Consultants who are available to consult with any job applicant or employee who has questions or issues concerning the application of this policy.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<td>April 30, 2012</td>
</tr>
<tr>
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<td>July 2, 2012</td>
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<td>Core Tuition payment due</td>
<td>August 13, 2012</td>
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</tr>
<tr>
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<tr>
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<td>April 22, 2013</td>
</tr>
<tr>
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<td>April 22, 2013</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 27, 2013</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4, 2013</td>
</tr>
<tr>
<td>Level 2 Courses End</td>
<td>August 2, 2013</td>
</tr>
<tr>
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<td>August 2, 2013</td>
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Instructional Delivery

All courses for the program are taught on the Methodist Campus. Most portions of this program are taught in a classroom lecture or lecture/lab combination. An exception to this would be the clinical portion, which is completed in the surgery department of several major hospitals in the Indianapolis area. These include Indiana University Health, IU Health West, IU Health North, St. Vincent, and Franciscan St. Francis hospitals. No portion of the courses or program are offered via distance learning education.

Listing of Officers

Dr. Eric Williams, VP Academic Affairs
Cheryl Oliver, MS, AT (ASCP), Manager
Daniel F. Evans, Jr, President & CEO
Mark Mattes, JD, Director
Indiana University Health
Academic Affairs

Faculty

Terry Myers, ST, RN
Surgical Technology Program Director

Michelle Whitlow, BS, CST
Surgical Technology Program
Clinical Coordinator
About Indiana University Health

Indiana University Health is Indiana’s most comprehensive healthcare system. A unique partnership with Indiana University School of Medicine, one of the nation’s leading medical schools, gives patients access to innovative treatments and therapies. IU Health is comprised of hospitals, physicians and allied services dedicated to providing preeminent care throughout Indiana and beyond.

- Total admissions: 115,250
- Total outpatient visits: 1,882,795
- Total Physicians: 2,889
- Total full-time employees: 21,883 as of Oct ’11 YTD

National Recognition

- Eleven clinical programs ranked among the top 50 national programs in U.S. News & World Report’s 2010-11 edition of America’s Best Hospitals.
- Eight specialty programs at Riley Hospital for Children at IU Health ranked among the top 30 children’s hospitals in the nation.
- Six hospitals designated as Magnet® hospital systems by the American Nurses Credentialing Center recognizing excellence in nursing care.

Student Resources

1. **Meals** – Meals are served in and around the hospitals
2. **Lounges** – Students may use the employee and student lounges in Wile Hall. Students as well as employees are NOT permitted to use any visitor or patient lounges. Adherence to this hospital policy is required.
3. **Parking** – Students will be provided temporary hangtags, which allow them to park for free in the employee surface parking lots. Parking garages which connect to the hospital are also available for a fee. Any parking tickets issued for violations must be paid by the student prior to graduation.
4. **Library** – The library and media center are located on the first floor in the Methodist Professional Center. The hours are 8:00a.m. – 4:30p.m., Monday through Friday.
5. **References** – Departmental collection of reference books and professional journals are available.
6. **Career Center** – Computer-assisted instruction available.
7. **Basic Skills** – Instructors available in Resource Centers for tutoring.
8. **Occupational Health** – All injuries no matter how small must be reported to your Program Director immediately to be referred to the appropriate Occupational Health Center.
Summary of Significant Points

- Demand for trained surgical technologists is high and is expected to grow 24% between 2006 and 2016.
- Increased demand for surgical technologists is expected as the number of surgical procedures grows.
- Most certificate programs for surgical technologists last approximately one year.

Nature of the Work: What Surgical Technologists Do

Surgical technologists, previously called surgical or operating room technicians, assist in operations under the supervision of surgeons, registered nurses, and/or other surgical personnel.

Before an operation, surgical technologists help:
- set up the operating room with surgical instruments and equipment, sterile linens, and sterile solutions
- assemble, adjust, and check nonsterile equipment to ensure that it is working properly
- transport patients to the operating room
- position patients on the operating table and cover them with sterile surgical “drapes”

Technologists also help the surgical team scrub and put on gown and gloves.

During surgery, technologists pass instruments and other sterile supplies to surgeons and surgeon assistants. They may hold retractors, cut sutures and count sponges, needles, supplies, and instruments. Technologists must respond quickly and know procedures well so that they may have instruments ready for surgeons without having to be told. Surgical technologists help prepare and care for specimens that are taken to the laboratory for analysis. They may help apply dressings; operate sterilizers, lights, or suction machines; and help operate diagnostic equipment.

After an operation, surgical technologists may help transfer patients to the recovery area and clean and restock the operating room.

Working Conditions

Surgical technologists work in clean, well-lighted, cool environments. They must stand for long periods and remain alert during operations. At times they may be exposed to communicable diseases and unpleasant sights, odors, and materials.

Most surgical technologists work a regular 40-hour week, although they may be on call or work nights, weekends, and holidays on a rotating basis.
Employment
Most Surgical Technologists are employed by hospitals, mainly in operating and delivery rooms. Others are employed in ambulatory care centers. However, because of the broad educational background combined with the specialized focus, many different options are available to the experienced Surgical Technologist.

Certifications and Accreditation
Technologists may obtain professional certification from the National Board of Surgical Technology and Surgical Assisting (NBSTSA) by graduating from an accredited program and passing the national certification examination. They may then use the designation Certified Surgical Technologist, or CST. Continuing education or reexamination is required to maintain certification, which must be renewed every four years.

Since March 2000, graduation from a program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) has been a prerequisite for certification. IU Health’s Surgical Technology program is fully accredited by CAAHEP.

CAAHEP accredits programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) which is headquartered at
6 W. Dry Creek Circle, Suite 110
Littleton, CO 80120
ph: 303.694.9262
fax: 303.741.3655

Indiana University Health is accredited by:
The Joint Commission
One Renaissance Blvd.
Oakbrook Terrace, IL 60181
ph: 630.792.5000

and is licensed by:
Indiana State Department of Health
2 North Meridian Street
Indianapolis, IN 46204
ph: 317.233.1325
Advancement Opportunities
Opportunities for advancement can include the following:

- Technologists can advance by specializing in a particular area of surgery.
- They may also assist the RN Circulator. The Circulator is the “unsterile” member of the surgical team who prepares patients; helps with anesthesia; gets, opens, and holds packages for the “sterile” persons during the procedure; interviews the patient before surgery; keeps a written account of the surgical procedure; and answers the surgeon’s questions about the patient during surgery.
- With additional training, some technologists advance to first assistants, who help with retracting, sponging, suturing, cauterizing bleeders, and closing and treating wounds.

Some surgical technologists manage central supply departments in hospitals. They may also take positions with:

- insurance companies
- sterile supply services
- operating equipment firms, or
- educational institutions

Job Outlook
Employment of surgical technologists is expected to grow much faster than the average for all occupations through the year 2018 as the volume of surgery increases.

Reasons why:

- The number of surgical procedures is expected to rise as the population grows and ages.
- Older people require more surgical procedures.
- Technological advances, such as fiber optics and laser technology, will also permit new surgical procedures.

Earnings
The earnings potential for surgical technologists varies widely, depending on experience, skill level, and geographic location.

Typically, IU Health’s surgical technologists earn between $15.45/hour and $24.66/hour.

* These rates do not include any shift differential, overtime, or on-call pay.

* This information is subject to change without notice. It was accurate when this document went to press.
Admissions Criteria

To qualify for the IU Health Surgical Technology program, you must complete the admissions process, be selected, and be formally admitted to the program. The admissions process includes submission of an Application for Admission and other required forms, plus a non-refundable $30 processing fee. The admissions process may also include a personal interview. Applications for admission are program specific and are not transferable between programs.

Before you Start the Process

Be sure you:

- have earned your high school diploma or GED certificate
  We require official transcripts as part of the application process. If you are a high school senior who is expecting to graduate, your acceptance into the program is contingent upon receipt of your final official high school transcript. If you were home schooled, your transcript must be from an accredited high school, or a GED certificate is required.
- read this booklet completely and understand all the forms you need for application
- are prepared and able to do college-level work
  Although you are not required to take college courses before applying to this program, the selection committee pays careful attention to your high school science and math grades (also any health occupations courses that you take). If time permits, we strongly suggest that you take one or more relevant courses before applying to this program, such as Medical Terminology, Anatomy & Physiology, Medical Law & Ethics, and Communication Skills at an accredited college. IU Health offers an Anatomy & Physiology course each January and April. Taking any of the above mentioned courses enhances your knowledge and qualifications.
- can meet the physical requirements of this profession

Admissions Requirements

To be considered for entrance into this program, you must do the following:

- Submit official proof of completing a high school diploma or GED certificate
- Complete the application packet and turn it in to the program director, or Health Sciences Education Center by the application deadline
- Include the non-refundable $30 processing fee with your application
- Ensure that your candidate reference forms reach the program director, or Health Sciences Education Center
- Successfully pass a background check
- Be able to physically do what is required of surgical technologists
- If you are a person for whom English is a second language and/or your transcripts are not from the United States, you will need to take the TOEFL test. TOEFL testing information (dates, cost, testing center information) can be found on their website at [www.ets.org/toefl](http://www.ets.org/toefl)
- To be eligible to apply for the program, you must be a US Citizen or have a permanent residence visa
Course Exemptions
After you have been accepted into the program, you may request a course exemption. Requests for course exemptions may not be considered after the due date for core tuition.

All course exemptions are granted at the program director’s discretion.

There are three ways to document your request for course exemption.

1. If your request is based on prior college-level work at an accredited institution, your official transcript must show a “B” or above in the course(s) you are presenting for consideration. Grades must have been earned within the last five (5) years or less.
   
   Note: If necessary, you are responsible for providing pertinent course descriptions or copies of the college catalogue(s) if further documentation is needed to facilitate your request for course exemption.

2. If your request is based on transcripts from accredited schools who issue numeric grades, the course(s) you are presenting for consideration must show a numeric grade of 80% or above. Grades must have been earned within the last five (5) years or less.

3. If you are requesting course exemption based on prior work experience or on course work that you completed more than five years ago, the exemption will be granted at the discretion of the program director.

Notification
Whether you are accepted into the program or not, you will be notified in writing. If you are not accepted into the program, you will need to repeat the application process for consideration in future programs.

Falsification of your application or other admissions documentation or failure to provide complete and accurate information may result in your termination from the program.

Acceptance Letter and Attachments
If you are accepted into this program, you will receive an acceptance packet. Acceptance is contingent upon the return of the documents which are included in your acceptance packet. Such as:

- your signed permission for us to conduct a background check on you
- your signed program technical standards form, which indicates that you are capable of doing all that the program demands of you physically, with or without accommodation
- your signed enrollment agreement
- your non-refundable $100 registration fee

Failure to return any of these items may result in your seat being given to someone else.
Background Check
If you are selected to be in this program, your acceptance will be based upon your ability to pass a criminal background check. Acceptance packets will come with a release form that gives us permission to conduct the background check. **Please be sure to list any and all violations that may appear on the background check. This includes any traffic violations.** Failure to sign and return this release or failure to pass the background check may disqualify you from entering the program.

Having a criminal conviction does not automatically disqualify you from entering this program; however, certain convictions will disqualify you. These limitations are imposed for the safety and well-being of IU Health patients, employees, visitors, or volunteers. Your record will be evaluated on an individual basis.

If you are an IU Health employee, please refer to HR policy HR-103 to see how this may affect you.

Enrollment Agreement
Students accepted in the Surgical Technology Program will be required to sign an enrollment agreement outlining specifics of the program. Once you have signed the agreement, you will have three business days to cancel for a full refund of all tuition and registration monies paid.

Program Technical Standards
Also included in the acceptance packet is a list of technical standards required for being a student in this program. This includes the ability to:
- read, write, understand, and verbally communicate in fluent English
- stand, walk, or sit for up to 8 hours a day, 5 days a week
- carry, reach, stoop and lift up to fifty (50) pounds
- have very good manual dexterity to handle surgical instruments and equipment
- have visual acuity (on your own or with corrective lenses) to read information printed on forms, labels, and medications
- discern differences in colors of solutions without color blindness
- have the auditory acuity (on your own or with auditory aids) to understand a normal speaking voice without seeing the speaker’s face
- question a patient, relay information to others, and receive information in fluent English
- work in a sometimes stressful situation and maintain a calm demeanor
- protect patient confidentiality

Make sure you complete this form and return it as soon as possible. Failure to return the statement may prevent us from processing your application.
Drug Screening
A drug screen is not required for acceptance into this program. However, drug screens may be expected at clinical sites before you are allowed to start your clinicals there. If this is a requirement of your clinical training, you will be expected to comply with the screening. Be advised that drug screens are also part of pre-employment physicals at many organizations, particularly health care facilities.

Immunization Clearance
You are required to have an immunization clearance. The cost of some required vaccinations are your responsibility. You will receive additional information during orientation.

Personal Health Insurance
It is recommended or preferred that you have personal health insurance coverage throughout the duration of the program. If you do not have insurance, you will need to sign a waiver of insurance form.

Change in Student Status
If a situation arises such as pregnancy, family emergency, illness or injury that will prevent you from attending classes or clinical experiences for an extended period of time, you must notify the program director immediately. You will be counseled individually to plan the best course of action for your circumstances. Be advised that any such delays in your training may prevent you from continuing the program.

Graduation Policy
To graduate from the program, you must
• complete all requirements for the program in the prescribed amount of time
• return instructional materials and other IU Health property in satisfactory condition
• meet all financial obligations to the program and to IU Health
• adhere to all class, program, department, and hospital policies and procedures.

Employment/Placement Assistance
This program includes sessions on resume writing, interviewing skills, and using IU Health’s online HR system. **However, completion of this program does not guarantee employment at IU Health or elsewhere.**

Professional Image
It is incumbent on each individual who wears an IU Health identification badge to maintain a professional image in terms of both conduct and appearance.
• Jewelry will be kept to a minimum (e.g., no more than 3 earrings in one ear). Non-traditional body jewelry (e.g., tongue, eyebrow, lips, and nose) may not be worn.
• Tattoos are to be covered.
• Hair will be neatly styled and groomed. Shaggy or unsightly hair or non-traditional hair coloring (green, blue, purple, red, etc.) is inappropriate.
• Students are expected to conduct themselves in a courteous and conscientious manner at all times.
Fee Information

Tuition Fees fall into one of two Categories Internal or External

Internal
An employee of Indiana University Health or a subsidiary corporation of IU Health qualifies for the internal tuition rate of $1.35 per contact hour. You can be a full-time, part-time or supplemental employee to qualify for the internal tuition rates.

External
Anyone who is not employed by IU Health or any of its subsidiary corporations must pay the external tuition rate of $2.65 per contact hour.

If you are unsure which category you qualify for, call 317-962-5470 for clarification.

Surgical Technology Program Tuition Fees (all fees are subject to change)

<table>
<thead>
<tr>
<th>3 Trimesters</th>
<th>Length</th>
<th>Dates</th>
<th>Payment Due</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Trimester</td>
<td>375 contact hours 16 wks</td>
<td>August – December</td>
<td>2 weeks Prior to Orientation in August*</td>
<td>Internals: $506.25 Externals: $993.75</td>
</tr>
<tr>
<td>2nd Trimester</td>
<td>558 contact hours 15 wks</td>
<td>January – April</td>
<td>First day of Level I in January*</td>
<td>Internal: $753.30 External: $1478.70</td>
</tr>
<tr>
<td>3rd Trimester</td>
<td>558 contact hours 15 wks</td>
<td>April – August</td>
<td>First day of Level II in April*</td>
<td>Internal: $753.30 External: $1478.70</td>
</tr>
<tr>
<td>Total Program Tuition Fees</td>
<td>1,491 contact hours</td>
<td>11 months</td>
<td>*(see academic calendar)</td>
<td>Internal: $2012.85 External: $3951.15</td>
</tr>
</tbody>
</table>

Books, Scrubs, and Exam fee
Book costs are in addition to the tuition fee and range from $500 to $700. A book list and possible vendors will be provided upon acceptance into the program. Scrubs will need to be purchased for the program and this will be discussed in more detail during orientation. You will be taking the national certification exam during the 3rd trimester, prior to graduation. The fee for this exam will range between $200 and $250. This fee will be due in April along with the 3rd trimester “Level II Courses” tuition. All costs are subject to change.
Payments
Upon your acceptance into the program, a **non-refundable** $100 registration fee is due to hold your position in the program.

Tuition payments are processed each trimester.

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Duration</th>
<th>Course Type</th>
<th>Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Trimester “Core Courses”</td>
<td>16 wks</td>
<td>August – December</td>
<td>Payment due 2 wks Prior to Orientation in August*</td>
</tr>
<tr>
<td>2nd Trimester “Level I Courses”</td>
<td>15 wks</td>
<td>January – April</td>
<td>Payment due first day of Level I in January*</td>
</tr>
<tr>
<td>3rd Trimester “Level II Courses”</td>
<td>15 wks</td>
<td>April – August</td>
<td>Payment due first day of Level II in April*</td>
</tr>
</tbody>
</table>

* see academic calendar for specific date.

Fees and tuition may be paid by cash, money order, MasterCard, or VISA.

If a third party* is paying your fees and/or tuition, you must submit an official, written fee payment authorization at least two weeks before the first scheduled class session. Otherwise, your seat may be given to another student.

*Third party funding can come from GI benefits, vocational rehabilitation, or any source other than your own money.

Financial Assistance
Several forms of financial assistance may be available for this program.

- This program is not eligible for Title IV funding or other funding obtained by completing the FAFSA form.

- External applicants may be eligible for a limited number of REACH Educational Assistance Loans.

- The IU Health Surgical Technology program has received approval for those with GI Bill educational benefits. Start this process as soon as possible through the VA office at 1-888-442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov).

- Based on eligibility you may meet the requirements for other forms of assistance. Visit your nearest WorkOne Center to talk with a case manager about this. This is a multi-step process that requires your initiative to follow up on a timely basis, so start the process as soon as possible. To locate the nearest WorkOne Center visit their website at [www.workoneindy.com](http://www.workoneindy.com).
• Options may exist in addition to the ones mentioned here. You may be eligible for more than one type of tuition assistance. It is your responsibility to explore all options. Some forms of assistance take longer to determine eligibility than others. Start this process as early as possible.

• To indicate your intent to pursue financial assistance, complete the appropriate form and return it by the application deadline. Be aware that financial assistance may be considered taxable income.

REACH Educational Assistance Loans
REACH loans may be available on a limited basis for selected external students’ accepted into the program. Awarded REACH loans require that you sign a commitment to work at IU Health or a subsidiary for a specified period of time after graduation. If you fail to honor your work commitment, appropriate collection procedures may be initiated. Signing a work commitment does not guarantee employment at graduation.

Refunds
If you determine that it’s necessary to voluntarily terminate from the program, you should notify the program director in writing as soon as possible. Your termination will become effective immediately upon the program director’s receipt of written notice. Part of the fees you paid may be refundable, based on when the termination occurs. Fees paid by third parties will be refunded to the third party who paid them.

Similarly, if a third party is paying your tuition, that funding source is held accountable for paying whatever portion of your tuition that is not refundable.

If you terminate from the program within three business days of signing the enrollment agreement, you will be entitled to a full refund of all tuition and registration fees paid. The only money not returned to you is the non-refundable $30 application fee.

If you terminate from the program more than three business days after signing the enrollment agreement, some fees are not refundable.

To calculate what is refundable, take the total cost of program fees paid each trimester and subtract the $100 program registration fee.
Then determine what’s refundable according to the figures below:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Refund Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>prior to the start of each trimester</td>
</tr>
<tr>
<td>80%</td>
<td>during the first week of each trimester</td>
</tr>
<tr>
<td>60%</td>
<td>during the second week of each trimester</td>
</tr>
<tr>
<td>40%</td>
<td>during the third week of each trimester</td>
</tr>
<tr>
<td>0%</td>
<td>after the third week of each trimester</td>
</tr>
</tbody>
</table>

As you can see above, you may lose a substantial amount of money if you start classes and then decide to terminate. You may still be responsible for paying part or all of the tuition costs, depending on when you terminate.

Although failure to attend class is not considered adequate notification of termination your enrollment may automatically be terminated after three consecutive days of absence without notification. If you fail to give the program director notice of termination, any refunds will be based on the last date you attended class.

**Termination from the Program**

Termination from a program is when the student voluntarily or involuntarily terminates from the program. Voluntary termination is when the student chooses to withdraw from the program. Involuntary termination is when the program faculty makes a decision to dismiss the student from the program.

The following are grounds for involuntary termination:

- Violation of Code of Ethics and Professional Conduct Policy. (see student handbook)
- Failure to maintain the required level of academic achievement.
- Violation of the program’s attendance policy. (see student handbook)

Acts subject to immediate involuntary termination include but are not limited to:

- Falsification of records.
- Violation of Confidentiality Policy. (see student handbook)
- Violations of code of Ethics and Professional Conduct Policy, depending upon the severity of the infraction. (see student handbook)

If termination from the program becomes necessary, the student must notify the program director as soon as possible so that arrangements for formal termination can be made. An official termination form must be completed.

If readmission to the program is requested, the student must reapply to the next class. A decision regarding readmission will depend on past program performance (prior to termination), the student’s current situation as well as Health Sciences Education’s ability to accommodate reentry. Readmission is at the program director’s discretion. If you are readmitted, the program director may require you to repeat courses or clinical time. **Be aware that there is no guarantee of readmission after termination.**
Academic Information

Duration
The Surgical Technology program’s academic year is eleven months in length (1491 contact hours), divided into trimesters.

The first trimester (Orientation and the Core Curriculum), is 16 weeks long (August – December), with at least a one-week break at its end. The second and third trimesters (Level I and Level II courses) are each 15 weeks long. Level I runs January – April and Level II runs April – August. These comprise your professional level courses. [See pages 18-20 for a list of all required courses for this program.]

Courses and clinical rotations are scheduled during the day Monday through Friday at various locations on and off the IU Health campus. Typical classroom hours are 8am to 3:30 pm and clinical hours are 7am to 3:30 pm. The scheduled course hours fill a typical work day but your training goes far beyond that. You must be committed not only to consistent attendance during courses and clinical rotations, but also to devoting a significant amount of evening and weekend time for studying, doing homework, and completing projects and assignments.

Before you can progress to Level I courses, you must:
• complete and pass all Core courses with a final grade of 80% or better
• have paid in full all Core courses tuition
• submit tuition payment for Level I courses

Before you can progress to Level II courses, you must:
• complete and pass all Level I courses with a final grade of 80% or better
• have paid in full all Level I courses tuition
• submit payment for Level II courses and Exam fee

Satisfactory Performance, Progress, and Attendance
As a student, you are expected to abide by all policies and procedures established for this program. These are explained in the Student Handbook, which you will receive during Orientation. You are expected to perform satisfactorily and progress through the program in the prescribed period of time (three trimesters in eleven months). Measurements of satisfactory performance are done by issuing progress reports at midterm and at the end of each trimester, one week following the completion of classes.
“Satisfactory performance and progress” includes:

- **meeting academic standards**
  This means maintaining
  ✦ at least an 80% average or better for all courses, and
  ✦ a 90% average or better for performance-based activities

- **meeting attendance and behavioral standards and expectations**
  This means maintaining
  ✦ consistent attendance without tardiness (see student handbook: Attendance Policy)
  ✦ a willingness to learn
  ✦ a spirit of cooperation as a member of the IU Health team
  ✦ a professional demeanor and polished communication skills that reflect positively on yourself, the program, and the institution that you represent
  ✦ the utmost respect for your fellow students, the patients you encounter, the instructors, preceptors, and other health care professionals with whom you interact
  ✦ patient confidentiality
  ✦ and other behavioral standards detailed in your Student Handbook (i.e. Professional Image, Tobacco Free policy, etc)

**Grades and Competency Levels**
Each course has criteria or procedures for monitoring your progress. These include written and practical examinations, clinical evaluations, proficiency assessments, and other projects and assignments. You are expected to demonstrate satisfactory progress in order to complete the course in the prescribed amount of time. Failure to demonstrate satisfactory progress may result in probation or your termination from the program. Satisfactory progress is defined as an **80% grade in each course** and a **90% average for performance-based activities**.

Unsatisfactory progress may result in remediation, an incomplete grade or a failing grade in a course. The faculty will counsel you if you have academic difficulty. The faculty may also refer you to appropriate source(s) for further guidance, if needed.

A failing grade in **any** courses will result in involuntary termination from the program.

The grading scale is:  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-93%</td>
<td>92-85%</td>
</tr>
<tr>
<td>C</td>
<td>84-80%</td>
<td>below 80%</td>
</tr>
</tbody>
</table>

A grade of D is not given in this program.

Progress reports are issued at midterm and at the end of each trimester, one week following the completion of classes.
**Interventions and Possible Restrictions**

If you fail to maintain satisfactory performance and progress, a series of interventions and related restrictions may apply. Intervention strategies and restrictions could include, but are not limited to:

1. required counseling and/or tutoring sessions,
2. enrollment in Basic Skills classes, and/or
3. probation for a specific period of time
4. termination from the program

Satisfactory academic progress is restored when you successfully reestablish:

- an 80% average in each course
- a 90% accumulative level for performance-based activities
- the level of attendance and professionalism that’s required and expected for a health care professional.

If you are terminated from the program for any reason, you must reapply for admission to the next program offering in order to continue your studies. Before applying for readmission, you must meet with the program director to review recommendations for improvement and strategies to overcome deficiencies. **Be aware that there is no guarantee of readmission after termination from the program.**
# Courses and their Descriptions

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-00-110</td>
<td>Medical Terminology</td>
<td>45</td>
</tr>
<tr>
<td>03-00-120</td>
<td>Anatomy &amp; Physiology</td>
<td>90</td>
</tr>
<tr>
<td>03-00-130</td>
<td>Medical Law &amp; Ethics</td>
<td>45</td>
</tr>
<tr>
<td>03-00-140</td>
<td>Communication Skills</td>
<td>45</td>
</tr>
<tr>
<td>03-00-150</td>
<td>Introduction to Patient Care</td>
<td>60</td>
</tr>
<tr>
<td>03-00-160</td>
<td>Surgical Instrumentation</td>
<td>30</td>
</tr>
<tr>
<td>03-00-170</td>
<td>Surgical Applications</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>375</td>
</tr>
<tr>
<td><strong>LEVEL I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-20-210</td>
<td>Surgical Techniques</td>
<td>60</td>
</tr>
<tr>
<td>03-20-220</td>
<td>Surgical Procedures 1</td>
<td>88</td>
</tr>
<tr>
<td>03-20-230</td>
<td>Clinical Experience 1</td>
<td>264</td>
</tr>
<tr>
<td>03-20-240</td>
<td>Clinical Practicum 1</td>
<td>66</td>
</tr>
<tr>
<td>03-20-250</td>
<td>Surgical Techniques Lab</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>558</td>
</tr>
<tr>
<td><strong>LEVEL II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03-20-310</td>
<td>Surgical Procedures 2</td>
<td>68</td>
</tr>
<tr>
<td>03-20-320</td>
<td>Clinical Experience 2</td>
<td>424</td>
</tr>
<tr>
<td>03-20-330</td>
<td>Clinical Practicum 2</td>
<td>48</td>
</tr>
<tr>
<td>03-00-320</td>
<td>Professional Growth and Development</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>558</td>
</tr>
<tr>
<td><strong>TOTAL CONTACT HOURS</strong></td>
<td></td>
<td><strong>1,491</strong></td>
</tr>
</tbody>
</table>

Tuition for externals is $2.65 per contact hour.
Tuition for internals is $1.35 per contact hour.

## COURSE DESCRIPTIONS

### Core Courses

**03-00-110 Medical Terminology** (45 contact hours)
This course studies prefixes, root words, combining forms, and suffixes of medical terms needed to work in the medical field. It helps the student understand how terms are put together, their meanings, and their spelling. All body systems, basic diagnostic and imaging procedures, as well as pharmacological terms and abbreviations are covered. (no pre-requisites)

**03-00-120 Anatomy & Physiology** (90 contact hours)
This course studies the structural systems of the human body and principles of human physiology. It helps the student understand body organization at different levels, the importance of the body’s chemical processes, and the various organ systems involved. Related conditions and diseases of each system are taught. (no pre-requisites)
03-00-130 Medical Law and Ethics (45 contact hours)
This course is an introduction to the legal side of medicine, and to ethical principles. It includes a foundation of law in order to help prevent medical malpractice litigation by exposing the student to such legal concepts as: standard of care, scope of practice, employment, criminal and civil acts, contracts, and negligence. (no pre-requisites)

03-00-140 Communication Skills (45 contact hours)
This course focuses on the development of good written and oral communication skills. Emphasis is placed on composing effective and precise communication for the medical professional. This course also provides principles and methods for effective oral communication including nonverbal, listening, and telephone communication skills. (no pre-requisites)

03-20-150 Introduction to Patient Care (60 contact hours)
This course focuses on those areas of knowledge common to all allied health professionals as well as the practical application of psychological principles of life situations to develop effective interpersonal skills. Students learn the stages of life, care of patients in each stage as well as patients with special needs, chronic and terminal patients, addiction, abuse and dependency, and counseling and prevention. Students will also learn about health care settings and the health care team, basic safety and workplace safety, infection control based on Federal Regulations and Guidelines, immunology, microbiology and basic pharmacology. This course will also discuss the principles of reprocessing, sterilization and disinfection. (no pre-requisites)

03-20-160 Surgical Instrumentation (30 contact hours)
This course is a hands-on foundation for the use, care, and identification of basic surgical instruments. (no pre-requisites)

03-20-170 Surgical Applications (60 contact hours)
This course offers a study of the operating room environment. It covers the furniture, basic supplies and equipment used on surgical cases, and allows the surgical technology student the opportunity to observe in the operating room. (no pre-requisites)

Level I Courses
03-20-210 Surgical Techniques (60 contact hours)
This course is an introduction to the role of the surgical technologist. It covers principles of aseptic technique, electricity, and the perioperative care of surgical patients. Instruction also includes an orientation to the roles of the scrub and circulator in the surgical environment. (pre-requisite all core courses)

03-20-220 Surgical Procedures 1 (88 contact hours)
This course is a study of advanced and specialized general, GYN, oral and maxillary, ophthalmology, plastic, ENT, and genitourinary procedures in relation to the total physiological aspects of surgical intervention. This course also covers relevant anatomy, existing pathology, surgical hazards which might be encountered, the surgical procedures themselves, robotics, and a review of total patient care including preoperative care, diagnostic tests, and immediate postoperative care. (pre-requisite all core courses)
03-20-230 Clinical Experience 1 (264 contact hours)
This course enables the surgical technology student to correlate basic principles and concepts of classroom lectures to working situations through supervised clinical experience by scrubbing and circulating on selected general surgery, GYN, oral and maxillary, plastic surgery, ENT, ophthalmology, and genitourinary procedures. (pre-requisite all core courses)

03-20-240 Clinical Practicum 1 (66 contact hours)
This course correlates classroom instruction to the supervised clinical experience through discussion, exercises, and hands-on role playing under supervision of experienced surgical personnel. (pre-requisite all core courses)

03-20-250 Surgical Techniques Lab (80 contact hours)
This course is a skill based lab that correlates with classroom instruction from the Surgical Techniques Course. The student will demonstrate performance skills essential to function as a sterile and/or non sterile member of the surgical team during surgical procedures. The student will demonstrate skills for a grade, as well as perform and be graded in mock surgeries. (pre-requisite all core courses)

Level II Courses
03-20-310 Surgical Procedures 2 (68 contact hours)
This course offers a study of advanced and specialized peripheral vascular, cardiovascular, thoracic, orthopedic, and neurological procedures in relation to the total physiological aspects of surgical intervention. Course content covers relevant anatomy, existing pathology, surgical hazards encountered, the surgical procedures, and a review of total patient care including preoperative care, diagnostic tests, and immediate postoperative care. (pre-requisite all core and level 1 courses)

03-20-320 Clinical Experience 2 (424 contact hours)
This course enables the surgical technology student to correlate basic principles and concepts of classroom by working in a supervised situation in a clinical facility. Course work includes scrubbing and circulating on selected surgical procedures in the peripheral vascular, cardiovascular, thoracic, orthopedic, and neurological specialties. (pre-requisite all core and level 1 courses)

03-20-330 Clinical Practicum 2 (48 contact hours)
This course correlates classroom instruction to the supervised clinical experience through discussion, exercises, and hands-on role playing under supervision of experienced surgical personnel. (pre-requisite all core and level 1 courses)

03-00-320 Professional Growth and Development (18 contact hours)
This course prepares the student to transition to the workplace. Issues regarding professionalism and computer usage are discussed. Guidance is given with resume writing, interviewing skills, and the job search process. Review sessions help prepare the student for the national certification exam. (pre-requisite all core and level 1 courses)

This is a nationally accredited hospital-based certificate program. IU Health does not award college credits for these courses. If you think you will continue your education in the future, retain this document along with your final grades from these courses. Other learning institutions may require this information to determine transferability of course work.
Directions regarding the Application Packet

1) Read all these materials thoroughly to ensure that you qualify for the program.

2) Obtain an application packet.
   - **Call** our departmental secretary to request one be emailed or mailed to you: 317.962.5470
   - **Go online** to download an application packet at [www.iuhealth.org/education](http://www.iuhealth.org/education) then click on the Health Sciences tab
   - **Pick up** your application packet in person at:
     Health Sciences Education Center
     Wile Hall Rm. 631
     1812 N. Capitol Avenue
     Indianapolis, IN 46202

3) **Make copies of all the forms!**
   That way, if you make a mistake, you haven’t ruined your forms.

4) **For the application form:**
   Be sure to complete all pages.

*For the official transcript request form:*
Make as many copies as you need. You must submit official transcripts from any learning institution that you have attended, regardless of whether you obtained a degree from the institution or not. This includes high school, college, and other post-secondary training. Call ahead to your school(s) to determine whether you need to submit a fee to obtain an official copy of your transcript. You are responsible for paying any fees associated with obtaining these copies. Copy and complete as many transcript forms as needed, and mail them to the appropriate high school(s) and/or colleges attended. **Note:** Official transcripts are sent directly from the school to the program director in a sealed envelope.

If you have a GED, request that an official copy be mailed to the program director.

*For the candidate reference forms:*
Ask two people who know your work well (such as a supervisor or a teacher) to complete the two reference forms. Write only your name in the top line of these forms. Do not complete anything else on these forms. Ask those who fill out your reference forms to return them directly to Health Sciences Education Center. (The address is on the forms.) Allow plenty of time for these to be completed and returned. IU Health reserves the right to contact your references to verify information on the forms.

*For the short essay:*
Give a lot of thought to this ---- the selection committee reads this very carefully.
5) To submit your application, please be sure that you have completed everything. Send all forms, along with the non-refundable $30 fee to:

IU Health Methodist Hospital
Wile Hall-Room 625
Attn: Surgical Technology Program Director
1812 N. Capitol Ave.
Indianapolis, IN 46202

or

IU Health Methodist Hospital
Wile Hall-Room 631
1812 N. Capitol Ave.
Indianapolis, IN 46202

6) **Who to call with questions:**
For general questions regarding the application process or fees, call 317.962.5470. For specific questions about the program or its curriculum, contact the program director Terry Myers at 317.962.1864, or tmyers@iuhealth.org.
How to get in touch with us:

CALL
• our departmental secretary if you have general questions: 317.962.5470
• For specific questions about this program or its curriculum, call the program director at 317.962.1864

ONLINE
Go online to download application packet at www.iuhealth.org/education then click on the Health Sciences tab.

E-MAIL
your questions to the program director: tmyers@iuhealth.org

MAIL your completed application with your $30 fee to:
IU Health Methodist Hospital
Wile Hall-Room 625
ATTN: Surgical Technology Program Director
1812 N. Capitol Ave. – Wile Hall room 625
Indianapolis, IN 46202

Bring your completed application and your $30 fee to:
IU Health Methodist Hospital
Wile Hall-Room 631
1812 N. Capitol Ave.
Indianapolis, IN 46202
Get in, Get out, Get paid.