



WALLACE
COMMUNITY
COLLEGE

Fall Semester 2020 Surgical Technology Program

Application Deadline: Friday, MAY 29, 2020, 2:00 p.m.

❖❖ Communications regarding acceptance status will be emailed to all applicants. An active email address is required. ❖❖

Thank you for your interest in the Surgical Technology program at Wallace Community College. Please read all information carefully.

- A **CHECKLIST** is included to help to ensure that you have met all requirements and all needed documents are included.
- **Application packets must be complete at the time of submission.** Incomplete application packets will be disqualified. *If you are registered for classes this spring semester, wait until you have your grades posted to your transcript before submitting your application packet.*
- **All applicants will receive an email regarding their status by the first week of July 2020.** In order to allow time to process applications, please do not contact the office to inquire about application status prior to this time. If you have not received an email noting your status by mid-July, contact Shannon McNabb, Allied Health Secretary at 334-556-2388.

For general questions regarding the Surgical Technology program, please call Ms. Shannon McNabb, Allied Health Secretary, at (334) 556-2388 or email at smcnabb@wallace.edu or Ms. Jamie Snider, Surgical Technology Program Director, at (334) 556-6306 or jsnider@wallace.edu.

It is in your best interest to make a copy of all paperwork for your files before submission of your completed Surgical Technology program admission packet. No copies or documents will be returned or provided to applicants after the application has been submitted.

Wallace Community College is regionally accredited by
The Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033
404-679-4500
www.sacscoc.org

Surgical Technology Program Application Checklist and Information

Student Name: _____ WCC Student ID#: _____

Application Requirements

Initial
Here

_____ **Completed requirements for general admission to Wallace Community College.**

- Applicants must complete the WCC application for general admission requirements according to College admission policy prior to submitting the Surgical Technology application packet.
- In addition to meeting standard admission requirements, students applying to the Surgical Technology program must submit separate official transcripts from ALL colleges attended to the Office of Admissions regardless of prior degree(s).
- Students are encouraged to begin the WCC application process as soon as possible.

_____ **Meet minimal admission requirements**

- Students must include copies of transcript(s), placement scores, ACT/SAT scores, etc. as proof of meeting academic requirements.

_____ **Completed application forms for the Surgical Technology program**

- All forms must be complete and signed, where required.

_____ **Include “Surgical Technology Application”**

- Be sure you have given all information asked for on the application.
- Sign and date the application.

_____ **Include “Admission Agreement” from the Office of Admissions and Records.**

- Students must be unconditionally admitted to WCC before submitting a Surgical Technology application packet. (If you are enrolled at another college and cannot obtain “unconditional” status, you must submit all official transcripts up to the semester in progress to the Office of Admissions and Records at WCC, and then follow up with a complete transcript (following grade posting) at the end of spring semester. A notation of your status should be made on your “Admission Agreement”.)
- **ALL** applicants must include a current “Admission Agreement”. **This includes students currently enrolled in classes at WCC.** Your Surgical Technology application packet will not be processed without it.
- If you have previously been enrolled at WCC, but are not taking courses in Spring or Summer 2019, you must readmit to WCC and obtain a new “Admission Agreement” to include with your packet.
- ***Please allow a minimum 72-hour processing time for documents requested from the Office of Admissions and Records.***

_____ **Attach separate transcripts from EACH college attended**

- Copies of separate transcripts (unofficial copies are acceptable) from **EACH** college attended must be included with this application **including your WCC transcript**, if applicable.
- Transfer credit listed on any other college’s transcript will not be accepted in place of transcripts from the original college.
- **Transcripts for the Surgical Technology program application packet can be unofficial.** (Although official transcripts are submitted to the Office of Admissions and Records for acceptance to the College, *transcripts must also be submitted with your Surgical Technology program application packet.* Copies of transcripts will not be provided by the WCC Office of Admissions and Records for any college other than WCC.) If you are currently enrolled in courses which will be completed prior to the application deadline, submit a transcript copy (unofficial from website following grade posting is acceptable) showing final grade posting with your application.

_____ **Attach scores for the TEAS® (Testing of Essential Academic Skills)**

- Students must log on to www.atitesting.com and click on “Register for TEAS®” at the bottom right corner of your screen.
- Application packet must include a copy of the **TEAS®** score report.
- Applications received without test scores will be considered ineligible for admission consideration. Scores are good for testing completed within three years prior to the application deadline.
- No other tests will be accepted in lieu of the TEAS® exam (*see TEAS® exam information attachment*)

_____ **Attach signed and dated “Checklist and Important Information” form**

- Review each requirement listed on the Checklist and when complete mark as complete.
- Sign and Date when form is complete and attach to application packet.

NOTE NOTIFICATION METHOD: Applicants will be notified of acceptance status by email. It is imperative that applicants submit an accurate and frequently checked email address on this application.

Submit RAD Application Packet:

- Hand deliver – Application packet must be in a sealed manila envelope with program name and your name on the outside of the envelope.
- Mail – Submit application to the address listed below.

Classes for the Surgical Technology program are offered only on the Dothan Campus; however, applications may be submitted in the following ways:

By Mail: Wallace Community College
Shannon McNabb
Allied Health Secretary
1141 Wallace Drive
Dothan, AL 36303

POSTMARKED

No later than May 29, 2020

In Person: Dothan Campus

Health Science Building – 2nd Floor
Reception Desk Drop Box
Monday-Thursday 7:30 AM-4:30 PM
Friday 7:30 AM-2:00 PM

Sparks Campus

Earl Bynum
Administration Building
Student Services Office
Monday-Thursday 7:30 AM-4:30 PM
Friday 7:30 AM-2:00 PM

Signature

Print Name

Date



Wallace Community College

The Alabama Community College System

Surgical Technology Application

For Office Use Only

Received By: _____ Date: _____

It is the responsibility of the applicant to submit a **completed** application packet. Mailing information and submission locations are listed on the Application Checklist for this application. Applications should be submitted on or before the deadline of **Friday, May 29, 2020, 2:00 p.m.** If mailed, postmark must be no later than May 29, 2020. No applications will be accepted after the deadline.

I. PERSONAL DATA

Last Name: _____ First: _____ MI: _____ Maiden: _____

Student I.D.#: _____

Email: _____

(List an active email address. Communications regarding this application will be made via the listed email account.)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cellular Phone: _____

II. EDUCATION

High School Graduation Year: _____ High School Name: _____

GED (if applicable): Yes _____ No _____ Date Completed: _____

Are you currently taking college courses? Yes _____ No _____ If yes, what college? _____

- Applicants to the **SURGICAL TECHNOLOGY PROGRAM** must disclose **each college and/or university attended** regardless of credit hour, certificate, in-class or on-line instruction, or course/degree completion. Any failure to disclose attendance at any college or university could result in immediate disqualification from the **SURGICAL TECHNOLOGY PROGRAM** applicant pool and/or Surgical Technology program .

List all colleges **attended** and the year(s) attended:

DATES FROM/TO	INSTITUTION(S) ATTENDED, INCLUDING WCC	CITY / STATE	CREDENTIALS EARNED, if applicable (CERTIFICATE/DEGREE)

Please place a checkmark by each course you have successfully completed with a "C" or above.

<input type="checkbox"/> BIO 201 A&P I	<input type="checkbox"/> SPH 107 Fundamentals of Public Speaking
<input type="checkbox"/> BIO 202 A&P II	<input type="checkbox"/> <u>OR</u> SPH 106 Oral Communications
<input type="checkbox"/> ENG 101 English Composition I	<input type="checkbox"/> Humanities/Fine Arts Elective
<input type="checkbox"/> MTH 100 Intermediate College Algebra	<input type="checkbox"/> CIS 146 Microcomputer Application <u>OR</u>
<input type="checkbox"/> <u>OR</u> higher	<input type="checkbox"/> Demonstrated Competency
<input type="checkbox"/> ORI 101 Orientation to College <u>OR</u>	<input type="checkbox"/> PSY 200 General Psychology
<input type="checkbox"/> ORI 105 Orientation & Student Success	<input type="checkbox"/> PSY210 Human Growth & Development
<input type="checkbox"/> ORI 104 WorkKeys® Assessment	

NOTE: It is in your best interest to make a copy of all paperwork for your files before submission of your completed Surgical Technology program admission packet.

I hereby certify that I have made no willful misrepresentations nor have I withheld information pertinent to this application. Further, I understand that acceptance of this application by Wallace Community College does not imply acceptance into the Surgical Technology program and that the final selection of applicants is by the Surgical Technology program application review committee.

I understand that completion of this application is a component of the student profile and does not in itself grant admission to the Surgical Technology program. I understand this application must be resubmitted if I am not selected for the Fall 2020 semester. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss a student and/or refuse admission to the Surgical Technology program.

Minimum admission standards include:

1. Unconditional admission to WCC.
2. Receipt of completed application packet for the Surgical Technology program by **Friday, May 29, 2020, 2:00 p.m.**
3. All transcripts (college and/or high school) or unofficial GED scores.
4. Minimum of 2.5 grade point average for the last 24 hours of college credit for students with previous college work OR high school diploma or GED for students with no previous college work. High school credits will not be used in calculating grade point average, except as required in the Early Admission for Accelerated High School Students program.
5. Eligibility for enrollment in or prior completion of BIO201, ENG101, and MTH100 at the time of application.
6. Score on the ATI TEAS® for math, reading, science, and English. ATI TEAS® scores must be within three years of the application deadline.
7. Good standing with WCC as defined by the College Catalog.
8. Meeting the essential functions and technical standards required for Surgical Technology program.

Admission to the Surgical Technology program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

Applicant's Signature

Date

NOTE: ***Upon acceptance*** into any health program at WCC, students will be required to submit to drug screening and a background check

Surgical Technology Program

Essential Functions

Duties and Responsibilities:

A surgical technologist is a healthcare professional whose primary responsibility is to maintain the sterile field, understand the procedure being performed, anticipate the needs of the surgeon, maintain a current knowledge base, maintain quality patient care during the operative procedure, and maintain constant vigilance regarding the adherence of aseptic technique by all members of the surgical team. They handle the instruments, supplies, and equipment necessary before, during, and after the surgical procedure. In addition to the technical aspects of the profession, the technologist must always be aware of the patient's condition and needs.

Special Qualifications:

In addition to minimum requirements regarding Reading, Writing, and Math skills, the student must, unassisted:

1. Demonstrate ability to comprehend and interpret written material.
2. Able to make appropriate judgment decisions.
3. Follow written and oral/verbal instructions in English. Possess short-term and long-term memory sufficient to perform tasks, e.g., mentally tracking surgical supplies and performing anticipation skills during the operation.
4. Synthesize information from written material and apply the knowledge to various situations.
5. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

Psychomotor Qualifications:

1. Vision – normal, corrected. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
2. Hearing – normal, corrected, or aid able. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
3. Smell – able to detect odors sufficient to maintain environmental safety and patient needs.
4. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Physical Qualifications:

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
2. Able to lift a minimum of 20 pounds.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ambulate/move around without assistive devices.
5. Able to assist with and/or lift, move, position, and manipulate patient who is unconscious with/without assistive devices.
6. Successfully complete a CPR certification course.

Communication Qualifications:

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

Test of Essential Academic Skills Version (ATI TEAS®)

The ATI TEAS® measures basic essential skills in the academic content area of reading, mathematics, science, English and language usage. Applicants must create an account at www.atitesting.com to register and schedule a date for testing.

Guidelines for ATI TEAS® Testing

Total time available to test – 209 minutes (3 hours and 29 minutes)

Four Option Multiple-choice; Number of Test Questions – 170

- Reading – 58 minutes / 48 questions
- Math – 51 minutes / 34 questions
- Science – 66 minutes / 54 questions
- English & Language – 34 minutes /34 questions

Accommodations for Students with Disabilities

According to the U.S. Department of Education's Section 504 of the Rehabilitation Act of 1973, a student with a disability may be defined as any individual who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.

Any examinee who has a documented disability should contact [Disability Support Services](#) at respective campuses two weeks prior to registered testing date.

Preparing for the ATI TEAS®

Study Manual for the Test of Essential Academic Skills, Version Six is available for purchase online from ATI. Wallace students may check out a copy of the manual from the Wallace Library.

Students may also visit the sites listed below for free ATI TEAS® practice questions:

<http://www.mometrix.com/blog/ati-teas-6-test-breakdown/>

<https://uniontestprep.com/teas>

The following items are available for purchase at www.atitesting.com

- Learning Strategies
- ATI TEAS® Pre-Test Study Manual
- ATI TEAS® Online Practice Assessments
- ATI TEAS® Transcripts

There is no minimum score required on the ATI TEAS® but a higher score produces a higher point total. Cost of the ATI TEAS® test is \$70.00. This fee must be paid in advance online by debit or credit card at www.atitesting.com. You may find the test times for the Wallace Campus in Dothan [Testing Center](#) and the Sparks Campus in [Eufaula Testing Center](#) by clicking each center's name. To see how the ATI TEAS® score is used, see your specific program's admission information.

Registering for the ATI TEAS®:

Log on to www.atitesting.com

- Click on "Register for ATI TEAS®" at the bottom right corner of your screen.
- After completing the registration process, testers will be required to create a user account if they do not already have one prior to purchasing the test session. **REMEMBER YOUR USER ID AND PASSWORD—IT WILL BE REQUIRED AT TIME OF TESTING.**

Taking the ATI TEAS®

Late arrivals will not be tested, please arrive 30 minutes early to the test site. Late arrivals will forfeit his/her testing fee.

- Make sure you bring one **form of ID** (must be a government issued photographic identification – i.e. Driver's License or Passport)

The following items are **NOT** allowed in the testing lab during the ATI TEAS®:

- **Cell Phones**
- **Calculators**
- **Food or drink**
- **Textbooks or reference books of any kind**
- **Sunglasses, hat or hood**
- **Music (CD players, MP3 players, iPods, etc.)**

Please Note

ATI assesses a \$27.00 fee to transfer an ATI TEAS® score to a location other than your original test site.

- **Missed exams are non-refundable.**
- ATI TEAS® is good for three years.
- ATI TEAS® may be repeated only once during any admission time frame. The student must wait at least six-weeks to retest. There are two versions of the exam. The exam software will not allow a student to test twice on the same exam. You must identify yourself as a repeat tester or you will be locked out of exam and testing fees are non-refundable.
- **Proof of ATI TEAS® score must be attached to program application.**

ATI TEAS® Score Report

Students can download TEAS test results by signing in to www.atitesting.com, then complete the following:

- Sign-in with student username and password for ATI.
- Select MY RESULTS.
- Select TEAS test results
- DOWNLOAD RESULTS
- OPEN WITH ADOBE
- Print TEAS test report.