



## Cherokee Nation W. W. Hastings Hospital Surgical Technology Program Application Booklet

Dear Prospective Student:

Thank you for your interest in Cherokee Nation W. W. Hastings Hospital Surgical Technology Program. We know you have a choice when it comes to your education, and we hope you consider attending Cherokee Nation W. W. Hasting Hospital Surgical Technology Program. This booklet of information is intended to provide general information about our program, as well as to guide you through the application and enrollment process. Although there is a great deal of information we present it in an easy to follow format.

Health care professionals are in high demand today, especially surgical technologist. Surgical technology can be a rewarding career choice with opportunities for advancement. We believe our surgical technology program is challenging and competitive with a dedicated faculty and excellent facilities.

As you consider making one of the most important decisions of your life, we hope you will find Cherokee Nation W. W. Hasting Hospital Surgical Technology Program is the next step for you. Please feel free to contact us for information and enrollment Patricia Sumner Program Director (918) 316-0718 Rochelle Lewis Instructor (918) 772-8002.

Sincerely,

*Patricia Sumner CST*

Patricia Sumner CST

[patricia-sumner@cherokee.org](mailto:patricia-sumner@cherokee.org)

Program Coordinator/Instructor

GWYD DBF  
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## **Cherokee Nation W.W. Hastings Hospital Surgical Technology Program**

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### **Application Booklet**

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## **Surgical Technologist Application Process**

1. Fill out application, and get information required in #2 and #6. Call and make appointment with Patti Sumner at 918-316-0718 to bring information in and to take a Finger Point Dexterity test
2. List of documents needed:
  - A. Obtain official high school transcripts or GED certificates and/ or college/Vo-tech transcripts
  - B. Submit Documentation of Required Immunizations (Childhood shot records to present)
  - C. Obtain an Oklahoma State Bureau of Investigation (OSBI) Background Check) go to OSBI and Download the application and send it in, it will cost you \$19.00 check the boxes for Name base \$15.00, Sex Offender \$2.00 and Violent Offender \$2.00
  - D. Any discrepancies on the OSBI or FBI background check will be an automatic disqualified from the application process.
  - E. A copy of your blue and white Cherokee Nation Card
  - F. A copy of your Driver's License and Social Security Card
  - G. Proof of Health Insurance is required 1 month prior to start of class **ONLY IF SELECTED**
3. Turn in all documents as soon as possible call Patti Sumner for appointment 918-316-0718
4. Scrub Boot Camp will be scheduled, you will be notified by the Program Director
5. Program Director will give you a time and date for the T.A.B.E. Test (blue) with Career Service
6. Applicants must research five questions and give a list of resources.
  - Describe the typical job responsibility of a surgical technologist
  - List several career paths available to surgical technologist (list at least three).
  - What hazards are surgical technologists exposed to on a daily basis in the operating room (three-five examples)?
  - What characteristics do you possess that make you a good fit for this career?
  - What does professionalism, work ethic and being structured mean to you?
7. Attend an Interview with the Instructors (dates and times will be announced)  
Call for additional information (918) 316-0718 Patricia Sumner, (918) 772-8002 Rochelle Lewis.

**All complete applications will be reviewed and students will be notified of selection**

## **Selection Points Checklist**

You may turn in all your documentation at one time to Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, all required documents must be submitted ASAP.

### **Vaccinations**

MMR (2)  
Varicella (2)  
Hep B (3)  
Tetanus Vaccine  
TB Skin Test (2)

### **Assessments**

Cherokee Nation W.W. Hastings Hospital Surgical Technology program entrance exam,  
Finger point dexterity test  
**T.A.B.E.** - Test of Adult Basic Education  
Scrub Boot Camp  
Interview

### **Informational Meeting**

Transcripts  
GED, high school diploma,  
Collage transcripts  
Vocational transcripts

Applicant's name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Total \_\_\_\_\_

# Cherokee Nation W. W. Hasting Hospital Surgical Technology Program

**Date of Application:** \_\_\_\_\_ *(Please print clearly when completing application)*

**Name:**

\_\_\_\_\_

(First)

(MI)

(Last)

**Mailing Address** \_\_\_\_\_

(Address)

(City)

(State)

(Zip)

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**SSN#** \_\_\_\_\_

**D.O.B.** \_\_\_\_\_

**Email** \_\_\_\_\_

**Do you have a High School Diploma? Yes or No,**

**GED: Yes or No**

**What year did you graduate or get certificate** \_\_\_\_\_

**Do you have educational records under any other name (i.e. maiden name)?**  No/ Yes

**If yes, what name:** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_

(Name)

(Phone)

(Relation)

**Emergency Contact:** \_\_\_\_\_

**Emergency Contact** \_\_\_\_\_

## Education, Training and Experience

### High School:

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate? [ ] Y or [ ] N

Degree / diploma earned: \_\_\_\_\_

### College / University:

School name: \_\_\_\_\_

School address: \_\_\_\_\_

School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate? [ ] Y or [ ] N

Degree / diploma earned: \_\_\_\_\_

### Vocational School:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_

Did you graduate? [ ] Y or [ ] N

Degree / diploma? : \_\_\_\_\_

If selected will there be a need for accommodations or modifications in order to successfully perform the essential functions of the career major? \_\_\_\_\_ if yes, please include documentation.

**How did you hear about the Cherokee Nation Surgical Technology Program.**

\_\_\_\_\_

## Employment History

Name of Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Type: [\_\_\_\_\_]

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_

Position

Name of Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Type: [\_\_\_\_\_]

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_

Position

Name of Employer: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Business Type: [\_\_\_\_\_]

Address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Length of Employment (Include Dates): \_\_\_\_\_

Position

## **OSBI Background Check Information**

As part of the Cherokee Nation W.W. Hastings Hospital Surgical Technology Program, you will be required to practice your skills in facilities requiring background checks. Before you can be assigned to a hospital, clinic or other facility for your clinical or externship experience, you must have a background check that includes a sex offender check, violent offender check, and criminal offender check. There are 3 boxes at the bottom of the OSBI form and all 3 should be stamped. If your criminal history is positive, the facility will review your personal criminal history background. Each facility has the right to accept or reject any student based on information shown in the criminal history background check.

If you lived in Oklahoma less than one year, you must submit the information from the state where you previously resided as well as the OSBI report. These reports must also include information regarding sex offender history.

It is your responsibility to obtain your record from the Oklahoma State Bureau of Investigation (OSBI) and provide it with your documentation. The OSBI office is located at 6600 North Harvey off NE 63<sup>rd</sup>, Oklahoma City, OK. The telephone number is (405) 879-2689. The cost is \$15.00; OSBI accepts cash or credit card. They will not accept checks. You will be required to complete the process. The original document will only be accepted and photocopies, faxes, or other forms cannot be accepted.

# **Standards for Surgical Technology Program**

**Philosophy:** The Surgical Technology program is accredited to provide graduate surgical technologist who meet national standards while satisfying the needs of the community of interest served by the program. Technical standards are an accreditation requirement meant to assist both students and program faculty in determining appropriate qualification for the program. Technical standards must meet state and federal requirements that preserve the rights of individuals with disabilities.

**Purpose:** Technical standards will be utilized to identify which students will need assistance in performing tasks and to identify students who would be unable to perform the job of Surgical Technologist prior to program entry

## **Areas of Functional Ability:**

- A. Gross Motor Skills
- B. Fine Motor Skills
- C. Physical Endurance
- D. Physical Strength
- E. Mobility
- F. Hearing
- G. Visual
- H. Tactile

In addition to the areas tested prior to entry, students must be able to demonstrate a variety of knowledge, psychomotor, and behavioral skills to graduate from the Surgical Technology Program.

## **Surgical Technologist Standard Procedure**

1. All applicants will be tested.
2. Only one applicant will be tested at a time.
3. One program faculty member will conduct testing for all applicants.
4. Results of testing will be used to identify abilities of applicants but not for admission.

Applicants who receive a “below standard” score will be referred to the Health Sciences counselor for advising. Advising may include determination of appropriate interventions/assistive devices, assistance in determining appropriateness of the profession for the applicant, presence of disability, or other counseling as deemed necessary

## Surgical Technology (1392 Hours)

Cherokee Nation W.W. Hastings Hospital Surgical Technology Program provides training and skills necessary to become a surgical technologist. Our goal is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. A surgical technologist is an integral member of the surgical team, responsible for preparation of sterile supplies, equipment and instruments, and assisting the surgeon in their use. The surgical technologist most frequently serves as instrument handler, setting up instruments, and then passing them to the surgeon. A surgical technologist may also assist the surgeon by performing tasks such as retracting incisions, cutting sutures, and utilizing suction to maintain a clear field of vision for the surgeon.

Cherokee Nation W.W. Hastings Hospital Surgical Technology Program students who complete the 9.5 month program will be able to test for the CST exam.

Students must be at least 18 years old by the first day of class. Enrollment is limited. Students must meet all entrance requirements. It is the applicant's responsibility to be sure their documentation is turned in and complete. Students will attend class Monday-Thursday 08:00-4:00pm each day until clinical beginning. Occasional Fridays from 08:00-4:00 as needed. When students attend clinical Monday thru Thursday from 6:15 am to 4:00 pm, and attend class on Friday from 08:00 until 4:00 pm. The Career Major is completed in two consecutive semesters, August through January and January through June and the second class January thru November.

### **Training Includes:**

Blood borne/Airborne Pathogens	Homeostasis, wound care, and closure
Anatomy, Physiology, and Surgical	Dressings, Packing, and Drains
Patho-Physiology	Pre-op, Intra-op, and Post-op Care
Surgical History, ethics, and Law	Surgical Specialties, and special Patient Needs
Organization of the OR	Surgical Instrumentation
Team Concepts	Medical Terminology
Microbiology, Disinfection, and	Surgical Procedures
Sterilization	Career Success
Aseptic Techniques	Professional Organization
Gowning, Gloving, and Maintaining a	Clinical
Sterile Field	Electrical Concepts
OR Furniture	Concepts of Physics
Surgical Counts, Emergencies, and	Robotics & Computer Usage
Communication	Transporting and Positioning
Anesthesia, Pharmacology, and Radiology	Prepping and Draping
All Hazards Preparation	

## **Surgical Technology career major Immunization / screening requirements**

The following documented immunizations, titers, and records must be submitted prior to acceptance in the Surgical Technology Career Major. You must submit documentation to Cherokee Nation W.W. Hasting Surgical Technology Program at the time of your interview.

### **MEASLES, MUMPS, RUBELLA (MMR)**

You must have documentation of receiving 2 MMR vaccinations, or positive titers (blood tests that shows immunity to Rubella, Mumps, and Rubella)

### **HEPATITIS B VACCINATION**

The hepatitis B vaccination is a series of 3 injections given over a 6 month period. The cost ranges from \$0-\$200. If you wish, you may sign a declination form and not take the series. The area of work you are going to puts you at risk for coming into contact with infected blood and body fluids, so think seriously about refusing this protective vaccination. You must submit documentation of having had all 3 shots of the series or have a signed declination statement before being accepted into the Career Major.

### **TUBERCULOSIS SKIN TEST**

You must submit documentation of having had a recent NEGATIVE TB (PPD) skin test. For positive reactors, you must show proof of the positive reaction and then have a negative chest x-ray. If accepted into the Surgical Technology Program, you must receive and submit another negative TB skin test to the Program Coordinator. Be sure to get your TB skin test prior to taking any other immunizations or you will be required by your physician to wait one month after receiving a vaccine such as an MMR. You must have two Negative TB test within one year to start clinical.

### **VARICELLA IMMUNIZATION**

You must have documentation of receiving 2 vaccinations, or have a positive titer (blood test showing immunity to Varicella). Submitting a physician's statement that you had chicken pox will not be accepted.

### **Vaccinations Required**

MMR (2)

Varicella (2)

Hep B (3)

Tetanus Vaccine

TB Skin Test must already

Have one done

# Physical Requirements

1. Heavy lifting (30lbs and over)
2. Straight pulling (8 hours)
3. Pulling hand overhand (8 hours)
4. Reaching above shoulders
5. Use of fingers
6. Both hands required
7. Walking (8 hours)
8. Standing (8 hours)
9. Kneeling (8 hours)
10. Both legs required
11. Near vision correctable at 13" to 16"
12. Far vision correctable in one eye to 20/20 and to 20/40 in the other
13. Ability to distinguish basic colors
14. Ability to distinguish shades of colors
15. Hearing without aids
16. Hearing whispers
17. Mental and emotional stability