

# MVCC Surgical Technology

## Admission to the Surgical Technology Program

Admission to the Health Professions at MVCC is a competitive, time-sensitive, and sequential process. The following are the requirements to apply for our programs. Applicants are also encouraged to carefully review the *MVCC HLTP Essential Functions* document.

**PREREQUISITES** (Please see chart for ALL Health Care Programs)

All applicants must meet or be working towards the completion of the following prerequisites at the time of application:

- High school diploma or its equivalent **AND**  
The most recent of the following:

HLTP PROGRAM	Minimum History			Math Score				**Chemistry w/Lab			**Biology w/Lab		*** TEAS Score
	TASC Score	High School Average	College GPA*	SAT	ACT	MVCC Placement	College Math	High School	CH 111/112	CH 131	High School	College	
HIT	≥ 2500	75	2.0	530	19	51	≥ C	RECOMMENDED			RECOMMENDED		N/A
Nursing	≥ 3500	85	2.8	530	19	51	≥ C	≥ 75	≥ C	≥ C	RECOMMENDED		58.7
Radiology	≥ 3500	85	2.8	530	19	51	≥ C	≥ 75	≥ C	≥ C	≥ 70	≥ C	N/A
Respiratory	≥ 3100	80	2.5	530	19	51	≥ C	≥ 70	≥ C	≥ C	RECOMMENDED		N/A
Surgical Technology	≥ 3100	80	2.5	530	19	51	≥ C	RECOMMENDED			≥ 70	≥ C	N/A

\*You must have at least 12 college credits to utilize a College GPA. Consideration will be given for college level classes taken in High School.

\*\*If you have a completed degree, or have successfully completed an approved college level Anatomy and Physiology sequence within the last seven (7) years at MVCC or another college, you may be exempt from the Biology/Chemistry requirement.

<sup>a</sup>High School Chemistry with a final grade and/or Regents exam score of a 75 or higher required for Nursing and Radiology.

<sup>b</sup>High School Chemistry with a final grade and/or Regents exam score of a 70 or higher required for Respiratory.

\*\*\* The ATI TEAS V must be taken within two (2) years of the application date and can only be taken twice within the two (2) year period with a minimum adjusted individualized total score of at least 58.7 to be accepted into the Nursing Program.

### IMPORTANT NOTES

- Pre-requisite courses (math, chemistry and/or biology) must be completed within seven years of applying to the program for consideration. See the chart above for grade requirements.
- HLTP courses are sequential and begin in the fall semester. Students must complete the application process and have all relevant admission documents submitted and testing completed by **March 1<sup>st</sup>**. Applications received after **March 1** may be considered on a space-available basis.
- Applicants may have no more than one repeat (F, D or W) in any of the above prerequisite college courses within seven years of applying to the program. Courses include math, biology, and/or chemistry courses taken at the college level.
- Applicants who have received *more than one* "D", "F", or "W" for any of the below courses at MVCC or at any other college within seven years of application are ineligible to apply to the program. If the unsuccessful grades were received beyond seven years ago, you may submit an appeal request in writing to the Health Professions Department in order to be considered for the program.
  - Human Anatomy & Physiology 1
  - Human Anatomy & Physiology 2
  - Microbiology
  - Any core program course
- Students with a single failure in any of the above courses will be placed on deferment for a period not to exceed one year, and are required to submit a *Request for Continuance* prior to **March 1<sup>st</sup>** to resume core program courses.

If you require any specific accommodations throughout this process please contact the Office of Accessibility Resources at: 315-792-5644 or email [tmariotti@mvcc.edu](mailto:tmariotti@mvcc.edu)

## **ALL PROSPECTIVE STUDENTS MUST COMPLETE THE FOLLOWING STEPS TO OFFICIALLY APPLY FOR ADMISSION TO THE SURGICAL TECHNOLOGY PROGRAM:**

### **STUDENTS NEW TO MVCC:**

**Step 1:** All New MVCC students need to submit a completed MVCC college admission application ([www.mvcc.edu/apply](http://www.mvcc.edu/apply)) to the college's Admission Office by **March 1**, including all official college and/or high school transcripts. OUTSIDE OF THE UNITED STATES: Request a professional education credential evaluation report from an evaluation service [such as World Education Services ([www.wes.org](http://www.wes.org))]. Please request that an official copy of the report be sent to: Mohawk Valley Community College, Office of Admissions, 1101 Sherman Drive, Utica, NY 13501. Applications received AFTER March 1<sup>st</sup> will be reviewed on a space available basis.

Once a complete application, including transcript, is received by the college, the application will be reviewed by the Admissions office and students will be notified in a timely manner of their next steps.

**Step 2:** If it is determined a student meets the initial eligibility requirements to be considered for the Surgical Technology program, students will receive a Surgical Technology Program Application which must be completed and submitted to the Admissions Office no later than March 1<sup>st</sup> in order for the Selection Committee to review the application. Applications received after March 1<sup>st</sup> will be considered on a space available basis.

If after review of the college application determines a student is not eligible to be considered for acceptance in to the Surgical Technology program, the Admissions Office will provide information on how to proceed.

*\*\* It is recommended that students complete the MVCC Placement Test and receive an eligible score on the math portion that will allow the student to enroll in MA110. Students may be exempt from taking certain portions of the placement test based on the college's "Placement Testing Exemption Policy" which can be found at: [www.mvcc.edu/placement-testing-exemption-policy](http://www.mvcc.edu/placement-testing-exemption-policy)*

### **CURRENT MVCC STUDENTS:**

**Step 1:** Contact Academic Advisement at (315) 731-5710 to schedule an appointment with an appropriate advisor to review the Surgical Technology Program application process

**Step 2:** If all required prerequisites are completed, the applicant will be directed to complete the Surgical Technology Program Application. Please *PRINT* legibly in blue or black ink and include any additional significant information that you would like the Selection Review Committee to consider. Applications should be submitted to the Health Professions Office, PH 349.

### **ALL SURGICAL TECHNOLOGY CANDIDATES WHO MEET INITIAL ELIGIBILITY REQUIREMENTS:**

**Step 3:** In addition to the Surgical Technology Application, students **must include** a written **Letter of Intent** by **March 1st** to emphasize what they can bring to the Surgical Technology program and profession and include a reflection of your personal background and accomplishments. Also, discuss your achievements, talents, and your long term professional goals.

**Step 4:** Qualified applicants who meet all qualifications may then be contacted for a personal interview to complete the admission process.

#### **Personal Interview:**

Candidates may be invited for a personal interview after the Surgical Technology Program Selection Committee has completed a preliminary review of the applicant's credentials. Invitations for a personal interview are issued only to those applicants whose records and other stated qualifications appear sufficiently strong to justify such a detailed study. Those applicants not issued an invitation will receive a letter of refused acceptance so that the individual will be able to act accordingly on his future plans without delay.

Only those applicants whose files are complete (completed application, all official transcripts/academic record – high school and college, letter of intent) will be considered for an interview.

## TRANSFER APPLICANTS:

**Transfer application deadline is March 1 for fall term Surgical Technology courses and October 1 for spring term Surgical Technology courses.**

Transfer Applicants are applicants with transfer credit for Surgical Technology Course(s) from another college and must apply, meeting all program and prerequisite criteria, and will be considered on an individual basis. Students must submit an official college transcript to the college in order for a credit evaluation to be completed in order to determine placement in to the program if offered a seat.

**Note to international candidates:** See the webpage link <http://www.mvcc.edu/international-admissions/admissions-requirements> for information.

## READMISSION APPLICANTS

Readmission only includes applicants who had a break in sequence **longer than one year due to medical or military leave.**

- Readmission into the program and/or Course(s) requires approval of the Associate Dean, and is on a space-available basis.
- Science credits earned over seven years prior to application without a completed degree will not satisfy course requirements.
- All core-program courses completed more than one year prior to application will not be transferrable into the program during readmission.

Notify the Associate Dean in writing requesting readmission indicating course and semester for which readmission is sought.

- Send letters to: Melissa Copperwheat, Payne Hall 349, 1101 Sherman Drive, Utica, NY 13501

## ADMISSIONS DECISION-MAKING PROCESS

The Admissions decision-making process is conducted by each *MVCC Program Selection Committee* for the respective program.

- Applicants who have met all application requirements will be considered for admission. *\*As these program are highly competitive, meeting initial eligibility requirements does not guarantee admission into your program of choice.* Applications received after March 1 may be considered on a space-available basis.
- Academic transcripts; a completed Application; Letter of Intent; and a personal interview will determine the applicant's standing for admissions into your program of choice.
- The Surgical Technology Program Selection Committee will meet after **March 1** to select candidates for acceptance into the program. All decisions of each Program Selection Committee are final.
- Letters of acceptance or denial for the program will be mailed to candidates on or around **April 15**. Applicants **who have not been accepted** will receive a letter of denied acceptance so that the individual will be able to act accordingly on his/her future plans without delay.

## ESSENTIAL FUNCTIONS

***The essential skills and relevant activities are listed for your review so that potential students can decide whether or not they may be able to complete the requirements for the Surgical Technology Program.***

MVCC complies with the Americans with Disabilities Act of 1990. The college will endeavor to make reasonable accommodations for an applicant with a disability, who is otherwise qualified. Applicants who are unsure if they can meet these essential skills or know they will need help in meeting them should contact the Office of Accessibility Resources at (315) 792-5644 to discuss accommodations and/or auxiliary aids.

A student in the associate degree Surgical Technology program must have the abilities and skills necessary for use of the Surgical Technology process. The following is a representative list of the essential skills, with or without accommodation, expected of students enrolled in the Surgical Technology program.

1. Demonstrate the ability to perform essential functions for a maximum of a 10 hour shift.
2. Demonstrate the ability to protect a client when the client is standing and ambulating on all surfaces with or without the use of assistive devices, including canes, crutches and walkers.
3. Demonstrate the ability to safely move a client over 100 pounds from one surface to another using the appropriate level of help.
4. Demonstrate safe body mechanics in the process of all client treatments, including lifting and carrying small equipment (under 50 pounds) and moving large equipment (over 50 pounds).
5. Demonstrate the ability to coordinate simultaneous motions.
6. Demonstrate the ability to perform occasional overhead extension.
7. Demonstrate the ability to perform interventions such as sterile procedures.
8. Display adaptability to change,
9. Establish effective relationships with others.
10. Communicate effectively, safely and efficiently in English (both written and spoken) by:
  - Explaining procedures
  - Receiving information from others
  - Receiving information from written documents
11. Distinguish color changes.
12. Detect an unsafe environment and carry out appropriate emergency procedures including:
  - Detecting subtle environment changes and odors including, but not limited to, the smell of burning electrical equipment, smoke, and spills.
  - Detect high and low frequency sounds, including but not limited to, alarms, bells, and emergency signal.

**IMPORTANT NOTICE TO ALL APPLICANTS:**

**If a student has legal charges pending or have been convicted of a felony and/or misdemeanor, certification may be delayed or denied by the national certifying agency. Students may be subject to criminal background checks and/or blood screening tests at their own cost. Students unable to meet these standards may be prohibited from practicing in the field.**

**Clinical:**

Surgical Technician Certificate students are required to participate in Clinical Practice in the Spring and Summer semesters as part of their program. Clinical Practice allows students to gain inside knowledge and professional experience in preparation for entering the Surgical Technician field. Students will have 26 weeks of over 500 hours of uncompensated Clinical Practice. This will involve 2 days a week for the Spring semester and 3 days a week for the Summer semester. There are no weekend or evening hours allowed at clinical sites. Substantial travel outside the Utica/Rome area may be a requirement to complete the clinical experience. In addition to the above mentioned, students may be required to complete a background check including fingerprinting.

**CPR and Medical Requirements:**

American Heart Association Healthcare Provider CPR certification, Completed Health Physical form with vaccination documentation including; MMR Titer, Mantoux (TB Test) and lab results dated within three months of their Clinical Practice start date. A flu shot will be required during flu season (September – March)

I have read and understand the requirements for the Surgical Technician Certificate Program admission. Additionally, I understand that I will be required to obtain the above mentioned documents for future gainful employment, and if unable to successfully obtain the proper documented immunizations, background clearance and have a felony conviction I may be prohibited from practicing in the Surgical Technician field.