A Surgical Technologist is a member of the surgical team that includes the surgeon, anesthesiologist, Certified Registered Nurse Anesthetist, Registered Nurse and Licensed Practical Nurse working to deliver patient care before, during and after surgery. He or she handles the instruments, supplies and equipment necessary during the surgical procedure and has an understanding of the procedure being performed, anticipates the needs of the surgeon and ensures quality patient care while maintaining the sterile field. Students will have the opportunity for clinical experiences in the operating room, central processing, anesthesia, cardiac catheterization lab, outpatient department, endoscopy and the post anesthesia care unit. Upon completion of the program students may test to become Certified Surgical Technologists (CST) through the National Board of Surgical Technology and Surgical Assisting.

Contact Student Services for current tuition rates and enrollment information. 580.242.2750

Surgical Technology Program Guidelines (Policies and Procedures)

“I decided to attend Autry because it’s very hands-on, there are smaller class sizes, and the instructors have real-world experience.”

– Kendra H.
WHO CAN ENROLL

Adults

ADULT IN-DISTRICT COSTS

$2964 (Tuition)
$1917 (Approx. cost of books, supplies, etc.)

COURSE LENGTH

Eleven-month daytime program ➔ August-July

Academic hours: 8:15am-3:30pm
Clinical hours: Eight-hour shifts between 6am-6pm with some evening assignments required

APPLICATION POLICY

Applicants must have a high school diploma or equivalent. Prior college courses in biological science and/or math are strongly recommended.

ADMISSION PROCEDURES

Applicants should contact Student Services at Autry Technology Center to request an information/application packet. Applicants who have a completed application on file and satisfactory test scores will be considered for the program. Meeting the requirements does not guarantee admission to the program. Qualified applicants will be contacted for an interview, and class selection will be determined by the admissions committee. Qualified in-district applicants will be considered first.

Final acceptance to the program requires a physical examination (including the required immunizations) and payment of $39.00 for the OSBI background check (includes sex offender and violent offender status) and liability insurance. This is non-refundable. Accepted students must complete a mandatory 10-panel urine drug screen test at Integris Bass Occupational Medicine, 401 S. 3rd, Enid. The cost for this screening is $50.00.

The Autry Technology Center Student Handbook and Information Guide and program policies are available online at autrytech.edu. Surgical Technology program applications are available upon request from Student Services.

ENROLLMENT INFORMATION

Financial Aid: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

Autry Scholarship: This scholarship is available to high school graduates who: (1) live in the Autry district (2) lived in the Autry district their senior year in high school, and (3) meet enrollment guidelines. This scholarship covers 100% tuition for up to three years immediately following high school graduation. The cost of books and supplies is the responsibility of the student. Scholarship eligibility will be reviewed each semester.

Tuition: In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in Garfield County. All others pay out-of-district rates.

Expenses: Expenses not included in tuition amount may include, but are not limited to, criminal background check (includes sex offender and violent offender status), drug screening, physical, textbooks, liability insurance, uniforms, shoes, and supplies.

Health Care: Students are responsible for their own health care. Medical insurance is recommended.

 ends

This program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, fax (727) 210-2354, in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120-8031 and the Oklahoma Board of Career and Technology Education, 1500 West 7th Avenue, Stillwater, OK 74074, (405) 743-5444, www.okcareertech.org.
SURGICAL TECHNOLOGY

0.1 PROGRAM OVERVIEW
A Surgical Technologist is a member of the surgical team that includes the surgeon, anesthesiologist, certified registered nurse anesthetist, registered nurse and licensed practical nurse working to deliver patient care before, during and after surgery. He or she handles the instruments, supplies, and equipment necessary during the surgical procedure and has an understanding of the procedure being performed, anticipates the needs of the surgeon, and ensures quality patient care while maintaining the sterile field. Students will have the opportunity for clinical experiences in the operating room, central processing, anesthesia, cardiac catheterization lab, outpatient department, endoscopy and the post anesthesia care unit. Graduates are eligible to apply for the national credential examination to become a Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting.

0.2 WHO CAN APPLY
Adults only

0.3 PROGRAM TIMES
August - July
M-F: 8:15am-3:30pm
Clinical hours: Eight-hour shifts scheduled between 6am-6pm, with some evening assignments required

0.4 PROGRAM LOCATION
Autry Technology Center Main Campus, 1201 W. Willow

0.5 TOTAL PROGRAM HOURS
1481

0.6 SPECIFIC ENTRANCE REQUIREMENTS
High school diploma or equivalent
ACT
Completed application
Orientation
2 Observations
Interview

0.7 TUITION/EXPENSES
$2964

Expenses not included in tuition may include, but are not limited to, criminal background check (includes sex offender and violent offender status), drug screening, AHA BLS Healthcare Provider certification, uniforms, shoes, and supplies.

Financial Aid: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

0.8 ADULT STUDENT INFORMATION
Eleven-month program

0.9 LICENSURE / CERTIFICATIONS
Upon completion of the program, graduates are eligible to apply to sit for the national credential examination to become a Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting
Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting Central Sterile Processing Technician exam administered by CBSPD
Central Sterile Processing Technician exam administered by IAHCSMM
Surgical Technologist Exam through the Oklahoma Department of Career and Technology Education
American Heart Association- BLS Healthcare Provider CPR

0.10 EMPLOYMENT OPPORTUNITIES
The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry.
0.11 **SALARY RANGE**

Listed below is the salary range in Oklahoma for Surgical Technology obtained from O*Net OnLine.

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lowest 10%</td>
</tr>
<tr>
<td>Hourly</td>
<td>$12.39</td>
</tr>
<tr>
<td>Annually</td>
<td>$25,780</td>
</tr>
</tbody>
</table>

0.12 **OCCUPATIONAL CHARACTERISTICS**

(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)

Surgical technologists, also called operating room technicians, assist in surgical operations. They prepare operating rooms, arrange equipment, and help doctors during surgeries. Surgical technologists work as members of a healthcare team alongside physicians and surgeons, registered nurses, and other healthcare workers.

Surgical technologists typically do the following:

- Prepare operating rooms for surgery
- Sterilize equipment and make sure that there are adequate supplies for surgery
- Ready patients for surgery, such as by washing and disinfecting incision sites
- Help surgeons during surgery by passing them instruments and other sterile supplies
- Count supplies, such as sponges and instruments
- Maintain a sterile environment

Before an operation, surgical technologists prepare the operating room by setting up surgical instruments and equipment. They also prepare patients for surgery by washing and disinfecting incision sites, positioning the patients on the operating table, covering them with sterile drapes, and taking them to and from the operating room. Surgical technologists prepare sterile solutions and medications used in surgery and check that all surgical equipment is working properly. They help the surgical team put on sterile gowns and gloves.

During an operation, surgical technologists pass instruments and supplies to surgeons and first assistants. They also hold retractors, hold internal organs in place during the procedure, or set up robotic surgical equipment. Technologists also may handle specimens taken for laboratory analysis.

Once the operation is complete, surgical technologists may apply bandages and other dressings to the incision site. They may also help transfer patients to recovery rooms and restock operating rooms after a procedure.

0.13 **ACCREDITATIONS**

Oklahoma Board of Career and Technology Education, 1500 West 7th Avenue, Stillwater, OK 74074, (405) 743-5444, www.okcareertech.org

The Commission on the Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, fax (727) 210-2354, in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120-8031.

0.14 **INSTRUCTOR(S)**

Kim Daughhetee, C.S.T. - Kim began her medical career as an emergency medical technician in 1992. She moved to Enid in 1993 and graduated from the surgical technology program at Autry Technology Center in 1994. She went to work for St. Mary’s Regional Medical Center as a certified surgical technologist and central sterile supervisor. Kim was a clinical coordinator and advisory board member for the program while at St. Mary’s. She came to Autry in 2002 as the surgical technology program coordinator/instructor. She completed her associate's degree at Northern Oklahoma College in 2011.

0.15 **PROGRAM CONTENT**

A breakdown of the program and contents is listed on the following page.
BREAKDOWN OF SURGICAL TECHNOLOGY PROGRAM

CAREER PATHWAY
Therapeutic Services

PROGRAM
Surgical Technology
potential courses
Core Medical Terminology
Anatomy and Physiology
Surgical Technology Orientation
Core Employability Skills
Introduction to Surgical Technology
Disaster and Emergency Preparedness
Essentials of Surgical Asepsis
Surgical Case Management
Surgical Tech Practicum I
Surgical Patient Care
Surgical Pharmacology
Microbiology and Wound Healing
Surgical Procedures I
Surgical Procedures II
Surgical Tech Practicum II
Surgical Tech Practicum III
Total Class Hours - 1481

For further information regarding Gainful Employment in each program, please access the following link:

http://autrytech.edu/student-services/gainful-employment-disclosures/
<table>
<thead>
<tr>
<th>What to Disclose, When &amp; To Whom</th>
<th>Brief Description of Information to be Disclosed</th>
<th>Where to Find Full Disclosure Information</th>
</tr>
</thead>
</table>
| **What:** Institutional Information | • Cost of attending school i.e.; Tuition, Fees, Textbooks, Supplies, Living Allowance, etc.  
• Institutional Refund Policy/Requirements for officially withdrawing from school  
• Information regarding the school’s programs & academic support  
• Entities, (with their contact information), that accredit, approve, or license the school & its programs & procedures for reviewing accreditation, approval, or licensing documentation  
• Description of any special services & facilities for students with disabilities  
• Titles & availability of employees responsible for dissemination of institutional & financial assistance information & how to contact them  
• Penalties & institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing  
• Net Price Calculator  
• Constitution Day/Voter Registration/Vaccination Polices  
• Grievance Procedures | • autrytech.edu  
• Course Catalog autrytech.edu/programs-classes/course-catalog/  
• Program Description Handouts autrytech.edu/programs-classes/fulltime-programs  
• Policy & Procedure Manual |
| **When:** Annually & Upon Request  
**To:** Enrolled Students Prospective Students | | |
| **What:** Financial Assistance Information | • Description of all available federal, state, local, private & institutional financial assistance, & a description of:  
(1) application form & procedures; (2) student eligibility requirements; (3) selection criteria; & (4) criteria for determining the amount of a student’s award  
• Rights & responsibilities of students receiving Title IV & other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method & frequency of financial aid disbursements; (5) books & supplies policy  
• Procedures for the Return of Title IV Aid and Repayments by withdrawn students | • autrytech.edu  
• Policy & Procedure Manual |
| **When:** Annually & Upon Request  
**To:** Enrolled Students Prospective Students | | |
| **What:** Completion, Transfer, Retention, & Employment Rates | • The institution’s completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion  
• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution  
• Information on student body diversity in the categories of gender & ethnicity of enrolled students who receive Federal Pell Grants  
• Retention rates of certificate seeking first-time full-time students | • autrytech.edu  
• U.S. Dept of Ed’s College Opportunities On-Line website:nces.ed.gov/collegenavigator  
• Policy & Procedure Manual |
| **When:** Ongoing Upon Request  
**To:** Enrolled Students Prospective Students | | |
| **What:** Drug & Alcohol Abuse Prevention | • Information on preventing drug & alcohol abuse  
• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school’s property, or as part of the school’s activities  
• A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol  
• A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees  
• A description of the health risks associated with the use of illicit drugs & alcohol  
• A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local, state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution | • autrytech.edu  
• Policy & Procedure Manual |
| **When:** Annually & Upon Enrollment or Hire  
**To:** Enrolled Students Current Employees | | |
| **What:** Campus Security Report | • Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property & public property reported to campus security authority or local police. Policies concerning the security of & access to campus facilities & procedures to report campus crimes or other emergencies  
• Disciplinary actions regarding the possession, use & sale of alcoholic beverages & illegal drugs & enforcement of state underage drinking laws & federal & state drug laws  
• Programs to inform students & employees about campus security policies, procedures & practices & encourage responsibility for the prevention of crime.  
• Policies regarding sex offenses & where to obtain information concerning registered sex offenders.  
• Emergency response & evacuation policy, procedures & programs  
• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures | • autrytech.edu  
• Policy & Procedure Manual  
• Student Services  
• Posting in Classrooms  
• Emergency Handout for Staff Members |
| **When:** Annually by October 1  
**To:** Enrolled Students Current Employees  
**When:** Upon Request  
**To:** Prospective Students Prospective Employees  
**When:** Annually by date specified  
**To:** U.S. Dept. of Education | | |
| **What:** FERPA | • Right to & procedures for inspecting & reviewing student’s education records  
• Right to & procedures for requesting amendment of student’s education records believed to be inaccurate or misleading  
• Right to file a complaint with the Department of Education for alleged school’s or educational agency’s failure to comply with FERPA requirements  
• Right of school to disclose personally identifiable information contained in student’s education records without prior consent (34 CFR §99.31)  
• Students right & procedures for directory information to be not disclosed | • autrytech.edu  
• Policy & Procedure Manual |
| **When:** Annually, Upon Request, Local Newspaper  
**To:** Enrolled Students & Eligible Parents of Secondary Students Prospective Students | | |
| **What:** Gainful Employment | • Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc. | • Student Handbook & Consumer Information Guide autrytech.edu/doc/student-handbook-2/  
• Autry Website autrytech.edu/student-services/gainful-employment-disclosures/ |
| **When:** Annually & Upon Request  
**To:** Prospective/Enrolled Students | | |

*Paper copies of Disclosure Information available from Student Services.  
This notice is distributed annually to all current and prospective students. It is also located on the Autry website, in the Student Handbook and Consumer Information Guide.*