



NURSING & HEALTH SCIENCES

Surgical Technology Program

2024-25 Pre-Admission Data Packet

Updated 6/17/2024

APPLICATION PERIOD

Applications will be accepted from July 1st through the application deadline of March 15th for the following program year. Applications received prior to the application period will not be processed.

To apply to the Surgical Technology program, please fill out our Online Application and upload the Required Forms on our website during the above application period: <https://www.ncmissouri.edu/academics/surgical-technology/>. Click on General Information and How to Apply. See below the directions on how to upload the required forms.

PROGRAM INFORMATION

North Central Missouri College's (NMC) Surgical Technology Program is a full-time, 11-month program consisting of three semesters. The Surgical Technology program at NMC is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accrediting Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The curriculum is in alignment with the Core Curriculum for Surgical Technology 7th ed., and contains didactic and clinical components. The curriculum is competency-based and is designed to develop health care professionals possessing entry-level skills in surgical technology. Upon successful completion of the NMC Surgical Technology Program, the student will be awarded an Associate of Applied Science degree in Surgical Technology.

A class will be accepted to begin each June and will graduate in May the following year. Although course schedules vary by semester, students can expect to be involved in educational activities, up to 40 hours per week. Reliable transportation is required, as travel to clinical sites up to 90 miles from Savannah, Missouri will be required.

The NMC Surgical Technology Program does not offer transfer credit of professional Surgical Technology courses from any institution. General education courses may be accepted for transfer in compliance with the college's policy.

COURSE SEQUENCE

Prerequisites		
Course Name	Course Number	Credit Hours
Anatomy (pre-requisite)	BI240	4
Physiology (pre-requisite)	BI242	4
Speech	SP175	3
(or) Interpersonal Communications	SP220	3
English I	EN101	3
American History to 1877	HI103	3
(or) American History since 1877	HI104	3
(or) National Government	PL216	3
Math-Allied Health	AH106	3
Basic Medical Terminology (pre-requisite)	AH160	3
Microbiology (pre-requisite)	BI243	4
Prerequisite & General Education Credits		27

Summer (8 Weeks)		
Course Name	Course Number	Credit Hours
Introduction to Surgical Technology	ST 100	2
Central Services	ST 103	4
Principles and Practice of Surgical Technology	ST 105	2
Pharmacology for the Surgical Technologist	ST 109	3
Total Semester Credits		11
Fall (16 Weeks)		
Course Name	Course Number	Credit Hours
Fundamentals of Surgical Technology I (First 8 weeks)	ST 120	5
Fundamentals of Surgical Technology II (Second 8 weeks)	ST 121	5
Procedures I	ST 130	5
Total Semester Credits		15
Spring (16 Weeks)		
Course Name	Course Number	Credit Hours
Procedures II	ST 131	4
Clinical Experience	ST 140	6
Surgical Technology Capstone	ST 150	2
Total Semester Credits		12
Total First Year Credits		38

MINIMUM ELIGIBILITY REQUIREMENTS

- Be enrolled as a student at North Central Missouri College
 - o Apply for admission to the college online at www.ncmissouri.edu
- Minimum of a 2.5 GPA in prerequisite course work
- Successful completion of all prerequisite courses with a minimum grade of a C
- Minimum score of 45 on TEAS for Allied Health Exam
- Attend a Surgical Technology Informational Session
- Complete 4 hours of job shadowing in a surgery department
- There is no age specification on acceptance into the Surgical Technology program; however, some clinical facilities may not allow students under a designated age to complete clinical time in their facilities. Therefore, students under 18 who are unable to meet the clinical requirements of those facilities may be unable to complete the clinical objectives set for each student within the program, hence jeopardizing student completion.

PREREQUISITES & GENERAL EDUCATION COURSES

Prerequisites include:

- BI240 Anatomy (4 credit hours)
- BI242 Physiology (4 credit hours)
- AH160 Basic Medical Terminology (3 credits)
- BI243 Microbiology (4 credits)

General Educations include:

- SP175 Speech (3 credit hours) **OR** SP220 Interpersonal Communications (3 credits)
- EN101 English I (3 credit hours)
- HI103 American History to 1877 (3 credits) **OR** HI104 American History since 1877 (3 credits) **OR** PL216 National Government (3 credits)
- AH106 Math-Allied Health (3 credits)

Prerequisite and general education courses may be taken at any regionally accredited institution; however, students are encouraged to contact the Registrar's Office or the Director of Health Sciences to ensure course transferability. Courses that are transferred to NCMC with a "Pass / Fail" grade will be treated as a "B" for "Pass". "Fail" courses will not be accepted and will need to be retaken.

Applicants will be considered for admission prior to completion of prerequisites if proof of enrollment in the prerequisite is provided prior to the application deadline and the class will be complete prior to the start of the program. Admission will be contingent upon successful completion of and providing official transcripts of all prerequisites prior to the start of class.

TEAS FOR ALLIED HEALTH EXAM

The ATI TEAS, or Test of Essential Academic Skills, is designed specifically to assess a student's preparedness entering the health science fields. The ATI TEAS test is comprised of 170 questions set up in a multiple-choice format with four- option answers. Questions are designed to test the basic academic skills needed to perform in the program in the areas of: Reading, Math, Science, and English and Language usage. Results provide valuable data used to evaluate a student's likelihood for success in the Surgical Technology Program.

Students have two options for completing the TEAS examination:

- Complete it online through remote proctoring of the exam by an ATI proctor
- Complete the exam at a PSI testing center

To set up an account and register for the exam, either with a remote ATI proctor or at a PSI testing center, please visit <https://atitesting.com/teas/register>

The above website will also answer all of your questions in regard to the TEAS exam, including: test cost (around \$115), test subject matter, testing format, PSI testing center sites and exam preparation products.

Students may also immediately view their test results on the ATI website following testing. Students can download their test scores in order to submit for their application process.

In addition to the study aides outlined within the TEAS website (see above), the NCMC Bookstore has a study book available to purchase and the NCMC Library has a study book to check-out.

Important Notes About the TEAS for Allied Health Exam:

- Previous results will be accepted but must be within the last two years.
- The maximum number of attempts is 3 per calendar year.
- Applicants must wait 30 days between testing dates. If a student tests more than one time in a 30-day period, the second test score will be void.

****Students will be responsible for uploading their TEAS scores into Etrieve. You must be an accepted NCMC student in order to upload your scores. The link to upload is <https://ncmccentral.etrieve.cloud/#/form/123> . This will bring up the General Document Upload form. It will populate your personal information and you can select the following:**

- Document Type: TEAS scores
- Describe document and reason attaching it: TEAS score and it's required to Apply
- Department to send to: Surgical Technology
- In the black at the bottom, click Attachments and attach your scores
- In the black at the bottom, click Submit

INFORMATIONAL SESSIONS

To review the schedule or register for a Surgical Technology Program Informational Session, please visit <https://www.ncmissouri.edu/academics/surgical-tech-info-session/>

JOB SHADOW REQUIREMENTS

Schedule and complete a minimum of 4 hours of job shadowing in a **surgery** department. Observe a minimum of 2 surgical procedures.

Based upon your job shadow experience, write an essay (two pages in length, double spaced, Times New Roman, 12-point font) including the following:

- Briefly describe your job shadow experience and surgical procedures observed. Be careful not to include patient identifiers.
- Briefly describe the role that the Surgical Technologist played as a member of the healthcare team.
- What aspects of surgical technology are most appealing to you?
- Discuss the strengths you will contribute to the profession.
- Discuss the weaknesses that you will need to overcome prior to entering the profession.

Job shadows may be scheduled in any surgery department. Please review the requirements of the facility you plan to job shadow as you may be required to provide proof of Influenza and/or COVID vaccines prior to shadowing.

****Students will be responsible for uploading their Documentation of Attendance of a Job Shadow AND their Job Shadow Essay into Etrieve. You must be an accepted NCMC student in order to upload these items. Below in this pre-admission packet is the documentation for the proof of job shadow attendance for the facility to sign and the rubric to follow for the job shadow essay. Here are the directions to upload both items. The link to upload is <https://ncmccentral.etrieve.cloud/#/form/123> . This will bring up the General Document Upload Form. It will populate your personal information and you can select the following:**

- For Proof of Job Shadow that the facility has to sign, scan it first
 - o Document Type: Documentation of attendance of a job shadow for Surgical Technology
 - o Describe document and reason attaching it: Job shadow proof and its required to Apply
 - o Department to send to: Surgical Technology
 - o In the black at the bottom, click Attachments and attach your documentation
 - o In the black at the bottom, click Submit
- For Job Shadow Essay
 - o Document Type: Job Shadow Essay
 - o Describe document and reason attaching it: Job Shadow Essay and its required to Apply
 - o Department to send to: Surgical Technology
 - o In the black at the bottom, click Attachments and attach your essay
 - o In the black at the bottom, click Submit

APPLICATION REQUIREMENTS

Enrollment into the program is limited and admission is competitive. Applicants must submit all required documentation by the **MARCH 15th deadline**. All required documentation must be received by 4:00 p.m. on the deadline date or the next NCMC business day if the deadline falls on either a weekend or holiday. Application does not guarantee acceptance into the program. Incomplete applications will not be considered.

The completed documentation includes:

_____ Official postsecondary transcripts from all colleges attended submitted to:
North Central Missouri College
Attention: Admissions Office
1301 Main Street Trenton, MO 64683
admissions@mail.ncmissouri.edu

****Submitting transcripts is part of the requirement to apply to NCMC. If you already have your most up-to-date transcripts on file, we will have access to them. If you are currently taking courses at the time that you apply, remember to submit your official transcripts at the end of the semester.**

The following items are forms that must be uploaded (see explanations above in this pre-admission packet on how to upload each of these forms):

_____ Surgical Technology Online Application

_____ TEAS for Allied Health Exam scores

_____ Documentation of attendance of a job shadow in a surgical department

_____ Job shadow essay

STUDENT SELECTION PROCESS

Admission into the Surgical Technology Program is based on the items noted below. Admission is competitive. A predetermined number of applicants with the highest scores will be offered a position in the class. All other qualified applicants will be placed on an alternate list. Any tie in applicant ranking will be broken based on the earliest application submission date.

All complete applications will be scored and ranked in an objective numerical format according to:

- Number of completed prerequisites and general education courses at time of application
- Grades and GPA for prerequisite and general education course work
- TEAS for Allied Health Exam score
- Job Shadow essay

All applicants who have submitted a **completed** application will be notified, in writing via United States Postal Service and NCMC email, of their admission status.

Applicants who receive an acceptance letter will need to confirm their acceptance in writing by completing and returning the Confirmation of Intent form included with their acceptance letter by the specified deadline.

Alternates will be contacted immediately and placed on the admission roster should an accepted candidate fail to fulfill all requirements or withdraw their application.

Meeting the application criteria does NOT guarantee admission into the program.

Surgical Technology Program Applicant Ranking Form

Applicant Name: _____ Application Submitted: _____

Scoring Criteria	Scoring Instructions	Score
<p><u>Number of Completed Prerequisites & General Education Courses</u> (max 8 points)</p> <p>_____ Anatomy</p> <p>_____ Physiology</p> <p>_____ Speech/Interpersonal Communication</p> <p>_____ English</p> <p>_____ History or Government</p> <p>_____ Math-Allied Health</p> <p>_____ Basic Medical Terminology</p> <p>_____ Microbiology</p>	<p>Courses complete with a “C” or better = 1 point</p> <p>Currently enrolled = 0.5 points</p> <p>Not currently enrolled or completed = 0 points</p>	
Scoring Criteria	Scoring Instructions	Score
<p><u>GPA of Prerequisites & General Education Courses</u> (max 5 points)</p> <p>_____ GPA x 4 _____</p> <p>Anatomy</p> <p>_____ GPA x 4 _____</p> <p>Physiology</p> <p>_____ GPA x 3 _____</p> <p>Speech/Interpersonal Communication</p> <p>_____ GPA x 3 _____</p> <p>English</p> <p>_____ GPA x 3 _____</p> <p>History or Government</p> <p>_____ GPA x 3 _____</p> <p>Math-Allied Health</p>	<p>Place the GPA of each course in the first column.</p> <p>A = 4 points B = 3 points C = 2 points</p> <p>Incomplete/enrolled courses = 1 point</p> <p>Multiply the GPA in the first column with the number of credits and place the total in the second column.</p> <p>Add the totals in second column and place the number in the space labeled “Total.”</p>	

_____ GPA x 3 _____ Basic Medical Terminology _____ GPA x 4 _____ Microbiology _____ Total/27 hours taken _____ GPA of Prerequisites	Divide the “Total” by 27 to determine the GPA of the Prerequisites. 3.5-4.0 = 5 points 3.0-3.49 = 4 points 2.5-2.99 = 3 points 2.0-2.49 = 2 points 0-1.99 = 1 point	
Scoring Criteria	Scoring Instructions	Score
<u>TEAS Exam Score</u> (max 5 points) _____ Adjusted Individual Total	Exemplary (95.0%-100%) = 5 points Advanced (85.0%-94.9%) = 4 points Proficient (75.0%-84.9%) = 3 points Basic (65.0%-74.9%) = 2 points Developmental (45.0%-64.9%) = 1 point	
Scoring Criteria	Scoring Instructions	Score
<u>Job Shadow Essay</u> (max 1 point)	Use attached scoring rubric.	

Total Score _____/19 points

Job Shadow Essay Rubric

Criteria	Yes	No
Did the paper have fewer than 3 grammatical or spelling errors?	0.25 points	0 points
Was the paper formatted appropriately? (2 pages, double spaced, 12 point font)	0.25 points	0 points
Did the student address the following:		
<ul style="list-style-type: none"> Briefly describe your job shadow experience and exams observed. Be careful not to include patient identifiers. 	0.10 points	0 points
<ul style="list-style-type: none"> Briefly describe the role that the surgical technologist played as a member of the healthcare team. 	0.10 points	0 points
<ul style="list-style-type: none"> Explain why you feel surgical technology is a good fit for you. 	0.10 points	0 points
<ul style="list-style-type: none"> Discuss the strengths you will contribute to the profession. 	0.10 points	0 points
<ul style="list-style-type: none"> Discuss the weaknesses that you will need to overcome prior to entering the profession. 	0.10 points	0 points
Total Score:		

REQUIREMENTS FOR FINAL ACCEPTANCE

Final acceptance into the Surgical Technology Program will be contingent upon completion of the following items:

- Completion of all prerequisite courses with a minimum grade of a C and submission of official transcripts prior to the start of the program
- Maintenance of 2.5 GPA in prerequisite course work
- Completion of a criminal background check (felony conviction may be cause for disqualification)
- Verification from the Department of Social Services that the applicant does not appear on the Employee Disqualification List
- Family Care Safety Registry clearance
- Physical examination and drug screening (positive drug screen is cause for disqualification)
- Compliance with the NCMC Surgical Technology Program Immunization Policies; accepted applicants must provide immunization records for required immunizations
- Review the Essential Functions of the Surgical Technology Program and attest that they can be met

APPLICANTS FOR WHO ENGLISH IS A SECOND LANGUAGE

Students must demonstrate English proficiency before entry into the program. Students, whose native language is other than English, are required to provide scores of the Test of English as a Foreign Language (TOEFL), with a minimum total score of 500 or ESL level 109. For additional information refer to the College Catalog.

Official transcripts of all high school, college and/or university students must be translated in English, contain descriptive titles of courses studied, final grades in each course and an explanation of the grading system. Student should also submit certificates of the results of official advancement examinations.

TITLE IX INFORMATION

North Central Missouri College does not discriminate in its programs, activities and facilities on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, marital status, ancestry, gender identity, gender expression, or sexual orientation, as those terms are defined under applicable law, as it administers its admissions policies, educational policies, financial aid, athletic programs, student treatment and services, housing, and other institutionally administered programs or activities and employment. The College also provides equal access to the Boy Scouts and other designated youth groups. North Central Missouri College prohibits sexual harassment, including sexual violence. Sources: Title IX of the Educational Amendments of 1972; the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; discrimination prohibited by Title VI Public Law 88-352, 1964; Title IX, Public Law 88-380, 1972; the Age Discrimination Act; Missouri Statutes; and other applicable statutes and College policies. Title IX prohibits a recipient from discriminating on the basis of sex in admissions, recruitment, financial aid, academic programs, activities, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, use of buildings, and employment.

Questions regarding this policy statement or compliance with its provisions may be directed to Dr. Lenny Klaver, President, Frey Administrative Center, 1213 Mabel Street, Trenton MO 64683, (660) 359-3948 ext. 1200, lklaver@mail.ncmissouri.edu; or Dr. Kristen Alley, Dean of Student Affairs, Alexander Student Center Office 12, 1204 Main Street, Trenton MO 64683, (660) 359-3948 ext. 1400, kalley@mail.ncmissouri.edu.

North Central Missouri College's policy on non-discrimination can be found at <https://www.ncmissouri.edu/consumerinfo/notice-non-discrimination/>

NORTH CENTRAL MISSOURI COLLEGE SURGICAL TECHNOLOGY ESSENTIAL FUNCTIONS

The following are the essential functions that all individuals must be able to perform, with or without reasonable accommodation, in order to be accepted and retained as a student of the Surgical Technology Program at North Central Missouri College.

The essential functions include communication skills, critical thinking skills, interpersonal skills, mobility/motor skills, professional attitude/demeanor, and sensory abilities (auditory, olfactory, tactile, and visual).

Students with disabilities who wish to request reasonable accommodations under the Americans with Disabilities Act must follow the college's procedure for doing so.

Essential Function	Standard	Some Examples of Necessary Activities (not all inclusive)
Auditory Ability	Auditory abilities (hearing) sufficient to monitor and assess the health needs of patients.	<ul style="list-style-type: none"> • Hear and respond to individuals with differing tones, volumes, and clarity and of speech. • Hear and respond to individuals who may be in close proximity or are distant, with or without the presence of extraneous noise • Hear and respond to individuals whose lips cannot be seen. • Detect monitor alarms, emergency signals, and rotor/exposure sounds on radiographic equipment. • Detect faint sounds such as auscultatory sounds.
Communication Skills	Communication abilities sufficient for effective interaction with others in verbal, non-verbal, and written form in the English language.	<ul style="list-style-type: none"> • Communicate with other members of the healthcare team. • Effectively listen.
Critical Thinking Skills	Critical thinking ability sufficient for safe clinical judgement.	<ul style="list-style-type: none"> • Comprehend and carry out instructions. • Read and comprehend written material. • Identify cause-and effect-relationships. • Recall information from the classroom and apply it to clinical situations.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups, from a variety of social, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish a rapport and maintain professional relationships with patients and colleagues. Work as a member of the healthcare team. • Provide care to all types of patient populations. • Demonstrate compassion, empathy, and concern for others.
Mobility/Motor Skills	Physical abilities, stamina, and gross and fine motor skills sufficient to provide safe and effective patient care.	<ul style="list-style-type: none"> • Possess the physical stamina to stand for long periods of time, usually 8-to-12-hour shifts. • Lift 25 pounds. • Manually move and position surgical patients and equipment. • Transport patients on stretchers, sometimes with additional ancillary equipment. • Perform cardiopulmonary resuscitation (CPR).
		<ul style="list-style-type: none"> • Use both hands simultaneously.
Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental and patient safety.	<ul style="list-style-type: none"> • Distinguish smells which are contributory to assessing and/or maintaining the patient's health status. • Distinguish smells related to environmental safety.

Professional Attitude and Demeanor	Ability to present professional appearance and implement measures to maintain own physical and mental health and emotional stability.	<ul style="list-style-type: none"> • Maintain composure and function effectively in stressful or emergent situations. • Self-regulate emotional responses. • Use appropriate precautions when exposed to communicable diseases and radiation. • Adapt to fluctuating work environments. • Take responsibility for one's own actions. • Resolve conflict and respond to feedback in a professional manner. • Adhere to appropriate ethical standards.
---	---	---

NORTH CENTRAL MISSOURI COLLEGE SURGICAL TECHNOLOGY BACKGROUND CHECK

After acceptance into the program, a Criminal Record Check will be conducted. Any adverse findings may eliminate an applicant or participant.

Convictions that occur while attending the North Central Missouri College's Surgical Technology Program may result in the student being unable to complete the clinical experience and dismissal from the program. Likewise, it may result in ineligibility to take the national certification exam.

Students must immediately notify the Program Director if an event occurs that may be found on a future Criminal Record Check.

**NORTH CENTRAL MISSOUR COLLEGE SURGICAL TECHNOLOGY
PROOF OF ATTENDANCE OF JOB SHADOW**

To be filled out by the technologist being shadowed:

I, _____, verify that on the date of, _____, I supervised
(technologist name) (date and times of job shadow)

_____, in the following radiology department:
(student name)

Name of Hospital: _____

Address: _____

Phone Number: _____

Signature: _____ Job Title: _____

Surgical Technology Program Costs

**Costs and credit hours shown are based on the 2024-2025 academic year
and are subject to change for 2025-2026 academic year**

Pre-Requisite Courses:

	Total Hours	In-District Tuition w/Fees	MO Resident Tuition w/Fees	Online/Outreach Tuition w/Fees
Pre-Requisite Courses	15	\$2,685	\$3,780	\$4,185
General Education Courses	12	\$2,148	\$3,024	\$3,348
Totals		\$4,833	\$6,804	\$7,533

**Amount shown includes base tuition, student development fee, facility usage fee, and technology fee. Students will be responsible for any course fees, depending on the specific course/program.*

Core Courses:

	Total Hours	Tuition	Student Dev Fee	Facility Fee	Technology Fee	Program Fee	Semester Total
Summer Semester	11	\$3,575	\$253	\$363	\$198	\$1,100	\$5,489
Fall Semester	15	\$4,875	\$345	\$495	\$270	\$2,100	\$8,085
Spring Semester	12	\$3,900	\$276	\$396	\$216	\$2,100	\$6,888
Total:							\$20,462

Other Costs to Consider (These are estimates and prices are subject to change):

Testing & Application

Pre-Entrance Exam (TEAS)	\$115.00
Criminal Background & Drug Testing	\$130.00
NCMC College Application Fee	\$20.00
Physical Exam & Immunizations	Varies
American Heart Association CPR Certification	\$40.00

Graduation Expenses

Graduation Pictures (optional)	\$50.00
--------------------------------	---------

Textbooks (approximate – prices are subject to change)

Surgical Technology Text	\$650.00-700.00
Pre-Requisite & General Education Text	\$1,500-2,500

Laptop Expenses

Laptop w/ Specifications (link below)	\$150-800.00
**Printer access is recommended	

Clinical Supplies

Uniform and shoes	\$200.00
-------------------	----------

[*https://www.ncmissouri.edu/it/minimum-requirements-for-student-technology-devices/](https://www.ncmissouri.edu/it/minimum-requirements-for-student-technology-devices/)

*Housing, car, babysitter, and food expenses are not included on this sheet

*You are responsible for having transportation to/from school and clinical. Carpool is not guaranteed.

*You are responsible for having a telephone as a representative of the college may need to contact you.