

# GREAT PLAINS

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Technology Center

## Surgical Technology Admission Booklet



## FROM THE SUPERINTENDENT

Welcome to Great Plains Technology Center!

I am proud to welcome you to Great Plains Technology Center - a school that holds a special place in my life. In 1976, I stood where you are now. I, too, came to Great Plains as a high school student. To this day I use skills that I learned in my occupational program. I also gained leadership skills in my career and technical student organization, competed in skills contests, and served as a class officer. Great Plains set my feet on a path of opportunity that led me to where I am today.

I challenge each Great Plains student to proudly pursue your specialized occupational training. We have the best subject matter experts to teach and coach you and have surrounded you with a supportive, caring staff that wants you to succeed.

Give Great Plains your time and attention. Set goals for yourself. We are here to help you succeed now and in the future. Take advantage of our open-door policy to talk to us about your experiences here. May your school year build skills for your future and pride in your accomplishments.

Sincerely,

*Clarence Fortney*

### GREAT PLAINS TECHNOLOGY CENTERS PURPOSE AND GOALS

#### MISSION

Our mission is to prepare individuals for success in work and life, serving as a driving force for economic development in Southwest Oklahoma.

#### CORE VALUES

We are committed to the communities we serve.

We are ethical and accountable for our decisions and actions.

We are dedicated to promoting economic development in Southwest Oklahoma.

#### CORE BELIEFS

GPTC believes in the unity of the school and the communities it serves.

GPTC believes lifelong learning promotes economic development for its students, clients, and communities.

GPTC believes its stakeholders are integral to improving programs and services.

GPTC believes employability skills, technical competence, and academic rigor are essential for student success.

GPTC believes its students deserve to be among the most highly skilled workers in the world.

### Program Dates

Enrollment Option	Class Start Date	Application Deadline
Surgical Technologist	August 2024	June 12, 2024

### Program Cost

Surgical Technologist Program Costs	
Tuition	\$2,962.50
Student needs fees	\$857.50
Books - approximate cost	\$664.00
Uniforms - approximate cost	\$180.00
Total Cost	\$4,664.00

In addition to the program costs, upon acceptance into the surgical technologist program applicants are responsible for paying approximately \$35.00 to complete a drug screen and \$52.50 for a background check. This out-of-pocket expense occurs upon the applicants initial acceptance into the program/signing the letter of intent and is required before final acceptance/admittance into the Surgical Technologist program. Tuition and fees will not change while a student is enrolled in the Surgical Technologist program.

### Application Process

1. Set up an appointment with a career counselor at Great Plains Technology Center to discuss program options and application requirements. Student Services department locations:
  - Lawton Campus: Rm. 107, Bldg.100, 4500 West Lee Boulevard, Lawton, OK. Phone: (580) 250-5535
  - Frederick Campus: 2001 E. Gladstone, Frederick, OK. Phone: (580) 335-5525
2. Complete Great Plains Technology Center (GPTC) *Application for Admission*.
3. The application and all required documents are to be submitted to the student support services department on each GPTC campus.
4. Upon applying for admission, a Next-Generation Accuplacer testing referral will be provided by a career counselor.
5. **Only complete files** with all documents, transcripts, and test scores verifying eligibility requirements will be reviewed for placement in the Surg Tech program. It is the applicant's responsibility to verify the completeness of the application file with GPTC staff.

### Required Admission Documentation & Prerequisite

Submit the following required documents to GPTC student support services office. All documentation must be submitted by the application deadline.

- Completed Application
- Official high school transcript, high school equivalency scores (HiSET or GED), or official college transcript with a conferred degree of Associate’s level or higher
- Current American Heart Association Basic Life Support or Healthcare Provider CPR certification
- Next-Generation Accuplacer testing scores less than 3 years from the application deadline or ACT testing scores less than 5 years from the application deadline

### Entrance Testing and Admission Points

Admission to the Surgical Technology program is based on the highest number of points earned by qualified applicants. Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission to the Surg Tech program prior to qualified applicants who do not reside within the Great Plains Technology Center district. All Surg Tech applicants are required to submit Next-Generation Accuplacer scores or ACT scores with their application.

- Next-Generation Accuplacer testing fee is \$10.00 at GPTC.
- Study material may be found on the College Board website at <https://practice.accuplacer.org/login>
- **Minimum score of 4 points in reading & math must be achieved to be considered academically ready.**
  - Next-Generation Accuplacer testing scores less than 3 years from the application deadline or ACT testing scores less than 5 years from the application deadline
  - Next-Generation Accuplacer Reading Score – Minimum of 237 or ACT Reading Score – Minimum of 19
- Next-Generation Accuplacer Arithmetic Score of 225 or ACT Math Score – Minimum of 17

<b>Next-Generation Accuplacer Point Scale</b> (valid within last 3 years of application deadline)					
<b>Reading</b>	236 or below 0 points	237-249 4 points	250-262 6 points	263-275 8 points	
<b>Arithmetic</b>	224 or below 0 points	225-249 4 points	250-262 6 points	263-275 8 points	276 or more 10 points

**OR**

<b>ACT Point Scale</b> (valid within last 5 years of application deadline)					
<b>Reading</b>	18 or below 0 points	19 4 points	20 6 points	21-22 8 points	23 or more 10 points
<b>Math</b>	16 or below 0 points	17-18 4 points	19 6 points	20-22 8 points	23 or more 10 points

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## Optional Admission Points

<b>Career Tech High School Programs</b> Must be on official transcript with minimum grade of "C" Must be completed within 5 years of application deadline. Points awarded for the highest level only.	
Nursing Assistant – 1 year completer	10 points
Biomedical Science and Medicine – 1 year concentrator	10 points
Biomedical Science and Medicine – 2 year completer	20 points
<b>Short Term Career Tech Courses</b> Must be on official transcript with minimum grade of "C" Must be completed within 2 years of application deadline	
Medical Terminology	3 points
Phlebotomy Level I	4 points
Anatomy & Physiology	5 points
Math for Health Occupations	5 points
<b>College Retention GPA</b> Points awarded for the highest level only. Must be on official transcript with minimum GPA of 2.0.	
GPA of 2.0 or less	0 pts
Less than 30 hours	5 pts
30 credit hours or more	10 pts
Completed Associate's Degree	15 pts
Completed Bachelor's Degree	20 pts
Completed Master's Degree	30 pts
<b>College Courses</b> Must be on official transcript with minimum grade of "C".	
Anatomy & Physiology I & II (must complete both levels for points) – only 4 points?	Letter Grade Point Scale: A = 4 B = 3 C = 2 D = 0 F = 0
Biology with Lab (course and lab grade will be averaged)	
Chemistry with Lab (course and lab grade will be averaged)	
Human Anatomy with Lab (course and lab grade will be averaged)	
Human Physiology with Lab (course and lab grade will be averaged)	
Medical Terminology	
Microbiology with Lab (course and lab grade will be averaged)	
<b>Certifications</b> Points awarded for the highest level in each category. Certifications must be current as of the application deadline.	
Certified Long Term Care Aide	2 pts
Certified Home Health Care Aide	2 pts.
Certified Medication Aide	2 pts
First Aid	2 pts
Phlebotomy (National Certification)	5 pts
Other Health Related Occupations (Dental Asst., Pharmacy Tech, etc.)	2 pts
Nationally Registered EMT-Basic	5 pts
Nationally Registered EMT- Advanced	10 pts
Nationally Registered EMT- Paramedic IV (Level I=14, II=16, III= 18)	20 pts
<b>Veteran Points</b> Points awarded for the highest level in this category.	
DD 214: 68K or branch equivalent - Medical Lab Specialist	4 pts
DD 214: 68W or branch equivalent - Army Combat Medic	10 pts
DD 214: 18D or branch equivalent - Special Forces Medical Sgt.	20 pts

### Notification of Acceptance

Applicants will be notified of acceptance within 10 business days of the application deadline by phone call, email, or the US Postal Service. In the event of a change of address, phone number or email address, it is the applicant's responsibility to update their information. To update contact information, visit the admissions office or call:

- **Lawton Campus:** Health Careers Office at (580) 250-5670 or Student Services at (580) 250-5535
- **Frederick Campus:** Career Counselor at (580) 335-5525

### Advance Standing Credit

Students will be given advanced standing credit for the following courses that have been completed with a grade of 'C' or better and validated by an official transcript from an accredited institution:

- Medical Terminology

### Conditional Admission Requirements

**Age:** Applicant must be at least 18 years of age to attend clinical.

**Physical Exam:** Applicants must complete a physical exam on the form provided GPTC, complete with laboratory results, immunizations records, and physical clearance by a physician. All costs of physical, labs, and immunizations are the responsibility of the student. Any health-related problems must be corrected, and evidence of correction must be submitted. Students must be in good health and be free of any physical restrictions, as evidence by a physical exam, to participate in clinical activities. This will be addressed at the mandatory meeting.

**Required Immunizations:** Must be documented on a shot record or proven immunity by providing a positive titer. This will be addressed at the mandatory meeting.

- Hepatitis B - series of 3 injections or Positive Titer
- MMR (measles, mumps, rubella) - series of 2 injections or Pos Titer
- Varicella (chicken pox) - series of 2 injections or Positive Titer
- Tetanus (TDaP) - within the last 10 years
- 1 negative TB skin test or TB screening must be done yearly
- Covid Vaccination – Series of 1 or 2 shots depending on the brand
- Seasonal flu shot (Will be notified of when to get this done)

## Conditional Admission Requirements Cont.

**Drug Screen:** Applicants will submit authorization allowing a facility, designated by GPTC, to test for the presence of illicit drugs. Applicant will be notified when and where the drug screen is to be completed. The cost is approximately \$35.00 and is the responsibility of the student. Applicants with a positive drug screen will be denied admittance to the program.

**Background Check:** Criminal history and sex offender background checks are required to complete clinical requirements. (Uniform Clinical Contract - Clinical Rotation Agreement, developed January 2004 by the Statewide Taskforce, sponsored by the Oklahoma Hospital Association). Background checks are acceptable only when conducted by an agency authorized by GPTC. The cost is approximately \$52.50 and is the responsibility of the student. GPTC reserves the right to do repeat background checks throughout the program.

**Clinical Site Privilege:** Criminal history records and self-disclosed information may be provided to clinical sites after program acceptance and throughout program enrollment. GPTC and clinical sites reserve the right to review any information that would have a bearing on the student's ability to function safely in the clinical area. Clinical facilities may deny students access to clinical rotations upon the findings of the background check. While a criminal history does not necessarily disqualify an individual for admission into a program, clinical sites reserve the right to refuse clinical placement of any student. If not accepted by a clinical site, the school will make reasonable attempts to meet program objectives by providing alternative clinical sites. If alternative clinical sites cannot be arranged, program objectives cannot be completed, and dismissal may result.

**Financial Arrangements:** Applicants must pay tuition and fees by prearranged deadlines. Financial aid arrangements will be accepted in lieu of payment. For more information on applying for financial aid (FASFA), VA benefits, scholarships, or utilizing other funding sources, contact the GPTC Financial Aid Coordinator at (580) 250-5534.

**Mandatory Surg Tech Orientation Meeting:** Applicants must attend a mandatory program orientation meeting that will be set for 2 weeks after class selection. Upon receiving your notification of acceptance, your enrollment will be contingent upon the completion of submitting all the required documents and attendance at the mandatory meeting.



## Student Support Services

### Career Advisement

Great Plains Technology Center offers career counseling services that prepare our students for success in their technical programs. A career counselor can help you with the application process, career counseling, motivation, decision-making, goal setting, crisis counseling and referrals to other counseling services. To schedule an appointment with a career counselor, please call or email:

**Lawton Campus:** Megan Butler, Student Services Secretary at (580) 250-5535 or mbutler@greatplains.edu

**Frederick Campus:** Penny Newman, Secretary at (580) 335-5525 or pneman@greatplains.edu

### Financial Aid Coordinator

The Financial Aid/VA Coordinator is committed to assisting the students of Great Plains Technology Center with their needs for Federal Financial Aid and Veterans Benefits. It is our goal to make applying for FA and VA benefits as stress free as possible. Please call or email with any questions or concerns:

Dustin Davidson, Financial Aid/VA Coordinator  
Email: ddauidson@greatplains.edu  
Phone: (580) 250-5534

### Academic Center – Lawton Campus

Great Plains Technology Center employs an Academic Center Coordinator who can assist you with developing a basic skill improvement plan for math and reading, improving your study, test taking, and time management skills, and can help you identify your learning/working styles. To schedule an appointment please contact:

Mandee Thomas, Academic Center Coordinator  
Email: mthomas@greatplains.edu  
Phone: (580) 250-5529

### Surgical Technology Program Coordinator

If you have questions about the Surgical Technology program, the notification process, or the conditional admission requirements, please contact the surgical technology program director:

Livia Rocha, Surgical Technology Program Coordinator  
Email: Lrocha@greatplains.edu  
Phone: (580) 250-5574

## Surgical Technology Program Information

**Philosophy:** We, the faculty, believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of everyone's accountability to self and humankind. There are two educations, one teaching us how to earn a living, and the other teaching us how to live. We subscribe to the belief that career technology education is an essential part of the two educations. There is dignity in work, and that work is one of our best means of developing the intelligent use of our hands and minds.

Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the adult student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health care profession.

We believe that Surgical Technologists offer a vital service to the total needs of the patient. Operating room service provides thorough, well-planned intervention, safe comprehensive support, and care for the patient undergoing a surgical procedure. This requires the ability to view the patient as a complete person with physical, psychosocial, and spiritual needs. The goal of surgical intervention is to restore the patient to optimum functioning or, in the case of some terminal illnesses, to achieve a peaceful death. The Surgical Technologist curriculum provides guided learning experiences in meeting these needs of the patient.

This course of study assists the student in acquiring the knowledge, skills, and attitudes necessary to function as a member of the surgical team. Each student has an individual background to contribute to the profession. As knowledge, perception and understanding of patient care increases; the student's attitudes and behavior will change. The student should develop the responsibility to uphold the ideals of the health profession, and work toward its continued improvement. They will be viewed as true professionals and will find the task rewarding.

### **GRADING STANDARDS**

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

#### **Grading Scale:**

93 - 100 = A Excellent	85 - 92 = B Above Satisfactory	77 - 84* = C
Satisfactory		
70 - 76 = D Below Satisfactory	Below 70 = F Failure / Unsatisfactory	

\* An 80% grade average is necessary to progress from one level to the next and to complete Surgical Technologist. (This does not reflect the school's guidelines, but has been approved by administration)

### **GRADUATION STANDARDS**

Great Plains Technology Center recognizes the successful completion of the Surgical Technologist requirements by awarding a Certificate of Completion.

To be considered a Surgical Technologist completer by the graduation date, the student must successfully complete the 1185-hour Course of Study. This includes accomplishing a passing grade of 80% in all didactic course work & demonstration of all clinical competencies & proficiencies outlined in Levels I–III in the clinical handbook and must scrub on a total of 140 documented surgical procedures. There is no refund for early Surgical Technologist completers.

## GREAT PLAINS TECHNOLOGY CENTER COURSE OF STUDY

<b><u>Career Cluster:</u></b>	Health Science (HL)
<b><u>Career Pathway:</u></b>	Support Services (HL001)
<b><u>Program:</u></b>	Surgical Technologist (HL0010017)
<b><u>Program Hours:</u></b>	Adult Students: 1185 Hours

<b><u>Instructors:</u></b>	<b>Name</b>	<b>Office</b>	<b>E-Mail</b>
	Livia Rocha, RN	(580) 250-5574	<a href="mailto:Lrocha@greatplains.edu">Lrocha@greatplains.edu</a>
	Chelsea Blackshear, CST/SFA	(580) 250-5681	<a href="mailto:cblackshear@greatplains.edu">cblackshear@greatplains.edu</a>

<b><u>Academic Credit:</u></b>	Adult Students:	Transcript
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**Prerequisites:** Must be a high school graduate or equivalent. Minimum age 18 and take the Next Generation ACCUPLACER exam.

### **Career Major Description:**

Surgical technologists handle instruments, supplies and equipment necessary during the surgical procedure and work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care before, during and after surgery. The major combines classroom instruction, laboratory practice, and clinical experience to ensure that each graduate meets entry-level competencies as a Surgical Technologist.

The Surgical Technologist Major is designed to prepare post-secondary adult students for entry-level employment as Surgical Technologists. The career major is structured to provide the students with a foundation in the basic sciences and subjects unique to the operating room. Upon completing the career major, the Graduate Surgical Technologist will be able to function as a member of the surgical team delivering direct patient care before, during, and after surgical intervention.

The instructional content, which is 1,185 hours of classroom and clinical instruction, is based on an occupational analysis of the surgical technology field, and is adjusted to reflect local employment; local employment needs as determined by the instructor, administrators, and advisory committee.

Upon successful completion of the career major, the Graduate will be eligible to sit for the National Surgical Technologist Certification Examination. The career major closely follows the guidelines of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting and the Commission on Accreditation of Allied Health Education Programs.

### **Clinical Rotations:**

Clinical rotation will be held at the following hospitals:

- Lawton, OK - Comanche County Memorial Hospital
- Ambulatory Surgery Center of Southwestern Medical Center
  - Public Health Service – Lawton Indian Hospital
  - Southwestern Medical Center
- Altus, OK - Jackson County Memorial Hospital
- Duncan, OK - Duncan Regional Hospital
- Hobart, OK - Elkview Hospital
- Ardmore, OK - Mercy Healthcare

### **Career Major Goals:**

The goal of the Great Plains Technology Center Surgical Technologist Career Major is to graduate Surgical Technologists of the highest quality who are prepared for entry into the healthcare profession as a competent entry-level surgical technologist with advanced cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be motivated, self-confident, and exhibit ethical behavior.

Upon achieving the goals of this career major, students will:

- Integrate acquired knowledge and skills to the role of the surgical technologist in caring for the surgical patient
- Contribute effectively as a member of the surgical team to provide quality patient care
- Comply with the policies and procedures established by the medical facility
- Employ appropriate ethical and professional values while performing employment responsibilities
- Demonstrate cognitive development by passing the National Surgical Technologist Certification Exam
- Promote personal and professional accountability by assuming responsibility for continued professional and educational growth

### **Related Career Opportunities:**

- Advancement to role of a surgical assistant
- Employment as a product representative
- Employment in material management or central supply area
- Surgical Technology educator

### **Career Major Objectives:**

The Surgical Technologist Major is designed to prepare the student to assume the responsibility to function in association with registered nurses, surgeons, and anesthesiologists to provide the best possible care for the surgical patient. A graduate of the Great Plains Technology Center Surgical Technologist Career Major will have the ability and skills to:

#### Level I – Specific Objectives

- Recognize, define, and differentiate between application of common and complex medical terms
- Analyze unfamiliar medical terms by applying knowledge of word parts
- Interpret verbal and nonverbal communication by demonstrating effective communication with instructors, classmates, and other surgical team members
- Recognize, contrast, and compare anatomical structures using anatomic references to identify body positions, planes, directions, cavities, and organs
- Differentiate normal and abnormal physiological functions relating to types of diseases and modes of disease transmission
- Describe and practice proper safety techniques to prevent accidents and exposure to blood-borne pathogens by consistently utilizing Standard Precautions in the classroom, lab, and clinical areas
- Demonstrate the cognitive understanding of the principles of asepsis by identifying and correcting breaks in technique during lab practice
- Identify the members of the surgical team and distinguishes between each members' role in the surgical intervention
- Understand the legal and ethical responsibilities and limitations of a surgical technologist by performing within the scope of the profession
- Demonstrate the related nursing procedures by practicing vital signs and analyze any abnormality in the results
- Identify and discuss the specific needs and care of patients with special or complex needs
- Describe and demonstrate the pre-operative preparation to include obtaining an informed surgical consent, transportation, positioning, clipping, and prepping of the surgical patient during the preoperative phase
- Apply mathematical principles to solve problems involving dosage calculations and other applied mathematical concepts
- Distinguish between surgical pharmacological agents and describe each classification's effect on the human body
- Contrast and compare methods, agents, and techniques of anesthesia administration
- Discuss the anatomy, physiology, and pathophysiology of basic surgical procedures
- Analyze diagnostic and procedural steps for basic surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations
- Identify the use of various supplies and equipment of the basic operating room

- Identify the classification, names, parts, materials, finishes, and uses of the basic surgical instrumentation
- Apply knowledge of the basic instrumentation to specific surgical procedures while practicing in lab setting
- Demonstrate the steps of surgical scrubbing, gowning, and gloving
- Demonstrate initial techniques for preparing instrumentation and supplies on the sterile field
- Employ the techniques, timing, methods, and legal responsibilities of counting instruments, sponges, needles, and other countable items on the sterile field
- Apply cognitive and psychomotor knowledge to Clinical Practicum I

#### Level II – Specific Objectives

- Integrate cognitive knowledge and psychomotor skills acquired from Level I to enhance proficiencies
- Analyze diagnostic and procedural steps for basic and complex surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations by completing a weekly Surgical Case Management Plan
- Performing all essential activities of surgical patient care utilizing the principles of aseptic technique, critical thinking, and problem solving in order to adapt to the changing surgical environment
- Discuss the anatomy, physiology, and pathophysiology of basic and complex surgical procedures
- Assimilate knowledge of procedural step by selecting and organizing instruments, equipment, and supplies for the delivery of patient care during the basic and complex surgical procedures with limited assistance of another team member
- Demonstrate an understanding of electricity by applying safe patient care practices in the operating room
- Demonstrate an understanding of robotics by applying technology to safe patient care practices in the operating room
- Demonstrate an understanding of the principles of physics to safe patient care practices in the operating room
- Apply cognitive and psychomotor knowledge to Clinical Practicum II

#### Level III – Specific Objectives

- Integrate cognitive knowledge and psychomotor skills acquired from Level II to enhance proficiencies
- Demonstrate the ability to prioritize procedural steps and independently organize the surgical field, while considering the relevant anatomy and physiology on all surgical procedures
- Apply principles of professional communication in a variety of demanding situations
- Utilizing decision-making and problem solving skills in the application of Surgical Technology principles

- Demonstrate professional behavior consistent with legal requirements and ethical expectations consistent with the AST Code of Ethics
- Formulate a plan for personal and professional growth by preparing a career portfolio and obtaining a position as a competent entry level Surgical Technologists
- Demonstrate achievement of advance cognitive, psychomotor, and affective skills from the Surgical Technologist Career Major core curriculum by successfully passing the National Surgical Technology certification exam

## DESCRIPTION OF COURSES

<u>Course #</u>	<u>Course Name</u>	<u>ADT</u>	<u>ADL</u>
	<u>Total</u>		
<b>HL00342</b>	<b>Core Medical Terminology</b> <b>45</b>	<b>45</b>	<b>0</b>

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

<b>HL00597</b>	<b>Anatomy</b> <b>60</b>	<b>40</b>	<b>20</b>
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Anatomy is the study of the structure and shape of the body and their relationships to one another. This course includes both gross anatomy (anatomy of the large body structures), as well as microscopic anatomy (anatomy of body structures too small to be seen with the naked eye).

<b>HL00598</b>	<b>Physiology</b> <b>60</b>	<b>40</b>	<b>20</b>
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Human physiology, a branch of general physiology, is concerned with how the human body works. This course will approach the study through an organ-system approach. Organ-systems are collections of cells, tissues, and organs which have dedicated functions in the body.

**HL00034 Surgical Technology Orientation** 15 0  
15

Surgical Technology Orientation includes the basic safety concepts, individual learning styles, introduction to information technology and review of the surgical technology handbook.

**HL00047 Core Employability Skills** 30 0  
30

In this course students learn how employability skills enhance their employment opportunities and job satisfaction. Students are introduced to key employability skills and will learn the importance of maintaining and upgrading skills as needed.

**HL00112 Introduction to Surgical Technology** 30 0  
30

This course is designed to provide information introducing the student to the roles and responsibilities of the surgical team and the health care system. Students will explore the ethical and legal concepts and professional responsibilities of the surgical technology field.

**HL00537 Disaster and Emergency Preparedness** 15 0  
15

This course includes these aspects of emergency preparedness and disaster training: preparation and planning, detection and communication, incident management and support systems, safety and security, clinical/public health assessment and intervention, contingency, continuity and recovery and public health law and ethics. This is a new course for surgical technology, however it could be offered in any career major.

**HL00144 Essentials of Surgical Asepsis** 32 28  
60

This course will introduce the student to the principles and practices of aseptic technique, scrubbing, gowning, gloving, sterilization and disinfection. Upon completion of this course, the student will be able to discuss and demonstrate the principles of aseptic technique.

**HL00145 Surgical Case Management** 48 72  
120



This course will introduce the student to the supplies and equipment that are an integral part of their training as a Surgical Technologist, including instrumentation, suture, sponges, drains, counts, and the sterile field and draping of sterile field. Upon completion of the course, the student will be able to demonstrate competency in using supplies and equipment in the surgical environment.

**HL00202 Surgical Tech Practicum I 0 30**  
**30**

Surgical Technologist Practicum I is an introduction to principles of surgical conscience in preparation for patient care. This course provides observational and practical experiences in the laboratory setting and/or clinical environment.

**HL00113 Surgical Patient Care 35 10**  
**45**

Upon completion of this course the student will be able to demonstrate patient care skills in the surgical environment. The course enables the student to develop techniques used to safely transport, position, and prep the patient for surgery, and the proper care of surgical specimens. Students will apply these skills across the lifespan and to patients with complex needs.

**HL00203 Surgical Pharmacology 30 0**  
**30**

This course familiarizes the student with the various drugs used in surgery and their administration. The student will demonstrate an understanding of basic anesthesia equipment, drugs, and methods in order to function effectively in the surgical setting. Upon course completion the student may assist the anesthesia personnel if required.

**HL00204 Microbiology and Wound Healing 30 0**  
**30**

This course is designed to provide the student with a basic background in microbiology. This course will provide a better understanding of the relationship between microorganisms and the maintenance of health and/or the prevention of disease. The course of study includes a general introduction to microbiology, infection/immunology, and wound healing

**HL00114 Surgical Procedures I 90 0**  
**90**

This course is designed to provide instruction in basic, intermediate, and advanced core procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student will be able to apply and demonstrate the concepts related to the following surgical procedures: General, Obstetric and Gynecological, Genitourinary, Otorhinolaryngologic, and Orthopedic Surgery.

**HL00205 Surgical Procedures II 75 0**  
**75**

This course is designed to provide instruction in basic, intermediate and advanced specialty procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student should be able to apply and demonstrate the concepts related to each of the following surgical procedures: Neurosurgery, Cardiothoracic, Peripheral Vascular, Oral, Maxillofacial, Plastic and Ophthalmic Surgery.

**HL00207 Surgical Tech Practicum II 0 210**  
**210**

This course provides clinical experience in the surgical environment. The student assumes responsibility as the first scrub role, handling instruments and supplies and equipment necessary for the surgical procedure. Emphasis is placed on core surgical procedures.

**HL00208 Surgical Tech Practicum III 0 240**  
**240**

This course provides advanced clinical experience in the surgical environment with minimal assistance. Students will prepare for and complete the national certification exam.

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<b>Career Major Total:</b>	<b>Theory</b>	<b>Lab/Clinical</b>	<b>Total</b>
Adult Student:	595	590	1185

**Evaluation Policy:**

As a formative evaluation tool the Surgical Technologist Program utilizes a program learning/management system called “Moodle” to provide feedback of didactic knowledge, skills performance evaluations and course information to the students. The grade book

portion of Moodle records students' test results, and provides immediate feedback and a detailed breakdown of responses to different questions.

Examples of formative evaluation tools used by the program to measure cognitive, psychomotor and affective behaviors include journaling, group discussions (question and answering sessions), pop quizzes, Study-ware quizzes and textbook assignments, workbook assignments, individual lab skill check-offs and weekly clinical evaluations feedback.

An example of summative evaluation tools utilized by the Surgical Technologist Program to assess the student's overall progress includes a final comprehensive examination for each course within the program. Prior to the start of the clinical portion of the program, each student's lab skills performance is evaluated by a faculty member and a clinical preceptor using a clearly defined performance rubric. Feedback and discussion of performance evaluation is provided immediately after skills assessment in a formal meeting with each student, clinical preceptor/evaluator, clinical instructor, and the Program Director. The evaluation tool verifying the post-evaluation conference includes the date and signatures of the student, evaluator, and program faculty.

Documentation of all completed student evaluations are maintained in each student's permanent file. Other clinical evaluation tools include weekly clinical evaluations, clinical case verifications, case study assignments, clinical logs and daily informal student feedback.

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

**Grading Standards:**

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

**Didactic Grading Scale**

The grading scale as adopted by the Board of Educations is as follows:

- A = 93 - 100
- B = 85 - 92
- C = 77 - 84\*
- D = 70 - 76
- F = 60 and Below

Each individual course, as outlined in the Surgical Technologist program, will be given a separate theory grade based on the following categories:

- Homework Grades ..... 5% of final grade
- Final Exam Grades..... 20% of final grade
- Employability Grades ..... 5% of final grade

Lab Grades .....	5% of final grade
Clinical Grades .....	30% of final grade
Test Grades .....	30% of final grade
Quiz Grades .....	5% of final grade

\*Students are required to maintain an 80% average in each course taught to pass from one level to the next in each semester and to complete the Surgical Technologist Program. Assignments turned in late results in 10 points loss on assignment grade. Late assignments, in excess of 1 week (7 consecutive days to include the weekend) will result in a “0” for that assignment grade.

If student is absent the day that assignments are made, it is the student’s responsibility to contact instructor to review material covered during class or clinical and receive assignment, exams, or worksheets given.

Exams should be made up immediately upon return to class, unless advanced arrangements have been made with the instructor. Students must take exam within one week of the missed examination date. Any student missing an exam will have 10 points deducted from the makeup exam. If student fails to make up the exam during the specified time frame, it will result in a “0” for that exam grade. (It is the student’s responsibility to make arrangements with the instructor for examination makeups.)

If a didactic examination results in the student’s GPA falling below 80%, the student will be notified of this and allowed to remediate and retest. The student must retest within a week (7 consecutive days to include the weekend). The first and second test will be added together and divided by two for final grade. After remediation, if an 80% is not attained within the allotted time, the student will be placed on academic probation for a period of 2 weeks. If the student fails to achieve an 80% GPA after the probation period, the student will be recommended for dismissed from the program.

Academic didactic probation is used to provide the student with extra credit work, (20 points maximum) one time per semester per each course, in order to gain knowledge and experience necessary in deficient surgical technology concepts to raise his/her grade up to the required academic standard of the 80% GPA, but not to exceed the 80%.

Specific requirements, during a counseling session, of the academic didactic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling of tutoring, individual instruction and verifying the time period for improving his/her grade. The academic didactic probation is in place to encourage students to seek extra help from instructor to continue improving future exam or assignment grades.

Extra credit work must be turned in within two weeks after the written academic probation counsel, or student will forfeit points.

If the final exam brings a student’s final academic didactic GPA below the 80% in a course, then the student will be recommended for dismissal from the Surgical Technologist Program, regardless of prior probationary status.

## **TESTS, GRADES, AND EVALUATION**

Students may access grades at <https://www.gptech.org/grades>

ID = first initial of first name and last name, all in caps.

Ex. Jim Smith = JSMITH

PIN = last 4 numbers of your SSN.

At the end of the academic didactic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.

### **CLINICAL GRADING POLICY:**

- Level II-III grades are derived from the clinical evaluation.
- Grades will be awarded by achievement of clinical objectives.
- There is a total of two hundred fifty-eight points possible for each clinical week.
- The grading system will be sub-divided into 3 main areas.
- Attendance – Five per day, Twenty possible per week.
- Professional Accountability – Twenty four possible points per week.
- Case Management Accountabilities – One hundred and four possible points per week.
- The student will be required to complete one Case Management Plan per week worth one hundred possible points.
- The student will receive ten points each week for completion of the Surgical Procedure Case Log (Checklist) and the Clinical Data Totals Form.

### **LEVEL I – PERFORMANCE CHECK OFFS**

Performance Evaluation grades are given in Level I for skills in Essentials of Surgical Asepsis, Surgical Patient Care, and Surgical Case Management.

Once student has completed practice on a specific skill, the following process will evaluate the student.

Performance evaluation - Once the student has satisfactorily completed the skill, the student will be rated using the following rubric. If the student's performance is unacceptable, the student will be allowed to review the material and perform skill for evaluation again. A total of 3 tries will be allowed. Student must pass each skill evaluation attempt with a score of 100%.

### **LABORATORY SKILLS EVALUATION RUBRIC**

#### **A. Successful – 3 points**

Student can perform skills, following specified guidelines provided in class, independently (without guidance or suggestions from instructor), and should be able to identify own errors and correct errors without intervention from instructor.

B. Needs Work – 2 points

Student can perform skills, following specified guidelines provided in class, with minimal guidance or cuing (suggestions) from instructor. Student can identify own errors but requires assistance from instructor in correcting errors.

C. Not Successful – 0 points

Student requires multiple cues/guidance from instructor to perform skill, following specific guidelines in class. Requires assistance from instructor to identify errors. Student can perform skills during a second testing time with minimal guidance or cuing.

**Make-Up Work Policy:**

**All Make-Up Work Is the Responsibility Of The Student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

**Attendance Policy:**

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

**Course Requirements and Expectations:**

The general course requirements and expectations include:

- Be able to bend, walk, and stand for long periods of time
- Be able to lift, carry, push, and handle equipment, supplies, or patients exceeding 25 pounds
- Be able to work in environmental temperatures from 60 degrees to 80 degrees Fahrenheit range
- Be aware that exposure to latex gloves may cause the development of allergic reactions
- Be aware that their skin should be clear and free of conditions which would impair the integrity of skin
- Must demonstrate ability to functionally perceive the nature of sounds and the spoken word, may use adaptive techniques or devices
- Must demonstrate ability to functionally express self orally and/or in writing
- Must be able to demonstrate the functional ability to obtain impressions of shape, size, and motion by passing routine vision screening and to distinguish red and green colors, adaptive devices may be used
- Adhere to the policies and procedures as outlined in the Great Plains Technology Center Adult Student Handbook
- Successfully complete the National Certification Exam

### **Student Behavior Includes:**

- Student will demonstrate responsibility by being punctual and adhering to daily attendance requirements.
- Student will demonstrate responsibility for academic achievement by completing all required course work.
- Student will use appropriate language and effective communication skills, avoid gossip, and demonstrate patient and peer confidentiality.
- Student will maintain personal safety by wearing safety glasses and lead aprons. Student must practice sharp(s) precautions and must follow standard precautions at all times during lab and clinical practicum.

**NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the instructor.**

### **Industry Alignments:**

- National Board of Surgical Technology and Surgical Assisting (NBSTA)
- Central Board for Sterile Processing and Distribution (CBSPD)
- National Consortium of Health Science Technology Education (NCHSTE)

### **Certification Outcomes:**

**Tier 1** – Certifications Recognized, Administered and/or Endorsed by Industry

- NBSTSA: Certified Surgical Technologist (CST) (8711)
- National Center for Competency Testing (NCCT) Tech in Surgery Certified

### **CIP Code and SOC Code Crosswalk:**

- CIP Code - 51.0909
- SOC Code - 29-2055.00

### **Instructional Materials and Supplies:**

*Students are required to purchase the following list of textbooks and/or supplemental reference materials. The prices listed are approximate and subject to change.*

#### **Textbooks:**

Ehrlich, Ann, and Carol L. Schroeder. Medical Terminology for Health Professions. 8<sup>th</sup> ed. 978-1305634350. Clifton Park: Delmar Cengage Learning, 2013. (\$89.00)

\*\*Fuller, Joanna R. Surgical Technology: Principles and Practice Textbook. 7<sup>th</sup> ed. 978-0-323-39473-4. St. Louis: Saunders/Elsevier, 2017. (\$157.00)

\*\*Nemitz, Renee. Surgical Instrumentation: An Interactive Approach. 2<sup>nd</sup> ed. 978-1455707195. St. Louis: Saunders/Elsevier, 2013. (\$79.00)

\*\*Phillips, Nancymarie. Berry & Kohn's Operating Room Technique. 13<sup>th</sup> ed. 978-0323399265. St. Louis: Saunders/Elsevier, 2014. (\$167.00)

\*\*Vaughn, Dean. Medical Terminology 350: Learning Guide. 2<sup>nd</sup> ed. 978-0914901129. Walpole: DCM Instructional Systems, 2013. (\$30.00)

**CIMC-Career and Instructional Material Center**

\*\*Introduction to Surgical Technology. 4<sup>th</sup> ed. HO3018. Stillwater: MAVCC, 2014. (\$74.00)

\*\*Surgical Techniques, Student Edition. 4<sup>th</sup> ed. HO3019. Stillwater: MAVCC, 2014. (\$68.00)

\*\*Lange Q and A. McGraw Hill- 9781260470246

\*\*Tabors Cyclopedic Medical Dictionary. FA Davis – 978-1719642859

\*\*Books students need up front

**SURGICAL TECHNOLOGY PROGRAM ANNUAL REPORT**

Reporting Year	Academic year	# of students Enrolled	# of Students Graduated	% of Students Graduated
2017	8-1-16- 5-31-17	17	14	85%
Certified Surgical Technologist (CST) Exam Participation And Pass Rate: ARC/STSA Threshold For The CST Exam Is 100% Participation Rate And 70% Pass Rate.				
Completion Date	# of Students Graduated	# of Students Who Took CST Exam	# of Students Who Passed CST Exam	% of Students Who Passed CST Exam
2017	13	13	10	77%

**Financial Aid**

**Federal Pell Grant:** Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Great Plains Students must be enrolled and attending a full-time adult program approved for Federal Title IV programs. Unlike a loan, a Federal Pell Grant does not have to be repaid. To determine if you are eligible financially, the US Dept. of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number and will tell you if you are eligible. How much you receive will depend not only on your EFC but also on your cost of attendance, whether you are a full-time or half-time student and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. To apply fill out a Free Application for Federal Student Aid available in the financial aid office or apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).



**Federal Supplemental Educational Opportunity Grant:** A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest Expected Family Contributions (EFC) -- and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back. Students at the school are awarded an FSEOG based on the availability of the funds at the school. You can receive either \$100 or \$200 per year depended on your start date. Great Plains Students must be enrolled and attending a full-time adult program approved for Federal Title IV programs.

**Oklahoma Tuition Aid Grant Program:** The Oklahoma Tuition Aid Grant Program (OTAG) is a need-based grant program for Oklahoma residents who attend approved colleges, universities, and technology centers in Oklahoma. Awards are approved for full-time or half-time students in undergraduate or graduate study. To apply complete a FAFSA as soon as possible. Applications are awarded in descending order of highest need until all funds are committed. OTAG will review your family financial information to determine your eligibility OTAG will then notify you if you are approved. GPTC students must be enrolled and attending a full-time adult program approved for Federal Title IV programs.

**Veterans Educational Benefits:** Great Plains Technology Center has several full-time adult programs and short term ACD programs approved for Veterans Educational Benefits. For more information regarding VA Educational Benefits for full time adult programs or for short-term ACD programs please, contact Rhonda Mahaffey, Career Counselor, at the Lawton Campus at 580.250.5503, Bldg. 100, Room 107.

### Scholarships

**Great Plains Technology Center Foundation Scholarship:** The Great Plains Foundation was established in 1980 to assist students with tuition costs. Eligibility based on financial need.

**The Oklahoma Career Tech Foundation Otha Grimes Scholarship:** Otha Grimes Scholarship applications are distributed to current full time adult students the beginning of the Fall and Spring semesters. Scholarships are limited to 9 students per semester. Scholarships must be used for expenses directly related to a student's program, such as: tuition, fees and books.

**Dr. George Bridges Next Step Scholarship:** The scholarship is a one-time tuition waiver. The maximum award is \$2100.00 toward tuition (\$1050.00 per semester). No monies are issued directly to the scholarship recipient but are issued to the school in lieu of an award letter. The scholarship is good for 2 years from the date of activation. Once the scholarship has been approved, it is for tuition only and can be applied towards a full-time program or any of ACD short-term class(es) that have approved education plans.

Contact the GPTC Student Office for a paper copy of the Student Handbook. Contact Student Services for a copy of Application Information booklets, program brochures and for questions concerning the institutional information published in the Student Handbook. Contact the Campus Director/Principal for questions concerning FERPA. "Great Plains Technology Center prohibits misrepresentation of program content, outcomes, certifications/licensures, and admissions. Great Plains Technology Center also prohibits misrepresentation of financial aid opportunities, procedures, eligibility, or award."

What to Disclose, When, and to Whom	Description of Information to be Disclosed	Where to Find Information
<p><b>What: Institutional Information (668.43)</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students &amp; Prospective Students</p>	<ul style="list-style-type: none"> <li>• Cost of attending school i.e.: Tuition and Fees</li> <li>• Institutional Refund Policy</li> <li>• Requirements for officially withdrawing from school</li> <li>• Requirements for return of Title IV, HEA grant or loan aid</li> <li>• Information regarding the programs, institutional facilities and faculty</li> <li>• Entities that accredit, license, or approve the school and its programs and procedures or reviewing school's accreditation, licensing, or approval documentation</li> <li>• Description of any special services and facilities for disabled students</li> <li>• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Tech - Tab Booklet</li> <li>• U.S. Department of Education College Opportunities website: <a href="http://nces.ed.gov/IPE DS">http://nces.ed.gov/IPE DS</a>. Click on College Search for Great Plains Technology Center</li> <li>• Application Information Booklets</li> </ul>
<p><b>What: Financial Assistance Information (668.42)</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students &amp; Prospective Students</p>	<ul style="list-style-type: none"> <li>• Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student's award</li> <li>• Rights and responsibilities of students receiving Title IV and 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 and frequency of financial aid disbursements</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook</li> <li>• Tech - Tab Booklet</li> <li>• Application Information Booklets</li> <li>• Studentaid.ed.gov/sa</li> <li>• <a href="http://www.greatplains.edu">http://www.greatplains.edu</a></li> </ul>
<p><b>What: Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99</b></p> <p><b>When:</b> Upon Request</p> <p><b>To:</b> Enrolled Students &amp; Parents of Enrolled Students under the age of 18</p>	<ul style="list-style-type: none"> <li>• Right to and procedures for inspecting and reviewing student's education records</li> <li>• Right to and procedures for requesting amendment of student's education records believed to be inaccurate, misleading, or in violation of student's privacy rights</li> <li>• Right to consent to disclosure of personally identifiable information contained in student's education records</li> <li>• Right to file a complaint with ED for alleged school's or educational agency's failure to comply with FERPA requirements</li> <li>• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school's or educational agency's policy is to disclose personally identifiable information from a student's education records under 34 CFR, Part 99 without prior consent</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook <a href="http://www.greatplains.edu/student-resources/">http://www.greatplains.edu/student-resources/</a></li> <li>• Great Plains Technology Center Policy and Procedures Manual</li> </ul>
<p><b>What: Completion/Graduation Rate and Transfer-Out Rate (668.45)</b></p> <p><b>When:</b> Annually by July 1 and Upon Request</p> <p><b>To:</b> Enrolled Students &amp; Prospective Students</p>	<ul style="list-style-type: none"> <li>• The institution's completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 160% of the normal time (scheduled length of program) for graduation or completion</li> <li>• Cohort for non-term schools (Technology Centers): Students who enter between 9/1 and 8/31 and are enrolled at least 60 clock hours</li> <li>• 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</li> <li>• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants</li> <li>• Retention rates of certificate or degree-seeking first-time full-time undergraduate students.</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Department of Education College Navigator website: <a href="http://nces.ed.gov/IPE DS">http://nces.ed.gov/IPE DS</a></li> <li>• Great Plains Technology Center website at <a href="http://www.greatplains.edu">www.greatplains.edu</a></li> </ul>
<p><b>What: Campus Security Report (668.46)</b></p> <p><b>When:</b> Annually by Oct. 1 and Upon Request</p> <p><b>To:</b> Enrolled Students, Current Employees, Prospective Students, &amp; Prospective Employees</p>	<ul style="list-style-type: none"> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson</li> <li>• Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability)</li> <li>• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations</li> <li>• Policies concerning the security of and access to campus facilities and procedures to report campus crimes</li> <li>• Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws</li> <li>• Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Handbook <a href="http://www.greatplains.edu/student-resources/">http://www.greatplains.edu/student-resources/</a></li> <li>• U.S. Department of Education College Navigator website: <a href="http://nces.ed.gov/IPE DS">http://nces.ed.gov/IPE DS</a>. Search for Great Plains Technology Center</li> <li>• Great Plains Technology Center website at <a href="http://www.greatplains.edu/">www.greatplains.edu/</a></li> <li>• Great Plains Technology Center Intranet</li> </ul>

Additional Student and Employee Consumer Information	Where to Find
College Navigator Website	<ul style="list-style-type: none"> <li>• U.S. Dept of Ed's College Navigator website:</li> <li>• <a href="http://nces.ed.gov/IPEDS">http://nces.ed.gov/IPEDS</a> Search for Great Plains Technology Center</li> </ul>
Student Body Diversity	<ul style="list-style-type: none"> <li>• U.S. Dept of Ed's College Navigator website: <a href="http://nces.ed.gov/collegenavigator/?q=great+plains+technology+center&amp;s=all&amp;id=364548#enrolmt..">http://nces.ed.gov/collegenavigator/?q=great+plains+technology+center&amp;s=all&amp;id=364548#enrolmt..</a> Search for Great Plains Technology Center</li> </ul>
Net Price Calculator	<ul style="list-style-type: none"> <li>• <a href="http://www.greatplains.edu/student-resources/">http://www.greatplains.edu/student-resources/</a></li> </ul>
Text Book Information/information for College Bookstores	<ul style="list-style-type: none"> <li>• Non-Medical and Medical Application Information Booklets</li> <li>• <a href="http://www.greatplains.edu">www.greatplains.edu</a></li> <li>• Great Plains Technology Center Courses of Study. <a href="http://www.greatplains.edu/adults/lawton-career-majors/">http://www.greatplains.edu/adults/lawton-career-majors/</a>.</li> </ul>
Transfer of Credit/Articulation Agreements	<ul style="list-style-type: none"> <li>• TechTab</li> <li>• <a href="http://www.greatplains.edu">www.greatplains.edu</a></li> </ul>
Vaccination Policy	<ul style="list-style-type: none"> <li>• Medical Application Information Booklets</li> </ul>
National Student Loan Data System (NSLDS)	<ul style="list-style-type: none"> <li>• <a href="http://www.nsls.ed.gov/nsls_SA/">http://www.nsls.ed.gov/nsls_SA/</a></li> </ul>
Voter Registration	<ul style="list-style-type: none"> <li>• Applications are located in Building 100 or online at <a href="http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/">http://www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/</a></li> <li>• Applications are given to students at Orientation</li> </ul>
Drug and Alcohol Prevention Information	<ul style="list-style-type: none"> <li>• Great Plains Technology Center Policy and Procedures Manual</li> <li>• Student Handbook</li> </ul>
Copyright Infringement	<ul style="list-style-type: none"> <li>• Great Plains Technology Center Policy and Procedures Manual</li> <li>• Student Handbook</li> </ul>
Penalties for Drug Law Violations	<ul style="list-style-type: none"> <li>• Great Plains Technology Center Policy and Procedures Manual</li> <li>• Student Handbook</li> </ul>
Internet Use Policy	<ul style="list-style-type: none"> <li>• Great Plains Technology Center Policy and Procedures Manual</li> <li>• Student Handbook</li> </ul>
Absence Policy	<ul style="list-style-type: none"> <li>• Student Handbook</li> </ul>
ABE Prep Course	<ul style="list-style-type: none"> <li>• Contact Great Plains Technology Center (580) 355-6371</li> </ul>

# Great Plains Technology Center

4500 West Lee Boulevard, Lawton, OK 73505 ♦ 2001 E. Gladstone, Frederick, OK 73542

## Accreditation Statement

All Full Time Programs at GPTC are Certified by:

### Oklahoma State Board of Career and Technology Education

1500 West 7<sup>th</sup> Avenue ~ Stillwater, Oklahoma 74074-4364 ~ (405) 377.2000 ~ [www.okcareertech.org](http://www.okcareertech.org)

Great Plains Technology Center is Accredited by:

Individual programs are accredited through the following agencies listed below.

All program policies and procedures are available to the public for viewing.

FULL TIME PROGRAM	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Cosmetology (OSBCB)	Oklahoma State Board of Cosmetology and Barbering	2401 NW 23rd Street #84 Oklahoma City, OK 73107	405.521.2441 <a href="http://www.ok.gov/cosmo/">www.ok.gov/cosmo/</a>
Practical Nurse (ACEN)	Accreditation Commission for Education in Nursing, Inc.	3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326	404.975.5000 <a href="http://www.acenursing.org">www.acenursing.org</a>
Practical Nurse (OBN)	Oklahoma Board of Nursing	2915 N. Classen, Suite 524, Oklahoma City, OK 73106	405.962.1800 <a href="http://www.ok.gov/nursing">www.ok.gov/nursing</a>
Surgical Technologist (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 <a href="http://www.caahep.org">www.caahep.org</a>
Surgical Technologist (ARC-STSA)	Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting	7108 - C South Alton Way Centennial, CO 80112-2106	303.694.9262 <a href="http://www.arcstsa.org">www.arcstsa.org</a>
Automotive Service Technician Combination Collision Repair Technician (NATEF) Medium Heavy Duty Truck & Light Repair Technician (NATEF)	National Automotive Technician Education Foundation (NATEF)  Automotive Service Excellence (ASE)	15034 Edwards Ferry Road, NE Suite 401 Leesburg, VA 20176	703.699.6650 <a href="http://www.asealliance.org">www.asealliance.org</a>
Veterans Education and Training	Oklahoma State Accrediting Agency	4545 North Lincoln #281 P.O. Box 53067 Oklahoma City, OK 73152	405.521.3807 Fax: 405.521.4551 <a href="http://www.ok.gov/saa">www.ok.gov/saa</a>
SHORT TERM COURSES	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Emergency Medical Services Long Term Care Nurse Assistant/ Home Health Aide	Oklahoma State Department of Health	1000 Northeast Tenth Street Oklahoma City, OK 73152	405.271.4027 <a href="http://www.health.state.ok.us">www.health.state.ok.us</a>
Motorcycle Safety	Motorcycle Safety Foundation, State Coordinator Oklahoma Highway Patrol	P. O. Box 11415 Oklahoma City, OK 73136	405.425.7705
Paramedic (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 <a href="http://www.caahep.org">www.caahep.org</a>
Paramedic (CoAEMSP)	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions	8301 Lakeview Parkway, Suite. 111-112, Rowlett, Texas 75088	214.703.8445 <a href="http://www.coaemsp.org">www.coaemsp.org</a>
CAMERON UNIVERSITY PROGRAMS TAUGHT AT GPTC	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Radiologic Technology (JRCERT)	Joint Review Committee on Education in Radiologic Technology	20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182	312.704.5300. Electronic Accreditation System can be found at <a href="http://www.jrcert.org">www.jrcert.org</a>
Advanced Respiratory Therapist	Committee on Accreditation for	1248 Harwood Road Bedford, Texas 76021-	817.283.2835 <a href="http://www.coarc.com">www.coarc.com</a>

## Policies & Guidelines for Enrollment

### Fees & Tuition

- Each adult applicant enrolling at Great Plains Technology Center will be charged \$10.00 for the assessment administered.
- Enrollment is not official and complete until student has been notified of acceptance to programs and all processing guidelines are complete and conditions have been fulfilled.
- If student applies for financial aid or is sponsored by an agency the student is responsible for the tuition until Great Plains Technology Center receives an appropriate agency contract or certification. Should funds be canceled for any reason, the student will pay the full amount of any remaining training charge.
- Any tuition paid for program placement will follow the refund guidelines stated in enrollment packets.

### Students from Foreign Countries

Students who are submitting documents or credentials from foreign countries, must have said documents and credentials evaluated and converted to United States equivalency with regard to classes, grades, credit for work, diplomas, and degrees.

One agency that provides this service is *World Education Service*, 1-800-937-3895. Applications for this service may be accessed at [www.wes.org/who.html](http://www.wes.org/who.html). Transcripts must be translated prior to sending to World Education Service. If you need to find a translator in the U.S., you may wish to contact University Language Services, Incorporated. 1.800.419.4601. This information is provided for your convenience only. All arrangements must be made directly with the translation service and WES.

### Asbestos Requirements

Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

### Disability Services

After placement in a program at Great Plains Technology Center, if you have disabilities, which require reasonable accommodations to perform the essential skill of the Program, it is your responsibility to provide documentation and notify your instructor and/or the Disability Services Coordinator

### Campus Crime Report

In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at [www.greatplains.edu](http://www.greatplains.edu). The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period and information/policies regarding campus crime.

### FERPA Compliance

Great Plains Technology Center, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) has designated the following items as directory information:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., 11th grade, 12th grade, etc.);
7. The student's degrees, honors and awards received;
8. The most recent educational agency or institution attended;
9. The student's photograph; and
10. The student's electronic mail address.
11. The student's participation in officially recognized activities

Great Plains Technology Center may disclose any of the above listed items with the student's prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission. GPTC may provide access to a students' education records to a third party on as provided in FERPA and GPTC policy.

### Statistical Information

Some information provided on this application may be used for institutional statistical information only. This information will not be published nor used in the student selection process.

### Non-Immigrant

"This school is authorized under Federal law to enroll non-immigrant alien students."

### **Notice of Non-Discrimination**

Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement.

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, religion, gender, gender expression, sexual orientation, gender identity, or qualified disability or veterans status in admission to its programs, services, activities or access to them, in treatment of individuals, or in any aspect of the Technology Center's operations. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK 73505 or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK 73542.

### **Aviso De No Discriminación**

Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, incapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo.

La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212. Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK 73505 or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK 73542.

### **Compliance coordinators:**

Title IX Coordinator- Joelle Jolly – [jjolly@greatplains.edu](mailto:jjolly@greatplains.edu) 580-250-5526

Deputy Coordinator (Employees) – Valerie Anderson – [vanderson@greatplains.edu](mailto:vanderson@greatplains.edu) 580-351-6761

Deputy Coordinator (Students) – Justin McNeil – [jmcneil@greatplains.edu](mailto:jmcneil@greatplains.edu) 580-250-5589

504 Coordinator – Kristy Barnett – [kbarnett@greatplains.edu](mailto:kbarnett@greatplains.edu) 580-250-5531

Investigator – Morgan Gould – [mgould@greatplains.edu](mailto:mgould@greatplains.edu) 580-250-5553

Investigator – Ken McKee – [kmckee@greatplains.edu](mailto:kmckee@greatplains.edu) 580-335-5525

## Application Checklist

**Step 1: Submit the following required documents to GPTC student support services office. All documentation must be submitted by 4pm on the application deadline.**

- Completed Application
- Official high school transcript, high school equivalency scores (HiSET or GED), or official college transcript with a conferred degree of Associate's level or higher
- Current American Heart Association Basic Life Support or Healthcare Provider CPR certification
- Next-Generation Accuplacer testing scores less than 3 years from the application deadline or ACT testing scores less than 5 years from the application deadline

**Step 2: Submit all Optional Admission documents by 4pm on the application deadline.**

- **Lawton Campus:** 4500 SW Lee Boulevard, Lawton, Oklahoma 73505
- **Frederick Campus:** 2001 E. Gladstone, Frederick, Oklahoma 73542

**Step 3: How Am I Slotted:**

Admission to the Surgical Technologist program is based on the highest number of points earned by qualified applicants. Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission to the Surg Tech program prior to qualified applicants who do not reside within the Great Plains Technology Centers district.

**Step 4: How Am I Notified:**

Applicants will be notified of acceptance within 10 business days of the application deadline by phone call, email, or the US Postal Service. In the event of a change of address, phone number or email address, it is the applicant's responsibility to update their information.

**Step 5: Upon Acceptance:**

Upon notification of acceptance in the Surg Tech program, the applicant will be required to provide documentation of negative drug screen and background check from a designated provider. Further information on physical and required immunizations will be given at the mandatory meeting.

## Online Application

***Online applications are available at the following link:***

<https://sonisweb.greatplains.edu/studapp.cfm>

If you would like to fill out an application, they are available in Student Services Rm 107 for all Lawton Campus programs.

Hard copies can be picked up from the Tillman-Kiowa Frederick campus from the Career Counselor.





# GREAT PLAINS Technology Center

*Prospective Student*

## VOLUNTARY DISCLOSURE OF DEMOGRAPHIC DATA

- Great Plains Technology Center collects student applicant demographic data for informational purposes.
- This information is confidential and is not used in screening, accepting, or enrolling students.
- Please return this with your application to Great Plains Technology Center.
- If you prefer not to disclose this information, please initial the statement below declining to participate.

\_\_\_\_\_ **By initialing this line, I certify that I decline to provide this information.**

Your status as an applicant at Great Plains Technology Center will not be affected by completing or not completing this information.

**COMPLIANCE STATEMENT:** Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

### REQUEST FOR APPLICANT DATA

Applicant Name	
Date of Application	
Program Applied For	

**ETHNICITY/RACE**

- White
- Black
- American Indian-Affiliation:  
\_\_\_\_\_
- Asian
- Hispanic
- Latino
- Native Hawaiian/ Pacific Islander
- Two or More Races

**GENDER**

- Male
- Female

My signature immediately below signifies that I have provided this information for demographic purposes and Great Plains Technology Center will not use this information for any other purpose.

Applicant Signature: \_\_\_\_\_