



Application Packet

Revised September 2022

Associate of Applied Science SURGICAL TECHNOLOGY

***** Application Process is OPEN *****

The application for Spring 2023 admission is now open with a submission deadline of **October 21, 2022 at 5:00 pm**. Application forms must be single-sided prints only and submitted in a 9x12 envelope or by email PDF.

Mail

Robyn Hoggatt, Program Director Surgical Technology
Flathead Valley Community College
777 Grandview Dr.
Kalispell, MT 59901

Email PDF

rhoggatt@fvcc.edu

Drop off

Robyn Hoggatt, Program Director Surgical Technology
Office: BC-123A

Dear Surgical Technology Applicant:

Thank you for your interest in the Surgical Technology Program at Flathead Valley Community College. As you prepare your application for submission, there are a few items to consider. This application is for the program itself. If you are not already enrolled at FVCC, you must complete a separate application for college [admission](#).

The program application process is your opportunity to present yourself for consideration into the Surgical Technology Program. Your application will be evaluated and ranked in two steps and multiple categories. Each step in the process has been carefully considered and is a valuable asset to the application as a whole. Please be aware that in evaluating each applicant, attention will be paid to how well the application directions have been followed. An applicant may lose points if the application portfolio is not complete.

WHEN TO APPLY:

Applications must be received no later than Friday, October 21, 2022 at 5:00 p.m. Students may apply to the Surgical Technology Program in the semester in which they are completing the program prerequisite courses. Prerequisite courses must be completed before applying to the program but do not have to be taken in one semester. R Indicates Related Instruction requirement. *Indicates prerequisite and/or corequisite needed. Check course description in the [FVCC Academic Catalog](#).

- [AHMS 144 - Medical Terminology](#) Credit(s): 3
- [AHST 101 - Introduction to Surgical Technology](#) Credit(s): 3
- [BMGT 205C - Professional Business Communication](#) Credit(s): 3 *^R
 - OR
- [WRIT 101W - College Writing I](#) Credit(s): 3 *^R
- [BIOH 201NL - Human Anatomy and Physiology I](#) Credit(s): 4 *
- [BIOH 211NL - Human Anatomy and Physiology II](#) Credit(s): 4 *
- [COMX 111C - Introduction to Public Speaking](#) Credit(s): 3^R
 - OR
- [COMX 115C - Introduction to Interpersonal Communication](#) Credit(s): 3^R
- [M 140M - College Math for Healthcare](#) Credit(s): 3 *^R
- [PSYX 100A - Introduction to Psychology](#) Credit(s): 4

Important Course Notes:

- COURSE AGE LIMIT: Consult with the Program Director if prerequisite courses were taken ten or more years ago.
- GRADE ACCEPTANCE for BIOH 201NL & 211NL, Human Anatomy and Physiology I & II:
 - Must be completed with a minimum grade of "C" (2.0 GPA)

- MATH: M120 or M140 is preferred. However, M094 or higher may be substituted. Please consult with the Program Director regarding substitutions.
- GRADE REQUIREMENT for ALL OTHER COURSES:
 - Must be completed with a minimum grade of “C” (2.0 GPA).
- SURG TECH PROGRAM CORE COURSES can be taken in advance of program admission:
 - [BIOH 113 - Human Form and Function II](#) Credits: 4*
 - [BIOM 250NL - Microbiology for Health Sciences](#) Credits: 4*
 - **Please register for BIOM 250NL as soon as spring registration opens. You will not be admitted to the Surgical Technology Program if you are not enrolled in this course.**

Program Application

1. REVIEW both the program course and application requirements listed in this application packet. If you have questions, it is important to consult the health sciences advisor or the program director prior to applying.
2. COMPILE the portfolio components that have been established for the program application. Each individual component weighs equally to create your application score. The portfolio components MUST be submitted as single-side prints.
 - a. Cover Letter: Submitted in formal letter format and includes your mailing address, phone number, and email address. It is the most important part of your application because it introduces you to the selection committee and explains why you want to be accepted into the program. It is very important that your letter meets these requirements:
 - i. 200 and 300 words, no longer than 1 page, printed in 12-point font, single-spaced, with one-inch margins.
 - ii. Introduction
 - iii. Explain why you are interested in the field of surgical technology.
 - iv. Describe your personal characteristics that make you a good candidate.
 - v. Conclusion
 - b. Resume
 - c. Two Letters of Recommendation from an employer, instructor, or co-worker. Handwritten letters will not be accepted.
 - i. [Follow these guidelines](#)
 - d. Transcripts and Transfer Evaluation
 - i. Unofficial FVCC transcript
 - ii. Transfer evaluation, if applicable, by the FVCC registrar’s office.
 - e. Essay: 500 word essay about the surgical technology profession in [MLA format](#) including the following:
 - i. Title page
 - ii. Introduction

- iii. Personal characteristics and physical demands of the profession
 - iv. Description of the working environment including hours typically worked
 - v. Places of employment
 - vi. Duties, roles and responsibilities
 - vii. Requirements for certification
 - viii. Conclusion
 - ix. Reference page citing three sources of information using MLA format
- f. Application Attestation (pages 7-8)
 - g. Selective GPA Calculation Worksheet (page 9)
 - h. Grade Inquiry Form (page 10)
3. **SUBMIT:** Application portfolio with all requested materials in a sealed envelope to the address below, email PDF, or hand-deliver to BC-123A.
 4. **PERSONAL INTERVIEW:** Once applicants have met the program criteria, selected students will be interviewed by a selection committee, objectively assessed, and notified of admission status into the program. Selected applicants will receive notification of a predetermined interview date and choose from interview time slots available on a first come, first served basis.
 5. **ADMISSION OFFERS:** All applicants will be notified of their status by letter after the selection process is complete. The letter should arrive within 3 weeks after the application deadline. A letter of intent will be enclosed for the accepted applications which must be signed and returned by the specified date.
 6. **IMPORTANT:** Once students receive initial acceptance into the Surgical Technology program, students will be given instructions to create a CastleBranch account, and are responsible for the \$87.00 fee. A criminal background check will be conducted through CastleBranch. CastleBranch will also prompt students to submit required immunizations and documents for clinical rotations.

CRIMINAL BACKGROUND CHECK: Final admission to the program is contingent upon passing a criminal background check which includes a national sex offender search and an exclusions list check as well as the national criminal background check. Clinical facilities require background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment.

IMMUNIZATIONS are required by our clinical affiliates. Students taking more than 6 credits have the option to utilize the Student Health Clinic for immunizations. The clinic may be contacted at 406-756-4331 for information on costs, billing, and appointments.

- **MMR** One of the following: Two doses of measles, mumps, rubella immunization, or lab titer for each; either by dates of two vaccinations

after your first birthday, a physician diagnosis of disease history or laboratory verification of positive antibody titer.

- **Hepatitis B Series** including positive antibody titer results. The titer can be declined but individuals must sign a declination. Please click here for the [Declination Form](#).
- **Varicella** One of the following: Two varicella vaccination dates, positive titer results proving immunity, or documentation for proof of having the chickenpox from your Healthcare Provider.
- **Tdap** Tetanus/diphtheria/pertussis (whooping cough) vaccination as an adult **within the last ten years**. This must be the Adult Tdap vaccination not the DTaP (childhood version of the vaccination) and not Td (tetanus diphtheria).
- **TB** (PPD-tuberculosis) One of the following:
 - Two negative TB skin tests (two-step) in the last 12 months. If you are providing the two-step documentation the second test must be initiated between 7-21 days after the first negative test was read.
 - Negative Quantiferon or T-SPOT TB blood test in the last 12 months.
 - If you test positive, please contact loganhealthstudentaffiliations@logan.org for the required documentation.

After the initial TB requirement has been completed and approved, an annual questionnaire can be completed. The questionnaire must be completed and returned for the current year prior to the TB test or questionnaire approval date from the prior year. i.e. If the TB test was done on 2/15/2022 the questionnaire must be completed and returned with the original TB test before 2/15/2023.

- **COVID-19** Proof of vaccination or approved exemption
 - Vaccination Card
 - Moderna & Pfizer – 2 Vaccine Doses
 - Johnson & Johnson – 1 Vaccine dose
 - Logan Health Medical/Religious Exemption
 - Students interested in filing an exemption from the COVID-19 Vaccine must complete a Logan Health exemption form and submit for processing. Submission of an exemption form does not guarantee an approval. Once Exemption is approved, approval is effective for the remainder of the student’s clinical rotations at Logan Health. Exemption forms can be found [here](#).

- **Influenza Fall 2023**

I am eager to review your application, and will provide feedback to you in a timely manner. If you have questions, please contact me by phone at (406) 756-4414 or [email](#) for further information.

Sincerely,

Robyn Hoggatt

Robyn Hoggatt, BAS, CST | Program Director Surgical Technology

rhoggatt@fvcc.edu | (406) 756-4414 or (406) 298-3978

777 Grandview Dr. | Kalispell, MT 59901

Attestation

Please complete the application attestation, initial in each box, and sign at the bottom.

AN INCOMPLETE AND/OR UNSIGNED APPLICATION WILL NOT BE PROCESSED.

Please Print

Last Name	First Name	MI	DOB	Student ID #
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Mailing Address

Email *Notification of acceptance/non-acceptance will be sent to this address* Telephone Number

- I understand that I will be notified by email on or before November 23rd, 2023 whether or not I have received placement in the ST Program for Spring Semester 2023. Students will need to respond to the FVCC ST Program Director in writing of their choice (email or letter) to accept or decline admission into the ST program. Students who are put on the waiting list will be offered a placement assignment if and only if an opening occurs. The wait list is maintained only until the first week of Spring Semester 2023. Students who are not accepted may reapply for placement into a following year program during the open application process.
- I understand that all placements in the Flathead Valley Community College ST Program are dependent upon sufficient financial, faculty and clinical resources.
- Please list college/universities you have attended:
Name of Institution Dates of Attendance (month/year) Degrees earned (if applicable)

- I have submitted transcripts from all colleges/universities listed above. If official copies of transcripts are on file in the FVCC Admission Office, photocopies are acceptable to include with this application. (These are available to download and print from your Student Portal.)
- I have evaluated my transcript(s) and academic standing and I am confident that I can complete or have completed, with a grade of "C" or higher, all of the required prerequisite courses for the Surgical Technology Program placement by the end of Fall Semester 2022. My selective GPA in these courses is at least 2.0 (on 4.0 scale).
- I have included the completed selective GPA worksheet.
- I have provided proof of current professional certifications (if applicable) such as Certified Nursing Assistant (C.N.A), Emergency Medical Technician, Certified Medical Assistant, etc. Professional certifications will need to be approved by the program director as related to the health profession prior to submission.

- I have included a cover letter.
- I have included my resume.
- I have included an essay about the profession of surgical technology in MLA format.
- I have included my 2 Professional Recommendation letters which are unopened, sealed in a standard letter-size envelope, and signed across the seal by the person who completed the recommendation.
- I understand that upon withdrawal from the program for any reason, re-entry into the program is not guaranteed.
- I understand that my final admission to the program is contingent upon passing a criminal background check.
- I understand that I must submit proof of immunizations to CastleBranch by **June 1, 2023**.
- I have retained a copy of this application for my records.

Printed Name of Applicant _____

Student Signature _____ Date _____

Selective GPA Calculation Worksheet

Please fill in the information requested below and calculate your own GPA. If you are currently enrolled in pre-requisite courses listed below, simply indicate the semester you are taking the course. Then complete and attach the **Grade Inquiry Form**.

Instructions for calculating selective GPA:

1. Insert grade earned for classes taken through Spring 2021.
2. Enter points based on grade as follows: A = 4; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2
3. Multiply points by credits for each class and enter in the last column.
4. Total number of credits completed.
5. Total last column.
6. Divide the last column by total credits to find GPA.

Student Name _____ Current Term _____

Course	Name	Grade	Points	Credits	Points X Credits
AHMS 144	Medical Terminology			3	
AHST 101	Introduction to Surgical Technology			3	
BIOH 201NL	Human Anatomy and Physiology I			4	
BIOH 211NL	Human Anatomy and Physiology II May be taken Spring 2023 as a corequisite to AHST courses.			4	
COMX 111C	Introduction to Public Speaking			3	
COMX 115C	Introduction to Interpersonal Communication			3	
M 140	College Math for Healthcare			3	
PSYX 100A	Introduction to Psychology			4	
WRIT 101W	College Writing I			3	
Total				27	
GPA (Total Points/ Total Credits)					

Student Signature _____ Date _____

Grade Inquiry Form

The grade that you are currently receiving in the prerequisite course or corequisite course will be applied to your application and the correct amount of points will be added. Should you not complete the course with this grade (or better), the points will be adjusted and you may lose your spot in the program.

Student Name _____ Current Term _____

Course	Name	Grade	Instructor Signature
AHMS 144	Medical Terminology		
AHST 101	Introduction to Surgical Technology		
BIOH 201NL	Human Anatomy and Physiology I		
BIOH 211NL	Human Anatomy and Physiology II May be taken Spring 2023 as a corequisite to AHST courses.		
COMX 115C	Introduction to Interpersonal Communication		
M140	College Math for Healthcare		
PSYX 100A	Introduction to Psychology		
WRIT 101W	College Writing I		

Student Signature _____ Date _____