



Surgical First Assistant Program

Traditional 2-year Associates Degree Information Application

Thank you for choosing the Surgical First Assistant Program at Gulf Coast State College (GCSC). **You have chosen an accredited program with a great pass rate** – 100% pass rate on the CST and 94% on the CSFA certification exams for the year 2017. The campus-based program can be completed in **two years** as a **full-time** student for those with no previous surgical experience. Upon successful completion, students will be eligible to sit for the dual certification examinations to become a Certified Surgical Technologist and a Certified Surgical First Assistant through the NBSTSA. Note: The CST segment is now offered as an Associate degree only. So all general education requirements must be met to complete this segment of the program.

The recommended Summer and Fall general education classes and other prerequisites for the beginning student should be completed **prior to the January Core Program start date**, as listed in the attached Master Schedule. Applications should be submitted as early as possible as the "date received" is considered in the selection process. **The program application deadline is June 1st of each year.** *Students may be considered for program entry after the deadline provided there is space available.*

There are two options for program completion. You can choose to complete either the College Credit Certificate option with 59 credits, or the Associate in Science Degree option with 74 credits. You will need to declare your major when you submit your program application by checking the appropriate line on the form.

Note for nationally accredited Certified Surgical Technologist Applicants: Those who already possess certification as a Surgical Technologist (**CST or TS-C**) can receive up to a maximum of 45 external credits and enter the program as a 2nd year student. Request the CST-to-CSFA application packet by email from Lmcnaron@gulfcoast.edu. Completion time is typically 2-3 semesters (8 months to 1 year) depending on full-time or part-time enrollment and your dedication to completing each course. Once your transcripts are received, evaluated, and entered, a personalized plan for either the AS degree or CC Certificate can be completed.

For those with no experience or experience in another healthcare field: Please read the attached application packet or visit our website at <http://www.gulfcoast.edu/surgical-first-assistant> to learn about our program, student responsibilities, and the job classification of Surgical First Assistant. Additional information regarding this career can be found at www.surgicalassistant.org, the official website of the Association of Surgical Assistants. If you decide that becoming a Surgical First Assistant is for you, then begin the process by applying to the program and following the attached step-by-step instructions.

If you have any questions or need to schedule an advising appointment, please feel free to contact me at Lmcnaron@gulfcoast.edu or 850.873.3551, or contact Adam Carlini, the Academic Program Specialist, Health Sciences, at 850.913.3311 or HealthSciencesGCSC@gulfcoast.edu. We look forward to working with you.

Sincerely,

Libby McNaron, RN, CST/CSFA, CNOR, MSN, MSHRM, FAST
Surgical Services Coordinator

rev. 05/2021

Surgical First Assistant

FIELD DESCRIPTION

Surgical First Assistant is a rewarding career opportunity. In this program of study, students are taught the technical skills necessary to become employed as a Surgical First Assistant.

Surgical First Assistants are allied health professionals who are an integral part of the team of medical practitioners providing surgical care in a variety of settings. The team works together in the operating room to ensure the patient receives quality care during a surgical procedure. A surgical first assistant works closely with the surgeon to facilitate the procedure and process of surgery. A surgical first assistant possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Surgical First Assistants have the primary responsibility for maintaining the sterile field, understanding the procedure being performed, anticipating the needs of the surgeon, maintaining knowledge base, maintaining quality patient care during the operative procedure, and being constantly vigilant that all members of the team adhere to aseptic technique. Surgical first assistants are expected to prepare and position the patient for surgery, assist in visualization of the operating field, provide hemostasis, harvest surgical grafts, perform closure of incisions, and apply various wound dressings. In addition to these intraoperative duties, surgical first assistants also perform pre- and postoperative activities to facilitate optimal patient care. Surgical first assistants work under the direct supervision of the surgeon, following facility protocol and policy as well as other laws and regulations.

CAREER OPPORTUNITIES

Graduates of the Surgical First Assistant Program take the first step toward becoming an integral part of the surgical team. Hospitals, outpatient surgery clinics, private practice and other surgical centers are extremely interested in hiring skilled individuals to assist in surgical procedures to promote optimal patient outcomes. Career possibilities include being a Staff First Assistant in the Operating Room, Labor and Delivery, Outpatient Surgery, for a physician, or self-employed. Other opportunities include becoming a chief technologist, central sterile manager, materials manager, surgery scheduler, clinical preceptor, or educator. Associated careers include medical sales representatives, office manager, tissue/organ procurement and transplantation technician, research or veterinary assistant, or becoming a laser or endoscopic technician. The Surgical First Assistant may choose to pursue a college education to become a physician assistant or surgeon. Other doors may be opened in the health care field as outlined in brochures by the Association of Surgical First Assistants.

There are many areas of surgery that rely on quality assisting. Surgical first assistants learn skills for a variety of surgery specialties:

- Cardiovascular surgery
- Genitourinary surgery
- Neurosurgery
- Plastic surgery
- Spinal surgery
- Trauma surgery
- General surgery
- Head and neck surgery
- Orthopedic surgery
- Robotic surgery
- Thoracic surgery
- Vascular surgery

Advanced surgical first assistants gain respect of peers, become members of various professional organizations and create opportunities within the workforce. The SOC, Standards Occupational Code, is 29-9093 (Effective January 2018); for surgical technologists, the code is 29-2055.00. "Assist in operations, under the supervision of surgeons. May, in accordance with State laws, help surgeons to make incisions and close surgical sites, manipulate or remove tissues, implant surgical devices or drains, suction the surgical site, place catheters, clamp or cauterize vessels or tissue, and apply dressings to surgical site. Excludes "Registered Nurses" (29-1141) and "Surgical Technologists" (29- 2055)."

EARNINGS POTENTIAL

Based on national salary information gathered in 2017 from Salary Expert, the overall median average salary for a Surgical First Assistant is \$71,288. The average median salary for the CST is approximately \$44,330.

PROFESSIONAL ORGANIZATIONS

- Association of Surgical Assistants: www.surgicalassistants.org
- American Board of Surgical Assistants: <https://www.absa.net>
- National Board of Surgical Technology and Surgical Assisting: <http://nbstsa.org>
- National Commission for the Certification of Surgical Assistants: <https://www.nsaa.net/education/examination>
- National Surgical Assistant Association: <https://www.nsaa.net>

Gulf Coast State College Consumer Information Notification

The Higher Education Act (HEA) of 1965 is a federal law which authorizes student aid programs. Reauthorizations of this act prescribe disclosure requirements for institutions wishing to participate in the federal student aid program. As a prospective student or enrolled student of GCSC, you have a right to the following consumer and safety information. Paper copies of this information will be provided upon request to the financial aid office. Please call (850) 872-3845 or visit the Financial Aid Office in person if you have any questions.

- General disclosures, including GCSC's report on athletic program participation rates and financial support data, is found at: <http://www.gulfcoast.edu/tuition-aid/financial-aid/consumer-information.html>
- Info on financial aid available to students is found at: <http://www.gulfcoast.edu/tuition-aid/financial-aid>
- GCSC's annual Security Report is found at: <http://www.gulfcoast.edu/campus-life/campus-safety/clery-act.html>
- The Family Educational Rights and Privacy Act is found <http://www.gulfcoast.edu/admissions/ferpa.html>

Professional Licensure

If applicants or students are earning an online degree while residing outside of the state of Florida, Gulf Coast State College will provide them with current contact information for any applicable licensing boards and will help them determine whether the program meets requirements for licensure in the state where they are located.

CAAHEP-ARC/STSA STANDARDS

All programs must publish the approved Outcomes Assessment Exam (OAE) pass-rate from the program's most recently submitted Annual Report. Students take the National Board of Surgical Technologist and Surgical First Assistant Examination to become dually certified as a Certified Surgical Technologist (CST) and Certified Surgical First Assistant (CSFA) which are accredited certifications which are recognized nationally.

Surgical First Assistant School Year	CAAHEP Annual Report Year	Certification Pass Rate	NBSTSA National Average
8/1/2017- 7/31/2018	2019	80%	(2018) 64.5% (76.9% Web)
8/1/2016 - 7/31/2017	2018	94%	(2017) 69.1% (69.1% Web)
8/1/2015 - 7/31/2016	2017	88%	(2016) 66.2%
8/1/2014 - 7/31/2015	2016	82%	(2015) 66.7%
8/1/2013 – 7/31/2014	2015	80%	(2014) 61.6%

Surgical Technology Dual Examination School Year	CAAHEP Annual Report Year	Certification Pass Rate	NBSTSA National Average
8/1/2017- 7/31/2018	2019	90%	(2018) 60.4% (75.9% Web)
8/1/2016 - 7/31/2017	2018	100%	(2017) 58.6% (77.9% Web)
8/1/2015 - 7/31/2016	2017	86.7%	(2016) 69.8% (76.9% Web)
8/1/2014 - 7/31/2015	2016	94.4%	(2015) 70% (75.5% Web)
8/1/2013 - 7/31/2014	2015	87.5%	(2014) 69.8% (74.4% Web)



Student Checklist

Surgical First Assistant

Applicant Responsibilities



Apply to the College

- ____ Step 1. New students should apply for General Admission to GCSC. Applications are completed online at: <https://www.gulfcoast.edu/apply>. (for College Credit Certificate Option, choose **Planned Course of Study: CCC Surgical First Assistant Applicant**; for Associate in Science Degree Option, choose **Planned Course of Study: AS Surgical First Assistant Applicant**)

While working on admission to this program, you may choose the Associate of Arts as your major only if you intend to complete that separate degree either before or after this limited access program. To request a major change, visit: [Program Change Form](#). Students declaring an unintended major for the sole purpose of receiving financial aid may be subject to penalties including repayment of any financial aid received.

- ____ Step 2. New students must pay the \$10 non-refundable college application fee. You can pay online through myGCSC (Lighthouse) at <https://mygcsc.gulfcoast.edu>, in-person at the Business Office or Bookstore, or by calling the Business Office at (850) 872-3879 to pay with a credit card.
- **Returning students who have not attended GCSC in the past year must reapply to the college to update their status, but there is no fee.**

- ____ Step 3. New "first time" GCSC students (who are not college transfer students or those with degrees) must complete the **College Orientation** at no expense, either in person or online. The instructions are at: <https://www.gulfcoast.edu/admissions/new-student-orientation/index.html>. Orientation must be completed in order to register for courses.

- ____ Step 4. Request **OFFICIAL** high school transcripts, or GED equivalent with scores, and have them mailed to Enrollment Services at GCSC. Evidence of high school graduation date must be on file to register a 2nd semester. Transcript request forms are available on the GCSC website at <https://www.gulfcoast.edu/admissions/transcripts.html>.

- ____ Step 5. Request **OFFICIAL** transcripts from all colleges attended, and have them mailed to Enrollment Services at GCSC. A request form is available on the GCSC website at <https://www.gulfcoast.edu/admissions/transcripts.html>. Grade point average (GPA) of 2.0 or greater (on a 4.0 system) is required for all school, college, and/or university coursework attempted. A GPA less than 2.0 may be accepted, but the student will be admitted on probation. Higher grade point averages will be given greater consideration in the selection process.

Unofficial transcripts or copies of transcripts cannot be used by the program to award official credit. If you want consideration for course substitutions or external credit, you must request an official evaluation of your credits, exams, or experience by contacting the Enrollment Services Office. *It can only be completed after the official transcripts are received from your former college registrar's office to the GCSC registrar's office.*

NOTE: Credits may be transferred from another institution if that college or university is accredited by a regional or nationally accepted accreditation program as approved by GCSC policies as outlined by Florida State Department of Education and SACS / CAAHEP (Accreditation Standards). Please verify that the course(s) you will be taking from other institutions (an accredited institution) qualify for transfer prior to enrollment in that course.

- ____ Step 6. Of those applicants who do not have transferable degrees or college credits, you **may be required to take the PERT exam (Post-Secondary Education Readiness Tests) prior to entry** and achieve the minimum PERT scores of Reading 106 and English/Writing 103; Math 114 for MGF or STA Math Classes (Math 123 for MAC1105); to meet the basic entry skills requirements for the A.S. Degree. Those not achieving the minimum recommended entry scores may still apply and be considered for admission to the prerequisites on probation. ACT, SAT or ACCUPLACER scores may be utilized instead if you have already taken those exams within the past two years.

- **Students may be exempt** from taking the entrance exams or college orientation if they have attended college level courses, have an Associate Degree or higher, are deemed flexible placement, or have taken ENC1101.

Note: When the number of applications exceeds the number of positions available, assessment scores such as ACT, SAT, and PERT are utilized as part of the selection process. An admission criteria selection process based on performance in previous classes, GPA, etc. is utilized. *If you do not have any testing scores, you will not be able to earn those selection points for the acceptance process.*

- **For those REQUIRED TO TAKE the College Placement Exam or those who decide to take the exam to earn admission index points:** The PERT test can be taken at any Florida college-level educational facility and scores can be transferred to GCSC. Visit <https://www.gulfcoast.edu/admissions/testing-services/college-placement-test/testing-dates-times.html> for testing dates and times. Contact the GCSC Testing Office with test questions, verify equivalent tests, and transfer directions.
- If you are having scores transferred, they must be officially transferred **from their testing center to our testing center** so they can be entered into your record. The phone number for the GCSC Testing Center is (850) 769-1551, ext. 3856 or ext. 3533.
- If you wish to study prior to taking the exams, you may go online to take free practice tests, obtain a free study guide, and/or purchase a study guide (for reading, writing, and math) online or at a commercial bookstore.

____ **Step 7. Begin Financial Aid** and seek assistance, as needed. Visit the GCSC website at <https://www.gulfcoast.edu/tuition-aid/financial-aid>.

Apply to the Surgical Assistant Program

If you are a CST applicant (currently certified), request a CST-to-CSFA application packet.

Note: ***If you need any general education course(s) or Anatomy & Physiology I, it is best if you apply and register ASAP to get into the class you prefer. Students who apply prior to April 15th to register for Summer prerequisites have more choices.***

____ **Step 8. Go to www.nbtsa.org and www.surgicalassistants.org to review job descriptions, certification requirements, and other links to find out more about the job.** Watch surgery on television and do personal research on the Internet about the profession. Review information packets given to you, so that you are fully informed about the class. Complete the Student Planning Guide (enclosed).

____ **Step 9. Submit Surgical First Assistant application forms** in person, by mail to GCSC Health Sciences, Room 200, 5230 W. Highway 98, Panama City, Florida 32401; or by fax to (850) 747-3246 **and include:**

- ____ **1. Completed program Application Form**
- ____ **2. Signed Duties Acknowledgement Form (enclosed)**
- ____ **3. Completed Student Planning Guide (enclosed)**
- ____ **4. Submit proof of age** - 18 years or older prior to Jan. 1st (COLOR COPY of Driver's License or ID card)

____ **Step 10. Give 2 people you know the Personal Reference Forms** (enclosed) to complete. **Be sure to print your name and sign the top section giving them permission to fill out the form.** These forms should be mailed to GCSC Health Sciences, Room 200, 5230 West U.S. Highway 98, Panama City, Florida 32401. References can be from a pastor, family friends, former teachers, or current/past employers. *A reference letter from an employer, teacher or supervisor earns 1 point each on the admissions index form if the student achieves an "above average recommendation with enthusiasm."*

____ **Step 11. Schedule an advising meeting** with the Advising Center to enroll in any general education, medical terminology, or anatomy and physiology classes prior to Fall of each year. See Master Schedule for recommendations for Spring or Summer Sessions. **A&P I with lab must be completed prior to FALL semester to prevent delays in admission.**

Register for the Prerequisite Courses - Deadline is August 15th

____ Step 12. In June/July each year, the Program Coordinator, Libby McNaron, Lmcnaron@gulfcoast.edu, will evaluate transcripts for possible course substitution, and/or enroll students in the Fall recommended prerequisites, if not already completed. (See the attached Master Schedules.) Forms for entry into the Fall courses will be e-mailed at that time.

If you are a licensed EMT, CNA, or LPN, proof of current licensure or certification must be submitted with portfolio packet for external credit or course substitutions. Your student folder must be complete with regard to any steps above.

____ Step 13. Once you receive your email from the coordinator with instructions: **Complete the CastleBranch Clinical Clearance Process by the first week of FALL classes** to continue in the prerequisite classes HSC1000 and HSC1000L, Orientation to Perioperative Services and Lab. This is required in order to visit clinical sites. Failure to complete or submit all forms prior to clinical attendance can result in a failing grade in the Lab class and, as a result, students will be ineligible to continue into the January courses. When completed, the following are to be uploaded to CASTLEBRANCH.

Note: CST students will follow the facilities clinical requirements for working with their mentor surgeon as part of their clinical practicum requirements.

____ Satisfactory background check, at the student's expense, which must be completed as instructed by GCSC Staff. (No upload to CastleBranch on this item)

____ Upload the **current GCSC** Physical Examination form, with satisfactory results, signed by a healthcare provider.

____ Mandatory PPD, TB skin test, TB blood test, or current chest x-ray report less than a 1 yr. old with a TB Screening Form. This is an annual requirement; CastleBranch will send you a reminder.

____ **GCSC** Immunizations Form completed and signed by a healthcare provider.

____ Latex Allergy Assessment Form completed. *If allergic to latex*, you'll need clearance from your physician to attend the program.

____ A chain-of-custody 10-panel urine drug screen, at student's expense, is required by affiliating clinical agencies for clinical clearance. (Follow the directions by GCSC paperwork and CastleBranch.)

____ Upload a completed Admission Career and Advising Form.

____ Upload a copy of current, valid American Heart Association Healthcare Provider CPR certification and maintain certification throughout the entire length of the program. This is the only acceptable certification. Courses are available through Continuing Education on the GCSC Panama City campus or in the community.

____ Step 14. Pay for the courses that you're registered in. You can pay online through myGCSC (Lighthouse) at <https://mygcsc.gulfcoast.edu>, in-person at the Business Office or Bookstore, or by calling the Business Office at (850) 872-3879 to pay with a credit card.

Note: Fees not paid by due date will result in being dropped from class. If this happens, you will need to enroll again. If you enroll after the Semester starts, you MUST pay the same day you are registered.

Admission to the January Core Surgical Technology classes for Year 1 Applicants

____ Step 15. When offered a position, follow up with Instructor to discuss the program and obtain the acceptance packet.

____ Step 16. Submit all paperwork in the Acceptance packet as indicated or not already submitted.

Non-experienced application deadline to apply is June 1st of each year.

Applications are accepted after the deadline provided space is available in the program.

Enroll in recommended prerequisites by May and then Fall Semester. Students must complete Anatomy and Physiology 1 and 2 with Labs prior to acceptance into the Core program (Jan. 1st).

**Experienced CST students may be accepted up to 2 weeks prior to the scheduled mandatory lab session provided space is available.*

CRIMINAL BACKGROUND CHECKS

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator.

Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check.

An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website (www.doh.state.fl.us/) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Please read the following information carefully:

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations. The statute can be found online at:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html

456.0635 Health care fraud; disqualification for license, certificate, or registration.

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
 - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
 1. For felonies of the first or second degree, more than 15 years before the date of application.
 2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
 3. For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;
 - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
 - (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
 - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
 - (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Send Color Photograph of Self (Head & Shoulders) to be attached here.

**GULF COAST STATE COLLEGE
HEALTH SCIENCES DIVISION
5230 West U.S. Highway 98
Panama City, FL 32401-1058
(850) 913-3311
(850) 747-3246 - fax**

Date received by office:

Date student contacted:

**APPLICATION FOR ADMISSION
SURGICAL FIRST ASSISTANT PROGRAM**

SFA2-AS - Surgical First Assistant / A.S. Degree ___ General Education Plan Requested

NOTE: If you are a CST - Certified Surgical Technologist wanting to become a CSFA, please obtain the CST TO CSFA Packet and complete that Application/Information Packet.

Program start date: August of YEAR _____

Answer all questions; please TYPE or PRINT (submit form as soon as possible).

Name: _____
First Middle Last Maiden Name

Mandatory GCSC Student ID #: **A** _____ Female Male

Home Address: _____
Street & Number City State Zip County

Permanent or Mailing Address (If different from above): _____

Preferred e-Mail: _____ Home Phone: () _____

Cell Phone: () _____ Business Phone: () _____

EDUCATION

**OFFICIAL TRANSCRIPTS must be mailed and received by the Enrollment Services Office.
ALL schools and colleges attended must be listed for the application to be complete. Use additional sheets, if necessary.**

Name of School	Location of School	From Month / Year	To Month / Year	Did you receive Diploma, Degree or Certificate?	What was your Major / Minor?
High School or GED					
Vocational / Other Technical Program					
College or University					
College or University					

LICENSES AND CERTIFICATION - ATTACH COPIES

Type	Issued by which State or Agency?	License Number	Expiration Date

Note: If you are a CST, contact Lmcaron@gulfcoast.edu for a CST-to-CSFA application packet.

CONTACT INFORMATION

Please provide information about three people who will always know where to locate you:

Name	Mailing Address	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

HEALTHCARE RELATED WORK EXPERIENCE, MILITARY EXPERIENCE, and/or VOLUNTEER EXPERIENCE
Use additional sheets, if necessary.

1. EMPLOYER: _____

Address _____ Phone: _____ Extension _____
 Street and Number City State

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties: _____
 Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

2. EMPLOYER: _____

Address _____ Phone: _____ Extension _____
 Street and Number City State

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties: _____
 Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

PLEASE READ AND SIGN THE FOLLOWING

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission or falsification of information is cause for denial of admission to the program. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any of the programs in the Health Sciences Division. I further understand that background checks and drug screening are routinely required at most clinical facilities prior to the student being allowed clinical placement.

NOTE: Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 West U.S. Hwy 98, Panama City, FL 32401; 850.872.3866.

Signature of Applicant _____ Date _____

RETURN APPLICATION TO:

Gulf Coast State College
Health Sciences Division - Room 200
5230 W. U.S. Highway 98
Panama City, FL 32401-1058
Or, e-mail return: HealthSciencesGCSC@gulfcoast.edu

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____
Address: _____
Phone: _____

Student Planning Guide

Please complete, in full, and submit this form with your application packet. As an Instructor, I want to be sure that you have been fully informed and understand the career field that you have chosen, so that you can be successful in the completion of this program. If you have any difficulty completing this form, **you can find the answers in the application packet.** For further information, go to either our website or the professional organizations www.surgicalassistants.org or www.absa.net. If you still have questions, e-mail Lmcnaron@gulfcoast.edu, or call Libby McNaron at (850) 873-3551 for assistance.

1. Do you have difficulty with English or Math? If Yes, when do you plan to take the PERT exam so you will know where to start? If not, what is your plan to complete the general education requirements?
2. Describe what a Surgical First Assistant does during their work day.
3. Describe what job positions are available to a Certified Surgical First Assistant (CSFA, as of 2011). Where does a Surgical First Assistant go to work? What are the opportunities?
4. Describe the working conditions that you can expect. What is call?
5. Describe what you can expect to earn as a Surgical First Assistant.
 Per Hour _____ Per Year _____ Call pay if hospital setting? _____
 In Florida or locally? Do you want to travel? What about other areas of the country?
6. What are the hazards of the work?
7. Why do you want to enroll in this program? Have an A.S. Degree?
8. Why do you want to be a Surgical First Assistant? Have an A.S. Degree?
9. What are your goals? 2 years from now: _____
 10 years from now: _____

10. **BE SURE YOU HAVE THE TIME:** Our goal is to help you plan for all of the things you will need to be successful. For information, go online to the Surgical First Assistant website, or e-mail us. You do need to plan for these resources to be successful with as little stress as possible. Consider, do you have the following?

Family support:

Transportation:

Tuition:

Living expenses/ Bill management:

Computer resources for online segments:

Time PER DAY: Management of time, We have filled in the time we know that you need to be successful.

	Low -High	
Homework	<u>2 - 3</u>	hours
Class	<u>4 - 8</u>	hours
Sleep	<u>6 - 8</u>	hours
Exercise/Time for Self	<u>½ - 1</u>	hours
Family Time	_____	hours
Eating	_____	hours
Bathing	_____	hours
Traveling to and from school	_____	hours
Responsibilities (work/chores/bills)	_____	hours
Total Time:	24	hours

What will be your time challenge?

How will you manage it?



Surgical First Assistant Duties Acknowledgement Form



Duties and Responsibilities

This program prepares students to sit for dual certification examinations as a surgical technologist and surgical first assistant. Students may be employed as a surgical technologist and as a surgical first assistant. A surgical first assistant is a healthcare professional whose primary responsibility is to assist the surgeon and include the knowledge and skills to maintain the sterile field, understand the procedure being performed, anticipate the needs of the surgeon, maintain a current knowledge base, maintain quality patient care during the operative procedure, and maintain constant vigilance regarding the adherence of aseptic technique by all members of the surgical team. They handle the instruments, supplies, and equipment necessary before, during, and after the surgical procedure. In addition to the technical aspects of the profession, the First Assistant must always be aware of the patient's condition and needs.

Special Qualifications

In addition to minimum requirements for Reading, Language and Math, the student must unassisted:

1. Demonstrate ability to comprehend and interpret written material; be able to make appropriate judgment decisions.
2. Follow written and oral/verbal instructions in English. Possess short-term and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies; performing anticipation skills during the operation.
3. Synthesize information from written material and apply the knowledge to various situations.
4. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

Psychomotor Qualifications

1. Vision – normal, corrected. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders, with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment. Accurately read mm markings. Identify and distinguish colors.
2. Hearing – normal, corrected, or aid able. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
3. Smell – able to detect odors sufficient to maintain environmental safety and patient needs.
4. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Physical Qualifications

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location, as much as 8-10 hours in rare circumstances, with minimum/no breaks.
2. Able to lift a minimum of 20-25 pounds. Able to push/pull equipment weighing up to approximately 40 pounds for up to 20% of work time.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ability to walk or stand up for up to 80% of the work time.
5. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices if called upon.
6. Successfully complete a CPR certification course. Acceptable card is the American Heart Association **BLS Provider (Healthcare that includes choking, pediatric and adult).**

Environment

1. Position involves exposures to blood and body fluids, and all areas of patient care.
2. Also exposed to cool temperatures, hazardous equipment, fumes/odors and noise.
3. Tolerate the use and wearing of personal protective equipment such as masks or respirator, goggles, face shields, gloves, gowns, and lead aprons or other equipment as necessary for your shift (1- 12 hours) or longer if you cannot be relieved for call or emergencies.

Communication Qualifications

1. The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
2. Demonstrate calm and effective responses, especially in emergency situations.
3. Knowledge of basic written, grammar, and spelling skills.
4. Ability to communicate and understand fluent English both verbally and in writing.

I have read the above and feel that it is within my ability to carry out the duties, responsibilities, and qualifications of a Surgical First Assistant. I do _____ do not _____ (check one) have any problem in meeting the above technical requirements. In the event that I am selected for the program, I understand that a TB skin test must be completed or CXR done and results submitted; a Medical Examination form from a personal physician (Health Status) and a completed/updated Immunization form must be submitted.

SIGNATURE: _____ DATE: _____

Sign and attach this form to the application submitted to the Health Sciences Division.

**CURRICULUM: Surgical First Assistant for the Non-CST Applicant
Master Schedule ASSOCIATES DEGREE SFA with ST/SFA Dual Certification**

Recommended Plan of Study	Course Number	Course Name	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 55/1	Clinical 80/1 ST 120/1 SA
Prerequisites Spring or Summer Required	HSC1531	Medical Terminology	30	2	Prerequisite	30		
	ENC1101 *	English Composition I	45	3	A.S. Degree	45		
	PSY2012 or SYG2000	Psychology OR Sociology	45	3	A.S. Degree	45		
	BSC2085	Anatomy and Physiology I	45	3	Prerequisite	45		
	BSC 2085L	Anatomy and Physiology Lab I	30	1	Prerequisite		30	
TOTAL SUMMER PREREQUISITES			195	12		165	30	
Fall Semester Prerequisites	BSC2086	Anatomy & Physiology II	45	3	Prerequisite	45		
	BSC2086	Anatomy and Physiology II Lab	30	1	Prerequisite		30	
	HSC1000	Orient to Periop Services	45	3	Prerequisite	45		
	HSC1000L	Orient to Periop Services Lab	55	1	Prerequisite		40	15
	HSC2520	Microbiology for Periop Services	45	3	Prerequisite	45	GM Stain	
TOTAL FALL PREREQUISITES			220	11		135	70	15
Spring Semester	STS1310	Surgical Techniques and Procedures	90	6	Spring Session	90		
	STS1310L	Surgical Techniques Simulation Lab	110	2	Spring Session		110	
	STS1340C	Pharmacology & Anesthesia	60	3	Spring Session	45	15	
	STS1940C	Intro to Surgery Clinical	170	2	Spring Session	10		160
TOTAL SPRING CORE COURSES			430	13		145	125	160
Summer Semester	*	Humanities (Biomedical Ethics preferred)	45	3	A.S. Degree	45		
	STS2323	Surgical Procedures I	60	4	Summer Semester	60		
	STS2323L	Surgical Simulation Lab I	55	1	Summer Semester		55	
	STS2361	The Art of Teamwork in Surgery	15	1	Summer Semester	15		
	STS2944C	Surgical Clinical I	250	3	Summer Semester	10		240
	STS2953	Surgical Technologist Portfolio I	15	1	Summer Semester	15		
TOTAL SUMMER CORE COURSES			440	13		145	55	240
Fall Semester	STS2324	Surgical Procedures II	60	4	Fall Semester	60		
	STS2324L	Surgical Simulation Lab II	55	1	Fall Semester		55	
	STS2365	Professional Skills for the O.R. Team	15	1	Fall Semester	15		
	STS2945C	Surgical Clinical II	250	3	Fall Semester	10		240
	STS2936	Surgical Certification Symposium	15	1	Fall Semester	15		
	STS2330C	Principles of Surgical Assisting	65	2	Fall Semester	30	35	
	STS2954	Surgical Technologist Portfolio II	15	1	Fall Semester	15		
TOTAL FALL YEAR 2 CORE COURSES			475	13		145	90	240
Spring Semester	*	Mathematics (MAC, MGF or STA)	45	3	A.S. Degree	45		
	STS2335	Advanced Integrated Surgical Sciences	30	2	Spring Semester	30		
	STS2336	Adv. Surgical Procedures for the SA	30	2	Spring Semester	30		
	STS2370	Surgical Assisting Clinical I	240	2	Spring/Summer			240
	Elective Choices STS2366C OR STS2367	Professional Skills for the SA OR Management in HC (Highly Recommended for Certificate)	90 or 45	3	Spring Semester A.S. Degree Only	30 or 45	30 1st option	30 1st Option
TOTAL SPRING CORE COURSES			390 or 435	12		150 or 135	0 or 30	240 or 270
FINAL TOTAL AS DEGREE COURSES			2150 or 2195	74		885 or 870	370 or 400	895 or 925

FEE SCHEDULE **

Surgical First Assistant, Non-CST Applicant, A.S. Degree

	<u>In-State</u>	<u>Out-of-State</u>
<u>ENROLLMENT FEES</u>		
PERT Examination (if needed)	\$ 5.00	\$ 5.00
GCSC - application fee (new students)	\$ 10.00	\$ 10.00
Background Check	\$ 85.00	\$ 85.00
CastleBranch: Drug Screening/Compliance Tracker	\$ 60.00	\$ 60.00
Physical Exam/Vaccinations/Immunizations/Flu Shot	\$ 120.00	\$ 120.00 *Varies by provider
<u>TEXTBOOK FEES</u>		
Textbooks, list provided (approximate)		
Required texts	\$ 1,820.98	\$ 1,820.98
<u>ASSOCIATION DUES</u>		
Association Surgical First Assistant	\$ 45.00	\$ 45.00
<u>TUITION FEES</u> (see current College Catalog)		
Year 1 – Summer (12 college credits)	\$ 1,185.00 (\$98.75 cr hr.)	\$ 4,316.52 (\$359.71 cr hr.)
Year 1 - Fall (11 college credits)	\$ 1,086.25	\$ 3,956.81
Year 1 - Spring (13 college credits)	\$ 1,283.75	\$ 4,676.23
Year 2 - Summer (13 college credits)	\$ 1,283.75	\$ 4,676.23
Year 2 - Fall (13 college credits)	\$ 1,283.75	\$ 4,676.23
Year 2 - Spring (12 college credits)	\$ 1,185.00	\$ 4,316.52
<u>LAB FEES</u> (includes student insurance)		
Year 1 - Summer	\$ 43.00	\$ 43.00
Year 1 - Fall	\$ 179.00	\$ 179.00
Year 1 - Spring	\$ 294.00	\$ 294.00
Year 2 - Summer	\$ 216.00	\$ 216.00
Year 2 - Fall	\$ 567.00	\$ 567.00
Year 2 - Spring	\$ 244.00	\$ 244.00
SCRUBS (3 Sets)/LAB COAT/WARM-UP JACKET:	\$ 130.00	\$ 130.00
STUDENT CLUB:	\$ 10.00	\$ 10.00
Total Program Fees, SFA Non-CST A.S. (approx.):	\$11,136.48	\$30,447.52

Current fee schedule includes approximate fees for the entire program. Fees are subject to change without notice. See current information available in the Enrollment Services Office. Anyone requiring financial aid must initiate arrangements with the Financial Aid office. Refund policy is outlined in the current GCSC catalog. The certification examination application will be completed as part of the required graduation exercises.

Note: Additional expenses required include the prerequisites, GCSC patch for lab coat, comfortable shoes (much standing), and physician shirt (gift to surgeon when you follow him for the day). If you already have a lab coat and comfortable enclosed white shoes, they will be sufficient (shoes may have a splash of color - no open backs, canvas, or cloth sections due to sharps hazards). Leather shoes are preferred to prevent accidental sharps injury. Additional purchases may be offered, but are not required such as a school shirt, etc.

Textbooks may be purchased at any bookstore or through the school. Required textbooks must be purchased prior to the first day of class. Textbooks issued as reference guides must be returned in good condition without writing or defacement; the student must replace reference guides that are defaced or written on.

**Fees listed above are currently accurate, but subject to change without notice due to price changes from the other requirements, manufacturer, or provider.

Note: If you are a CST, contact Lmcaron@gulfcoast.edu for a CST-to-CSFA application packet.

Surgical First Assistant Program

ACCREDITATIONS

The **Surgical First Assistant** program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council of Education of Surgical Technology and Surgical Assisting.

Commission on Accreditation of Allied Health Education Programs

9355 – 113th Street North, #7709

Seminole, FL 33775

727.210.2350

www.caahep.org

The college is also accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097; phone 404.679.4500; fax 404.679.4558.

AFFILIATIONS

Gulf Coast State College is affiliated with Ascension Sacred Heart Bay, Gulf Coast Regional Medical Center, Northwest Florida Surgery Center, Panama City Surgery Center, Panama City Plastic Surgery, Gulf Coast Facial Plastics & ENT in Panama City, Florida, and Plastic Surgery Institute and Spa (Lynn Haven). Additional clinical sites utilized are Jackson Hospital (Marianna), Northwest Florida Community Hospital (Chipley), Doctor's Memorial Hospital (Bonifay), Fort Walton Beach Medical Center (Fort Walton Beach), Southeast Alabama Medical Center (Dothan), Capital Regional Medical Center (Tallahassee), and Sacred Heart Health System Pensacola which includes Pensacola, Sacred Heart Hospital on the Gulf (Port St. Joe), and the Sacred Heart Hospital on the Emerald Coast (Destin). Facilities may be added or deleted on the needs of the program and affiliates. Affiliations are necessary to complete the clinical components of the program.

STUDENT TIME COMMITMENT

This course is a full-time, intense course of study and requires many hours of homework and practice to be successful. Students should plan to be in classroom, lab, or clinical a minimum of the hours posted in the schedule for that course. Additional practice lab time may be necessary for some skills performance. **Clinical assignments begin at approximately 6:00 a.m.** Additional clinical call assignments are made for weekday evenings and some weekends during the last semester. Additional physician lectures may occur as late as 6:30 p.m.

Alternate schedules may be required to obtain the experiences required to graduate. The clinical preparation, practice lab time, course assignments, and study time/homework outside the scheduled hours must also be considered an additional time commitment due to the intense training of the program. The amount of preparation time and homework varies according to the needs of the individual but is **usually a minimum of 2-3 hours every day Monday through Sunday for the average student** during the entire course.

CALL EXPERIENCE

Call experience begins on an individual basis once competency is determined satisfactory in basic surgical skills, but not prior to 3 months. Call experience includes hours designated as "On Site". During these hours, the student is required to be on site. Other hours designated as "On Call" indicate that student will be available via phone, cell phone, or beeper to respond within 20 minutes to the assigned clinical site. Clinical rotation and call assignments will be distributed prior to the beginning of clinical experiences with the call experiences beginning with Clinical. All call experiences must be completed.

NAILS

Fingernails should be kept clean, short (1/4 inch), and healthy. Polish, if used, must be of a light color, not be chipped, and should be changed a minimum of every four days. Artificial nails are not to be worn as they have a higher variety and amount of pathogenic bacteria and fungus grown, both before and after hand washing. Failure to follow this policy will result in the student not being allowed in the clinical setting. If the student has open lesions or breaks in integrity, the student will not be allowed to scrub until healed. The clinical setting policy will be followed. Some facilities do not allow nail polish. It is the student's responsibility to be alert to the policy and prepare for that clinical setting.

ADMISSION PROCESS

There are two entry points for the Surgical First Assistant Program Cohort each year.

- A. Students with no previous introductory surgical experience who meet enrollment criteria will be accepted into the program using a points system (if the number of applicants exceeds the number of positions open). Points will be awarded for previous medical experience and degrees. Students selected will begin the prerequisite courses in August each year, and the Core classes in January each year.
- B. Students who hold an accredited national certification as a Surgical Technologist can enter the program via the GCSC Articulation: Up to 45 college credits in classroom, lab skills and clinical experience may be granted by validated current proof of certification as a certified surgical technologist (CST). The remaining college credits must be successfully completed or transferred in for the College Credit Certificate (CCC). *Students are required to meet State of Florida Residency requirements by completing a minimum of 25% of the CCC at GCSC (15 credits).* For those desiring an A.S. Degree, additional General Education/College credit courses are required. *Students are required to complete 25% of the 74 credit AS degree at GCSC (19 credits).* See the program advisor to develop an education plan that fits your experience and education needs. NOTE: CST/CSFA students may enter the program to complete their A.S. degree with a minimum of 19 credits taken at GCSC. Up to 45 credits can be awarded with submission of validated current proof of certification as a CST/CSFA.

GRADUATION REQUIREMENTS

Graduation requirements will include completion of a minimum of 280 procedures as follows:

- A. As required by the 6th edition of the Surgical Technology Core Curriculum, Graduation requirements will include completion of a minimum of 140 scrub procedures as follows:

140 cases must be performed with the student in the scrub role. Note those who are currently certified as a Surgical Technologists as outlined in the requirements for the NBSTSA surgical assistant examination will have this requirement waived. The breakdown for these procedures is as follows:

1. Only cases in which student is able to perform the first scrub role or second scrub role count towards the 140 procedure requirements.
 2. 80 procedures must be performed in the first scrub role (Defined as completing the 5 points of performance).
 - a) Verify supplies and equipment needed for the surgical procedure
 - b) Setup the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
 - c) Perform counts with the circulator prior to the procedure and before the incision is closed.
 - d) Pass instruments and supplies to the sterile surgical team members during the procedure.
 - e) Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.
 3. Second Scrub / Assistant Role:
 - a) Second Scrub/Assistant role: Scrubbed in but did not complete all of the 5 criteria of the first scrub role or as assisting the surgeon with sponging, suctioning, cutting suture, holding retractors, driving camera, etc.
 - b) Note: 10 Diagnostic endoscopy cases and 5 vaginal deliveries which count as second scrub role may be included in this count. Diagnostic endoscopy cases and vaginal deliveries are NOT required.
 4. Procedures scrubbed that do not meet the criteria of performance will be counted as additional observation cases.
 - a) Assistant Circulating role
 - b) Observation Cases.
 5. Types of cases:
 - a) General Surgery 30 cases with a minimum of 20 in the first scrub solo role. The remaining 10 cases may be first or second scrub role.
 - b) Specialty Surgery (excludes General) 90 cases with a minimum of 60 cases in the first scrub solo role distributed amongst a minimum of four surgical specialties.
 - i. A minimum of 10 cases the first scrub role must be completed in each of the required minimum of four surgical specialties (total of 40 cases.)
 - ii. The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - iii. The remaining 30 surgical specialty cases may be performed in any surgical specialty in either the first scrub or second scrub role.
 - c) The final 20 surgical cases can be counted in any type of case or role to finalize the 140 required for graduation at GCSC.
 6. The category and points of performance are outlined in the Core Curriculum for Surgical Technology; Association of Surgical Technology (2011) and Program Advisory Board Meeting (April 2014).
 7. **To progress to the Surgical First Assist role, the student must have performed a minimum of 140 cases in the Scrub Role.**
- B. 140 cases must be performed with student in the "Surgical Assistant" role as outlined in the 3rd Edition of the Core Curriculum for Surgical Assisting as follows:
 1. 20 General Surgery cases
 2. 20 Surgical Specialty cases in at least 2 other specialties: Specialties include: Cardiovascular, Peripheral vascular, Thoracic, Orthopedic, Neurosurgery, OB/GYN, Urology, Plastic, Endo-surgery, Ophthalmology, Otorhinolaryngology, Oral/Maxillofacial, Pediatrics, and Oncology.

Two Examples:

 - a) The student chooses to complete 20 cases in orthopedic surgery. The student should complete a variety of orthopedic surgical procedures to receive a well-rounded surgical rotation in the orthopedic specialty. The student should not concentrate on completing a majority of the procedures in a sub-specialty, such as total joint procedures.
 - b) The student chooses to complete 20 cases in Neurosurgery. The student is still required to complete the 20 procedures in general surgery.
 3. Student can complete the rest of the 80 cases in any one or any combination of suggested specialty.
 4. Completion of the national exam.
 - C. For an Associate in Science Degree, additional credits will be required.

**GCSC Health Sciences Division
Personal Reference Form – Traditional Surgical First Assistant Program**

COMPLETED BY STUDENT: I, (Print Name) _____, give permission to _____ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, under Federal law entitled the "Family Educational Rights and Privacy Act of 1974," students are given the right to inspect their records including recommendation forms. I _____ do _____ do not (CHOOSE ONE) waive my rights to review the content of this form. I do release the person completing this form from any liability regarding their completion of this form. I have supplied the person completing this form with a stamped addressed envelope to the following address: Gulf Coast State College, Health Sciences ~ Adam Carlini, 5230 West Highway 98, Panama City, Florida 32401.

Completed by person authorized to complete Reference:

- How long have you known this applicant and in what capacity? _____
 How well do you know the applicant? _____ Very Well _____ Fairly Well _____ Slightly
- In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity?
 YES _____ NO _____ If no, please explain why: _____
- Would you allow this individual to provide healthcare for you or your family if you were ill? YES _____ NO _____
 If no, please explain why: _____
- To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? _____
- How do you perceive this person reacting when placed in a stressful situation or working under pressure?
Circle one: Wise Sensible Irrational Impractical Hysterical Other _____
- Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.

Circle one: RECOMMEND WITH RESERVATIONS DO NOT RECOMMEND

7. Please check or write in the spaces to indicate the traits that best describes the applicant:

	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>No Basis to Judge Applicant</i>
Communication skills, clarity				
Cooperation, team player, gets along w/ others				
Courtesy				
Dependability or Reliability				
Helpful to others, motivated				
Honesty				
Initiative				
Leadership ability				
Maturity, Emotional Stability, Coping, Conflict				
Neatness , Appearance (tidy, clean)				
Organized				
Perseverance, Stamina				
Promptness (responsiveness)				
Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

Signature of Person Completing Reference: _____ Print Name: _____

Position/Title: _____

Address: _____ Phone No.: _____

GCSC Health Sciences Division
Personal Reference Form – Traditional Surgical First Assistant Program

COMPLETED BY STUDENT: I, (Print Name) _____, give permission to _____ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, under Federal law entitled the "Family Educational Rights and Privacy Act of 1974," students are given the right to inspect their records including recommendation forms. I _____ do _____ do not (CHOOSE ONE) waive my rights to review the content of this form. I do release the person completing this form from any liability regarding their completion of this form. I have supplied the person completing this form with a stamped addressed envelope to the following address: Gulf Coast State College, Health Sciences ~ Adam Carlini, 5230 West Highway 98, Panama City, Florida 32401.

Applicant's Signature _____ Date _____

Completed by person authorized to complete Reference:

- How long have you known this applicant and in what capacity? _____

- How well do you know the applicant? _____ Very Well _____ Fairly Well _____ Slightly
- In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity?
 YES _____ NO _____ If no, please explain why: _____
- Would you allow this individual to provide healthcare for you or your family if you were ill? YES _____ NO _____
 If no, please explain why: _____
- To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? _____

- How do you perceive this person reacting when placed in a stressful situation or working under pressure?
 Circle one: Wise Sensible Irrational Impractical Hysterical Other _____
- Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.
 Circle one: RECOMMEND WITH ENTHUSIASM RECOMMEND
 RECOMMEND WITH RESERVATIONS DO NOT RECOMMEND
- Please check or write in the spaces to indicate the traits that best describes the applicant:

	Above Average	Average	Below Average	No Basis to Judge Applicant
Communication skills, clarity				
Cooperation, team player, gets along w/ others				
Courtesy				
Dependability or Reliability				
Helpful to others, motivated				
Honesty				
Initiative				
Leadership ability				
Maturity, Emotional Stability, Coping, Conflict				
Neatness , Appearance (tidy, clean)				
Organized				
Perseverance, Stamina				
Promptness (responsiveness)				
Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

Signature of Person Completing Reference: _____ Print Name: _____
 Position/Title: _____
 Address: _____ Phone No.: _____