



# Application Packet

Revised September 2023

## **Associate of Applied Science**

## **SURGICAL TECHNOLOGY**

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

The application for Spring 2024 admission is now open with a submission deadline of October 20, 2023, at 5:00 pm. Application forms must be single-sided prints only and submitted in a 9x12 envelope.

### **Drop Off**

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

### **Mail**

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



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 will be carefully considered an asset to the application. 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 20, 2023, 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. Course descriptions are located in the [FVCC Academic Catalog](#).

- [AHMS 144 - Medical Terminology](#) Credit(s): 3
- [AHST 101 - Introduction to Surgical Technology](#) Credit(s): 3
- Choose one of the following:
  - [BMGT 205C - Professional Business Communication](#) Credit(s): 3 <sup>\*R</sup>
  - [WRIT 101W - College Writing I](#) Credit(s): 3 <sup>\*R</sup>
- [BIOH 201NL - Human Anatomy and Physiology I](#) Credit(s): 4 <sup>\*</sup>
- [BIOH 211NL - Human Anatomy and Physiology II](#) Credit(s): 4 <sup>\*</sup>
  - May be taken Spring 2024 as a corequisite to AHST courses.
- Choose one of the following:
  - [COMX 111C - Introduction to Public Speaking](#) Credit(s): 3 <sup>R</sup>
  - [COMX 115C - Introduction to Interpersonal Communication](#) Credit(s): 3 <sup>R</sup>
- [M 140M - College Math for Healthcare](#) Credit(s): 3 <sup>\*R</sup>
  - M120 or M140 is preferred. However, M094 or higher may be substituted. Please consult with the Program Director regarding substitutions.
- [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. Human Anatomy and Physiology I and II completed five or more years ago will require the program director's consent.
- **GRADE REQUIREMENTS**
  - Minimum grade of "C" (2.0 GPA) required for all prerequisite courses.
- **PROGRAM CORE COURSES** can be taken in advance of program admission:
  - [BIOM 250NL - Microbiology for Health Sciences](#) Credits: 4<sup>\*</sup>

## Program Application

1. **REVIEW:** 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:** 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. Current 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, Evaluation of Transfer Courses and/or Waivers --Please submit the following:
    - i. Transcripts (unofficial is accepted) from ALL colleges/universities attended. You must provide transcripts for ALL transfer coursework even if those courses appear on another college's transcript.
    - ii. Transfer evaluation, if applicable, by the FVCC registrar's office.
  - e. Essay:

Research the profession of surgical technology and write a 500 word essay in [APA format](#) to include the following components:

    - 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 APA format.
  - f. Application
  - g. Selective GPA Calculation Worksheet
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** includes 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.
- **Tetanus with Pertussis (Tdap)** Tetanus/diphtheria/pertussis 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:
  - Record of 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](mailto: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. For example, if the TB test was done on 2/15/2023 the questionnaire must be completed and returned with the original TB test before 2/15/2024.
- **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 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 2024

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

777 Grandview Dr. | Kalispell, MT 59901



## Surgical Technology Program Application

I hereby apply for admission to the **Spring 2024 FVCC Surgical Technology Program**.

PLEASE TYPE:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ Student ID#: \_\_\_\_\_

FVCC Student Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you previously been admitted to a surgical technology program?  Yes  No

If yes, state the reason for program withdrawal: \_\_\_\_\_

- I understand that notification of acceptance or denial will be emailed to applicants on or before December 1, 2023. Applicants will need to respond by email to the Program Director to accept or decline admission into the 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 until January 19, 2024. 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 Surgical Technology Program are dependent upon sufficient financial, faculty and clinical resources.
- I have included a cover letter.
- I have included my resume.
- I have included an essay about the profession of surgical technology in APA format.
- I have included two 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 have included the completed select GPA calculation worksheet.
- I have submitted transcripts from all the colleges or universities that I have attended. If official copies of transcripts are on file in the FVCC Admission Office, photocopies are acceptable to include with this application. Transcripts are available to download and print from the FVCC 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 2023.
- If applicable, I have provided proof of current certifications in healthcare.
- 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 **May 15, 2024**
- I have retained a copy of this application for my records.



By signing below, I certify that I understand that completion and submission of this application packet and all relevant documentation does not in itself grant admission to the surgical technology program. I also understand that my application will not be placed “on-hold” if I am not selected for the Spring 2024 Surgical Technology Program and that I must reapply to the program if I wish to be considered for a later cohort.

Typed Name of Applicant \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## Surgical Technology Program Select GPA Calculation Worksheet

Complete the following information to calculate your prerequisite grade point average by entering accurate information from your transcript into each of the columns. This worksheet must be typed and turned in with your application. If you are currently enrolled in prerequisite courses, please ask your instructor for your current grade in the course. Grades will be verified by the registrar at the end of the term. Grades below a **C** will not be accepted.

Instructions	Grade Scale					
1. Enter all prerequisite courses in the table below. 2. Enter grade scale points. 3. Multiply points by credits for each class and enter in the last column. 4. Total the number of credits completed. 5. Total the last column. 6. Divide the last column by total credits to find GPA.	<b>A</b>	4.0	<b>B+</b>	3.3	<b>C+</b>	2.3
	<b>A-</b>	3.7	<b>B</b>	3.0	<b>C</b>	2.0
			<b>B-</b>	2.7		

### Example:

Course	Course Name	Term Completed	Grade	Grade Scale Points	Credits	Points x Credits
<b>AHMS 144</b>	Medical Terminology	Fall 2022	B+	3.3	3	9.99
<b>AHST 101</b>	Introduction to Surgical Technology	Fall 2023	A	4.0	3	12.0
<b>BIOH 201NL</b>	Human Anatomy and Physiology I	Fall 2022	B	3.0	4	12.0
<b>BIOH 211NL</b>	Human Anatomy and Physiology II	Spring 2023	B	3.0	4	12.0
<b>COMX 115C</b>	Introduction to Interpersonal Communication	Fall 2022	A-	3.7	3	11.1
<b>M 140</b>	College Math for Healthcare	Spring 2023	B-	2.7	3	8.1
<b>PSYX 100A</b>	Introduction to Psychology	Spring 2023	C+	2.3	4	9.2
<b>BMGT 205C</b>	Professional Business Communication	Fall 2022	C	2.0	3	6.0
<b>GPA (Total Points/ Total Credits)</b>						3.01

### Surgical Technology Program Select GPA Calculation Worksheet

Course	Course Name	Term Completed	Grade	Grade Scale Points	Credits	Points x Credits
<b>GPA (Total Points/ Total Credits)</b>						

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2023 Program Application Rubric

Categories						Score
<b>Application</b>	Completed fully and on time, organized and easy to process. Included all transcripts.  (10 points)	Completed fully and on time, content present but not as well organized.  (8 points)	Submitted on time but content not complete. Average organization that required frequent verifications of content.  (6 points)	Submitted on time and not complete with poor organization or submitted late and complete.  (4 points)	Not submitted on time, application not complete.  (0 - 2 points)	<b>Max 10 pts</b>
<b>Cover Letter and Resume: 1. 200-300 words, no longer than 1 page, printed in 12-point font, single-spaced, with one-inch margins 2. Introduction 3. Explain why you are interested in the field of surgical technology 4. Describe your personal characteristics that make you a good candidate 5. Conclusion</b>	Excellent Good Structure (no spelling or grammar errors); Composition (well thought out and good expression); Content (addressed all 5 requirements)  (26 - 30 points)	Average Average Structure (1-2 grammar or spelling errors); Addresses 4 of the 5 requirements; clear in most paragraphs but has minor flow or organizational issues.  (16 – 25 points)	Below Average Less than Average Structure (3-4 grammar or spelling errors); Addresses 3 of the 5 requirements; confusing or disjointed.  (6 – 15 points)	Poor Informally written format; Addresses none of the content components, 5-6 grammar or spelling errors; lacks organization.  (1- 5 points)	Not Submitted, more than 10 errors in spelling and grammar  (0 points)	<b>Max 30 pts</b>
<b>Professional Recommendations (2)</b>	2 excellent recommendations  (20 points)	2 above average recommendations  (15 points)	2 average recommendations  (10 points)	2 below average recommendations  (5 points)	Poor or not included.  (0 points)	<b>Max 20 pts</b>
<b>Selective GPA in ST prerequisites</b>	Range 3.5 - 4.0  (40 - 50 points)	Range 3.25-3.49  (30 - 39 points)	Range 3.0-3.24  (20 - 29 points)	Range 2.75 - 2.99  (10 – 19 points)	Less than 2.75  (0 - 9 points)	<b>Max 50 pts</b>
<b>Essay: Content Specifically Addresses: 1. Title page 2. Introduction 3. Personal characteristics and physical demands required to be a successful CST 4. Description of the working environment including hours typically worked 5. Places of employment 6. Duties, roles and responsibilities 7. Requirements for certification 8. Conclusion 9. Reference page citing three sources of information</b>	Excellent Good Structure (no spelling or grammar errors); Composition (well thought out and good expression); Content (addressed all 9 areas)  26 - 30 points)	Average Average Structure (1-2 grammar or spelling errors); Addresses 7 of the 9 content components; essay is clear in most paragraphs but has minor flow or organizational issues.  (16 – 25 points)	Below Average Less than Average Structure (3-4 grammar or spelling errors); Addresses 5 of the 9 content components; Essay is confusing or disjointed.  (6 – 15 points)	Poor Informally written note or in letter format, Addresses none of the content components, 5-6 grammar or spelling errors; Essay lacks organization.  (1- 5 points)	No Essay Submitted, more than 10 errors in spelling and grammar.  (0 points)	<b>Max 30 pts</b>

<b>Interview: Candidate is observed upon interpersonal communication skills, knowledge, and commitment to the field; Professionalism and Self-Confidence</b>	<p>Excellent Excellent interpersonal communication skills, professionalism in behavior and dress, self-confidence, knowledge, and commitment to the field, highly ranked by panel.</p> <p>(41 – 50 points)</p>	<p>Above Average Above average interpersonal communication skills, professionalism in behavior and dress, self- confidence, knowledge and commitment to the field, moderately high ranking by panel.</p> <p>(26 – 40 points)</p>	<p>Average Average interpersonal communication skills, professionalism in behavior and dress, self-confidence, knowledge and commitment to the field, average ranking by panel</p> <p>(16 – 25 points)</p>	<p>Below Average Below average interpersonal communication skills, professionalism in behavior and dress, self-confidence, knowledge and commitment to the field, below average ranking by panel</p> <p>(6– 15 points)</p>	<p>Not Acceptable Poor interpersonal skills, behavior, professionalism, inappropriate dress, poor attitude and self-confidence, poor knowledge, and commitment to the field. Ranked poorly by panel.</p> <p>(0 –5 points)</p>	<p><b>Max 50 pts</b></p>
<b>Previous Degrees or Health related Certifications (CNA, CMA, EMT, etc.)</b>	<p>Bachelor’s (BA, BS, or BAS), Master’s (MA or MS) or higher</p> <p>(30 points)</p>	<p>Associate of Applied Science (AAS) in healthcare related field</p> <p>(25 points)</p>	<p>Associate of Arts (AA) or Associate of Science (AS) in non-healthcare related field</p> <p>(20 points)</p>	<p>Healthcare Related Certification including paid experience.</p> <p>(15 points)</p>	<p>Healthcare Related Certification no experience (CPR)</p> <p>(10 points)</p>	<p><b>Max 30 pts</b></p>
<b>Work Experience in Healthcare Field or Customer Service Field</b>	<p>Paid experience in healthcare setting greater than 12 months in last 5 years.</p> <p>(30 points)</p>	<p>Paid experience in healthcare setting; 6-12 months in last 5 years.</p> <p>(20 points)</p>	<p>Paid experience in healthcare setting; &lt; 6 months in last 5 years or paid experience in customer service field greater than 12 months in last 2 years.</p> <p>(10 points)</p>	<p>Paid experience in healthcare setting, but none in the last 5 years or paid experience in customer service field greater than 12 months in the last 5 years.</p> <p>(5 points)</p>	<p>No experience</p> <p>(0 points)</p>	<p><b>Max 30 pts</b></p>
<b>TOTAL</b>						<p><b>250 pts</b></p>

## 2023 Program Interview Rubric

Criteria	0-1	1-2	2-3	3-5	Score
<b>Appearance</b>	Overall appearance is untidy.  Choice in clothing is inappropriate for any job interview (torn, unclean, wrinkled)  Poor grooming	Overall appearance is somewhat untidy.  Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.)  Grooming attempt is evident	Overall neat appearance  Choice of clothing is acceptable for the type of interview.  Well groomed (i.e., shirt tucked in, jewelry blends with clothing, minimal wrinkles)	Overall appearance is very neat.  Choice of clothing is appropriate for any job interview.  Very well groomed (hair, make-up, clothes pressed, etc.)  Overall appearance is businesslike.	
<b>Greeting</b>	Unacceptable behavior and language  Unfriendly and not courteous	Used typical behavior and language – did modify behavior to fit the interview.  Attempts to be courteous to all in interview setting	Acceptable behavior, well mannered, professionalism somewhat lacking  Courteous to all involved in interview	Professional behavior and language (handshake, “hello,” thank you “, etc.)  Friendly and courteous to all involved in the interview.	
<b>Communication</b>	Speaking is unclear – very difficult to understand message of what is being said (i.e., mumbling)  Volume is inappropriate for interview (i.e., spoke too loudly, too softly)	Speaking is unclear – lapses in sentence structure and grammar.  Volume is uneven (varied)	Speaking is clear with minimal mistakes in sentence structure and grammar.  Volume is appropriate	Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciation.  Volume conveys business tone.	
<b>Body Language</b>	Fidgeting (i.e., constant movement of hands and feet); none or very poor use of physical gestures, facial expressions and body movements detracted from the interview process	Fidgeting (i.e., movement of hands and feet frequently). minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process.	Minimal fidgeting (i.e., occasionally shifting); average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process	No fidgeting: consistently used physical gestures, facial expressions and body movements in a manner which enhanced the interview process.	
<b>Posture and Eye Contact</b>	Does not look at persons involved in the interview process; keeps head down; minimal eye contact; does not have good posture; slouching	Sits up straight; average posture; establishes eye contact with interviewers during the interview 70 - 80% of the time	Sits up straight, good posture; establishes eye contact with interviewers during the interview 80 -90% of the time	Sits up straight, excellent posture; looks relaxed and confident; establishes eye contact with interviewers during the interview 90-100% of the time	
<b>Manners</b>	Several times, the student interrupted or hurried the person doing the interviewing; forgot to thank person(s)	Student interrupted or hurried the interviewer 3-5 times during the interview, thanked the person after the interview	Student interrupted or hurried the interviewer 1-2 times during the interview, thanked the person after the interview	Student never interrupted or hurried the interviewer and thanked them after the interview	
<b>General Attitude</b>	Lack of interest and enthusiasm about the interview; passive and indifferent	Somewhat interested in the interview; shows little enthusiasm	Shows basic interest in the interview; shows some enthusiasm	Appropriately interested and enthusiastic about the interview process	
<b>Responses to Questions</b>	Answers with “yes” or “no” and fails to elaborate or explain; talks negatively about past employers	Gives well-constructed responses, but sounds rehearsed or unsure	Gives well-constructed responses, does not sound rehearsed,	Gives well-constructed, confident responses that are genuine	

			student somewhat hesitant or unsure		
<b>Candidate Integrity</b>	Responses are inconsistent or contradictory. No concrete or specific examples used.  Candidate provided no verifiable information for claims, and/or claims may be exaggerated or even appear manufactured	Responses are somewhat inconsistent or contradictory.  Concrete and specific examples occasionally used.  Candidate provides some verifiable information for claims	Responses are generally consistent.  Concrete and specific examples are often used.  Candidate provides verifiable information for most claims	Responses are all consistent  Concrete and specific examples are used.  Candidate provides verifiable information for all claims	
<b>Overall Demonstration of Interview Skills</b>	Demonstration of poor interview skills with little confidence displayed	Demonstrated limited proficiency; limited demonstration of competent interview skills in a generally confident manner	Demonstrated average proficiency; average demonstration of competent interview skills in a generally confident manner	Highly proficient; appropriately utilized interview skills in an enthusiastic, motivating, and engaging manner	
Total out of 50 points possible (10 topics x 5 max possible)					<b>Total</b>
- ½ point scoring is appropriate for this section (i.e., 7.5, 6.5, 3.5, etc.)					



### **2023 Possible Program Interview Questions**

- 1. What qualities make you a good candidate for the program?**
- 2. Share an experience you had dealing with a stressful situation and how you handled it.**
- 3. Share an experience you had dealing with a difficult person and how you handled it.**
- 4. Describe a situation where you had to take a stand under pressure or speak up when something wasn't right.**
- 5. Give us an example of when you showed initiative and took the lead.**
- 6. Describe a time when you worked under pressure. What was going on and how did you get through it?**
- 7. Describe a time when you received negative feedback. How did you turn that into something positive?**
- 8. Tell us about a time when you worked in a fast-paced environment. How did you prioritize the work? What steps did you take to maintain quality or accuracy during this period?**
- 9. Listening and following directions: Skill activity will be performed.**
- 10. Do you have any questions?**