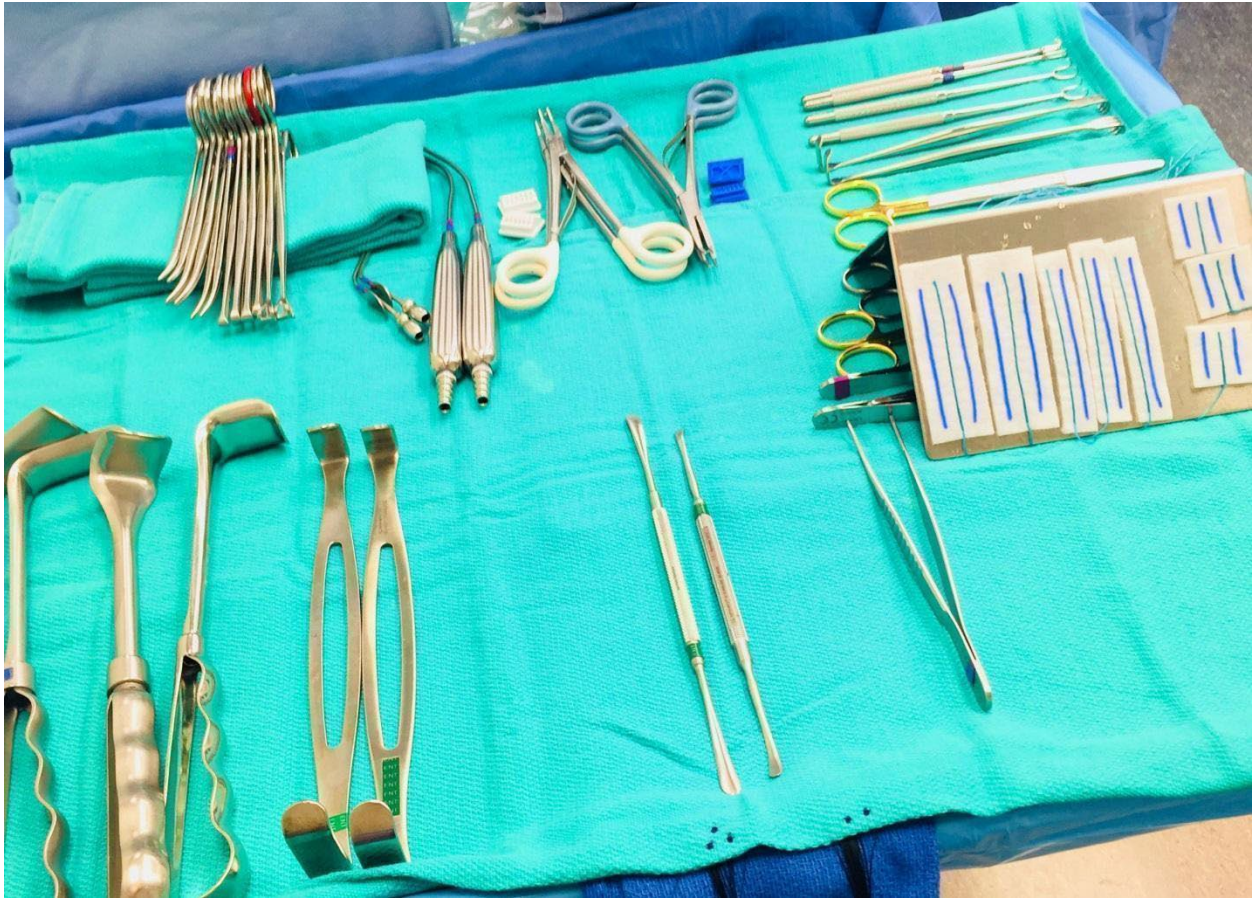


Academic Catalog

January 01, 2023 – January 01, 2025

Updated 12/31/20, 2/20/21, 06/01/21, 07/10/21, 9/08/21, 10/17/21, 2/1/22, 5/5/22, 6/23/22, 7/12/22, 7/26/22, 1/12/23, 2/16/23,
4/17/23, 8/1/23, 11/7/23





Welcome to Silicon Valley Surgi-Tech Institute (SVSTI). We are delighted that you have chosen our facilities and programs as you begin your journey into the fascinating field of medicine. Our certified educators specialize in helping students master communication skills, critical thinking, respect, accountability, and personal responsibility. We are committed to presenting skills training and core competencies for personal and professional growth in the medical field. We are excited that you have chosen to join our professional family. We encourage each student to reach their highest potential. We strive for quality in every endeavor, and commit to the success of our students, staff, and the professional community.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.



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Mission Statement

Silicon Valley Surgi-Tech Institute (SVSTI) is committed to the success of our students by providing the curriculum and skills and education to pursue their goals of becoming active, sought-after participants in the medical community.

We are dedicated to helping students master communication skills, critical thinking, respect, accountability, and personal responsibility.

We support our students, educators, and our community by providing a safe environment, qualified graduates, and a financially viable program in the evolving field of medicine.

Objectives

Surgical Technology - Upon completion of this course the student will successfully be able to enter the field as an entry level Surgical Technologist.

Sterile Processing - Upon completion of this course the student will successfully be able to enter the field as an entry level Sterile Processing Technician.

Statement of History & Ownership

Silicon Valley Surgi-Tech Institute (SVSTI) was founded by Julie Hamrick in 2018. Julie has over two decades of Surgical Technology and Sterile Processing experience. She has been in education for over seven years. She is very passionate about her students and their success.

Officers

Julie Hamrick, Founder, CEO, COO, CFO, Chief Academic Director, Program Director, and Clinical Coordinator.

Location

SVSTI

1729 S. Main St.

Milpitas, CA 95035

(408) 883-9171

Web Address: www.svsti.com

Hours

Monday & Friday by appointment only

Tuesday, Wednesday & Thursday 8:30AM - 8:30PM

Facility tours and admissions are available by appointment.

Saturday & Sunday (only during scheduled SPD class time 12pm-4pm)

Education Delivery

SVSTI is a private Institution that offers Surgical Technology & Sterile Processing Programs. Classes will be held on campus at 1729 S. Main St. Milpitas, CA 95035. SVSTI has been approved to operate by BPPE for an accredited operational license for Sterile Processing & Surgical Technology. The approval to operate indicates that the institution meets minimum state standards as set forth in this chapter.

SVSTI has an approved **Sterile Processing Program** through The Certification Board for Sterile Processing and Distribution (<https://www.cbspd.net>).

Institutional & Programmatic Accreditation-

Silicon Valley Surgi-Tech Institute was granted Institutional Accreditation by the Accrediting Bureau of Health Education Schools, "ABHES" on February 16, 2023. <https://www.abhes.org>
SVSTI's Surgical Technology Program has Programmatic Accreditation accredited by ABHES.

SVSTI Surgical Technology & Sterile Processing programs have been approved by BPPE, Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, P.O. Box 980918, West Sacramento, CA 95798-0818. Telephone #'s: (888) 370-7589 or (916) 574-8900 or by Fax (916) 263-1897, <https://www.bppe.ca.gov/>.

Method of Delivery

SVSTI offers blended programs for Sterile Processing & Surgical Technology where students will utilize an LMS platform for distance education assignments in conjunction with face-to-face synchronous instruction on campus. Campus-based instruction utilizes hands-on learning for core competencies, which includes applications, laboratories, and externships. Online courses require a commitment to substantial independent study along with the access and participation in the platform.

The online learning platforms (Canvas and Cengage) are accessible 24-hours per day, seven days per week. The course syllabus, instructional materials, assignments, participation post, resources and Instructor/Student communications will be through the Canvas LMS platform.

The Surgical Technology students will receive access to Cengage prior to Orientation Day, which typically occurs the week before the Program start date. Students must have access to a computer with internet service to attend the blended programs.

SVSTI standards of student achievement include the following:

SVSTI's Surgical Technology Program's expectations are to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

SVSTI's Sterile Processing Program expectations are to prepare a competent Sterile Processing Technician in a variety of settings, including hospitals, outpatient surgical facilities, and other appropriate sites.

Credit Hours

SVSTI delivers courses in a term or semester format. Credit hours listed in this catalog reflect semester hours. Semester hours are defined as follows: One semester credit hour equates to 15 clock hours of lecture, 30 clock hours of laboratory, and 45 clock hours of externship / clinical / practicum.

Courses include a combination of lecture, lab and/or clinical hours. The formula for calculating semester credit hours is as follows:

SEMESTER CREDIT HOURS
Lecture Hours ÷ 15
Laboratory Hours ÷ 30
Externship / Clinical / Practicum Hours ÷ 45
= Total Semester Credit Hours

Institutional Student Learning Outcomes

SVSTI's Institutional Student Learning Outcomes (ISLOs) illustrate the entire institution's commitment to ensuring that all graduates demonstrate proficiency in the following:

- 1-Critical thinking
- 2-Collaboration
- 3-Communication
- 4-Professionalism

Surgical Technology Programmatic Student Learning Outcomes

SVSTI's Surgical Technology Programmatic Student Learning Outcomes (PSLOs) are listed below: Upon completion of this program students will be able:

- 1-Identify the basic principles of aseptic technique.
- 2-Demonstrate the skills and knowledge required to be a competent Surgical Technologist in a variety of settings, including hospitals, outpatient surgical facilities and other appropriate medical sites.
- 3-Demonstrate critical thinking, information management, professional and personal development, communication skills, respect, and responsibility.

Student Learning Outcomes & Objectives

SVSTI's Surgical Technology content is developed in alignment with specific Student Learning Outcomes (SLOs).

Upon completion of this program students will be able to:

- Identify the basic principles of aseptic technique (ST111)
- Identify instrumentation/equipment/supplies needed for the surgery (ST222)
- Perform advanced applications of surgical procedures (ST333)
- Demonstrate entry-level knowledge of basic instruments, surgical equipment, and basic surgical procedures and aseptic technique (ST1/ST111) (Psychomotor)
- Perform fundamental concepts of intermediate procedures, patient positioning, surgical draping (ST2/ST222) (Psychomotor)
- Perform advanced applications of surgical procedures (ST333) (Psychomotor)
- Demonstrate responsibility, self-discipline, and surgical conscience (ST111 & ST222) (Affective)
- Demonstrate effective communication skills with appropriate surgical staff such as Surgeon, Anesthesiologist or Circulator (ST111, ST222, ST333) (Affective)
- Apply basic understanding of Anatomy & Physiology, Microbiology, Human Behavior, Pharmacology & appropriate Medical Terminology (Cognitive) (ST1, ST2, ST3)

The Surgical Technology Program is the hands-on application of the concepts and theory studied in Cengage & MindTap. Students learn and apply the basic principles of aseptic techniques, basic surgical sanitation, disinfection, and sterilization. The focus will be on surgical instrumentation preparation and sterilization, proper technique for surgical hand scrub, gowning, gloving, sterile field set-up and maintenance. Identification of instrumentation by function and use: draping, equipment names and use, safety precautions, and introduction to surgical procedures. Demonstrate proficiency in intermediate surgical skills to include surgical case management, identify and correct sterility breaks, set up in appropriate time, and complete cases in a logical sequence. Intermediate surgical procedures: application of fundamental concepts of Surgical Technology, preparation of the patient in surgery, pre-op and post-op duties, patient positioning, intermediate instrumentation, suture use and identification, drain use and identification.

Sterile Processing Programmatic Student Learning Outcomes

SVSTI's Sterile Processing Programmatic Student Learning Outcomes (PSLOs) are listed below:

1. Demonstrate the skills and knowledge required to be a competent Sterile Processing Technician in a variety of settings, including hospitals, outpatient surgical facilities, and other appropriate sites.
2. Demonstrate critical thinking, information management, personal and professional development, communication skills, and respect and responsibility.

Student Learning Outcomes & Objectives

SVSTI's Sterile Processing content is developed in alignment with specific Student Learning Outcomes (SLOs).

1. Apply basic principles of sterile processing and infection prevention.

The online learning platform is accessible 24-hours per day, seven days per week. The course syllabus, instructional materials, assignments, participation post, resources and Instructor/Student communications will be through the Canvas LMS platform. The Student Success Library is available during regular business hours. The virtual library and other web-based resources will provide students with a comprehensive learning experience that enables them to master the course content outlined on the syllabus. Students are required to have sufficient technology and internet skills & access to complete online coursework successfully.

SVSTI's student classroom houses a variety of books and other resources such as flash cards, diagram posters, and workbooks. The student library has 18 student computers along with an iPad for students to use during regular business hours or by appointment. A printing station is also available for student use. Students may borrow any of the resources to use at home to study and complete assignments such as instrument books etc. Students must complete a Book loan request form when borrowing a book. Students are expected to return any items borrowed to campus in a timely fashion. We also post tutoring hours in the Student Library. Additional tutoring and support are also available upon request to accommodate additional time for students on an as needed basis. SVSTI's educational programs in Surgical Technology and Sterile Processing are blended programs that offer students and instructors 24-hour access to the LMS platform for student learning. Students have access to the LMS Platforms (Canvas, Cengage/MindTap) [Cengage MindTap - The leading digital learning tool – Cengage](#) until the completion of the program and/or certification test. In addition to the curriculum recommended by the CBSPD ([CBSPD](#)), ARC/STSA ([ARC/STSA](#)), ABHES (<https://www.abhes.org/>) via materials such as a coursebook, workbook, and study guide, there are many other resources available to students on the LMS platform.

SVSTI will assist students in resume building, mock interviews, and will allow students and graduates to use the student success computers in the aid of building a resume.

SVSTI offers the Academic Catalog on our website at [SVSTI](#) in English. Google Translate is available upon request to ensure that all procedures & policies are understood in the event where English is not the primary language.

Distance Learning Policy

SVSTI offers blended programs and requires students to attend on campus instruction along with instructional hours off site through an online learning platform. Each student must have access to a computer with internet service to attend our blended program(s). Surgical Technology and Sterile Processing students will be granted access to the LMS platform(s) at a minimum a week prior to the Program start date. A portion of all distance education assignments, on Canvas (Sterile Processing & Surgical Technology) and Cengage (Surgical Technology only), will be graded automatically. This provides students with immediate feedback on their progress. All tests, evaluations, and assignments not automatically grades will be graded and posted within 24-hours of the due date.

Grading Scale

Grade	Percentage	GPA
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0

Standard of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards ensure that our students are successfully completing their coursework and can continue to receive financial aid. If you fail to meet the **SAP** standards, you will be placed on financial aid warning or suspension.

Standards ensure students are successfully completing SVSTI coursework. This review determines the progress the student has made toward their certificate and/or degree.

All students must demonstrate satisfactory academic progress toward completing their chosen program of study by meeting Silicon Valley Surgi-Tech Institute established standards. Satisfactory academic progress is a measure of a student's qualitative and quantitative progress as defined below. Evaluation takes place at the end of each grading/payment period. A grading/payment period may be between 6 and 16 weeks in length as pertaining to their academic program. If a student falls below the qualitative and/or quantitative requirements at any review point during their enrollment, the steps defined below must be followed in order to meet the requirements for graduation. The qualitative and quantitative standards must be cumulative and include all periods of the student's enrollment.

Qualitative Evaluation: Students are expected to maintain a minimum 2.0 cumulative grade point average (CGPA) throughout the course of their program of study.

Quantitative Evaluation: Students are expected to complete their program in 150 percent of the timeframe established for completion. Therefore, at each evaluation period the student is expected to complete an appropriate percentage of all credit hours attempted. Quantitative requirements are based on the combined credits attempted in the program at the time of the review.

End of the First Payment Period – all students are required to successfully complete a minimum of 50 percent of all credits attempted in the first payment period.

End of all Subsequent Payment Periods – all students are required to successfully complete a minimum of 66.7 percent of all credits attempted at the end of each subsequent payment period.

Satisfactory Academic Progress Requirements		
Checkpoint	Qualitative	Quantitative
End of first payment period/term	2.0 Cumulative GPA	Earned a minimum of 50% of all credits attempted.
End of all subsequent term/payment periods	2.0 Cumulative GPA	Earned a minimum of 66.7% of all credits attempted.

Step 1 – Academic Warning Status: The first time a student fails to meet the qualitative and/or quantitative requirement at the end of a payment period, the student will be put in an “Academic Warning” status until the next evaluation point. If at the next review point the student meets both requirements, the student will then be returned to an “active” status. If the student fails to meet their qualitative and/or quantitative requirement, the student may be withdrawn from school. An appeal may be filed by the student. If the appeal is approved, the student will move on to step 2. If the appeal is denied, the student will be withdrawn from school.

Step 2 – Academic Probation Status: In order to remain in school, the student will be required to complete an appeal. If the appeal is approved, an individualized academic plan (Academic Improvement Plan) will be created. The student must agree to meet the terms and requirements of the plan. Upon agreement and approval of the plan, the student will be placed in an Academic Probation Status. If at the next review the student meets both requirements, the student will be returned to an “active” status. If the student fails to meet the requirements of the Academic Improvement Plan, the student will be withdrawn from school and placed on academic suspension.

Maximum Coursework Allowed

Students may attempt up to 1.5 times the number of credit hours in the current program. Students who exceed this maximum and have not graduated are dismissed.

Satisfactory Academic Progress Determination Appeals

Students placed on Academic Probation or withdrawn due to failure to meet SAP standards may appeal the determination in writing to the Program Director within 10 days of notification. If the appeal is considered justified, the student’s status will be re-evaluated by an Academic Appeals Board. Students will receive an appeal determination in writing within 15 business days.

Incomplete Grades and SAP

A grade of “I” signifies that required coursework was not completed during the standard length of the course. The grade of “I” does not count toward credit hours attempted and is not included in the GPA calculation. An “I” may only be assigned when all the following conditions are met: The student has been making satisfactory progress in the course as determined by the Program Director; the student is unable to complete some coursework because of unusual or extenuating circumstances beyond the student’s control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Program Director; for on-site courses, all required work must be completed and submitted to the

instructor by Friday of the first week of the subsequent term or semester, unless an extension is requested by the instructor and the program director grants that extension. The “I” must be converted to a letter grade by Wednesday of the second week of the term or semester. If course requirements are not satisfied by the deadline, the “I” will be converted to a letter grade of “F.” Once the final grade has been awarded, the course is counted as credit hours attempted and calculated into the CGPA. At this point the grade applies toward SAP. In an online course, when students receive an “I” or Incomplete, the course is not counted toward credit hours attempted and is not included in the GPA calculation. An “I” may only be assigned when all of the following conditions are met: The student has been making satisfactory progress in the course as determined by the Program Director; the student is unable to complete some coursework because of unusual or extenuating circumstances beyond the student’s control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Program Director; all required work must be completed and submitted to the instructor by Friday of the second week of the subsequent term or semester to receive a final grade unless an extension is requested by the instructor and that extension is approved by the program director. The “I” must be converted to a letter grade by Wednesday of the third week of the term or semester. If students do not complete the coursework within the required timeframe the “I” is converted to an “F.” Once the final grade has been awarded, the course will count as credit hours attempted and the grade is calculated into the CGPA. At this point the grade applies toward SAP.

Course Repeats and SAP

Students who earn a “F” in a course in their program major must repeat the course. Students who receive a “F” in two courses may be dismissed. Students may repeat a course only once. A cumulative grade point average (CGPA) of 2.0 must be achieved. When a course is repeated the original grade remains on the student’s permanent academic record but is designated as a repeated course. All repeated courses count as credit hours attempted in the timeframe evaluation for SAP (see quantitative evaluation). The highest grade earned for the repeated course is counted as credit hours completed and is used in the CGPA calculation.

Non-Credit or Remedial Courses and SAP

Silicon Valley Surgi-Tech Institute does not offer non-credit or remedial coursework.

Appeals for Reinstatement

Students who are dismissed due to failure to meet Satisfactory Academic Progress standards may reapply after one year. Previous SAP standing will be considered as the application is reviewed. Appeals for reinstatement must be submitted in writing. Students must demonstrate that the circumstances causing an adverse impact on their academic progress in the program have been resolved. At the discretion of SVSTI, additional materials may be required to support the appeal. The Academic Appeals Board will review the request and supporting materials. Students will be notified of the Board’s decision in person and/or in writing. All decisions made by the Appeals Board are final. Students readmitted after being withdrawn from school due to failure to meet satisfactory academic progress standards (without mitigating circumstances) will be placed on probation for one term during which no financial aid will be disbursed. Students who fail a course during this probation period are dismissed with no further right to appeal. SVSTI may readmit students who have failed to make satisfactory progress if events beyond their control have occurred. If such mitigating circumstances can be documented for the specific term(s) during which the deficiencies

occurred, students may submit a completed Satisfactory Academic Progress appeal form along with the required documents to the Program Director and may be able to resume studies.

Programs Offered

Sterile Processing Program - Total of 320 clock hours and 8 credits

- (SPD101) - 7-week blended course which includes 80 clock hours = 3 semester credits of didactic and lab.
- (SPD111) - Externship is a 6-week full time rotation - Total of 240 clock hours = 5 semester credits at a medical facility.

This is a Certificate Program, which allows students to sit for the CBSPD certification exam.

SVSTI is ABHES accredited, and our Sterile Processing Program is approved through CBSPD.

Outside unrecognized are determined by using the formula for Quarter Credit Hours (10 weeks or longer) of 5 outside hours for each credit hour of lecture/laboratory (outside hours for clinical experiences will be evaluated for each program separately).

Surgical Technology Certificate Program - Total of 1616 clock hours and 73 credits

- (ST1 Lecture, ST111 Lab, ST2 Lecture, ST222 Lab, ST3 CST Prep, ST333 Clinical Externship) approximately 48 weeks long, which consist of two (2) 16-week terms on campus. The program is a blended learning experience which includes an interactive platform Cengage (MindTap & WebAssign) and Canvas along with hands-on skills lab evaluations and in-class quizzes.
- Externship requirements consist of a minimum of 120 specific surgical cases and 500 clinical hours during the 16-week term (3rd term). These cases must meet or exceed the standard requirement by ABHES using the Core Curriculum
https://www.ast.org/uploadedFiles/Main_Site/Content/Educators/AST_Core_Curriculum_7ed.pdf. These specific requirements can be found [Surgical Technology Standards Interpretive Guide \(SIG\) | ARC/STSA](#).
- Students are required to return to campus for NBSTSA certification exam prep within the third term for approximately 6 weeks.
- There is an approximate total of 1616 clock hours of instructional time (please see below for Associate of Applied Science in Surgical Technology requirements).

Surgical Technology Associate of Applied Science in Surgical Technology Program - Total of 1856 Clock Hours and 88 Credits

- The Degree Program is approximately 64 weeks long which consist of one (1) 16-week term online with an interactive platform (Cengage, MindTap/WebAssign) for General Education in addition to all

“Surgical Technology Certificate Program” Core requirements of the degree program as outlined above.

- There is an approximate total of 1856 clock hours of instructional time (please see above for Surgical Technology Certificate Program requirements and see below for eligible transfer credits).

Outside unrecognized hours are determined by using the formula for Semester Credit Hours (15 weeks or longer) of 7.5 outside hours for each credit hour of lecture/laboratory (outside hours for clinical experiences will be evaluated for each program separately).

ASSOCIATE OF APPLIED SCIENCE IN SURGICAL TECHNOLOGY

General Education courses are to be completed within a 16-week term online in addition to the Core portion of the Surgical Technology Program. Surgical Technology students that are currently enrolled or who have graduated may complete the General Education requirements after graduating from the Surgical Technology Certificate Program. All General Education courses are completed online through Cengage (MindTap & WebAssign) prior to beginning the Surgical Technology core portion of the Program.

Beginning in 2023 all Surgical Technology Students **must** enroll in the Degree Program or enter the Certificate Program with an AAS, AOS, Associates or higher.

Surgical Technology Certificate Program

ST1/ST111

496 Clock Hours = 27 Credits

ST1 - Surgical Technology Theory I - 352 Clock Hours = 22 Credits

Anatomy & Physiology 1

Medical Terminology 1

Surgical Instruments 1

Ethics

Surgical Procedures 1

Microbiology

ST111 - Surgical Technology Lab- Basic Procedures - 144 Clock Hours = 5 Credits

ST2/ST222

480 Clock Hours = 26 Credits

ST2 - Surgical Technology Theory II - 336 Clock Hours = 21 Credits

Anatomy & Physiology II
Medical Terminology II
Surgical Instruments II
Human Behavior
Surgical Procedures II
Pharmacology

ST222 - Surgical Technology Lab- Advanced Procedures - 144 Clock Hours = 5 Credits

ST3/ST333

640 Clock Hours = 20 Credits

ST3 Surgical Technology CST Prep - 140 Clock Hours = 9 Credits

ST333 Surgical Technology Externship - 500 Clinical Hours = 11 Credits

Total Credit Hours for Surgical Technology Certificate Program (Core)

1616 Clock Hours = 73 Credits

Degree Program - General Education

ENG101 English Writing & Composition - 48 Clock Hours = 3 Credit Hours

MAT101 Basic Mathematics for College Students - 48 Clock Hours = 3 Credit Hours

SPH205 Interpersonal Communication - 48 Clock Hours = 3 Credit Hours

PSY101 Introduction to Psychology - 48 Clock Hours = 3 Credit Hours

CLT102 Computer Concepts - 48 Clock Hours = 3 Credit Hours

Total Credit Hours for General Education

240 Clock Hours = 15 Credits

Total Credit Hours for Surgical Technology Degree Program (Core + General Education)

1856 Clock Hours = 88 Credits

Online General Education Courses

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ENG101 English Writing & Composition	48	0	0	3

MAT101 Basic Mathematics for College Students with Integers	48	0	0	3
SPH205 Interpersonal Communication	48	0	0	3
PSY101 Introduction to Psychology	48	0	0	3
CLT102 Computer Concepts	48	0	0	3
Total for General Education courses	240	0	0	15

ST1 Surgical Technology Theory I (Term 1 Lecture)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
Anatomy & Physiology I	64	0	0	4
Medical Terminology I	48	0	0	3
Surgical Instruments I	48	0	0	3
Ethics	64	0	0	4
Surgical Procedures I	64	0	0	4
Microbiology	64	0	0	4
Total for ST1 Lecture	352	0	0	22

ST111 Surgical Technology Lab- Basic Procedures (Term 1 Lab)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST111	0	144	0	5
Total for ST Term 1 for both Lecture & Lab	Total Hours 496			Total Credits 27

ST2 Surgical Technology Theory II (Term 2 Lecture)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
Anatomy & Physiology II	64	0	0	4
Medical Terminology II	48	0	0	3
Surgical Instruments II	48	0	0	3
Human Behavior	64	0	0	4
Surgical Procedures II	64	0	0	4
Pharmacology	48	0	0	3
Total for ST2 Lecture	336	0	0	21

ST222 Surgical Technology Lab - Advanced Procedures (Term 2 Lab)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST222	0	144	0	5
Total for ST Term 2 for both Lecture & Lab	Total Hours 480			Total Credits 26

ST3 Surgical Technology CST Prep (Term 3 Lecture)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST3	140	0	0	9

ST333 Surgical Technology Externship

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST333	0	0	500	11
Total for ST Term 3 for Externship, Online & CST Prep class	Total Hours 640			Total Credits 20

Testing & Methods of Evaluation

The **Surgical Technology Program(s)** includes weekly assignments on Cengage along with weekly lab skills evaluations. Students will also be assessed with the use of weekly quizzes and case studies for Surgical Procedures (Please see Syllabus for specific weekly assignments). Students will be required to complete a Midterm and Final in the lab (Final exam must be completed with a grade of 70% or higher to advance to the next term). The General Education courses will include weekly discussions, graded online assignments, homework, and tests through the LMS. Students must achieve a grade of 70% or higher in each course and/or E-book within the program.

The **Sterile Processing Program** includes weekly homework assignments online, in-class chapter quizzes, hands-on lab competency evaluations, and a final examination that will be administered on campus. Students must achieve a grade of 70% or higher on their coursework, and EACH competency, as well as their final exam in order to advance to externship.

Licensing Exams

The Surgical Technology Certificate & Degree Program(s) are accredited by ABHES

<https://www.abhes.org/>, all Surgical Technology students (certificate or/and degree) are required to sit for the NBSTSA Exam at the end of the Program. The NBSTSA Exam will be used for Student Outcomes. The SVSTI Surgical Technology Program prepares students to take the NBSTSA Certification exam [Homepage](#) | [NBSTSA](#).

The Sterile Processing Program has been approved by CBSPD and is listed on their website as such. Students that complete the program may attempt the certification exam at a testing site with a third-party company (not at SVSTI). The Sterile Processing Program prepares students to take the CBSPD Certification exam.

Externship Requirements

The **Surgical Technology Program** requires students to meet or exceed a minimum number of cases during their 16-week externship rotation.

The distribution of the 120 procedures is as follows:

General Surgery cases (minimum of 30 cases)

A. Students must complete a minimum of 30 cases in General Surgery. 20 of these cases must be performed in the First Scrub Role. The remaining 10 cases may be performed in either first or Second Scrub Role.

Specialty Cases (minimum of 90 cases)

B. Students must complete a minimum of 90 cases in various surgical specialties excluding General Surgery. 60 of these cases must be performed in the First Scrub Role. An additional 30 cases may be performed in either the First or Second Scrub Role.

a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.

(1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).

(2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

b. The remaining 30 surgical specialty cases may be performed in surgical specialty either in the First or Second Role.

Optional Surgical Specialties

1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases may be counted toward the maximum number of Second Scrub Role cases.

a. Diagnostic Endoscopy cases must be documented in the category of “Diagnostic Endoscopy,” rather than by specialty.

b. Vaginal delivery cases must be documented in the category of: “Labor & Delivery” rather than in the OB/GYN specialty.

Case Experience in the Second Scrub Role is not mandatory.

Observation cases must be documented, but do not count towards the 120 required cases.

Cases will be counted and documented according to surgical specialty (except diagnostic endoscopic cases).

The **Sterile Processing Program** requires students to complete 6-week full time (240 hours) at a medical facility. The following are some of the areas in which a student will participate during externship: decontamination, cleaning/disinfecting patient care equipment, preparing & packaging, sterilization, sterile storage, distribution, inventory control, etc.

Management & Faculty

Julie Hamrick, BBA CST CRCST - Chief Executive Officer
Julie Hamrick, BBA CST CRCST - Chief Operating Officer
Julie Hamrick, BBA CST CRCST - Chief Academic Officer

Julie Hamrick holds a degree in Business Consideration in Healthcare Management through American InterContinental University (AIU). Julie completed her Surgical Technology Program in Kansas at Penn Valley Community College. She has experience as a Program Director, Clinical Coordinator, Preceptor, and Operational manager. She is certified in Sterile Processing & Surgical Technology and has over 20 years in the medical field. She is also BLS certified.

Julie Hamrick will provide all responsibilities for the administration of SVSTI’S academic affairs including supervision of the faculty, development of the educational programs, the curriculum, and implementation of the institution’s mission, purposes, and objectives.

Julie Hamrick is also responsible for SVSTI’s business operations, finances, management, and contracting of goods, services, and property.

Julie Hamrick is the Institution Director as well as the Distance Education Coordinator for Core classes for Surgical Technology.

Davina Hernandez is the Program Coordinator of General Education, Distant Education Instructor for the Psychology courses as well as the Librarian. She earned her master's degree in Sociology from San Jose State University and a master's degree in educational leadership from DeVry University. She has expertise in Education, Tutoring, Distance Education, and Career and Social Development.

Paige Walters is a Distance Education English Instructor. She lives in Florida and has over 25 years teaching experience in English. She earned her BA in English from University of California and her MA in English from Middle Tennessee State University. She teaches for SVSTI part time.

Deborah Cleghorn CST is the Interpersonal Communications Instructor for Distance Education. She earned her master's in human resources management from DeVry University, her BS in business from University of Phoenix and an AS in Surgical Technology from Rochester Community & Technical College. She also helps with the Surgical Technology Program as well. She teaches for SVSTI part time.

Marisa Bella is a Math & Computers Instructor. She lives in Texas and assists instructors for distance education course(s). She has her associate in business Admin at Amarillo College and her bachelor's in business administration with a minor in management from West Texas A&M University. She is part time and available for tutoring when students are in need.

Sarah Hodosh, CST, MSHS is a full time Surgical Technology Instructor. She graduated from New England Institute of Technology in 2008 and began scrubbing at Rhode Island's only Level I trauma center, working predominantly in various pediatric specialties.

From there, she moved to Maryland and joined the ortho/neuro team at a medical halfway between Baltimore and Washington, DC. She became lead tech and remained there until leaving to attend George Washington University, earning her master's degree in health sciences. Sarah is the Lecture Instructor as well as CST Prep Instructor.

Mikayla Bassett CST, CRCST is a part time Surgical Technology Instructor. She joined SVSTI with over six years of experience in Sterile Processing and 3 years in Surgical Technology. Her passion for Sterile Processing and being a Surgical Technologist helps to enhance the students' learning experience. She is also BLS Certified. Mikayla completed her Surgical Technology education at Mt. Diablo Adult Education in Concord, CA, and earned her Associate of Applied Science in Surgical Technology at SVSTI. She has taken classes towards her Education degree at Utah State University.

Autumn Nava CST is a full time Surgical Technology Instructor and faculty member. She joined SVSTI in 2019 with two years of experience. She completed her Surgical Technology Program at Carrington College in San Jose, CA, and earned her Associate of Applied Science in Surgical Technology at SVSTI. She is working on her prerequisites at De Anza for her nursing degree. She is also BLS certified.

Christian Hamrick CSPDT is full time and the Lead Certified Sterile Processing Instructor and faculty member for Sterile Processing as well as the assistant SPD Director. He has 3 years of experience in the field, and he is BLS certified. Christian completed his Certificate program at SVSTI.

Jose “Ibarra” Guballa CSPDT is a part time Sterile Processing Instructor who joined SVSTI with over 5 years of experience. He earned a Bachelor of Arts degree in film from the University of the Philippines. He attended Cornerstone for his Sterile Processing Certificate and SVSTI for his Surgical Technology.

Joey Tabuno CRCST, CSPDT is a part time Sterile Processing Instructor that obtained his Certificate at SVSTI. He is looking to pursue Surgical Technology in the near future.

Margarita (Margo) Branstetter CST is a PRN Surgical Technology Instructor. She attended a prestigious school in Long Beach, (California Paramedical and Medical College). During her 30 years of scrubbing time, she had the fortune to be part of various surgical teams, such cardiac team for 5 years, operation smile for 3 years, ENT, Harvesting, Ophthalmology, GYN, Urologist Robotic Team (first generation DaVinci). She has been Instructing since 2008. She’s currently residing in Los Angeles and works for SVSTSI as an online Lecture Instructor and CST prep Instructor.

Milena “Mia” Kwiatkowska is a part-time admin. assistant that earned her associate of arts in Psychology from San Mateo College.

Juan Casarez TS-C is a part-time Surgical Technology & Sterile Processing lab instructor as well as the Assistant Director of Academics. He joined SVSTI with over 30 years’ experience in the field including but not limited to; administrator of a surgery center, materials manager, Surgical Technologist, and Sterile Processing Technician. He is currently working on his bachelor’s degree at Skyline College.

Nanette Broderick is the Enrollment Coordinator, Student Service Director and Student Success Counselor who is responsible for overseeing the delivery of all campus programming, as well as admissions and campus tours, and operational and administrative functions and services for the campus. She also aids in resume building and Professionalism classes. She has over 30 years of experience in managing business administrations and providing executive level administrative support. Nanette attended San Diego State University for business classes.

Skyler Hamrick is a part-time admin. assistant that helps support our Campus Administrator/Enrollment Coordinator and Program Director with administrative duties. She has earned her associate degree(s) in Criminal Justice and is pursuing her bachelor’s.

Marijane Valdez is a PRN admin. assistant who is also our Surgical Technology CST Exam Proctor. She has over 10 years of experience in managing business relations and providing executive level administrative support as well as a teaching assistant. Marijane received her BA of Arts from San Jose State University.

SVSTI has several guest Instructors/Vendors that appear throughout the Program to help students gain knowledge to be successful in the Field.

Equipment/Lab Supplies

Laparoscopic tower x2 (monitor, camera box, light source, lap instruments, scopes), cautery machine x 2, suction device x 3, OR Bed x4, Radiology bed, OR light x2, autoclave, a variety of instrument sets in all specialties, back table x 6, mayo stand x 8, ring stand x 4, C-Section mannequin, breast simulator, arm/leg mannequins, catheter simulator, OR scrub sink, hand wash sink, computers x15 & iPads in Library, instrument and supply racks, library of resources/books, IV poles x 4, kick bucket, step stool, prep stands x 2, First Aid Kit, suture cart, printer/laminator station, tables, chairs, hampers x 5, head light source, blood pressure cuff machine, case cart, projector and screen, sharps container x 2, flat wrap rack with a variety of wraps, whiteboards, mannequins x 4, Surgical Simulators, multi-specialty instrument sets, rigid containers, scrub brush holder x 2, scrub brushes, instrument brushes, cleaning materials, infection control materials, Sterile Processing equipment/supplies, A supply of OR supplies/drapes/suctions/Bovies/gloves etc., that are currently utilized in the field, a variety of disposables for OR, anesthesia, cart with anesthesia supplies, core power x2, batteries for power, arthroscopy shaver, cooling rack, a variety of internal and external indicators, a variety of peel pouches, workflow tables x 8.

SVSTI's facilities consist of 3 separate mock Operating Rooms, a Central Service area that contains supplies, a supply pick room, and a Sterile Processing Department. We have an office for the Program Director, an Admissions office, Student success area with break room, two ADA compliant restrooms, and a well-equipped classroom. We have a computer lab/reference library with a printer station and 15 computers that students may utilize during business hours.

Sterile Processing Admissions Requirements

Candidates must provide the following:

- Completed Enrollment Agreement (includes the following): Personal Identifiable Information, Externship Agreement, Immunization. Drug & Background Acknowledgement
- Orientation + Checklist completed with the Enrollment Coordinator
- Performance Fact Sheet
- Admissions Form
- State ID/Driver's License
- High School Diploma or Transcripts- must be translated to English.
- SVSTI Catalog Sign off Sheet.
- SPD Classroom Expectations
- Externship Expectations & Policy

- Technology Attestation
- High School Attestation
- EEO
- Attendance Policy
- Entrance Exam Score (for future Enrollment)
- A failed Term/Course is subject to being approved/selected based on original enrollment points and or enrollment requirements for the program, including but not limited to testing out, to re-enter the Program.

SVSTI has not entered into an articulation or transfer agreement with any other college at this time. We do not accept credits earned through challenge examinations or achievement tests or ability to benefit at this time for Sterile Processing. Credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be evaluated for transfer to Silicon Valley Surgi-Tech Institute's Program(s) if a grade of "C" or better was earned. Transfer credits are also evaluated for acceptance toward Silicon Valley Surgi-Tech Institute's requirements. Official transcripts documenting coursework must be provided prior to starting Silicon Valley Surgi-Institute Program(s). If official transcripts are not provided prior to the start of the program from all institutions attended, students must complete the required course(s) with Silicon Valley Surgi-Tech Institute.

Sterile Processing Attendance Policy

- It is crucial that every student attends all scheduled classes throughout the duration of SVSTI's Sterile Processing Program. The Sterile Processing Program is designed as an advanced fast-paced program, requiring all students to adhere to the following Attendance Policy.
- Students are allowed 2 absences during the ENTIRE 13-week program, including tardies. These absences are for true emergencies and should be treated as such.
- If a student is more than 15 minutes late for any given class or leaves, a tardy will occur. If a student is more than 15 minutes late for class or leaves campus before the instructor has dismissed the class, an absence will occur. If a student is late 2 times (1 minute is late) or leaves class early, 1 absence will occur. If a student has more than 2 absences, automatic dismissal (dropped) will result from the Sterile Processing Program. If a student is eligible to repeat the program, they will need to repeat the entire program, which will incur a "Repeat Program Fee" of \$1500 and the repeat program start date must be within six (6) months.
- SVSTI students are expected to always maintain a respectful and professional demeanor. Students who demonstrate disrespectful and / or unprofessional behavior will be asked to leave campus which will result in an absence. Any student that has ONE no call / no show or who has left campus without requesting approval from the instructors and/or Program Director may result in expulsion from the Sterile Processing Program.

- Please note that attendance is 10% of the grade in each scheduled term within the program. It is crucial to be present for all scheduled on-campus education to learn the skills needed to be successful in this field of study.
- Immunizations:
- Students are EXPECTED to complete all immunizations required by the SECOND week of class. If this expectation is not met, which causes a delay (30 days or more) in externship placement, the student may be required to “Repeat” the program, which will also incur a “Repeat Program Fee” of \$1500. Students must complete 240 hours of clinical rotation. Students must accept the Clinical Placement assigned to them, if they refuse, they may be dropped from the Program.

Leaves Of Absence from the Sterile Processing Program are not permitted as the program is only 13 weeks long. If a student has a grievance, they may need to be rescheduled to the next course start date. If a student requires leave for personal reasons, they may do so by withdrawing and re-enrolling at a later date (additional fees may be required). Students leaving the program must complete a Change of Status Form within 72 hours of notification to ensure they do not receive a failing grade for the course.

Sterile Processing Graduation Requirements

- Must receive a minimum final grade of 70% or higher.
- Must complete weekly timesheets and evaluations during Clinical Rotation
- All required hours at the appointed facilities for externship must be completed successfully.
- Must pass EACH Competency with a 70% or higher.
- Must complete all required coursework on Canvas/Cengage with a grade of 70% or higher.
- Must complete the final examination with a grade of 70% or higher.
- All documents need to be signed and submitted to get full credit and/or Graduate.
- All requirements must be met to receive a Certificate.

Surgical Technology Admissions Requirements

Candidates must provide the following:

- Enrollment Agreement (which includes the following) - Personal Identifiable Information, Immunization, Drug & Background Acknowledgement, Externship Agreement
- Performance Fact Sheet
- Admissions Form
- State ID or Driver’s License
- High School Diploma or Transcripts- must be translated to English.
- SVSTI Catalog Sign off Sheet.
- Surg Tech Attendance Policy

- CST
- Lab Safety
- Lab Rules
- Additional Charge(s) Information Sheet
- Payment Plan
- Needlestick Protocols
- Candidate Evaluation Forms
- Technology Attestation
- EEO Policy
- High School Attestation
- Official Transcripts (If transferring any credits or taking Certificate Program)
- Copy of Degree (If taking Certificate Program)
- Essay
- Two – Professional References
- Timed Entrance Exam
- Interview with Program Director
- Orientation

*Each Surgical Technology candidate will take a timed Entrance Exam, provide two (2) Professional References, and write an Essay before interviewing with the Program Director.

SVSTI has not entered into an articulation or transfer agreement with any other college at this time. We do not accept credits earned through challenge examinations or achievement tests or ability to benefit at this time for Surgical Technology. Credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be evaluated for transfer to Silicon Valley Surgi-Tech Institute's Program(s) if a grade of "C" or better was earned. Transfer credits are also evaluated for acceptance toward Silicon Valley Surgi-Tech Institute requirements. Official transcripts documenting coursework must be provided prior to starting Silicon Valley Surgi-Institute Program(s). If official transcripts are not provided prior to the start of the program from all institutions attended, students must complete the required course(s) with Silicon Valley Surgi-Tech Institute.

Effective sometime in 2023, all prospective Surgical Technology students will be required to complete the Associate of Applied Science in Surgical Technology Degree Program or have previously earned an associate degree or higher prior to enrollment. All General Education courses are completed online through

Cengage, MindTap and/or WebAssign. (Current Students will be permitted to take General Education after completion of the Surgical Technology Program).

Surgical Technology Attendance Policy

- It is crucial that every student attends all scheduled classes throughout the duration of SVSTI's Surgical Technology Program. The Surgical Technology Program is designed as an advanced fast-paced program, requiring all students to adhere to the following Attendance Policy
- Students are allowed three (3) absences from Lab during each 16-week term except for Clinical rotation, where only two (2) absences are allowed. These absences are for true emergencies and should be treated as such.
- If a student is more than one (1) minute late for any given class, this will be reflected in their attendance as tardy. If a student is more than 15 minutes late for class or leaves campus before the instructor has dismissed the class, it will be reflected as an absence. If a student obtains three (3) tardies in any given term, it will be reflected as one (1) absence. If a student has more than three (3) absences in a term, they will be subject to a letter grade drop. Five (5) absences within any term will result in automatic dismissal (dropped) from the Surg-Tech Program. If a student is dismissed from the Surg-Tech Program, they will be required to re-apply for re-entry into the Program.
- Any student that has ONE no call / no show or who has left campus without requesting approval from the instructors and/or Program Director may result in expulsion from the Surgical Technology Program
- SVSTI students are expected to always maintain a respectful and professional demeanor. Students who demonstrate disrespectful and / or unprofessional behavior will be asked to leave campus which will result in an absence.
- It is crucial to be present for all scheduled on-campus instruction to learn the skills needed to be successful in this field of study.
- Students must complete a minimum of 120 specific cases on clinical rotation to meet requirements of the program's externship rotation and 500 Hours (please see website for details www.svsti.com)
- Students must accept the Clinical Placement assigned to them, if they refuse, they may be dropped from the Program.
- Students may only repeat a failed course two (2) times including the original failed course. If a ST student wishes to repeat the failed term, they must do so within the following two (2) terms and are subject to SVSTI's Failed Course Repeat policy. Should the failed student elect to skip the next cohort start date the student will be subject to a skills evaluation.
- After the second failed attempt the student will be dropped from the program. There will be a fee of \$4500 to repeat the course and will be subject to enrollment availability as classes are often filled well in advance of each scheduled Program start date. (Please refer to the Probation & Dismissal Policy).
- If a student signs up for an Open Lab, they MUST attend or give 48 hours' notice they will not be in attendance. If 48-hour notice is not given, the student will receive a tardy for the day. (Please refer to the Attendance Policy).

Immunizations:

- Students are EXPECTED to complete all Immunization requirements by the SECOND week of Term 2, or the designated due date as noted on the Immunization Policy. If the Immunization requirements are not met on time, which causes a delay in Externship placement, the student may be required to “Repeat” the Term, which will also incur a “Repeat Fee” of \$4500.00 and the eligibility requirements for repeating a Term.

If a Surgical Technology student requires a leave of absence (LOA) a leave may be granted if it is determined that the student can be successfully scheduled to return and complete their course of study. Acceptable reasons for requesting a leave of absence include medical situations, personal emergencies, administrative reasons, military obligations, or other circumstances beyond the student’s control. Leave of absences cannot exceed a cumulative 180 calendar days from the LDA (last day attended to the return date) in a 12-month period. There will be a fee of \$4500 when the student returns to complete their program and will be subject to program seat availability. Surgical Technology Students must successfully test out to demonstrate their level of competency to determine the appropriate Term for re-entry. Competency will be measured using examinations and/or skills assessment. Students leaving the program must complete a Change of Status Form within 72 hours of notification to ensure they do not receive a failing grade for the course.

Surgical Technology Graduation Requirements

- Must complete timesheets, evaluations, Case Reports, Case Log, and Excel Case Logger each week during Clinical Rotation and upload them onto Canvas.
- Must pay tuition on time in order to be placed on externship and graduate as scheduled (please refer to payment plan policy)
- All required hours at the appointed facilities for externship must be completed successfully.
- Must complete all required coursework on Cengage/MindTap and/or Canvas with a grade of 70% or higher and receive a final grade of 70% or higher.
- Must complete the final examination with a grade of 70% or higher.
- All documents must be signed and submitted to Graduate.
- Successful completion of the Surgical Technology Certification Prep is required to Graduate (dates and times TBD)
- All requirements must be met to receive a Certificate and/or Degree.
- Must either enter the Surgical Technology Program with an associate degree or higher (that is transferable) or you must complete the General Education courses prior to starting the Surgical Technology Core portion of the AAS Degree Program (effective 2023).

Student Services

- Resume Building/Assistance

- Mock Interviews
- Interview Skills
- Access to computers for assistance even after graduation
- Professionalism Class- Surg Tech only
- Tutoring for General Education provided by the General Education Coordinator, Program Director, or Instructors
- Open lab for competency skills (must be approved and scheduled with an instructor)
- **While placement in a job is not guaranteed or promised to persons who complete the program, every effort will be made to assist you in securing employment (remember your Externship is a free interview)**
- SVSTI does not participate in the Student and Exchange Visitor Program to provide Visa services or vouch for student immigration status.

Probation & Dismissal Policy

- Students that fail a course will be put on probation and are required to repeat the course with approval (additional fees apply). They must pass the following course with a grade of 70% or higher. If the student is not able to meet this requirement, they will be dismissed from the program with no refundable fees if the student has completed 60% or more of the course.
- Students must complete all hours at their clinical site. If a student is asked to leave the site due to behavior, performance, or attendance issues, they will be dismissed from SVSTI with no refund of fees if the student has completed 60% or more of the program.
- No leave of absence for Sterile Processing is permitted, however, if a student needs to leave for personal reasons, they may do so by withdrawing and re-enrolling at a later date. (Additional fees may be required.)
- LOA for Surgical Technology (please see Surgical Technology Attendance Policy).
- W (Withdrawal): A grade of "W" (Withdrawal) is issued when a student withdraws or is administratively withdrawn from a course. The course counts as credit hours attempted but is not calculated in the CGPA. If a student needs to withdraw, they must re-enroll to repeat the course. (Additional fees may be required).
- Students who are re-entering or re-applying to a program that involves skills and competencies in both written and hands-on format must meet all requirements specific to that program in addition to obtaining approvals before re-enrollment may be granted.

Sterile Processing Program Tuition & Fees

The tuition charges and total charges for your program are estimated and may change for the following reasons: (a) you may have to repeat a course(s) required for graduation; (b) the courses in your program, and number of credit hours for such courses, are subject to change; and (c) course materials (e.g., books, course packets, etc.) and any associated costs are subject to change.

STERILE PROCESSING PROGRAM - COST BREAKDOWN

Institutional Tuition Cost (13-Weeks) 8 Semester Credits	\$3750
Certification Examination (noninstitutional charge)	\$127+
Coursebook	\$135+
STRF (nonrefundable)	\$10
TOTAL COST	\$4022*

**Only \$3750 goes to SVSTI -additional supplies, immunizations, scrubs, books, etc. not included.*

+These are the current prices which are subject to change. Length of Program does not include any breaks or holidays.

The course book, **The Basics of Sterile Processing** 7th edition textbook is **NOT** included in the tuition cost and must be purchased by the student. The cost of the textbook is \$135.00 (+tax and S&H).

- SVSTI does not currently participate in any Federal financial aid programs.
- **SVSTI accepts CALJOB grants** <https://www.caljobs.ca.gov/>
- SVSTI requires a non-refundable registration fee of \$100. The fee will be applied towards the tuition costs.
- \$10.00 STRF (non-refundable)
- Payment is the sole responsibility of the student. All amounts due must be made in full prior to the first day of class.
- **SVSTI does not guarantee job placement (employment)** however, we do provide clinical placement as part of the Curriculum which may lead to professional placement. The tuition cost includes Externship Placement
- There might be additional fees associated with immunizations as per request from clinical sites paid by students.
- Students will be required to purchase their own black scrubs to wear on campus and to clinical sites if the site does not provide scrubs.
- Students are required to purchase their own coursebook. If a student chooses to purchase a new coursebook, SVSTI provides a link to one reputable choice retailer (currently \$135.00 ++)
- The LMS online platform (Canvas) needed for coursework is provided to students at no additional cost.
- SVSTI assumes the cost for background & drug testing by request from clinical sites.
- Beginning April 1, 2022, the STRF is \$2.50 for every \$1000 paid. (nonrefundable). There are no additional institutional charges or fees.

Surgical Technology Program Tuition & Fees

The tuition charges and total charges for your program are estimated and may change for the following

reasons: (a) you may have to repeat a course(s) required for graduation; (b) the courses in your program, and number of credit hours for such courses, are subject to change; and (c) course materials (e.g., books, course packets, etc.) and any associated costs are subject to change.

SURGICAL TECHNOLOGY <u>CERTIFICATE</u> PROGRAM - COST BREAKDOWN	
Institutional Tuition Cost (48-Weeks) 73 Semester Credits	\$26,500
Certification Examination (noninstitutional charge)	\$247 ¹
Cengage- eBooks (1-year unlimited)	\$189.99+
Surgical Counts (During Externship)	\$39.95
STRF (nonrefundable)	\$67.50
TOTAL COST	\$27,044.44*

¹Cost covers AST membership, Examination book and Certification examination to be paid in Term 2 by student.

*Only \$26,500 goes to SVSTI - additional supplies, immunizations, scrubs, books, etc. not included.

+Students can elect to purchase the longer membership if they want early access to eBooks or want them accessible for two years. The cost is \$249.99. These are the current prices which are subject to change. Length of Program does not include any breaks or holidays.

Course material e-Book fee is \$189.99 for one-year access to be paid by the student before orientation at: <https://www.cengage.com/unlimited/>

SURGICAL TECHNOLOGY <u>DEGREE</u> PROGRAM - COST BREAKDOWN	
Institutional Tuition Cost (48-Weeks) 73 Semester Credits	\$26,500 +
General Education Courses (16-Weeks) 15 Semester Credits	\$3,300¹¹
Certification Examination (noninstitutional charge)	\$247 ¹
Cengage- eBooks (2-year unlimited)	\$249.99
Surgical Counts (During Externship)	\$39.95
STRF (nonrefundable)	\$75.00
TOTAL COST	\$30,411.94*

¹Cost covers AST membership, Examination book and Certification examination to be paid in Term 2 by student.

¹¹General Education Credits will vary for students with qualifying transferring credits.

*Only \$29,800 goes to SVSTI - additional supplies, immunizations, scrubs, books, etc. not included. These are the current prices which are subject to change. Length of Program does not include any breaks or holidays.

Surgical Technology Students attending the Degree Program will require the 2-year unlimited access to Cengage which is \$249.99 to be paid by the student before orientation at:

<https://www.cengage.com/unlimited/>

All Surgical Technology Students are required to sit for the scheduled NBSTSA exam in order to graduate from the Surgical Technology Program.

- SVSTI does not currently participate in any Federal financial aid programs.
- SVSTI is on the ETPL [Eligible Training Provider List \(ca.gov\)](#) and accepts CALJOBS grants - [CalJOBS - Select a Provider](#)
- SVSTI requires a non-refundable registration fee of \$100 that will be applied towards tuition cost.
- A **\$3400 deposit** will secure a seat for the **Surgical Technology Program**. Payments must be **COMPLETED** in accordance with the following approved payment plan.
- Payment is the sole responsibility of the student, and all amounts due must be made monthly and in good standing before a student can advance to the next Term and/or graduate.
- **SVSTI does not guarantee job placement (employment)** however, we do provide clinical placement as part of the Curriculum which may lead to professional placement. The tuition includes Externship Placement.
- There might be additional fees associated with immunizations as per request from clinical sites paid by students.
- Students will be required to purchase their own black scrubs to wear on campus and to clinical sites if the site does not provide.
- The LMS online platform (Canvas) needed for coursework is provided to students at no additional cost, however, Surgical Technology requires students to purchase Cengage.
- SVSTI assumes the cost for background & drug testing per-request from clinical sites.
- Beginning April 1, 2022, the STRF is \$2.50 for every \$1000 paid. (nonrefundable). There are no additional institutional charges or fees.

Cancellations/Withdraws & Refunds

- SVSTI shall refund 100 percent of the amount paid for tuition (**for Surgical Technology Program**), less a \$100 registration fee and STRF Fees if cancellation is made through attendance at the end of the business day of the 14th calendar day of class session ___/___/___ (date), or the seventh day after enrollment, whichever is later. Cancellation/Withdraw notice must be received via SVSTI Student Status Change within 72 hours.
- If the student wishes to cancel, Cengage eBook fee of \$189.99 or \$249.99 is nonrefundable.
- SVSTI shall refund 100 percent of the amount paid for tuition (**for Sterile Processing Program**), less a \$100 registration fee and STRF Fees if cancellation is made through attendance at the first-class session or the seventh day after enrollment, whichever is later. Cancellation/Withdraw notice must be received via SVSTI Student Status Change Form within 72 hours.
- **STERILE PROCESSING - STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement and obtain a refund of charges minus registration fee paid through attendance at the first-class session ___/___/___ (date), or the seventh day after enrollment, whichever is later. A \$100 non-refundable registration fee will not be refunded if the student elects to cancel.
- **SURGICAL TECHNOLOGY - STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement and obtain a refund of charges minus registration fee paid through attendance at the 14th class session ___/___/___ (date), or the seventh day after enrollment, whichever is later. A \$100 non-refundable registration fee will not be refunded if the student elects to cancel.
- Refunds for items to the student such as books, tools or other supplies should be handled separately from refund of tuition and other academic fees.
- Cancellation notice occurs when you give written notice of cancellation via SVSTI Student Status Change form. *A Student Status Change Form must be received within 72 hours for ANY status change.*
- Withdraws occur once the cancellation deadline has passed. Students leaving the program must complete a Change of Status Form within 72 hours of notification to ensure they do not receive a failing grade for the course.
- SVSTI shall issue a refund within 45 days of a student's written cancellation or withdrawal.
- Items of extra expense to a student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, credentialing fees, deposits and all other charges need not be considered in tuition refund computations found in the SVSTI Academic Catalog, and website www.svsti.com, and available to all potential students prior to enrollment. All SVSTI Programs shall exclude **ANY and ALL** additional student expenses from the tuition paid and in accordance with the SVSTI Tuition Refund policy.

EXTERNSHIP POLICY

The following are basic rules for your upcoming externships. These policies reflect the policies employers require of a paid employee. This means that you are expected to approach your externship site with the same level of maturity and professionalism that is expected at any medical facility. Keep in mind, your behavior and level of professionalism reflects not only upon you or staff members, but on SVSTI as well. These rules include, but are not limited to:

- All students are **ASSIGNED** to a clinical site. If you refuse a site assignment, your externship start date could significantly be delayed, and there is also the risk of not finding a site to accept your late start date, which would result in removal from the program.
- If you are dismissed from a site for **ANY** reason, it will result in expulsion from the program.
- First and foremost, you **MUST** conform to the rules, regulations, and policies of the facility. These include use of P.P.E. (personal protective equipment), rules of patient confidentiality (HIPAA), wearing of I.D badges, and any other facility-specific policies and procedures.
- Adhere to SVSTI's dress codes. This includes, but is not limited to, policies regarding the wearing of jewelry (including facial), cologne or perfume, no artificial/gel nails, & fingernail length/polish, etc. This means you must always present a professional appearance and conduct yourselves accordingly.
- Tardiness is unacceptable. Allow yourself enough time to change into scrubs and be ready to start before your shift begins. This will not go unnoticed when it comes time to make the decision whether to hire you or not. Understand that some sites require you to pay for parking.
- Absences are unacceptable except in cases of illness. If you are absent, late, or leave early for **ANY** reason, you are required to (1) Notify your preceptor **PRIOR** to the start of your shift, and (2) notify Julie Hamrick - SVSTI Program Director by text (408) 640-2991 **PRIOR** to the start of your shift. You are only allowed a total of **two (2)** absences during the **ENTIRE** Program. Any student with absences in excess of two (2) including tardies are in violation of SVSTI's Attendance Policy and may result in expulsion from the program.
- Every effort will be made to keep externship sites within a 2-hour commute from campus; however, this may not always be possible. Students will attend where assigned. ATTITUDE IS EVERYTHING. You are a student. You are there to learn. Keep this in mind.
- If the student is unable to complete their SPD externship in the time (240 hours/ 6 weeks) allowed due to unusual circumstances, an extension must be requested and a fee of \$500 will be added to their tuition. If the student wishes to extend their externship for Sterile Processing, they must be pre-approved prior to starting the externship.
- If the student fails Sterile Processing, they will be required to repeat the entire course and will be required to pay a fee of \$1500.
- I have read, understood, and will abide by the above policy.

STUDENT LAB SAFETY & MAINTENANCE POLICY

Safety of self and others is the primary concern in the laboratory setting. To ensure the safety of students and faculty in the laboratory, students are expected to follow the policies and procedures for Lab Safety & Maintenance in the SVSTI Academic Catalog. Students are encouraged to expand their skills through safe

practice. Demonstration of critical safety elements by faculty is required prior to any student being permitted to use related equipment. Students will be required to demonstrate appropriate safety with all equipment, techniques, and procedures in the laboratory prior to practicing as patients or clinicians.

General Lab Safety Rules and Policies:

1. No long sleeves are permitted under black scrub tops.
2. No bulky/large/chunky jewelry. Simple necklaces and post earrings are permitted.
3. No rings or bracelets of any kind.
4. No hats of any kind are permitted in the lab.
5. Minimal makeup is permitted.
6. No fake (Gel or Acrylic) nails, lashes, hair extensions or unnatural hair color. Nails should be short, natural color without polish.
7. Beards must be kept trimmed.
8. Good personal hygiene must always be maintained.
9. Students will be responsible for sterilizing items.
10. Students will be responsible for disposing towels in hampers and folding clean ones.
11. Students will be responsible for informing their instructor or Program Director when an item needs to be restocked.
12. Any accidents, injuries, or unexpected responses to intervention or skills being practiced must be immediately reported to the lab instructor.
13. Students must report any unsafe situations to staff or faculty immediately.
14. Though every effort is made to ensure that all equipment is functioning properly, students must notify the instructor of any broken or malfunctioning equipment.
15. Absolutely no cell phone use allowed during instruction time, this includes but is not limited to texting. If you are seen using your phone during class, you will be asked to put it away. If you are seen with your phone out a second time, your instructor has the authority to send you home for the day with an absence.
16. You are considered tardy at one (1) minute past the scheduled start of class time. You will also be considered tardy if you leave class early. Weekly lab evaluations cannot be made up. The door will be locked five (5) minutes after the start of class and an absence will be recorded for the student.
17. Students are only permitted in the lab when an instructor is present.
18. No open toed shoes are permitted in the lab.
19. Teamwork is expected.
20. No food or drinks in the Labs during scheduled class time

Lab Maintenance:

1. Students are responsible for cleaning the lab after every class session.
2. All equipment and treatment areas shall be cleaned following each use with an approved antimicrobial cleanser.
3. All counter tops/flat surfaces will be cleared off and cleaned.

4. Timers will be turned off and placed on the whiteboard.
 5. Floors will be swept & mopped.
 6. All equipment will be wiped down with disinfectant wipes.
 7. All equipment & supplies should be returned to their storage areas at the end of each lab session.
 8. Trash will be collected and taken out.
 9. Students should adhere to the *Hazardous Materials* safety precautions while using chemical cleansers.
- No lab equipment or supplies may be removed without prior written consent of the lab instructor.**

NEEDLESTICK PROTOCOLS

Always Observe Standard/Universal Precautions

Should you suffer a needlestick injury or any blood/body fluid exposure, immediately notify your preceptor. Do not be embarrassed, and do not wait. Drug prophylaxis following a high-risk exposure is time sensitive. Seek immediate help.

Scrub out, and immediately clean the wound/exposure site with liberal amounts of soap and water.

Exposed oral and nasal mucosa should be decontaminated by vigorous flushing with water.

Exposed eyes should be irrigated with copious amounts of clean water or sterile saline.

Follow all facility protocols, including reporting of the incident to the facility's Employee Health Service.

If the facility has not already drawn patient blood, then they will need to do so before the patient is released from the facility. *Once the patient has been released from the facility, he/she is under no obligation to return to have their blood drawn.*

Once facility protocols have been met, you must contact the Program Director, Julie Hamrick, and immediately return to the campus in order to complete the Student Accident paperwork. This paperwork is time-sensitive and must be completed on the same day as the incident with no exceptions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at SVSTI is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate and/or degree you earn as SVSTI is also at the complete discretion of the institution to which you may seek to transfer. If the certificate, degree and/or credits that you earn at SVSTI are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending SVSTI to determine if your certificate, degree and/or credits will transfer. The fee for SVSTI to provide official transcripts is \$15 for each requested copy. SVSTI charges graduates \$15 for any official transcript request.

Transfer Credit Policy

Educational credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be evaluated for transfer to Silicon Valley Surgi-Tech Institute's (SVSTI) Surgical Technology Program if a grade of "C" or better was earned. Transfer credits are also evaluated for acceptance in accordance with Silicon Valley Surgi-Tech Institute requirements. Official transcripts documenting coursework must be provided at enrollment for the Surgical Technology Program. If official transcripts from any/all institutions attended are not provided prior to enrollment, students must complete the required course(s) with Silicon Valley Surgi-Tech Institute. Silicon Valley Surgi-Tech Institute does not offer credits through challenge exams and achievement tests. SVSTI will accept credits through challenge exams and achievement tests as listed herein the transfer policy. SVSTI may ask for additional supplemental information such as a syllabus or course description that will support your request to transfer credits to SVSTI.

Students must complete at least 25% of the program requirements at Silicon Valley Surgi-Tech Institute.

Silicon Valley Surgi-Tech Institute maintains a record of all transfer credit evaluations and maintains transcripts received for evaluation within the student's record. These transcripts become the property of Silicon Valley Surgi-Tech Institute and are not copied or forwarded to other institutions.

Courses will be considered for credit transfer if:

- The educational quality of the acquired learning for which the student seeks credit.
- The comparability of the content, scope, and rigor of the acquired learning to that offered by SVSTI.
- 3 or more credit hours
- Grade received is a C or higher (2.0 or above on a 4.0 scale)
- Transfer credits must have been earned within 15 years for Gen Ed course(s) to be considered because typically, advancements in the field evolves the understanding or practical methodologies used within them. Because methodologies taught then may be considered outdated now (prior to enrollment), and course content can vary between schools, all transfer credit is reviewed on a course-by-course basis.
- Transfer credit can be awarded if the course comparability aligns with SVSTI Gen Ed courses.
- Courses may not be accepted for transfer if the content is misaligned, there is not enough information to determine compatibility; the course presented does not carry enough credit hours to be accepted; the grade presented falls below SVSTI's acceptable threshold; or the course is deemed as non-transferable thus making it ineligible to receive transfer credit regardless of prior education.
- Final decisions on academic credit for transfer credits are made by the General Education Coordinator or the Chief Academic Director
- All approved transfer credits will be deducted from your tuition.

Currently SVSTI does not collect any fees from students that transfer credits or assessment fees for transfer credits. SVSTI currently does not award credit for prior experiential learning. SVSTI can evaluate prior Surgical Technology coursework only from a CAAHEP or ABHES accredited program for credit

transfers. If prior Surgical Technology education from an accredited program is found equivalent to the SVSTI Surgical Technology program, the candidate is required to take a skills competency evaluation to determine skills and to ensure correct placement into the Program.

Credit for Prior Learning

Credit for Prior Learning may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board (see AP 4236 Advanced Placement Credit).
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Achievement of an examination administered by other agencies approved by the discipline faculty.
- Assessment approved or conducted by the discipline faculty of the college.

Credit may be awarded for prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog.

Advanced Placement (AP) Credit

SVSTI participates in the Advanced Placement Program to recognize college-level academic achievement prior to enrollment. AP scores must be 3 or higher to be transferred. AP Scores are equivalent to the following transferable grades; 5=A, 4=B, 3=C.

Final decisions on academic credit for some AP scores are made individually by the General Education Coordinator and/or Chief Academic Director.

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material and consecutively earns college credit(s). CLEP tests with a score of 50 or higher with a Credit of 3 units or higher must be obtained to be considered as transfer credits.

Compass/ACT Scores

COMPASS Score: 45-100 or ACT Score: 21. You are eligible for: You are eligible for: MAT101.

COMPASS Score: 75-100 or ACT Score: 18. You are eligible for: ENG101.

Admission Requirements Applicants with Foreign Degrees/Foreign Academic Evaluations:

In addition to the Admission Requirements and Procedures listed previously, applicants who have degrees from foreign institutions of higher education must have these credentials evaluated by a recognized evaluating agency such as:

- World Education Services, Inc. (www.wes.org)
- International Education Research Foundation, Inc. (www.ierf.org)
- Educational Credential Evaluation, Inc. (www.ece.org)

Applicants to the SVSTI Degree program must obtain a credential evaluation from a credential evaluation service approved by SVSTI (such as the 3 examples above).

SVSTI recommends that applicants obtain a course-by-course evaluation. This evaluation is intended to ensure that the foreign courses and degrees are equivalent to the courses and degrees offered by institutions of higher education in the United States.

Foreign Transcripts and Its Evaluation:

All students who have obtained their undergraduate degree outside of the United States must submit a copy of the earned Degree and Official Transcripts in English. Students must also have their official degree transcripts evaluated by a 3rd party evaluation service to show what type of degree the student has and the grade equivalent (GPA) in the U.S. format. The official document by-document credential evaluation with the GPA calculation must be sent directly to SVSTI by the evaluating party via email or mail.

Students may refer to <http://naces.org/members.htm> to select an alternate evaluation service. The approved evaluation services listed at www.naces.org are not related to SVSTI and any fees for the evaluation service will be the responsibility of the student. If a student wishes to transfer courses from a foreign university, then a course-by-course evaluation (GPA calculation included) will be required. If your transcripts are issued in a language that is NOT English, you will be required to have your transcripts translated, if you are requesting for credit transfer. Suggested translation service: <https://www.universal-translation-services.com/services/certified-translations/diploma-translation-services/>

Additional Information

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, telephone #'s: (916) 574-8900, or (888) 370-7589 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site address: www.bppe.ca.gov

Telephone #'s: (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

SVSTI has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition nor has had a petition filed against the institution within the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). SVSTI retains all academic and financial student files, whether or not the student completes the educational service, on campus at 1729 S. Main St Milpitas in a locked file office. Academic files contain all academic records, BLS, grade print out, Transcript, immunizations, and externship records. Financial files contain a high school diploma, copy of student's driver's license, enrollment agreement, performance fact sheet, invoice/payments, and catalog sign off sheet. Retention of student records will be for five (5) calendar years via paper form and indefinitely for any electronic records.

SVSTI does not offer housing nor is responsible for finding or assisting students in searching for housing. We do not have dormitory facilities however there are plenty of apartments and housing available near the campus at 1729 S. Main St Milpitas, CA. The average rent is \$2,730 according to [Average Rent in San Jose & Rent Prices by Neighborhood - RentCafe](#)

We are located near 280, 87, 101, and 880 Highways and Caltrain. Valley Transportation Authority Services (VTA) and Bus Lines are nearby.

This Academic Catalog is available on our website at <http://svsti.com> and can also be emailed to students upon request. The Catalog is updated annually. An addendum and/or date of changes will be inserted if any changes are made before scheduled review cycles.

ACADEMIC HOLIDAY CALENDAR

2023

- *Easter, April 6 & 9, 2023*
- *Memorial Day, May 26-29, 2023*
- *Independence Day, July 4, 2023*
- *Veterans Day, November 10, 2023*
- *Thanksgiving Break, Nov. 23 - Nov. 24 2023*
- *Winter Break, December 23, 2023 - January 3, 2024*

(class for SPD December 23rd & 30th)

- *Labor Day, September 1-4, 2023*

2024

- *Easter, March 31, 2024*
- *Memorial Day, May 24-27, 2024*
- *Independence Day, July 4, 2024*
- *Labor Day, August 30-September 2, 2024*
- *Veterans Day, November 11, 2024*
- *Thanksgiving Break, Nov. 28, 2024*
- *Winter Break, December 23, 2024 - January 3, 2025 (except weekends for SPD)*

2025

- *Easter, April 20, 2025*
- *Memorial Day, May 23-26, 2025*
- *Independence Day, July 4, 2025*
- *Labor Day, August 29-September 1, 2025*
- *Veterans Day, Tuesday November 11, 2025*
- *Thanksgiving Break, Thursday Nov. 27 2025*
- *Winter Break, December 24, 2025- January 2, 2026 (except weekends for SPD)*

2026

- *Easter, April 5, 2026*
- *Memorial Day, May 23-25, 2026*
- *Independence Day, July 3-5, 2026*
- *Labor Day, September 4-7, 2026*
- *Veterans Day, Tuesday November 11, 2026*
- *Thanksgiving Break, Thursday Nov. 26 2026*
- *Winter Break, December 24, 2026- January 1, 2027 (except weekends for SPD)*

Student Grievance

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by an instructor, a faculty member, an administrator, an official of SVSTI or another student. Student complaints may be classified as grievances and fall into four categories: Academic, Non-Academic, Discrimination, and Financial Aid Challenge.

- A. Academic Grievances: When grades are provided for any course of instruction taught at SVSTI, the grade allocated to each student shall be the grade determined by the instructor of the course. The determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final (Education Code Section 76224(a)). If a student files a grievance relative to a grade, he/she must demonstrate that "mistake, fraud, bad faith, or incompetency" is the reason for the grade assignment. The student must follow the Student Complaint and Grievance Procedures found on SVSTI's website, <http://svsti.com>
- B. Non-academic Grievances: As used in this section, grounds for a non-academic grievance include, but are not limited to the following: any act or threat of intimidation, any act or threat of physical aggression, arbitrary action, violation of student rights, or imposition of sanctions without proper regard to SVSTI's policy as specified in the Administrative Procedures, Course Repetition, Withdrawals, and Enrollment Fees. Students may file complaints related to course repetition, withdrawals or enrollment fees based on evidence of extenuating circumstances. Students should submit written documentation with supporting documents. Action will be taken by the appropriate administrator. Written documentation may be submitted to the Chief Academic Director within 30 calendar days.
- C. Discrimination Complaints: Students wishing to file discrimination complaints on the basis of ethnic group identification, national origin, religion, age, sex or gender, gender identity, sexual orientation, race, color, ancestry, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these perceived characteristics, and any other category of unlawful discrimination should contact SVSTI's Chief Academic Director. · OCR (Office of Civil Rights) <https://www2.ed.gov/about/offices/list/ocr/know.html?src=ft>
- D. We do not offer Financial Aid currently.

If a student obtains a loan to pay for an educational program, the student is responsible for the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

Student Complaint Policy and Log

Students may file a complaint when they believe that a faculty or staff member has violated the following: dissatisfaction expressed by a student because he/she believes that a policy, procedure, or practice has occurred that adversely affects the student and/ or allegations of discrimination by reason of race, sex, national origin, disability, religion, or other areas covered by federal or state laws, guidelines, and regulations. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

Complaint Procedure

A written complaint filed with the administrative office must contain the following information:

1. Student name
2. Description and date of the issue or concern.
3. Names of persons, department, or policy responsible for the complaint (if known)
4. Description of any actions taken informally to resolve a problem or concern.

5. Recommendation as to what could be possible resolution(s) of the complaint.
6. Any background information believed to be relevant.
7. Signature and date of the student filing the complaint.

Complaint Resolution

Any student who believes that his/her rights as a student have been infringed upon should initiate a written Student Complaint with the Administrative office within thirty (30) working days of the incident unless extenuating circumstances necessitate additional time. The student filing the complaint will be informed of the action taken or progress accomplished within thirty (30) working days of the filing date of the complaint unless extenuating circumstances necessitate additional time. Moreover, the student shall be informed, along with the nature of the extenuating circumstance, if more than fifteen (30) days is required.

Student Complaint Log

The information in the log of student complaints, which is maintained by Silicon Valley Surgi-Tech's administrative offices includes the following confidential information on each complaint:

1. Date the complaint was submitted.
2. Nature of the complaint.
3. Steps taken to resolve the complaint, and all documentation associated with those steps.
4. Date and the final resolution, action, or explanation regarding the complaint, including referral to outside agencies; and
5. Any other external actions initiated by the student to resolve the complaint (e.g., lawsuit, EEOC investigation, etc.)

Grievances must be filed no later than 30 instructional days, Monday through Friday, when classes are in session, after the beginning of the primary term following the alleged violation, or 30 instructional days from the time that the student learns of the basis for the grievance. Students are required to meet with the Director regarding the grievance prior to starting the process to establish deadline dates. The following is SVSTI's approved process to pursue a grievance:

INFORMAL PROCESS

Statement of Grievance – Level I: Any student who believes an injustice or a violation of State, Federal, or SVSTI's policies, laws, or regulations has occurred should try to resolve the problem through informal consultation, before filing a formal grievance (Level II). The Statement of Grievance (Level I) must be documented to ensure that the student followed the informal resolution process. Within three days of initiating the grievance with the Chief Academic Director, the student must submit the Statement of Grievance (Level I) to a faculty member. The student will have 20 instructional days to meet with the faculty member, and the Chief Academic Director.

FORMAL PROCESS GRIEVANCE REVIEW

If the student believes the issue has not been resolved satisfactorily at Level I, the student must meet with the Director to establish deadline dates for Level II. The subsequent procedures are to be followed:

1. The student shall file a Formal Grievance form with the Student Success Faculty within 10 instructional days after completing.
2. The Director is responsible for informing the aggrieved student of his/her rights, responsibilities, and procedures.
3. The employee against whom the grievance is filed will be sent a copy of the student grievance (Levels I and II) by the Chief Academic Director within 10 instructional days.
4. The student/faculty member will have 15 instructional days to submit a response.
5. Both the student and faculty members involved may solicit documentation from other persons to support their position.
6. The written grievance and written response by the employee shall be forwarded to the Director.

APPEAL PROCESS

If either party is dissatisfied with the decision of the Director, an appeal may be submitted to the Board members. Such an appeal must be submitted to the Board members within 10 instructional days after notification of the decision. The Board members have 10 instructional days to respond to the appeal. The Board members can uphold and support the original requested outcome or the decision. The Board members' decision shall be final.

- Federal Education Rights and Privacy Act (FERPA) SVSTI respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students' rights with respect to their education records. An education record is a record which contains information that is personally identifiable to a student, and which is maintained by SVSTI. Under FERPA, certain types of records (for example, confidential reference letters, certain security records, and records kept by school officials for their own personal reference) are exempt from the definition of an education record and are not made available to students. FERPA affords students the following rights with respect to their education records: The right to inspect and review one's own education records Students have the right to review their education records within 45 days of the day that SVSTI receives their request. Students must submit a written request to the Director that identifies the record(s) they wish to inspect. SVSTI will make arrangements for access and notify the student of the time and place where the records can be inspected. SVSTI refunds tuition if a student cancels an enrollment agreement or withdraws during a period of less than 60% of attendance and shall be a pro rata refund.

Faculty Grievance

The claim of an individual employee that there has been a violation, misinterpretation or misapplication of a rule, policy, or procedure in relation to personnel policies, including working hours, working conditions, leaves, and other conditions of employment. It is the policy of SVSTI to provide an immediate and fair

method to address grievances of faculty or academic staff members in order to resolve work related problems or conditions that may arise between the school and an employee or between two employees. A faculty or academic staff member who feels aggrieved should first seek an informal resolution with the Program Director. If a problem cannot be resolved informally, the employee has recourse to this established grievance procedure. Faculty or academic staff members do not have the right to appeal through the grievance policy and procedures related to salary, appointment, or reappointment.

Steps to be followed:

1. The Employee discusses his or her grievance directly with the Chief Academic Director within ten working days of the occurrence. Grievance will be discussed fully with the employee. A decision will be rendered and justification for the decision will be made in writing within five working days of the initial meeting.
2. If the Chief Academic Directors decision is not acceptable to the griever, the griever may request, in writing, a review by the Board members within five working days of notification of the Chief Academic Director's decision. A meeting will then be scheduled. The meeting must be scheduled within ten working days of the notification of the review. The Board members hear the grievance, will render a decision, and provide justification for the decision in writing. The decision is either rendered at the meeting or within but not later than five working days after the meeting.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed 60% or less of the period of attendance (term), SVSTI will calculate whether a tuition refund is due, and if so, will process a refund within 45 days following the student's withdrawal. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the aid programs in the order required under Federal Law. For non-federal student financial aid program monies, the institutional/California state refund policy shall be a pro rata refund of monies paid for institutional charges for students who have completed 60 percent or less of the period of attendance. The pro rata percentage is based on days of attendance within the period of attendance. If any portion of those charges was paid from the proceeds of a non-federal loan, the refund will be returned to the lender or to the guarantor of the loan, if any. Any remaining balance will be returned to the student.

PERSONAL IDENTIFIABLE INFORMATION:

SVSTI is required to collect the social security number (SSN), gender ethnicity, citizenship status, and driver's license number for a variety of legally mandated activities, including income tax reporting and administration

of federally supported financial aid programs. Gender, ethnicity, citizenship, and date of birth are not used in determining admission. The SSN is not used as the student's primary identification.

SVSTI has adopted privacy policies and practices designed to protect student educational records and information. Only information required to efficiently conduct our business and meet state and federal reporting requirements is collected. The information collected is only disclosed as permitted under the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

NONDISCRIMINATION POLICY:

SVSTI is an educational institution that admits academically qualified students without regard to gender, age, religion, national origin, sexual orientation, political affiliation or belief, or disability, and affords students all rights and privileges, programs, employment services and opportunities generally available. SVSTI complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate based on disability.

AMERICANS WITH DISABILITIES ACT

Silicon Valley Surgi-Tech complies with the provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and all applicable federal, state, or local laws that prohibit discrimination based upon a person's disability. It is Silicon Valley Surgi-Tech's policy that no qualified student be excluded from participating in any program or activity or be subjected to discrimination regarding any program or activity due to his or her disability. To better serve its students and applicants, Silicon Valley Surgi-Tech may provide reasonable accommodations/modifications to qualifying individuals with disabilities in accordance with the roles and responsibilities of a Surgical Technologist in the Operating Room or a Sterile Processing Technician in Central Supply. The individual must meet the essential eligibility requirements of Silicon Valley Surgi-Tech to participate in programs or activities with or without reasonable accommodation/modification. Students who need accommodation/modification should notify the administrative offices at the time of enrollment. The student will be required to provide supporting documentation of disability/diagnosis at enrollment. All requests are evaluated on a case-by-case basis. Acceptable proof may include, but is not limited to, a diagnosis of the disability, test results, and/or evaluations provided by a medical doctor or psychologist completed within the past five years.

HEALTH REQUIREMENTS:

The student must provide proof that required health tests have been completed before they may be released to any externship or clinical site. The tests may consist of Tuberculosis (TB screening), Chest X-Ray, MMR, Hepatitis, or COVID. All costs associated with these tests and providing this information to SVSTI are the student's responsibility.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a Surgical Technologist or Sterile Processing Technician.

Rules & Regulations for Sterile Processing & Surgical Technology may be found in the Student Handbook for that Program.

EQUAL EMPLOYMENT OPPORTUNITY:

Silicon Valley Surgi -Tech is an Equal Opportunity Employer. Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

It is the policy of Silicon Valley Surgi-Tech Institute to promote equal employment opportunities through a positive continuing program. This means that Silicon Valley Surgi-Tech Institute will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, pregnancy, sexual orientation, gender identity, national origin, citizenship status (including documented abuse), age, disability, veteran status, or genetic information. Additionally, it is the policy of Silicon Valley Surgi-Tech Institute to provide an environment for each Silicon Valley Surgi-Tech Institute job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, pregnancy, sex, sexual orientation, gender identity, or national origin, citizenship status, age, disability, veteran status, or genetic information.

Silicon Valley Surgi-Tech Institute is an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

This policy shall be posted in places conspicuous to all members of the faculty, staff, and student body. It shall be communicated to all applicants for employment and admission; and it shall be given such external dissemination as is necessary to inform and secure the cooperation of individuals and organizations constituting sources of employment and student referrals to Silicon Valley Surgi-Tech Institute. The "Equal

Opportunity is the Law” poster is posted in the faculty/staff/student breakroom. Copies of this document in other languages are available at <https://www.dol.gov/agencies/ofccp/posters>.

For more information about Silicon Valley Surgi-Tech Institute’s EEO program, including procedures for filing a complaint of discrimination and its commitment to affirmative action in hiring minorities, women, persons with disabilities and veterans, please see the Administrative Office.

POLICY AND PROCEDURES FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY:

SVSTI does not participate in the Student and Exchange Visitor Program to provide Visa services or vouch for student immigration status. SVSTI does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. English language proficiency equivalent to a High School Diploma or high school equivalency diploma is required.

Although SVSTI only offers classes in English, SVSTI will gladly refer potential students to ESL programs offered for free by the County to improve their level of English comprehension. Students must be able to read, write, understand, and communicate in English to be successful in these programs. If a student is unable to demonstrate proficiency, may be unable to attend any future classes at SVSTI until demonstration of proficiency can be met.

Silicon Valley Surgi-Tech Institute will take reasonable steps to ensure that persons with LIMITED ENGLISH PROFICIENCY (LEP) have meaningful access and an equal opportunity to participate in our services. Applicants with limited (LEP) should be referred to <https://www.santaclaraadulted.org/esl/> for the opportunity to complete courses directed for English as a Second language learners. They are encouraged to return when they have increased their English skills to PROFESSIONAL WORKING PROFICIENCY (PWP).

SVSTI admits high school graduates and applicants beyond the age of compulsory school attendance who have earned a General Educational Development GED®- (GED® is a registered trademark of the American Council on Education (ACE).) credential or Certificate of Proficiency equivalent to a high school diploma. SVSTI does not participate in the ability-to-benefit program. The age requirement varies by state. The minimum age requirement for attending SVSTI is 17 in California. Those who are under the age of 18 at the time of enrollment are required to have a parent guardian sign the Enrollment Agreement. Some programs have additional age or program-specific requirements that can be found in program overviews.

Distance Education

Technical Support: Cengage 1 866-994-2427
Hours of Operation: 24/7 - 365 days per year
Canvas: 1 855 637-2253
Hours of Operation: 24/7 - 365 days per year

General Education Coordinator; Davina Hernandez dwhern24@gmail.com
Program Director; Julie Hamrick jhamrick@svsti.com

Delivery Method

Both Cengage / MindTap and Canvas; the online learning management systems (LMS) are accessible 24 hours per day, seven days a week, 365 days per year. The course syllabus, material, assignments, participation post, and email will be through the LMS platforms. The Student Success/Library is available during regular business hours as well as tutoring hours are posted. The virtual library and other web-based resources will provide students with a comprehensive learning experience that enables them to master the course content outlined on the syllabus. The virtual library can be found at; [Library Resources \(svsti.com\)](http://Library Resources (svsti.com)). Students are required to have sufficient technology and internet skills & access to complete online coursework successfully.

Technology Attestation Requirements

All SVSTI students sign a Technology Attestation to ensure that they have the minimum required access to a computer and the minimum recommended system requirements to successfully complete the distance educational program.

Canvas recommended requirements:

- Smart device, PC, laptop, iPad etc. that is 5 years old or newer with at least 1 GB of RAM.
- Web browser success
- Internet speed of 512 Kbps or faster
- Microsoft Office

Cengage (Surgical Technology only) recommended requirements:

- Download bandwidth 5 Mbps or faster
- 2 GB of RAM or more
- Sound
- Graphics 64 MB or higher
- CPU 1.8 GHz or more

Student Resident Policy

All SVSTI Distance Education Programs are conducted at 1729 S. Main Street Milpitas, CA 95035 and are considered blended programs. Any student enrolled in SVSTI's blended programs shall provide proof i.e., California Driver's License or California State ID or proof of California residence at time of enrollment. If a SVSTI student's physical address changes while enrolled in the program the student must notify SVSTI via Student Status Change Form found at; <https://pdf.ac/CDag2>. Students must notify SVSTI of ANY student relocation in or out of the City and State of enrollment within 72 hours.

Should SVSTI gain or lose California State BPPE approval, programmatic or institutional accreditation SVSTI will publish, in a public manner, whether the program does or does not meet such requirements, or whether the institution has not made such a determination. If the determination changes, currently enrolled students must be notified in writing within 14 calendar days if the program does not meet certification requirements for the state of California.

COURSE DESCRIPTIONS

GENERAL EDUCATION:

CLT102 Computer Concepts *3 Credit Hours*

The course is designed to equip a person to utilize computers for professional as well as day-to-day use. It provides theoretical background as well as in-depth knowledge of common software/ packages such as word processors, spreadsheets, e-mail, and web browsers. Students will also learn basic computer terminology and concepts. This is an online course.

ENG101 English Writing & Composition *3 Credit Hours*

The focus of this course includes an introduction to rhetorical composition at the university level. This course will explore a variety of textual artifacts and focus on how authors analyze and argue their work. Each student will participate in exercises designed to improve critical reading strategies and analytical writing skills. It will discuss the writing process, as well as how to organize ideas for use in preparing an academic essay. In addition, we will discuss writing styles, the importance of audience and tone, and the practice of peer review. This is an online course.

MAT101 Basic Mathematics for College Students with Integers *3 Credit Hours*

This course seeks to help students master the concepts in Pre-Algebra. Students will learn whole numbers, fractions, and decimal arithmetic. Students will also see practical applications of percentages and unit conversions. This is an online course.

PSY101 Introduction to Psychology *3 Credit Hours*

The focus of Psychology examines human behavior and how our mental processes help to guide our interactions to develop and maintain human relationships. Our goal is to better understand some of these factors affecting human behavior in relationships and to appreciate the impact these concepts have on our thought processes. In this course, we will work together to develop a theoretical understanding of human behavior and focus on the mental processes that guide our behaviors with others. This is an online course.

SPH205 Interpersonal Communications *3 Credit Hours*

This course involves practical communication skills useful for communicating in one's personal life as well as in working relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication, and conflict resolution. This is an online course.

Surgical Technology Courses within Term 1

ST1 THEORY I

Surgical Procedures I *4 Credit Hours*

This course provides a comprehensive overview of Surgical Procedures. The course will cover proficiency in intermediate surgical skills to include surgical case management, identification, and correction of sterility breaks, set up in appropriate time, and completion of cases in a logical sequence. Intermediate surgical procedures: application of fundamental concepts of Surgical Technology, preparation of the patient in surgery, pre-op and post-op duties, patient positioning, intermediate instrumentation, suture use and identification, drain use and identification. This is a blended course.

Anatomy & Physiology I *4 Credit Hours*

This course provides extensive study of the human body including basic chemistry, cells, tissues, membranes, and organs; the integumentary, skeletal, muscular, sensory, and nervous systems, circulatory, lymphatic, respiratory, digestive, endocrine, urinary, and reproductive systems. This is a blended course.

Microbiology *4 Credit Hours*

This course introduces concepts of microbiology in relation to the field of Surgical Technology. Microbes are studied with emphasis on morphology, physiology, taxonomy, ecology, growth, and cell specialization. Relationships among bacteria and viruses are examined in a medical context such as immunology and control of microbial growth and their relationship to disease in humans. This is a blended course.

Medical Terminology I *3 Credit Hours*

Students are provided with a comprehensive overview of medical and surgical terminology including basic word construction, abbreviations and symbols used in the medical profession. This is a blended course.

Surgical Instruments I *3 Credit Hours*

This course provides extensive study of surgical instrumentation, preparation and sterilization, proper technique for surgical hand scrub, gowning, gloving, sterile field set-up and maintenance. Identification of instrumentation by function and use; draping, equipment names and use, and safety precautions. This is a blended course.

Ethics *4 Credit Hours*

This course examines areas of ethics in the healthcare setting and the nature of ethical decisions and solutions as well as theoretical applications. Emphasis is placed on ethical protocols and decision making in healthcare regarding confidentiality, allocation of resources, moral issues such as reproductive issues and end of life care. The course also explores the value of human life and the obligations of a healthcare professional. This is a blended course.

ST111 Lab- Surgical Technology Lab- Basic Procedures *5 Credit Hours*

This course is in conjunction with all other courses required in Term 1 of the Surgical Technology Program. This course will provide students with the opportunity to gain hands-on experience applying concepts and theories studied in ST1. Lab exercises involve basic principles of aseptic techniques, aseptic hand-washing techniques, surgical sanitation, disinfection, and sterilization. Other areas of focus include surgical instrumentation preparation and sterilization, surgical hand scrub, gloving, gowning and sterile field set-up and maintenance. This is a residential course.

Surgical Technology Courses within Term 2

ST2 THEORY II

Surgical Procedures II 4 Credit Hours

This course provides a comprehensive overview of Surgical Procedures. This course provides in-depth study of surgical specialties (genitourinary, thoracic, cardiac, peripheral vascular, orthopedic, pediatric, and trauma). This course also provides in-depth study of minimally invasive surgery (MIS) and Robotics. This is a blended course.

Prerequisites: Successful completion of all courses in ST1

Anatomy & Physiology II 4 Credit Hours

This course provides extensive study of the human body including basic chemistry, cells, tissues, membranes, and organs; the integumentary, skeletal, muscular, sensory, and nervous systems, circulatory, lymphatic, respiratory, digestive, endocrine, urinary, and reproductive systems. This is a blended course.

Prerequisites: Successful completion of all courses in ST1

Pharmacology 3 Credit Hours

This course examines the field of pharmacology as it relates to Surgical Technology. Concepts reviewed in this course include drug classifications, forms, sources, and handling along with routes of administration and medications commonly used in the Surgical Technology environment. This is a blended course.

Prerequisites: Successful completion of all courses in ST1

Medical Terminology II 3 Credit Hours

Students are provided with a comprehensive overview of medical and surgical terminology including basic word construction, abbreviations and symbols used in the medical profession. This is a blended course.

Prerequisites: Successful completion of all courses in ST1

HLTH160 Surgical Instruments II 3 Credit Hours

This course provides extensive study of surgical instrumentation, preparation and sterilization, proper technique for surgical hand scrub, gowning, gloving, sterile field set-up and maintenance. Identification of instrumentation by function and use; draping, equipment names and use, and safety precautions. This is a blended course.

Prerequisites: Successful completion of all courses in ST1

PSY200 Human Behavior 4 Credit Hours

The course examines human behavior in the context of the health profession. The course provides basic psychological concepts from a health care perspective including aspects in society which may influence human behavior. Emphasis is placed on behaviors, emotions, and coping mechanisms which may be

encountered in a variety of health care situations and settings. Trends in healthcare are also explored. This is a blended course.

Prerequisites: Successful completion of all courses in ST1

ST222 Lab - Surgical Technology Lab - Advanced Procedures 5 Credit Hours

This course is in conjunction with all other courses required in Term 2 of the Surgical Technology Program. This course will provide students with the opportunity to gain hands-on experience applying concepts and theory studied in ST2. Lab exercises involve intermediate surgical procedures, surgical-patient preparation, pre-and post-operative duties, and other protocols. This is a residential course.

Prerequisites: Successful completion of all courses in ST1

ST3 -SURGICAL TECHNOLOGY TERM 3:

ST3 Surgical Technology CST Prep 10 Credit Hours

This course provides hands-on applications of the concepts and theory studied in ST1/ST111 and ST2/ST222. The focus of this course is the CST exam/quiz and CST prep class. Students will also complete assignments on Canvas for CST & CST Prep classes. This is a blended course.

Prerequisites: Successful completion of all courses in ST2

ST333 Surgical Technology Externship 10 Credit Hours

Students will complete their Externship rotation at a medical facility to meet or exceed the minimum 120-case requirement. Students will apply their knowledge and skills in a Surgical setting with a preceptor at a medical facility. Upon completion of this course the student will successfully be able to enter the field as an entry level Surgical Technologist. This is a residential course.

Prerequisites: Successful completion of all courses in ST2

STERILE PROCESSING PROGRAM:

SPD101 Sterile Processing - Infection Control 3 Credit Hours

This course explores performing and participating in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment. Students will also learn to perform other duties as assigned or required. It will prepare the student with the knowledge needed to work with chemicals, blood/body fluids, and infectious diseases. This course teaches basic knowledge needed for an entry level central service technician in a medical setting. This is a blended course.

SPD111 Sterile Processing Externship 5 Credit Hours

This course provides students with the opportunity to complete 240 hours of an externship rotation with a central service department at a medical facility. Students then also be provided with the opportunity to register for the certification exam upon completion of classwork, labs, and externship. This is a residential course.

Prerequisites: Successful completion of SPD101

LDA & Withdraw Date of Determination Policy

For purposes of the SVSTI LDA policy, the last date of attendance is determined to be:

- On the last day the student attended class in courses in which attendance is taken by the instructor.
- The last day on which a student submitted an assignment, quiz, test, or other academically related activity.
- The last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.

SVSTI's statement which defines a determined date of withdrawal, as the date that SVSTI determined that a student was no longer in school, referred to as the Date of Determination.

SVSTI's Date of Determination as defined as:

- If a student fails to attend within the first five business days of the class's begin date, the faculty shall report the student as never attended. Reporting should occur after the fifth business day of the term and before the tenth business day of the term.
- SVSTI faculty shall report students who stopped attending, with a last date of attendance for any student who attended class at least one day and subsequently stopped attending for two or more weeks up to the course withdrawal deadline. Faculty shall report the last date of attendance immediately following the non-attendance period. A student who attends past the course withdrawal deadline shall not be reported. The last day to report is the semester grading deadline.

Academic Integrity Statement

Ensuring academic integrity is an educational objective taken very seriously. Based on respect for individual academic achievement, each student and faculty member commit to being a part of a community of scholarship that prides itself on honesty and integrity. Students agree that, by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Academic and/or professional misconduct is subject to disciplinary action, including being placed on probation, failing a graded course component, failing a course, or being dismissed. Student academic misconduct includes, but is not limited to, cheating on examinations, plagiarism, bribery, falsification of student records, and improper attempts to influence instructors or school officials. For online courses, this includes submitting others' work, entering discussion threads under false pretenses, or not complying with the instructor or Distance Education Coordinator.

Policy on Cheating (Academic Honesty)

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to SVSTI staff, faculty, administrators, or other officials.

When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. **Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.**
2. **Issue a failing grade ("F") or a "0" for the assignment in question.**
3. **Issue a failing grade for the course.**

4. Refer the student to the Program Director or the Chief Academic Director for disciplinary action, which may include dismissal from SVSTI.

While placement in a job is not guaranteed or promised to people who complete the program, every effort will be made to assist you in securing employment.

Occupational Employment and Wages, May 2017

31-9093 Medical Equipment Preparers

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

National estimates for this occupation:

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
53,920	1.5 %	\$17.82	\$37,060	0.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$11.83	\$13.86	\$17.00	\$20.95	\$25.11
Annual Wage (2)	\$24,600	\$28,830	\$35,370	\$43,570	\$52,240
State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	6,210	0.37	0.98	\$22.66	\$47,140

[Medical Equipment Preparers \(bls.gov\)](https://www.bls.gov/occupational-employment-and-wages/may-2017/31-9093-medical-equipment-preparers)

Employment numbers

1. There are 50,550 instrument specialist technicians in the U.S., according to the U.S. Bureau of Labor Statistics.
2. The size and type of facility, hospital, physician office, surgery center, etc., dictates the number of employees that work in the sterile processing department. Many facilities hire people based on surgical hours performed, according to Mr. Bilal. There could be one employee in a sterile processing department or as many as 100 employees.
3. The constant technological advancements in medical supplies/devices and instrumentation has led to a growing demand for highly trained central service technicians. According to the BLS, the job growth for instrument specialist technicians between 2012 and 2022 is 20 percent.

Industries with the highest levels of employment of instrument specialist technicians:

- General medical and surgical hospitals — 35,100
- Outpatient care centers — 3,660
- Physician offices — 2,890
- Dentist offices — 2,380

States with the highest employment level of instrument specialist technicians:

- California — 6,540
- Florida — 4,580
- Texas — 3,100
- Ohio — 2,260
- New York — 2,230

Salary

The mean hourly wage for instrument specialist technicians is \$16.28.

The mean annual wage for instrument specialist technicians is \$33,850.

Duties

A Tech I is likely to perform basic duties such as delivering supplies and carts, while a Tech IV may be required to assemble more sets, handle biologicals, or perform sterilization duties.

Sterile processing department staff play a large role in helping prevent healthcare-associated infections. Without proper decontamination, preparing and packaging and sterile instrumentation, patients could be at risk for HAIs. According to the Centers for Disease Control and Prevention, HAIs occurred in an estimated 722,000 patients in acute care hospitals and caused 75,000 deaths in 2011.

Medical Equipment Preparers in California

May also be called: Central Processing Technicians (CPT); Central Service Technicians (CST); Central Sterile Supply (CSS) Technicians; Certified Registered Central Service Technicians (CRCST); Sterile Preparation Technicians; Sterile Processing and Distribution (SPD) Technicians; and Sterile Processing Technicians

Medical Equipment Preparers are essential to the medical field. They are responsible for sterilizing, stocking, and preparing various medical tools, supplies, and equipment in health care facilities, such as hospitals, dental offices, and outpatient care centers. They may prepare operating areas with the proper supplies and equipment. Since there are contagious infections and diseases present in health care facilities where Medical Equipment Preparers work, it is important that potential spreading of these be minimized. Preparers are crucial in preventing the spread of viruses and contamination of germs and bacteria.

Annual Wages for 2018	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$36,434	\$47,080	\$59,547

Task	Skill Used in this Task
Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.	Critical Thinking
Organize and assemble routine or specialty surgical instrument trays or other sterilized supplies, filling special requests as needed.	Information Ordering
Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.	Quality Control Analysis
Record sterilizer test results.	Written Expression
Start equipment and observe gauges and equipment operation to detect malfunctions and to ensure equipment is operating to prescribed standards.	Operation Monitoring
Report defective equipment to appropriate supervisors or staff in a timely manner	Problem Sensitivity
Ensure adequate inventory supply on crash carts or other medical supplies.	Customer and Personal Service
Purge wastes from equipment by connecting equipment to water sources and flushing water through systems.	Arm-Hand Steadiness
Check sterile supplies to ensure that they are not outdated.	Near Vision
Disinfect and sterilize equipment such as respirators, hospital beds, or oxygen or dialysis equipment, using sterilizers, aerators, or washers.	Manual Dexterity
Clean instruments to prepare them for sterilization.	Finger Dexterity

**Estimated Employment and Projected Growth
Medical Equipment Preparers**

Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Job Openings
California (2016-2026)	6,900	7,800	900	13.0	10,000

Certification is not required by all employers; however, many employers may prefer to hire prospective Medical Equipment Preparers who are certified as a sterile processing technician. In order to take the exam, individuals must provide verification of 6-12 months of employment in a sterile processing and distribution (SPD) related field, depending on the specific occupation and duties performed. One may also qualify for the exam by completing a Central Service/SPD training course with a passing grade. Additional information may be found in the U.S. Department of Labor's [Career InfoNet Web site](https://www.careerinfo.net/) under "Career Tools." Click on "[Certification Finder](#)" and follow the instructions to locate certification programs. <https://www.labormarketinfo.edd.ca.gov/OccGuides/detail.aspx?Soccode=319093&Geography=0601000000>

Occupational Employment and Wages, April 2022

29-2055 Surgical Technologist

Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up an operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

Employers are usually looking for candidates with Post-secondary vocational training .

[Occupation Profile, California LaborMarketInfoSurgical Technologists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)

Task	Skill Used in this Task
Maintain a proper sterile field during surgical procedures.	Medicine and Dentistry
Count sponges, needles, and instruments before and after operation.	Number Facility
Hand instruments and supplies to surgeons and surgeons' assistants, hold retractors and cut sutures, and perform other tasks as directed by the surgeon during operation.	Manual Dexterity
Prepare patients for surgery, including positioning patients on the operating table and covering them with sterile surgical drapes to prevent exposure.	Customer and Personal Service
Scrub arms and hands and assist the surgical team to scrub and put on gloves, masks, and surgical clothing.	Service Orientation
Monitor and continually assess operating room conditions, including patient and surgical team needs.	Monitoring
Prepare dressings or bandages and apply or assist with their application following surgery.	Arm-Hand Steadiness
Operate, assemble, adjust, or monitor sterilizers, lights, suction machines, and diagnostic equipment to ensure proper operation.	Operation Monitoring
Clean and restock operating room, gathering and placing equipment and supplies and arranging instruments according to instructions, such as a preference card.	Coordination

Source: U.S. Department of Labor [Occupational Information Network \(O*NET\)](#)

Annual Wages for 2021	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$52,657	\$65,217	\$79,827
East Bay Area	\$65,757	\$82,949	\$96,902

Source: EDD/LMID [Occupational Employment Statistics Survey, 2021](#) Wages do not reflect self-employment.

The East Bay Area includes Alameda and Contra Costa counties.

National estimates for Surgical Technologists:

Employment estimate and mean wage estimates for Surgical Technologists:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
109,060	1.1 %	\$ 25.77	\$ 53,590	0.3 %

Percentile wage estimates for Surgical Technologists:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 17.76	\$ 22.33	\$ 23.33	\$ 29.22	\$ 36.51
Annual Wage (2)	\$ 36,930	\$ 46,440	\$ 48,530	\$ 60,780	\$ 75,940

<https://www.bls.gov/oes/current/oes292055.htm>

The median annual wage for surgical technologists was \$48,530 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than \$36,930, and the highest 10 percent earned more than \$75,940.

In May 2021, the median annual wages for surgical technologists in the top industries in which they worked were as follows:

Outpatient care centers	\$56,470
Offices of physicians	\$50,220
Hospitals; state, local, and private	\$48,310
Offices of dentists	\$48,070

Most surgical technologists work full time. Surgical technologists employed in hospitals may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than 8 hours.

Occupational Projections of Employment

Area	Estimated Year-Projected Year	Employment		Employment Change		Total Job Openings
		Estimated	Projected	Number	Percent	
California	2018 - 2028	9,800	11,100	1,300	13.3	9,730

[Occupation Profile, California LaborMarketInfo](#)

Wages

The median wage in 2021 for Surgical Technologists in California was \$65,217 annually, or \$31.35 hourly. The median is the point at which half of the workers earn more and half earn less.

Annual Wages for 2021	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$52,657	\$65,217	\$79,827

Source: EDD/LMID Occupational Employment Statistics Survey, 2021 at www.labormarketinfo.edd.ca.gov/data/wages.html

Hourly Wages for 2021	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
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California	\$25.31	\$31.35	\$38.37
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Source: EDD/LMID Occupational Employment Statistics Survey, 2021 at www.labormarketinfo.edd.ca.gov/data/wages.html

Projections of Employment

In California, the number of Surgical Technologists is expected to grow much faster than average growth rate for all occupations. Jobs for Surgical Technologists are expected to increase by 13.3 percent, or 1,300 jobs between 2018 and 2028.

Estimated Employment and Projected Growth Surgical Technologists					
Geographic Area (Estimated Year- Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Total Job Openings
California (2018-2028)	9,800	11,100	1,300	13.3	9,730

Source: EDD/LMID Projections of Employment by Occupation at www.labormarketinfo.edd.ca.gov/data/employment-projections.html

The largest industries employing Surgical Technologists are as follows:

Industry Title	Percent of Total Employment for Occupation in California
General Medical and Surgical Hospitals	69.7%
Outpatient Care Centers	17.2%
Offices of Physicians	8.7%
Offices of Dentists	1.6%
Employment Services	1.2%

Source: EDD/LMID Staffing Patterns at www.labormarketinfo.edd.ca.gov/data/employment-projections.html
States with the highest employment level in Surgical Technologists:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	11,390	0.69	0.89	\$ 32.89	\$ 68,410

Texas	10,820	0.89	1.14	\$ 25.46	\$ 52,950
Florida	7,370	0.86	1.11	\$ 23.10	\$ 48,050
New York	5,720	0.66	0.85	\$ 29.02	\$ 60,350
Michigan	4,130	1.02	1.31	\$ 23.10	\$ 48,050

California Top paying metropolitan areas for Surgical Technologists:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
San Jose-Sunnyvale-Santa Clara, CA	730	0.68	0.88	\$ 38.68	\$ 80,450
San Francisco-Oakland-Hayward, CA	1,460	0.65	0.84	\$ 38.54	\$ 80,170
Vallejo-Fairfield, CA	100	0.74	0.95	\$ 37.24	\$ 77,460
Sacramento--Roseville--Arden-Arcade, CA	620	0.64	0.82	\$ 35.80	\$ 74,470
Santa Rosa, CA	140	0.74	0.96	\$ 35.74	\$ 74,330
Santa Cruz-Watsonville, CA	70	0.74	0.96	\$ 34.41	\$ 71,570
Danbury, CT	60	0.78	1.01	\$ 34.36	\$ 71,460
San Diego-Carlsbad, CA	670	0.48	0.62	\$ 32.70	\$ 68,010
Stockton-Lodi, CA	140	0.54	0.69	\$ 32.24	\$ 67,060
Los Angeles-Long Beach-Anaheim, CA	4,510	0.79	1.02	\$ 32.22	\$ 67,020

National estimates for this occupation:

Employment estimate and mean wage estimates for this occupation:

Employment [\(1\)](#) 110,160

Employment 110,160 RSE [\(3\)](#) 1.1%

Mean hourly wage \$23.58

Mean annual wage [\(2\)](#) \$49,040

Wage RSE [\(3\)](#) 0.3%

Percentile wage estimates for this occupation:

Percentile Hourly Wage

10% \$15.80

25% \$18.70

50% (Median)\$22.74

75% \$27.90

90% \$33.25

Annual Wage [\(2\)](#)

10% \$32,870

25% \$38,910

50% (Median) \$47,300

75% \$58,040

90% \$69,170

[Surgical Technologists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](https://www.bls.gov)