



*A Dan Bump Vocational College*

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**Program Catalog**  
**The Surgical Assistant Program**  
**Volume Number 1**  
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**The Surgical Assistant Program is accredited  
by the Commission on Accreditation of  
Allied Health Education Programs (CAAHEP)**

**Approved and Regulated by the  
Colorado Department of Higher Education,  
Private Occupational School Board**

**Agents licensed by the  
Colorado Department of Higher Education,  
Private Occupational School Board**

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## Introduction

The American Center for Excellence in Surgical Assisting, Inc. (hereinafter referred to as the School) provides formal Surgical Assistant training to qualified healthcare providers to promote career advancement, high-level skills development, and job satisfaction. The School is owned by Martin D. (Dan) Bump. The officers of the School are M. Bump, President/Treasurer; R. Bump, Secretary.

## Faculty

Dan Bump, CFA, Instructor, Program Director; Dr. Arthur Heller, Medical Director

## Program Offered

### Surgical Assistant Certificate Program

|   |                    |             |                         |             |
|---|--------------------|-------------|-------------------------|-------------|
| <b>SurgiNet™ Online Distance Learning</b> | Clock Hours        | 615         | Semester Credits        | 41.0        |
| <b>Surgical SkillLab™</b>                 | Clock Hours        | 48          | Semester Credits        | 2.2         |
| <b>SurgiEdge™ Clinical Internship</b>     | Clock Hours        | 400         | Semester Credits        | 8.8         |
| <b>Total</b>                              | <b>Clock Hours</b> | <b>1063</b> | <b>Semester Credits</b> | <b>52.0</b> |

**Program Objective:** Provide the opportunity for students to acquire the advanced surgical skills and knowledge that will help them become gainfully employed as Surgical Assistants and function successfully within their scope of practice as defined by the American College of Surgeons. This is accomplished by fully completing all portions of the ACESA Surgical Assistant Program including SurgiNet™, Surgical SkillLab™, and SurgiEdge™.

**Occupational Objective:** Graduates will have the skills and knowledge necessary to obtain employment as certified Surgical Assistants in a variety of settings. They will be qualified to work as independent contractors, for private surgeons, or be employed by medical facilities as Surgical Assistants. The ACESA Surgical Assistant Program is an eligibility requirement that must be met before students are eligible to sit for the ABSA national certifying exam for Surgical Assistants.

## Program Costs

**Standard Tuition:** \$4,995 plus a \$50 non-refundable application fee for a total of \$5,045

**Payment Plan:** Students can pay for the program with monthly installments. If they choose the payment plan, they agree to pay ACESA the total tuition and any fees pursuant to the loan agreement. They further agree to make the monthly payments on time every month. If payments are received more than 5 business days late, a \$35 late fee will be charged. An additional \$35 fee will be charged for bounced checks. If their account is more than 15 days late, their training will be put on hold and they may lose their reserved seat in a scheduled 6-day lab until the account is brought current. In addition, at ACESA discretion, they may be required to pay their account in full before resuming training. Due dates for payments are not postponed by postponement of start date or other interruptions or delays in training.

**Other costs:** These other costs, which may vary from student to student, include books, estimated \$200; student Surgical Assistant malpractice insurance, between \$29 and \$89 per year; the cost of a computer and Microsoft Word if not already owned or otherwise accessible; and the cost of email and internet service if not already subscribed to. The student may also incur travel expenses if the Surgical SkillLab™ is not hosted by a local hospital and they have to travel to another location. These costs may include airfare, car rental or other ground transportation, hotel sleeping room, meals, and any other anticipated or unanticipated travel related expense. Though rare, the School reserves the right to cancel a scheduled Surgical SkillLab™ due to insufficient enrollments or for other unforeseen reasons. The School is not liable for travel expenses incurred by the student due to rescheduling. The student may also be subject to cancellation fees if the student cancels their reservation to attend the lab. If the student needs an extension to complete the program, the extension fee is \$350. The prices quoted above for textbooks, malpractice insurance, etc. are subject to change without notice.

## ACESA Lifetime Skills Guarantee

Included in the tuition is a Lifetime Skills Guarantee. We guarantee that you will receive the absolute full value of the 6-day, hands-on Surgical SkillLab. If for any reason you feel you didn't learn everything you needed to learn from the lab, you can retake the lab as many times as you feel necessary for FREE. You may do so for a lifetime as long as you are a graduate of the program or a student in good standing including, but not limited to, currency with your tuition payments.

## Class Schedule

**SurgiNet™:** Online distance learning students start the 1<sup>st</sup> of every month. 9 Courses (SN201 – SN209) must each be completed in a one-month period. Only one (1) Course is available to all students each month. With our open entry system, a student may enter the program, start with the currently available Course, and will complete all Courses as they occur in the rotation. Once in the program, there are no prerequisites for each Course. If the student fails or has an incomplete, they will have to repeat said Course the next time it occurs in the rotation. SN200 must be completed no later than 2 weeks after the program start date. RP210 may be completed at any time before graduation.

**Surgical SkillLab™:** The student may schedule and attend the 6-day Surgical SkillLab™ at any time during the program. It is not necessary that the distance learning be finished first. In fact if the lab is completed early in the program, the student will have more time to finish the clinical internship.

The Surgical SkillLab™ is scheduled by the School to accommodate the majority of its students in any given geographical region of the country.

### Guidelines for scheduling a Surgical SkillLab™ are as follows:

- 1) The Surgical SkillLab™ will be scheduled in a particular state if there are sufficient enrollments in that state and a local hospital will host the lab. Or...
- 2) If there are insufficient enrollments in a state, we will schedule a Surgical SkillLab™ in a region that includes that state and neighboring states if there are sufficient enrollments in that region and a local hospital will host the lab. Or...
- 3) If it is impossible to schedule a lab in a particular state or region, students may attend a scheduled Surgical SkillLab™ anywhere space is available. A sufficient number of labs will be presented to accommodate all enrolled students.

If the School must cancel a lab due to extraordinary circumstances, students will be notified by email, mail, and/or telephone. Under such conditions, the student will not be charged a cancellation fee. However, students will be entirely responsible for any travel and other expenses incurred due to rescheduling.

Students can, at any time, reserve a seat in a currently scheduled Surgical SkillLab™ with openings. However, once a seat is reserved and the student cancels or reschedules the date of their Surgical SkillLab™ for any reason within 60 days of the scheduled lab date, the student will be charged a cancellation fee of \$150.00. Students will not be allowed to schedule or reschedule their Surgical SkillLab™ unless they are in good standing.

**SurgiEdge™:** The student will make their own arrangements with the hospital where they work and/or another local medical facility to do their multi-specialty clinical internship.

A Clinical Affiliate Agreement must be signed by the authorized clinical facility representative. This is an agreement between the hospital and the School, which allows the student to get clinical experience at the hospital.

ACESA Health Policy and Procedure: All students must have a physician or employee health official verify a recent physical examination and all immunizations required by the school before beginning the clinical phase of the program. The student must also comply with any additional health requirement imposed by the clinical facility.

ACESA Student Work Policy: The affiliated clinical facility may not substitute students of the program for paid personnel to conduct the work of the facility. If it is discovered that a facility is not compliant, it may result in loss of their affiliation status and any student who knowingly goes along with a non-complying facility may be terminated from the program.

The student must have at least one clinical sponsor for each clinical rotation. These clinical sponsors must be qualified surgeons who sign the School's Clinical Sponsor Form. This is an agreement between the clinical sponsor and the School in which the surgeon agrees to allow the student to function as a Surgical Assistant, provides supervision and clinical direction to the student, will perform two clinical evaluations on the student, and accept full responsibility for the conduct of the student while under their supervision. The student need not have all sponsor forms signed before starting the clinical internship. However, the appropriate form must be signed prior to starting the corresponding surgical rotation.

The clinical internship starts only after successful completion of the 6 day hands-on Surgical SkillLab™. In addition, a set of fundamental OR skills must be learned **before** starting the clinical internship. The General, Laparoscopic, and Orthopedic Sponsoring Surgeons are responsible for planning and presenting this learning experience. Instruction may require a mock lab set up in an operating room at the clinical facility. The Sponsoring Surgeons are responsible for coordinating with the clinical facility to determine when an operating room and associated equipment and supplies would be available.

To complete the clinical internship, students must be the documented Surgical Assistant on 135 cases. They must complete 35 General Surgery cases, 50 specialty cases of the student's choice, and then rotate through one or more elective specialties on the school's list of specialties to complete a total of 135 cases (See Educational Services, SE230 SurgiEdge).

**Total length of Program:** A student is considered to have graduated and will receive a Certificate of Completion only after all SurgiNet™, Surgical SkillLab™, and SurgiEdge™ assignments are successfully completed and tuition is paid in full.

Students are expected to complete the entire program within **16 months**. If the student has a legitimate reason for not completing the program in the allotted time, they can submit a written request for a **6-month extension**. The student is responsible for a \$350 extension fee.

## Entrance Requirements

The School does not discriminate based on race, sex, religion, ethnic origin, or disability. All enrollees must provide proof of high school diploma (or GED equivalency) or diploma of highest level of medical education completed after high school. In addition, on-the-job trained surgical techs and graduates of non-CAAHEP accredited tech programs must submit transcripts of college-level courses in medical terminology, anatomy and physiology, microbiology, pathophysiology, and pharmacology. **ACESA can add these courses to your curriculum through convenient distance learning. Call for details.** Enrollees must also meet one (1) or more of the following 4 requirement categories:

- 1) OR Nurses with a license to practice in the state where they will be doing their clinical internship, two (2) years of documented recent experience in the Operating Room (OR) with scrub proficiency. **Or...**
- 2) Surgical Technologists who graduate from a CAAHEP accredited or military Surgical Technology program may enroll right after graduation if they can show they'll be able to get their clinical experience. **Or...**
- 3) Surgical Technologists (On-the-job or formally trained, including LPNs and LVNs) with at least two (2) years of documented recent scrub experience in the OR. **Or...**
- 4) Nurse Practitioners (NP), Physician Assistants (PA), Medical Doctors (MD foreign and domestic), and Osteopathic Doctors (DO). It is preferable, but not required, that these professionals have scrub experience in the OR.

## Postponement of Start Date

Students may start the distance learning portion of the program as early as the month after enrolling or may postpone their start date for as long as 3 months without written notice. If there are extenuating circumstances, a postponement may be granted but it requires a written agreement signed by the student and the School. The agreement must set forth:

1. Whether the postponement is for the convenience of the student or the School, and...
2. A deadline for the new start date, beyond which the start date will not be postponed
3. The student then has 16 months from their new start date to complete program.

If the student does not start, or fails to start, by the new start date set forth in the agreement, the student is entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the enrollment agreement, determined in the School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## Enrollment

To enroll in the Surgical Assistant Program offered by the School, students must provide proof of high school diploma (or GED equivalency) or highest level of education completed after high school. They must also provide proof of the prerequisite college level courses as mentioned above. Students must also provide two (2) letters of recommendation from qualified surgeons on practice letterhead, and documentation of OR experience and scrub proficiency from their place of employment on company letterhead (or this documentation can be included in the above-mentioned surgeon recommendation letters). The School must also have received a signed enrollment agreement with down payment or payment in full. Students may enroll anytime and will start their 1<sup>st</sup> SurgiNet™ Course at the beginning of the month following the enrollment date.

## Placement Assistance

Most of our students already have Surgical Assistant jobs lined up before they enroll. For the minority who don't, the School offers no formal placement assistance. We do, however, inform our students and graduates of any job opportunities we come across in the course of doing business with hospitals around the country.

While we do make job opportunity announcements from time to time, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## Attendance Requirements

Attendance and participation should be such that the student is able to complete the program in the allotted 16 month period.

If a student fails or does not complete SurgiNet™ online distance learning Courses on time, the student can make up the work to include the associated Unit Test(s) during the next rotation for that assignment.

Students on the ACESA payment plan must read and sign the School's **Understanding the ACESA Refund/Cancellation Policy** form before attending the Surgical SkillLab. This will affirm that they fully understand how ACESA calculates refund or settlement amounts upon withdrawal or termination.

Students are expected to arrive on time for the Surgical SkillLab™ each day, plan to spend a full day, and to stay late if necessary. Missing a portion(s) of the Surgical SkillLab™, and/or arriving late may make it impossible to successfully complete the Surgical SkillLab™. If, at the determination of the onsite instructor, the portions missed cannot be made up at that time, the student may be required to attend part or all of another Surgical SkillLab™ at their own expense.

SurgiEdge™ attendance policy should be consistent with that required by the Clinical Surgeon Sponsors and/or the clinical facility. Failure to comply may lead to termination from the program.

## Satisfactory Progress

In order to pass a SurgiNet™ Course in the Program, the student's GPA for that Course must be 76% or greater (the GPA is determined by averaging together all Unit Test scores within the Course). The student's grade is recorded on a secure student page on the School's web site. This allows the student access to their progress on a consistent basis as long as they have internet access and are in good standing.

Students will receive a pass/fail grade for their participation in **Surgical SkillLab™ and the Fundamental Skills Lab**. This grade is based on the students' ability to learn and practice the skills taught and the on-site instructor's evaluation of the student. If students receive a poor evaluation from the on-site instructor and didn't learn the necessary skills in the time allotted, they may be required to repeat the Fundamental Skills Lab or the Surgical SkillLab™ training at another location at their own expense.

Students will be given a pass/fail grade for participating in the **SurgiEdge™**. This grade is based on the students' ability to apply the skills taught at the 6-day Surgical SkillLab™ and the Clinical Sponsor's mid-point and end of rotation evaluations of the student. If students receive a poor evaluation from a clinical sponsor, they may be required to repeat that particular surgical rotation with the same or different clinical sponsor or may be terminated from their program.

## Grading System

### SurgiNet

|              |   |               |
|--------------|---|---------------|
| 92-100       | A | Excellent     |
| 85-91        | B | Above average |
| 76-84        | C | Average       |
| Less than 76 | F | Unacceptable  |

### Surgical SkillLab and Fundamental Skills Lab

The pass/fail grade is based on the instructor's evaluation of the student's successful acquisition of skill.

#### **Passing**

- 5) Skill demonstrated was excellent
- 4) Skill demonstrated was good
- 3) Skill demonstrated was average

#### **Failing**

- 2) Unable to demonstrate skill adequately
- 1) Completely unable to demonstrate skill

### SurgiEdge Clinical Internship

A pass/fail grade is awarded based on the surgeon sponsor's evaluation of the student's successful application of skill.

#### **Passing**

- 5) Outstanding
- 4) Excellent
- 3) Good

#### **Failing**

- 2) Average
- 1) Poor

**Academic Probation:** The student who fails any Course will be placed on academic probation. Upon successful completion of the next Course with an average of 76% or higher, the student will be removed from academic probation. Should a student fail the same Course twice, they may be terminated.

**Test Make Up Policy:** Should a student miss or fall short of the required 76% on any given Unit Test, they **must** make it up by preparing for and retaking said exam sometime between the 11<sup>th</sup> – 20<sup>th</sup> of the following month. **Unit tests can only be retaken once!** After retaking the test(s), the student will pass the Course as long as the Course GPA is 76% or above. If, however, the student does not prepare satisfactorily and does not retake the failed test(s) in the allotted time, the student will fail the Course and will be required to retake the entire Course again when it becomes available.

## Student Conduct

All students are expected to act professionally and to respect staff and employees of the clinical affiliate, other students, faculty members of the School, and other School employees they come in contact with in person, on the phone, or through other means of correspondence. In addition to adhering to the School's conduct policy, students must also adhere to the code of conduct required by the clinical affiliate while on their premises. Some of the violations that may lead to dismissal from the program are, but not limited to, possession of weapons, illegal drugs, or drinking alcohol during either the scheduled Surgical SkillLab™ or SurgiEdge™ portion of the program. Any violation of School policies may result in permanent dismissal from the School.

## Dismissal

Any student may be dismissed for violations of the rules and regulations of the School. Students may also be terminated from the program if they don't prepare sufficiently, neglect assignments, or progress unsatisfactorily. The Program Director, after consulting with all the parties involved, makes the final decision.

If the student's conduct is unacceptable during the 6-day Surgical SkillLab™ and the on-site instructor is unable to reach the Program Director, the on-site instructor will use their professional judgment to determine whether or not the student's behavior warrants dismissal from the lab.

In addition to the Program Director, the clinical affiliate may dismiss the student from their clinical facility for behavior that is in violation of their code of conduct or for any behavior they deem is not in the best interest of their facility and/or patients.

The Program Director may temporarily suspend a student whose conduct is disruptive or unacceptable. Students who demonstrate a genuine desire to learn and can conform to School's and other necessary standards of conduct may, upon written request, be allowed to resume their program. The Program Director will review each case and his decision is final.

**Re-entry:** If the student reenrolls within one (1) year of the date they withdrew and/or were terminated, credit will be given for work completed and the current tuition for re-entry will be adjusted accordingly. If the student enrolls after one year of the date they withdrew and/or were terminated, they will not receive credit for prior work completed and will be subject to current tuitions rates and other current program requirements. Upon receipt of a written request for re-entry from the student addressed to the Program Director and a non-refundable \$100 re-entry application fee, the request will be considered but the School reserves the right to determine whether or not the student is allowed to re-enter the Surgical Assistant Program.

## Student Complaints

Student complaints should be brought to the attention of the Program Director. If a satisfactory resolution cannot be reached between the student and the School, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at <http://highered.colorado.gov/dpos>, or by requesting a complaint form at (303) 866-2723. All student complaints to be received by the Division must be in writing. There is a two-year limitation of Division action on student complaints.

## Facilities

Because the School administers an online distance learning program, there are no classroom facilities. The administrative office can be reached by mail at 4950 S. Yosemite St., F2 #343, Greenwood Village, CO 80111; or by fax at 303-221-4747; or by phone at 303-221-4680 and toll free at 1-888-221-5992. The faculty and staff located at the administrative office provide students access to support for their program.

To present the Surgical SkillLab™, a classroom or conference room at the hosting facility is utilized. The classroom or conference room must accommodate 15 students, the instructor, and lab equipment comfortably. The School provides multimedia equipment, video equipment, surgical simulators, surgical instrumentation, and micro-surgical instrumentation for the scheduled Surgical SkillLab™.

SurgiEdge™ Clinical Internships are conducted in the student's hospital or other local hospital as arranged by the student and coordinated between the School, clinical sponsors, and the clinical facility. The student gains clinical experience by first assisting on surgeries under the direct supervision of the attending surgeon.

The student's clinical activity takes place in modern, well equipped surgical facilities in an environment suitable to enhancing the practical learning experience.

## **Educational Services**

### **SurgiNef™ Online Distance Learning**

This is a unique program that provides our students with the ultimate in convenience and the latest in cutting-edge online distance learning technology. All Course-related information can be accessed through the secure **SurgiNef™** page on the ACESA web site.

#### ***SN200 Clinical Application of Computers***

During this Course, the student will demonstrate their ability to type a two page report describing the fundamentals of how to operate a computer, describe the uses of the toolbar, how to open and close files in addition to other fundamental computer skills. They should be able to manipulate their text by using different font styles and sizes, use spell check, and send documents as attachments via email.

#### ***SN201 Bioscience***

During this Course, the student should be able to understand the multiple, simultaneous events that reestablish the physical and physiologic integrity of surgical wounds, and the relationship between laboratory tests and medical imaging. The student should understand the management of the surgical patient. The student should be able to identify the particular concerns relative to the Surgical Assistant's role regarding the care and handling of the surgical specimen. The student will gain knowledge of the intraoperative care of patients with single or multiple organ failure. In addition, the student should learn the indications for, and complications of, thermoregulatory devices, and the principles of fluid, electrolyte, acid-base and nutritional balances in the surgical patient. The student should learn the therapies needed during the perioperative period, and be able to identify any reportable preoperative, intraoperative, and postoperative conditions of the skin.

#### ***SN202 Laparoscopic Surgery / Microbiology***

Students will study the anatomy & physiology of the Biliary System; identify the surgical anatomy of the gallbladder, liver and biliary ducts. They will study the diagnostic tests and medical imaging necessary to determine the need for Laparoscopic and Open Cholecystectomies. The student should learn the various surgical approaches available for Cholecystectomies; understand the necessary laparoscopic equipment and techniques associated with a Laparoscopic Cholecystectomy. The students will study the causes and treatment of various pathogens; understand nosocomial infections and infection control. The student will learn the principles of Aseptic Technique and be able to describe how Universal Precautions affect patient care.

#### ***SN203 General Surgery***

During this Course, the student will study the anatomy & physiology of the Digestive System to include the surgical anatomy associated with surgical procedures on the large and small bowel. The student will learn the different types of bowel anastomoses available. Students should be able to identify the diagnostic tests and medical imaging tests used to determine the need for bowel resections. The student will also learn about patient safety as it applies to positioning of the patient during the surgical procedure. The student will learn to identify the anatomy of the groin and abdominal wall in preparation to act as first assistant on an inguinal hernia repair.

#### ***SN204 Thoracic Surgery, Plastic Surgery / Wound Care***

During this Course, the student will study the anatomy & physiology of the thoracic cavity, surgical anatomy of the lungs, the lab tests and diagnostic studies associated with Thoracic Surgery. The student should also learn the incisions available for Thoracotomy to include the advantages and disadvantages of each. The student will study the Integumentary System. They will also study Plastic Surgery techniques; learn wound healing, care and handling of surgical specimens, and proper skin assessment.

#### ***SN205 Gyn Surgery / Complications during Surgery***

During this Course, the student will study the anatomy & physiology of the Female Reproductive System, indications and contraindications for a Hysterectomy, the advantages and disadvantages of the surgical incisions available for a Hysterectomy. The student will study the lab test(s) and diagnostic tests necessary to determine the need for a Hysterectomy. The student should understand the laparoscopic equipment and techniques necessary to assist on a Laparoscopic Assisted Vaginal Hysterectomy (LAVH). They will also study the complications that can occur in the Operating Room during surgical procedures. The student should also understand the consequences, diagnosis, and treatment of shock, be able to describe causes of pulmonary failure, understand the principles and application of CPR as it applies to the role of a Surgical Assistant. The student should be able to describe the prevention and treatment for Malignant Hyperthermia. The student will study and be able to describe the indications of emergency situations as it relates to the role of Surgical Assistants.

### ***SN206 Microscopic Tubal Reanastomosis / Pharmacology / Urology***

During this Course, the student will study the anatomy & physiology of the Female Reproductive System, the indications and contraindications for infertility surgery, the lab tests and diagnostic tests indicating the need for surgical intervention. The student will also study the microsurgical techniques and equipment necessary to perform as Surgical Assistant for a Tubal Reanastomosis. The student will study the different drug sources and forms, drug handling techniques and the drugs most commonly used in the operating room. The student will also study the anatomy & physiology of the Urinary System, the indications and contraindications for a Nephrectomy, the lab tests and diagnostic tests used to determine the need for surgical intervention. The student will also study the advantages and disadvantages of surgical incisions available for a Nephrectomy.

### ***SN207 Interpersonal Skills / Peripheral Vascular Surgery / Anesthesia***

During this Course, the student will study the nature and importance of team relationships in the Operating Room. The student will study the cultural diversity that accompanies their patient populations. The student will study the anatomy & physiology of the Peripheral Vascular System, indications and contraindications for a Femoral-Popliteal Bypass and an Abdominal Aortic Aneurysm Repair (AAA). The student will study the lab test(s) and diagnostic tests that would indicate the need for surgical intervention for Peripheral Vascular Disease. The student will also study the advantages and disadvantages of surgical incisions available for Peripheral Vascular Surgery. The student will study the risks of anesthesia, preoperative management of the patient, the various types of anesthesia, and the various types of drugs used in anesthesia.

### ***SN208 Orthopedics / Legal and Ethical Considerations***

During this Course, the student will study the anatomy & physiology of the Skeletal and Muscular Systems, the indications and contraindications for an Open Reduction Internal Fixation (ORIF) of a fractured humerus, and a fractured tibia and fibula (Tib/Fib). In addition, the student should learn the advantages and disadvantages of the surgical approaches for a fractured humerus as well as the tibia and fibula. The student will study plating techniques associated with fractures. The student should understand pertinent legal terminology, legal concepts that apply to the medical profession, informed consents, how medical insurance works, obtaining hospital staff privileges, the Patient Bill of Rights, concepts of developmental and social psychology, legal and ethical considerations as it relates to scope of practice for Surgical Assistants and the diversity of patient populations.

### ***SN209 Total Joint Arthroplasty / Spinal Surgery***

During this course of instruction, the student should learn the anatomy & physiology of the Skeletal and Muscular Systems. The indications and contraindications for Total Hip Arthroplasty, Total Knee Arthroplasty, and Lumbar Discectomy, the lab test and diagnostic study results that would indicate the need for Total Hip Arthroplasty, Total Knee Arthroplasty, Lumbar Discectomy, the incisions and surgical approaches available for these procedures, and their advantages and disadvantages.

### ***RP210 Research Paper***

There will be one (1) assigned research paper due from each student at the end of their program. The topic for this research project will be chosen by the student from a list provided by the School and must include at least three (3) resources that would be used to train a surgeon. The format for this research project is provided in an example report titled "Anatomy of a Report" available online at the School's web site.

### ***SSL220 Surgical SkillLab™***

During this 6-day **Surgical SkillLab™**, students will develop the wound closure skills and advanced surgical skill they will need by performing surgeries on simulated patients. In addition to the skills training curriculum, the realistic surgical simulators, and the practical experience received from performing both in the roles of the first assistant and the surgeon, students also receive individualized feedback and coaching from an instructor who is an experienced, successful first assistant. This gives students the advantage of being able to fine tune their skills and learn the trade secrets that only seasoned Surgical Assistants can pass on.

### ***Unit 1: Basic and Advanced Suturing & Tying I***

Students acquire the basic skills of suturing & tying. They learn about suture materials, needles, and the advantages and the disadvantages of the different types of suture materials available. Focus is placed on how to handle surgical instruments as a seasoned professional. Students learn how to apply a wide variety of basic industry accepted suturing & tying techniques. They learn to recognize and avoid techniques that will appear odd to their surgeons and may even be incorrect or dangerous. Students learn the anatomy of the abdominal wall.

Other subjects to be discussed will include the role of the Surgical Assistant, malpractice issues, certification, third party reimbursement, and career options.

### **Unit 2: GYN Surgery / Principles & Techniques**

Students perform authentic surgeries on simulated patients. The skills they have already learned in the previous Unit will find many practical applications during this session. The stage is set for the surgery by discussing any related considerations. GYN anatomy & physiology will be presented from the unique perspective of the Surgical Assistant.

Students learn additional surgical and assisting techniques in the course of performing a realistic Total Abdominal Hysterectomy, Left Salpingo-Oophorectomy. During this process, students will discover how to work smoothly with the surgeon to achieve the desired patient outcome. They'll understand how to fit in with the flow of surgery rather than upsetting the flow. They'll find out how to facilitate the smooth transition from one step of the procedure to the next.

### **Unit 3: Basic & Advanced Suturing & Tying II**

This session of wound closure will fully round out the student's repertoire of wound closure skills. Students close a simulated wound using a variety of industry accepted suturing & tying skills and techniques. New skills will be learned that will find practical application in the surgeries performed during the remainder of the lab.

### **Unit 4: Vascular Surgery / Principles & Techniques**

Students will be discussing any considerations related to Abdominal Aortic Aneurysm Repair (AAA). Vascular anatomy & physiology will be presented from the perspective of the Surgical Assistant.

The skills that students have already learned in the previous Unit will find many practical applications during this session. They now learn Vascular Anastomosis surgical and assisting techniques in the course of performing a realistic AAA Repair. They'll discover techniques that help even the most awkward to work smoothly with long instruments in deep cavities. Students will understand the need to work meticulously and keep an alert mind while staying out of the surgeon's way.

### **Unit 5: Laparoscopic Skills, Microsurgery Skills, Orthopedic Orientation**

*Laparoscopic Skills Objectives:* Students will acquire laparoscopic skills through practical hands-on training and hand-to-eye exercises. They learn to manipulate items and utilize instrumentation from various camera angles that usually tend to disorient the assistant if not sufficiently practiced. Under these circumstances, they discover how to work smoothly to facilitate the surgeon's laparoscopic case.

*Microsurgery Skills Objectives:* Students discuss any considerations related to Microsurgery including equipment and instrumentation. They acquire microsurgical skills through practical hands-on training under magnification. Students get oriented to working under magnification and to working with micro-instrumentation. Specific micro skills are learned including placing needles, tying suture, cutting suture, and techniques for eliminating hand tremors. Students learn to work smoothly with the surgeon in a small contained operative site.

*Orthopedic Orientation Objectives:* Students will be discussing any considerations related to Orthopedic Surgery focusing on ORIF with Plates and Screws. Advantages and disadvantages for plating technique are explored. Other techniques used for fracture repair are discussed. The anatomy of the thigh is discussed in order to examine how extremely important a comprehensive understanding of surgical anatomy is to the Surgical Assistant.

### **Unit 6: General Surgery – Principles and Techniques**

Students will be discussing any considerations related to Transverse Colon Resection. Bowel anatomy & physiology will be presented from the perspective of the Surgical Assistant.

Students learn General Surgery and Large Bowel Anastomosis surgical and assisting techniques in the course of performing a realistic Transverse Colon Resection. Now that the students' proficiency has increased significantly, they will start to concentrate on picking up speed in applying their surgical skills. This doesn't simply mean working faster. It also means utilizing certain techniques that are, by their nature, faster.

## **SE230 SurgiEdge™ Clinical Internship**

Clinical experience is absolutely essential. It is one of the most thrilling ingredients of real-world and purposeful training for a successful assisting career. A wide range of clinical experiences is vitally important for helping students develop into highly skilled and knowledgeable Surgical Assistants. Clinical practice in the OR, under the skillful supervision of a qualified surgeon, provides an excellent opportunity to further hone the surgical skills acquired in the 6-day Surgical SkillLab™.

The School's clinical internship is multi-specialty and designed to give students the clinical edge they need to compete successfully for the most challenging and lucrative assisting positions. We can't, in good conscience, shortchange our students on the number and type of clinical experiences delineated by industry standards and proven to generate success oriented results.

The student must complete 135 documented surgical procedures in the role of Surgical Assistant:

**Unit 1: General Surgery** – 35 cases

**Unit 2: Surgical Specialty** – 50 cases, could also be General Surgery

**Unit 3: Other Specialties (not General Surgery)** – May choose 1 or more but must complete the minimum in each chosen specialty (Orthopedics and Laparoscopic Surgery are highly recommended)

**Other Available Specialties and Required Minimum Cases**

|                 |    |                        |    |
|-----------------|----|------------------------|----|
| Ortho/Hand      | 25 | GU                     | 15 |
| Endosurgery     | 25 | Trauma                 | 10 |
| Pediatrics      | 10 | Procurement/Transplant | 10 |
| Neurosurgery    | 10 | ENT                    | 15 |
| Plastic Surgery | 10 | Eye                    | 15 |
| OB/GYN          | 25 | Oral/Maxillofacial     | 10 |
| Vascular        | 15 |                        |    |

**Example Rotations**

1. 35 General Surgery; 50 Orthopedic; and 50 Plastic Surgery
2. 35 General Surgery; 50 Neurosurgery; 25 OB/GYN; 10 Pediatrics; and 15 GU
3. 85 General Surgery; 30 Plastic Surgery; and 20 Endosurgery

**The Surgical Assistant Role**

The student Surgical Assistant shall perform more than 90% of the following duties during any given surgical intervention with proficiency in order to document as having worked in the role of the Surgical Assistant for those procedures:

1. Confirm placement and functionality of equipment and supplies with the surgical team.
2. Confirm availability of specialty supplies with the surgical team.
3. Confirm X-rays, MRIs, CTs, results of diagnostic tests, patient chart, etc. are in the operating room and available for review.
4. Communicated surgeon's preferences to surgical team, ie suture needs, specialty supplies, positioning of patient, etc.
5. Monitor and aid in the positioning of the patient according to the surgeon's preference.
6. Monitor and aid in the draping of the patient; communicate the surgeon's preference to the surgical team.
7. Provide visualization of the operative site during the procedure.
8. Using appropriate technique, assist the surgeon in providing hemostasis.
9. Using appropriate technique, assist with the closure of body planes.
10. Demonstrate advanced knowledge of normal and pathological anatomy & physiology, while assisting the surgeon during the procedure.

| <b>Certificate Program for Surgical Assistant</b> |   | <b>Clock Hours</b> | <b>Semester Credit</b> |
|---|---|--------------------|------------------------|
| SN200   | Computer Applications                                   | 15                 | 1.0                    |
| SN201   | Bioscience  | 60                 | 4.0                    |
| SN202   | Laparoscopic Surgery / Microbiology                     | 60                 | 4.0                    |
| SN203   | General Surgery / Hernia Repair                         | 60                 | 4.0                    |
| SN204   | Thoracic Surgery / Plastic Surgery / Wound Care         | 60                 | 4.0                    |
| SN205   | Gyn Surgery / Surgical Complications                    | 60                 | 4.0                    |
| SN206   | Microscopic Tubal Reanastmosis / Urology / Pharmacology | 60                 | 4.0                    |

|                           |   |             |             |
|---------------------------|---|-------------|-------------|
| SN207                     | Interpersonal Skills / Anesthesia / Peripheral Vascular Surgery | 60          | 4.0         |
| SN208                     | Orthopedics / Legal/Ethical Considerations                      | 60          | 4.0         |
| SN209                     | Total Joint Arthroplasty / Spinal Surgery                       | 60          | 4.0         |
| RP210                     | Research Paper  | 60          | 4.0         |
| SSL220                    | Surgical SkillLab™  | 48          | 2.2         |
| SE 230                    | SurgiEdge™ Clinical Internship                                  | 400         | 8.8         |
| <b>Totals for Program</b> |   | <b>1063</b> | <b>52.0</b> |

### Transfer Credits

The School does not guarantee transferability of its credits to any another educational institution and transferability of credits is up to the receiving institution unless there is a written agreement on file of current acceptability of such credits from other educational institutions. Transfer of credits from another educational facility may or may not, at the sole discretion of the School, be accepted for a portion or portions of the School's Surgical Assistant Program. The acceptance of these transfer credits will not impact the refund policy of the School.

### Refund Policy

Students not accepted into the School and students who cancel the enrollment contract by notifying the School within three (3) business days are entitled to a full refund of all tuition paid. Students who withdraw after three (3) business days, but before participating in any of the program, are entitled to a full refund of the tuition paid, minus the maximum cancellation charge of \$150.

In the case of students who withdraw after their participation in the program begins, the School will retain the cancellation charge plus a percentage of the total tuition, which is based on the number of segments of the program the student participated in, although not necessarily to completion of that segment.

**Program Segment Table**

| Number of Learning Segments in the Program                               | Total % of program |
|--|--------------------|
| Distance Learning Courses, 11 segments, each segment is 4.35% of program | 47.85%             |
| Surgical SkillLab™ Classes, 6 segments, each segment is 4.35% of program | 26.10%             |
| Surgical Rotations, 3 segments, each segment is 8.69% of program         | 26.05%             |

**Refund Table**

| Student is entitled to upon withdrawal / termination               | Refund                       |
|--|------------------------------|
| Within 10% of the program  | 90% less cancellation charge |
| After 10% but within first 25% of the program                      | 75% less cancellation charge |
| After 25% but within first 50% of the program                      | 50% less cancellation charge |
| After 50% but within first 75% of the program                      | 25% less cancellation charge |
| After 75% (if paid in full, cancellation charge is not applicable) | No refund                    |

Students who withdraw or who are terminated from the program and are on the School's payment plan may still owe the difference between the amount they have paid and amount due to the School for services rendered. The settlement amount is calculated from the refund table above. For example, if you completed 35% of the program but you haven't paid at least 50% of the program, you'll owe 50% of the tuition minus what you've paid on the tuition already. You will also owe the \$150 cancellation fee. Non-payment of the full amount for services already rendered plus the cancellation fee may result in legal action to include, but not limited to, appropriate collection procedures.

- 1) Applicable refunds will be made only to the individual or organization paying the tuition. This may or may not be the students themselves.

- 2) All refunds will be made within 30 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a) The date on which the School receives notice of the student's intention to discontinue the training program; or
  - b) The date on which the student violates published School policy, which provides for termination; or
  - c) Should a student fail to continue the program after an excused leave of absence, the effective date of termination is the earlier of the dates between the date the School determines the student will not be returning or the day following the expected return date.
- 3) The student will receive a full refund of tuition if the School discontinues the program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the School ceases operation.
- 4) If a satisfactory resolution cannot be reached between the student and the School, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at <http://higher.ed.colorado.gov/dpos> or by requesting a complaint form at (303) 866-2723. All student complaints to be received by the Division must be in writing. There is a two-year limitation of Division action on student complaints.