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Program Catalog  
**The Stand-Alone Surgical SkillLab™**  
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## Table of Contents

	<b>Page Number</b>
Introduction	3
Faculty Members	3
Mission Statement	3
Program Offered	3
Program Costs	3
Lifetime Access for Skills Mastery	3
Class Schedule	3
Entrance Requirements	4
Enrollment	4
Placement Assistance	4
Attendance Requirements	4
Satisfactory Progress Policy	4
Grading System	4
Student Conduct Policy	4
Dismissal	5
Student Complaints	5
Facilities	5
Educational Services	5
Transfer of Credits	6
Refund Policy	6

## Introduction

The ACE 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.

## Mission Statement

The ACE Surgical Assisting mission is to provide working surgical professionals with a comprehensive formal education in the field of surgical assisting. To accomplish this mission, ACESA utilizes convenient and affordable means of educating through distance learning, 6-days of hands-on skills acquisition, and guided residency training at the hospitals students are currently employed at.

To further accomplish its mission, ACE Surgical Assisting prepares its graduates for a competitive edge in the industry by implementing and maintaining above entry-level education that incorporates in its curriculum the secrets and tricks of the trade utilized by industry experts every day to achieve greater success.

## Faculty

Martin D. Bump, CST/CFA, Instructor, Program Director; Dr. Arthur Heller, Medical Director

## Program Offered

<b>Stand-Alone Surgical SkillLab™</b>	Clock Hours	48	Semester Credits	2.2
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**Lab Objective:** Provide the opportunity for students to acquire the advanced surgical skills and knowledge needed to first assist in surgery or to refresh their skills. The 6-day Surgical SkillLab™ accomplishes this for students who already have high-level, advanced medical/surgical training and/or experience or may be used to supplement other forms of surgical training.

**Occupational Objective:** Graduates will have the surgical skills needed to enhance their employment as Surgical Techs, OR Nurses, Surgical Assistants, and RNFA's in a variety of settings. These skills are important to surgical professionals who work as independent contractors, for private surgeons, or are employed by medical facilities.

## Lab Costs

**Standard Tuition:** \$1,500 plus a \$50 non-refundable application fee for a total of \$1,550

**Other costs:** The student may 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.

## Lifetime Access for Skills Mastery

Lifetime Access for Skills Mastery is included in the program. We want you to receive the absolute full value of the 6-day, hands-on Surgical SkillLab. If for any reason you feel you didn't master everything you needed from the lab, you can retake the lab as many times as you feel necessary, for a lifetime, at no extra charge.

## Class Schedule

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 any scheduled Surgical SkillLab™ in the country where 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.

A student will receive their Certificate of Completion only after all Surgical SkillLab™ assignments are successfully completed.

## **Entrance Requirements**

The School does not discriminate based on race, sex, religion, ethnic origin, or disability. The Lab is designed to benefit the professionals listed below. Documentation is required in the form of Certificates or letters from employers or instructors to demonstrate the participant is qualified to attend.

- 1) Any Surgical Tech, OR Nurse, or others who scrub in surgery and may have to first assist in surgery as part of their job description or who, in the course of their duties, may have to first assist when the scheduled first assistant is late or doesn't show up at all.
- 2) Medical Doctors (MD) or Doctors of Osteopathy (DO), foreign or domestic. It is preferable, but not required, that these professionals have scrub experience in the OR.
- 3) Physician Assistants (PA) or Nurse Practitioners (NP). It is preferable, but not required, that these professionals have scrub experience in the OR.
- 4) Surgical Assistants or RN First Assistants that have successfully completed a formal training program to first assist in surgery. These professionals may take the lab as a refresher or to upgrade their skills and knowledge.
- 5) Current students in a Surgical Assistant Program, RN First Assistant Program, Medical School, or Surgical Residency Program. These students may elect to take the Surgical SkillLab™ in order to achieve a higher level of preparation before starting their clinical internship.

## **Enrollment**

To enroll in the Surgical SkillLab™ offered by the School, students must pay the tuition in full or with the ACESA payment plan, provide proof of credential from one of the categories listed under "Entrance Requirements," and two (2) letters of recommendation from surgeons on practice letterhead. The School must also have received a signed enrollment agreement. These documents must be in the student's file prior to the assigned Surgical SkillLab™ 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 lab in the 6 days allotted. 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.

## **Satisfactory Progress / Grading System**

Students will receive a pass/fail grade for their participation in Surgical SkillLab™. This grade is based on the student's 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 Surgical SkillLab™ training at another location at their own expense.

## **Student Conduct Policy**

All students are expected to act professionally and to respect staff and employees of any 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™ 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 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.

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 training. The Program Director will review each case and his decision is final.

## **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**

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 are 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™**.

## **Educational Services – 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 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 the previous Unit(s) 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.

Students 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. They'll 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.

## **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 five (5) business days are entitled to a full refund of all funds paid. Students who withdraw after Five (5) business days, but before participating in any of the Lab, 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 Lab 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 Lab the student participated in, although not necessarily to completion of that segment.

**Lab Segment Table (refund based on segments – not clock hours)**

Number of Learning Segments in the Lab	Total % of Lab
Surgical SkillLab™ Classes, 6 segments, each segment is 16.66% of Lab	100%

**Refund Table**

Student is entitled to upon withdrawal / termination	Refund
Within 10% of the Lab	90% less cancellation charge
After 10% but within first 25% of the Lab	75% less cancellation charge
After 25% but within first 50% of the Lab	50% less cancellation charge
After 50% but within first 75% of the Lab	25% less cancellation charge
After 75% (cancellation charge is not applicable)	No refund

Students who withdraw or who are terminated from the lab 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
- 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 student complaint cannot be resolved 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.