ST 180: Certification & Job Preparation

Term III, 1 credit

Instructor: Rachel Bruce

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Instructor Communication: Student drop-in hours: Tuesdays 10-3 or Wednesdays 3:30-4:30. Please email me to set up a time if neither of these works. Feel free to contact me with any questions. I would appreciate it if you could use my email or my office phone number during regular working hours 10-4 M- F. If your question can't wait until regular hours you can use the Google App number.

Course Description

This course is designed to help you prepare for the national surgical technologist certification exam and obtain employment. The course provides a review of content from prior courses, testing, and studying strategies, and job preparation skills.

The goal of this course is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Course Outcomes

1. Demonstrate competence in the knowledge and technological aspects of the surgical technologist profession.
2. Write an effective resume and cover letter.
3. Research and locate job opportunities.
4. List employer desired "soft skills."

Program Outcomes

1. Demonstrate competence in the technological aspects of the surgical technologist profession.
2. Provide surgical patient care and comfort with empathy and cultural competence.
3. Demonstrate competence in surgical technologist duties, procedures and cases.
4. Demonstrate effective communication with patients, family members, and colleagues using verbal, written, and information technology tools/ devices.

Course Requirements

Time: You will generally be completing one topic per week. Topics generally take 6-8 hours to complete.

Moodle: All learning materials, activities, and assignments will be available on Moodle.

Computer access: Since coursework is completed online, you will need access to a computer and a reliable internet connection.

There are no required textbooks specifically required for this course, but you'll want to have your surgical technology books on hand to help you complete the practice exams.

Course Schedule

All assignments and practice exams are due at the end of the term, which means this course is largely self-paced. We recommend aiming to complete one topic per week.

Topic	Assignments (course outcomes)
Week 1: The Certification Process	Certification Scavenger Hunt Mini CST Exam (Pretest)
Week 2: How to Study	Study Plan [CST Exam Practice] Content Area #1A: Preoperative Preparation **(1)**
Week 3: Test-Taking Strategies	Test-Taking Strategies Check [CST Exam Practice] Content Area #1B: Intraoperative Procedures **(1)**
Week 4: Finding & Researching Jobs	Job Search Strategy **(3)** LinkedIn Profile **(3)** [CST Exam Practice] Content Area #1C: Postoperative Procedures **(1)**
Week 5: Skills Employers Want	Job Analysis **(4)** Synthesizing What Employers Want **(4)** [CST Exam Practice] Content Area #2A: Administrative and Personnel **(1)**

Week 6:Writing an Effective Resume and Cover Letter	Resume and Cover Letter **(2)** [CST Exam Practice] Content Area #2B: Equipment Sterilization and Maintenance **(1)**
Week 7: Interviewing	Behavioral and Situational Interview Preparation Interview With an Employer [CST Exam Practice] Content Area #3A: Anatomy and Physiology **(1)**
Week 8: TeamSTEPPS & Professional Goals	TeamSTEPPS Analysis **(1)** Professional Goals [CST Exam Practice] Content Area #3B: Microbiology **(1)**
Week 9: Test Anxiety	Writing Exercise for Test Anxiety [CST Exam Practice] Content Area #3C: Surgical Pharmacology **(1)**
Week 10: Patient Advocate Exercise & Optional Practice Questions	Patient Advocate Exercise (required and graded) **(1)** Optional CST exam review questions
Week 10: Full CST Practice Exam	Full CST Practice Exam **(1)** The full practice exam is designed to match the actual CST exam. It includes 175 multiple choice questions (150 graded and 25 ungraded) and you have 4 hours to complete the exam.

Course Policies

Grading

- A = 90 – 100%
- B = 80 – 89%
- C = 75 – 79%
- FAIL = < 75%

Course Failure

If a student fails this course, they must follow the Surgical Tech Program Failing Grade Policy.

LBCC Email and Course Communications

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

Disability and Access Statement

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR Website for steps on how to apply for services or call (541) 917-4789.

Statement of Inclusion

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive, and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating, and problem-solving in an ever-changing community and diverse workforce.

Equal Opportunity and Non-Discrimination Policy

Academic Integrity

Academic integrity is the principle of engaging in scholarly activity with honesty and fairness and participating ethically in the pursuit of learning. Academic integrity is expected of all learners at LBCC. Behavior that violates academic integrity policies at LBCC includes cheating, plagiarism, unauthorized assistance or supporting others in engaging in academic dishonesty, knowingly furnishing false information, or changing or misusing college documents, among others. LBCC students are responsible for understanding and abiding by the College's academic integrity policy.

Title IX Reporting Policy

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can report a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

Public Safety/Emergency Resources:

In an emergency, call 911. Also, call LBCC Public Safety and Loss Prevention Office at 541-926-6855 and 541-917-4440.

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a public safety app available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through an LBCC e-mail.