

**Lackawanna College
Surgical Technology Program**

Surgical Technology Application Form
(Print Legibly or Type)

Application Date _____

Information provided on this form will be used to make future contact via phone, email, and/or standard mail. Please make sure all information is up to date and correct. This will be the address we will use to contact you for official notification letters or other information.

Name: _____ DOB: _____

Maiden Name / Other Names Used (for transcript purposes): _____

Address: _____

Home Phone: _____ Work Phone _____

E-mail: _____ Cell Phone _____

NOTE: Please advise the Surgical Technology Program Director, Mary Lou Purnell, Purnellm@lackawanna.edu; 570-955-1457, if there is a change in any of the above information, so that we may contact you if additional information is needed.

Part 1. Past or Current Course Work for possible transfer:

Due to the very specific nature of this program, applicants with transfer credits may only transfer credits related to program core courses listed below. **All courses must be passed with a C or better to be eligible for transfer.** Please provide the following information on college level courses completed or college level courses currently in progress that may be eligible for direct transfer into Lackawanna College or the Surgical Technology Program.

Course	Year/Semester Completed	Grade	Institution where course was completed	Currently in Progress
Anatomy and Physiology I 4 credits (if taken within two years)				
Anatomy and Physiology II 4 credits with lab (if taken within two years)				
Biology 4 credits with lab				
College Algebra				
Computer Applications				
College Writing				
Effective Speaking				

Introduction to Psychology				
Medical Ethics (subject to review)				
Medical Terminology (subject to review)				
Microbiology 4 credits with lab				

Part 2. Transcripts: Submit an official sealed copy of all transcripts (both high school and college) for institutions previously attended even if a degree was not completed. Please send transcripts to Lackawanna College c/o Steve Voytek at 501 Vine Street, Scranton, PA 18509.

High School GPA _____ College GPA _____

SAT or ACT: If the SAT or ACT examination has been completed please list the scores if available below. Forward official copies of test scores to Lackawanna College.

Score _____

Please list below all colleges or universities currently attending or previously attended with correlating dates.

1. _____ From: _____ To: _____
Degree/s earned _____
2. _____ From: _____ To: _____
Degree/s earned _____
3. _____ From: _____ To: _____
Degree/s earned _____

Part 3. Past Work Experience: Please describe your work experience over the past 10 years, beginning with current or most recent employment. Please use and attach additional paper if necessary. Continue on the back of this page of application if more space is needed.

1. _____ () _____
Name of Employer Supervisor Phone Number Dates of Employment

Job Title Reason for Leaving

2. _____ () _____
Name of Employer Supervisor Phone Number Dates of Employment

Job Title Reason for Leaving

[Type here]

3. _____ () _____
Name of Employer Supervisor Phone Number Dates of Employment

Job Title Reason for Leaving

Part 4. Reference: One reference is required. Print a reference form from the Surgical Technology Program website. **This form is to be provided to your reference who will then mail the completed form, along with a supportive narrative, to the Admissions Department of Lackawanna College.** It is suggested that you provide a self-addressed stamped envelope with the reference sheet to the individual from whom you are requesting a recommendation. The Admissions Department address is provided on the final page of this application, as well as on the official reference form.

Family members or close personal friends are not permitted for use as references. It is recommended but not required that you provide a reference from any of the examples listed below:

- 1) An educator
- 2) A former or current employer or supervisor
- 3) An individual of your choice other than a family member

Please list below the name of the individual providing the reference. This will allow us to confirm receipt of your reference as it arrives to us.

Name _____ Title or Relationship _____

Part 5. Reflective Paper (Essay):

Be prepared to write a short essay on Effective Strategies for Good Communication and Teamwork in the Operating Room and how it can affect patient safety.

- Essay: Think of the importance of good communication and teamwork in the Operating Room. Describe why this is important, strategies that can be used and how good communication and teamwork can affect patient safety.
 - Your essay will be scored by core faculty with an essay rubric looking at the following items:
 - Content / Focus
 - Organization / Development
 - Vocabulary
 - Grammar
 - Each area will be scored using the following scale and a final essay score recorded:
0 – unacceptable 4 – poor 8 – fair 12 – good 16 – excellent
-

Part 6. Interview and Writing Sample: Once a completed application is evaluated by core faculty, eligible applicants (those with completed applications meeting minimum requirements) will be contacted via email and/or phone to setup an interview. These applicants will be required to create a writing sample on a healthcare related topic and provide said writing sample at the scheduled interview. The personal interview process is the final process by which the Surgical

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Technology program faculty will have a chance to directly interact and get to know you as individual. This is considered a professional interview. Interviews will last approximately 45 minutes to 1 hour.

1. Please arrive appropriately dressed and on time for your interview
2. Interview dates and times are offered based on the availability of core faculty members.
3. **The offering of an interview is in no way a guarantee of acceptance into the Surgical Technology program.**

Additional requirements for accepted students. Following acceptance into the Surgical Technology program, there will be further requested items that must be completed and uploaded to Castlebranch prior to entry into the fall term. Items include:

1. Proof of current Adult, Child, and Infant CPR certification and AED training. All courses must be in person and can NOT be completed as an online course.
2. Proof of current health insurance.
3. Recent physical and full immunization records.
4. Required background checks and clearances.
5. Mandatory drug screenings (10-panel urinalysis).
6. 2-step PPD test confirmation.
7. Other items as indicated by program faculty/staff.

❖ During the application process, please send all materials to:

**Lackawanna College
C/O Steve Voytek, Admissions Department
501 Vine Street
Scranton, PA 18509**

Surgical Technology Application Checklist (to be completed by applicant)	
Requirement	Date of Completion
PART 1: Past or Current Transfer Coursework	
PART 2: Transcripts, GPA, SAT/ACT/Accuplacer	
PART 3: Past Work Experience	
PART 4: Reference	
PART 5: Reflective Essay	
PART 6: Interview/Writing Sample (if eligible)	

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