September 16, 2013

From: Surgical Technology Program #3023
Skyline College
3300 College Drive
San Bruno, CA 94066

To: Ann Marie McGuiness, CST, MSEd, CNOR, FAST
Director of Accreditation Services
Accreditation Review Council on Education
In Surgical Technology and Surgical Assisting

Re: Response to the Accreditation Review Council
On Education in Surgical Technology and Surgical Assisting

In reference to the letter sent on August 19, 2013, my response to your findings are below:

Re: Standard III. C.: The curriculum must ensure the achievement of program goals and learning domains. Instruction must be an appropriate sequence of classroom, laboratory and clinical activities. Instruction must be based on clearly written course syllabi describing learning goals, course objectives, and competencies required for graduation.

Per ARC-SA: "The publication submitted does not clearly indicate All required components of the clinical case requirement for program completion in the CCST6e, including clinical roles. In addition, specify where this requirement is published and when and how students, the public (potential students) and the program clinical affiliates (staff) are made aware of this requirement."

Response: The Handbook for SURG 443: Clinical Practice for Surgical Technology describes the goals of the Clinical Externship on Page 1, and the Roles and Responsibilities of all members of the Externship on pages 2 & 3. On pages 7 & 8 are the definitions of the specific roles the Student may assume during the externship including the First Scrub Role, the Second Scrub Role and the Observer Role. In addition, the specific objectives for Clinical Externship are listed on pages 9 through 18. These are also found on pages 2 through 4 of the Syllabus for SURG 443. Additional skills required for graduation are found in the SURG 443 Clinical Skills List found in Appendix B of the Program Student Handbook and Appendix D of the Handbook for SURG 443.

The Student receives a copy of the Handbook for SURG 443: Clinical Practice for Surgical Technology at an orientation held in class four weeks prior to the start date of the Clinical Externship. A copy of the Program Student Handbook is given to the Student at a mandatory

orientation four weeks prior to the first day of the first course, SURG 440: Basic Sciences for Surgical Technology. Syllabi for all courses are emailed to the Student several weeks prior to the first day of classes.

The Nurse Manager and/or the Nurse Educator of each clinical affiliate are given a copy of the Handbook for SURG 443. At that time, the Program Director reviews the contents with the staff and answers any questions. Affiliates of long-standing are sent the latest edition of the Handbook and a review is also offered to their staff. The public now has access to the Handbook for the Program and the Handbook for SURG 443 via the Program website: www.skylinecollege.edu/surgicaltech/index.php. Syllabi for all courses, SURG 440, SURG 441, SURG 442, and SURG 443 are also published on this website.

Listed on Pages 6 & 7 of the Handbook for SURG 443 are the Surgical Rotation Case Requirements and a description of how to document these cases. A sample of the Excel program the Student is to use for this documentation is included in this PDF and is entitled "Surgical Case Tracking Log". The Surgical Case Requirements are also published in the syllabus for SURG 443, pages 2 & 3.

A sample of the form used to evaluate the Student's weekly progress is located in Appendix B for the Handbook for SURG 443. Samples of the forms used to evaluate the outcome of the Student's training during each clinical rotation are to be found in Appendix C. These are also found in Appendix C of the Program Student Handbook.

"The program did not submit the requested ARC/STSA Curriculum Comparison Form-6e."

Response: Included in this PDF is the completed Curriculum Comparison Form-6e as requested.

Respectfully submitted by

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