



PROGRAM REVIEW

A PROCESS FOR
SELF-EVALUATION
AND
CONTINUOUS IMPROVEMENT

SURGICAL TECHNOLOGY

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BERGEN COMMUNITY COLLEGE

PROGRAM: Surgical Technology Program

PROGRAM REVIEW TEAM: Carolan Sherman, Mary Chmielewski, Mary Senior, Jeanne Fall, Marisa Mickiewicz

DATE OF THIS REPORT: April 2016

PERIOD OF YEARS BEING REVIEWED: 2013 - 2015

OVERVIEW

The mission of the surgical technology program of BCC is committed to providing our students with a professional education to produce qualified surgical technologists. This program will provide the student the ability to work in the surgical field alongside surgeons, anesthesiologists, nurses, and support services directly associated with the operating room. Our goal is to provide a safe, aseptic, and efficient environment, thus providing optimal care of the surgical patient.

Upon completion of the program, the graduate must be:

- Clinically competent
- Able to problem solve using critical thinking skills
- Function as a level I surgical technologist position
- Develop an interdisciplinary relationship between support service departments to offer improved communication and deliver professional and compassionate patient care
- Continue activities for the pursuit of professional development and to meet the needs of the diverse community.

SUMMARY OF SIGNIFICANT DEVELOPMENTS SINCE LAST PROGRAM REVIEW,

The challenge identified was in regards to the community member on our Advisory Board. Our plan of action was to revise to include the Advisory Committee members to assure that all aspects were met by Bergen Community College our Accreditation body ARC/STSA.

**FOCUS ON STUDENTS
DEMOGRAPHICS**

	2015		2014		2013	
	#	%	#	%	#	%
AMERICAN INDIAN/ ALASKA NATIVE	0	0%	0	0%	0	0%
ASIAN	1	5%	2	9%	1	0%
BLACK/AFRICAN AMERICAN	1	5%	3	13%	0	0%
HAWAIIAN/PACIFIC ISLANDER	0		0	0%	0	0%
HISPANIC, ALL RACES	9	40%	7	26%	7	36%
WHITE	12	52%	14	54%	10	55%
TOTAL KNOWN RACE	23	100%	26	100%	18	100%
NON-RESIDENT ALIEN*						
UNKNOWN						
TOTAL ENROLLMENT	23	100%	26	100%	18	100%

	2015		2014		2013	
	#	%	#	%	#	%
MALE	7	30%	7	27%	5	28%
FEMALE	16	70%	19	73%	13	72%
TOTAL ENROLLMENT	23		26		18	

- The surgical Technology Program has a diverse cultural population of students enrolled in the program.
- The gender of our students is becoming more equivalent every year; however the female population is more prevalent at this time than the male population.
- The information regarding a student's age is not provided to us.
- Most of our students live in Bergen County with a few traveling from outer counties.
- Majority of our students are receiving Financial Aid and in the HPOG Program:
 - 2015- 7 HPOG Student
 - 2014- 3 HPOG Students
 - 2013- 0 HPOG Students
- Several of our students begin the program having already earned degrees prior to entering. Some are beginning in this program and intend to continue in an advanced health profession field; examples include nursing, first assistant, and registered nursing.

- We have a CAAHEP approved maximum enrollment of 36 students, and we receive roughly 95 applications per/ year for fall entry. This has been consistent through the years. We receive a large number of applications for the program compared to many programs in the state as the majority of the surgical technology program in the state of New Jersey is proprietary schools that demand much higher tuition fees than Bergen Community College. Therefore, BCC has a very competitive program.

STUDENT SATISFACTION

The Surgical Technology Student satisfaction rate is assessed through a “Graduate Satisfaction Survey” this is sent to students 6 months following graduation.

LEARNING OUTCOMES ASSESSMENTS

CLINICAL LAB ASSESSMENT FORM (Psychomotor)	The student is evaluated on their skills for the first 6 weeks prior to entering the hospital clinical	The student is evaluated by the adjunct instructor and the clinical coordinator	All the students met their clinical objectives
CLINICAL LAB QUIZZES (Cognitive)	The student is evaluated on their knowledge and cognitive skills	The quizzes are given by the clinical instructor and / or adjunct instructor	All the students passed their clinical lab quizzes
FINAL EXAM	The exam is a cumulative review of all material taught in the lab	The final exam is given by the clinical coordinator	All students passed their final exam
LECTURE EXAMS (Cognitive)	An exam is given following each chapter and the student is tested on their knowledge and cognitive skills	The lectures and exams are taught by the director/coordinator/and adjunct lecturer	The students cumulative grade must be passing in order to move onto the second semester (75 is the passing grade for the program) all students passed
WEEKLY CLINICAL EVALUATIONS (Psychomotor)	The student is assessed based upon daily objectives performed at the hospital clinical	The evaluations are assessed by the adjunct instructor	All students met their clinical objectives

DATE	STUDENT RETURN RATE	STUDENT SATISFACTION RATE
2015	63%	100%
2014	50%	100%
2013	86%	100%

AFFECTIVE DOMAIN EVALUATION (Affective)	The student is evaluated on the affective domain	The student is evaluated by the adjunct instructor at the hospital clinical	Students are assessed at the beginning of the school year and at the end of the school year. The students have all met the standards on the affective domain.
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STUDENT SUCCESS

YEAR	# OF STUDENTS ENROLLED	# OF STUDENTS GRADUATED	% OF STUDENTS GRADUATED
2015	23	16	69%
2014	26	23	88%
2013	18	16	89%

Retention for the year of 2015:

- One student withdrew due to medical issues.
- Two students left to take care of their children.
- One left due to financial problems.
- One left because of a dishonorable discharge.
- Two students failed the clinical portion of the program.

Retention for the year of 2014:

- One student left to take care of her ill husband.
- One student failed because they did not achieve competency with clinical skills.
- One had to leave for a difficult pregnancy.

Retention for the year of 2013:

- Both students decided that they did not want to pursue a career in Surgical Technology.

YEAR	# OF STUDENTS GRADUATED / CST ELIGIBLE	# OF STUDENTS WHO TOOK THE CST EXAM	% OF STUDENTS WHO TOOK THE EXAM	# OF STUDENTS WHO PASSED THE EXAM	% OF STUDENTS WHO PASSED THE CST
2015	16	16	100%	15	94%
2014	23	23	100%	18	78%
2013	16	16	100%	14	88%

GRADUATE SURVEY	# OF SURVEYS SENT	# OF SURVEYS RETURNED	% RETURNED	% OF SATISFIED STUDENTS
2015	16	TBD	TBD	TBD
2014	23	21	96%	100%
2013	16	10	62%	100%

EMPLOYER SURVEY	# OF SURVEYS SENT	# OF SURVEYS RETURNED	% RETURNED	% OF SATISFIED EMPLOYERS
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2015	11	TBD	TBD	TBD
2014	13	12	92%	100%
2013	11	9	82%	100%

GRADUATE PLACEMENT			
2015	12 Students are employed within one year after graduation		
2014	13 Students are employed within one year of graduation	3 Students are doing continuing education in the medical field	
2013	11 Students employed within 1 year of graduation	2 Students are doing continuing education in the medical field	

DATA NEEDS

No additional data is necessary at this time.

FOCUS ON FACULTY AND STAFF

The surgical technology program is staffed with two full time personnel and thirty adjunct instructors and one full time secretary.

NAME	TITLE	PROFESSIONAL CREDENTIALING	PART / FULL TIME	DATE OF APPOINTMENT
Carolann Sherman	Director	MSN, CST	Full time	2008
Mary Chmielewski	Clinical Coordinator	CST	Full Time	2011
Mary Senor	Adjunct Instructor	BS, CST	Part Time	2011
Angela Aristizabal	Adjunct Instructor	CST	PT	2006
Zoraida Rivera	Adjunct Instructor	CST	PT	2003
Kathleen Coen	Adjunct Instructor	CST	PT	2012
Lynda M. Venetos	Adjunct Instructor	BSN, CST	PT	2006
Alfredo Andujar	Adjunct Instructor	CST	PT	2012
Danielle Ilg	Adjunct Instructor	CST	PT	2010
Liliana Becerra	Adjunct Instructor	CST	PT	2008
Barbara Viglietta	Adjunct Instructor	CST	PT	2006

Ivy Medina	Adjunct Instructor	CST	PT	2009
Eleanor Dunn	Adjunct Instructor	BSN, CST	PT	2006
Jerrmain Clark	Adjunct Instructor	CST	PT	2011
Marisa Mickiewicz	Adjunct Instructor	CST	PT	2013
Joan Cadiz	Adjunct Instructor	CST	PT	2013
Diane Lang	Adjunct Instructor	BSN, CST	PT	1993
Ellen Van-De-Weghe	Adjunct Instructor	CST	PT	2013
Michelle Dembin		BSN, CST	PT	2009
Kate Juzmeski	Adjunct Instructor	CST	PT	2013
Jesse Dluhy	Adjunct Instructor	CST	PT	2014
Jeanne Fall	Adjunct Instructor	CST	PT	2014
Laura Rotonde	Adjunct Instructor	BS, CST	PT	2014
Jenifer Fantacone	Adjunct Instructor	CST	PT	2015
Raymund Brucal	Adjunct Instructor	CST	PT	2016
Raziel Gallardo	Adjunct instructor	CST	PT	2015
Danny Cannata	Adjunct Instructor	CST	PT	2015
Yvette Smallwood	Adjunct Instructor	CST	PT	2015
Gerri Farrell	Secretary	AAS	Full Time	2008

	MALE	FEMALE
AMERICAN INDIAN/ ALASKA NATIVE	0	0
ASIAN	1	2
BLACK/AFRICAN AMERICAN	1	1
HAWAIIAN/PACIFIC ISLANDER	0	0
HISPANIC, ALL RACES	1	5
WHITE	2	18

PROFESSIONAL ACTIVITIES

The College supports and encourages the professional growth of the program director and all faculty members in the surgical technology program as both teachers and professionals. The College provides a faculty development program which offers special seminars each year, and a faculty development conference for full-time and adjunct faculty to learn and participate in new developments in instruction and technology.

All full time and adjunct faculty members are also encouraged to seek professional development opportunities outside of the College including programs providing continuing education and faculty conferences for professional educator's growth and development.

CAROLAN SHERMAN- -

- Promotion Committee
- Member of professional organizations: Association of Surgical Technology
- Member of Sigma Theta Tau – Nursing Honor Society
- Continuing education: The Association of Surgical Technology and requires 15 CEU'S /year, 60 CEU's in a four year cycle and conferences
- Service Learning , Diabetes, Organ Donation, Heroin Addiction
- Surgical Technology Advisory Committee
- Collaborative Teaching- Medical Office Assistant, Paramedics, Microbiology, Radiography, Respiratory Care
- In the process of writing a second review book for the National Certification Exam
- Tri State Best Practices Conference
- NJ Sharing Network 5k walk
- Faculty and student mentoring
- Health Profession Sessions
- Alice Training
- Mental Health First Aid Training

MARY CHMIELEWSKI -

- Assessment Liaison for Surgical Technology Department
- Tenure Review Committee
- Classroom Evaluation Team Member
- Member of professional organizations: AST
- Continuing education: The Association of Surgical Technology and requires 15 CEU'S /year, 60 CEU's in a four year cycle and conferences
- Service Learning
- Surgical Technology Program Advisory Committee
- Collaborative Teaching Opportunities
 - Medical Office Assistant
 - Paramedic Science
 - Microbiology

- Radiography
- Respiratory Care
- In the process of writing a second review textbook for the National Surgical Technology Certification Exam
- Best Practice Tri-State Conference
- NJ Sharing Network 5K Walk Volunteer and Participant
- Faculty and student mentoring, meets with adjunct instructors
- Health Profession Information Sessions
- Alice Training {self-protection, lockdown}
- Mediation Committee
- Radiography Grievance Committee
- Clinical Coordinator
 - Visit all clinical facilities on a rotational basis

NEEDS- None at this time.

**ADJUNCT FACULTY
JOB DESCRIPTION**

- Instruct students during the first 6 weeks of clinical at the college to prepare them for their hospital experience.
- Evaluate the student in the clinical lab through observation and demonstration
- Make arrangements and assignments for students prior to attending the clinical facility
- Monitor each student’s progress throughout the course of the day.
- Help student set specific goals for each week
- Evaluate each student daily and documents their progress
- Evaluate each student at the clinical facility through observation and demonstration.

There are currently 27 adjunct instructors hired on a semester basis as per needed. Adjunct Instructors may be involved with teaching lectures or labs and externships.

The Director is responsible for identifying all potential faculty and support staff. The Dean of Health Professions serves as the hiring manager. The Deans and Vice President are responsible for hiring full time faculty after a search committee makes recommendations.

Communication with adjuncts is generally through telephone and/or e-mails. Department meetings take place for adjuncts at least once a semester. And the adjunct instructors have the ability to communicate at all times with the program director and clinical coordinator. All faculty members have access and assistance to full technology service labs. Assistance through the Help Desk and Center for Instructional Technology is also available. A media center provides technology assistance and equipment and staff assistance is available to all faculty members.

A full-time librarian is available, and the college’s print center is also available to all faculty members for duplication on an as needed basis.

STAFF

Currently, secretarial support is provided by the department secretary. The Division of Health Professions provides specific needs to our program.

DATA NEEDS

There are no additional data needs in this area. The Association of Surgical Technology requires a significant amount of data collection and surveys of the program. The program has been able to gather the data needed to complete the Accreditation Annual report and surveys.

FOCUS ON CURRICULUM

The Surgical Technology curriculum follows the specifications of the master curriculum of the “Core Curriculum” mandated by the Association of Surgical Technology. The Surgical Technology Program is designed to prepare students for a Level I surgical Technology position. They will be able to prepare the operating room for surgical procedures pre-operatively / intraoperatively / and postoperatively utilizing their skills to choose the correct instrumentation, supplies and equipment for the procedure. They will adhere to aseptic technique, establish the surgical field, and assist the surgeon during the procedure. Most important they will deliver optimum patient care. They are prepared to work in hospitals, surgicenters, and any physician’s office that perform surgical procedures.

The curriculum provides a sound foundation in the medical field specifically the operating room which promotes habit of mind that inspire students to continue their education.

GENERAL EDUCATION COURSES		
WRT-101	ENGLISH COMPOSITION I	3 CREDITS
	GENERAL EDUCATION ELECTIVE	3 CREDITS
FIRST SEMESTER		
BIO-109	ANATOMY AND PHYSIOLOGY I	4 CREDITS
SUR-101	PRINCIPLES OF SURGICAL TECHNOLOGY I	6 CREDITS
SUR-102	SURGICAL TECHNOLOGY EXTERNSHIP	2 CREDITS
SUR-104	MICROBIOLOGY APPLICATIONS IN SURGERY	2 CREDITS
WRT-101	ENGLISH COMPOSITION I	3 CREDITS
SUR-103	SURGICAL TERMINOLOGY	1 CREDIT
SECOND SEMESTER		
BIO-209	ANATOMY AND PHYSIOLOGY II	4 CREDITS
SUR-201	PRINCIPLES OF SURGICAL TECHNOLOGY II	5 CREDITS
SUR-202	SURGICAL TECHNOLOGY EXTERNSHIP II	2 CREDITS
THIRD SEMESTER		
SUR-203	SURGICAL TECHNOLOGY EXTERNSHIP III	1 CREDIT
TOTAL CREDITS 31		

CURRICULAR ISSUES

- Lectures have been revised. Illustrations have been added to the lectures for the student who is more of a visual learner. Reading material, homework assignments and lecture materials are presented at the beginning of each new lecture.
- We have introduced a review for the National Certification exam to improve outcomes, which include
 - A computerized program that incorporates practice questions for the National Certification Review that the students can access on their own time

and can be tracked by the program to evaluate each student's knowledge of individual subjects.

- A review for the National Certification Exam is incorporated in the third semester including:
 - Review Book/CD rom
 - Homework Review packets
 - Practice exams

LEAD-IN COURSES

Potential candidates to the Program must be prepared for the demands of college reading and writing as well as basic mathematical calculations and critical thinking. Based upon the results of the English/Math portion of the Basic Skills Assessment Test a student may be placed in one of four entry level English courses and in one of four entry level Math courses.

Prerequisites for the Surgical Technology Program include:

- GPA 2.0
- English Composition I
- MAT 011

Although it is not a prerequisite, it is strongly recommended to have BIO-109 / 209 {Anatomy and Physiology I and II} completed. This is necessary because clinical begins 6 weeks into the 1st semester where the students will participate in actual surgery.

FOLLOW-UP COURSES

There are no follow up courses within the field of Surgical Technology. The Surgical Technology Program is a certificate program; however, it is mandatory that certified surgical technologists complete 15 continuing education units per year. We also encourage pursuit of a college degree.

SCHEDULING

The program director and the clinical coordinator schedule all didactic and clinical courses. This is to assure that the content meets professional standards. The Clinical Coordinator and Adjunct Instructors teach in the laboratory and at the clinical facilities.

ASSESSMENT

The Surgical Technology Program utilizes a variety of assessment tools, which include:

- Exams
- Oral presentations
- Written reports
- Written lab Evaluation (used the first 6 weeks of the program). This is completed by the Clinical Coordinator and the Adjunct Instructor
- Written Lab Final
- Written Weekly Evaluation (used week 7-15) when the student enters the hospital clinical externship I. This is completed by the Adjunct Instructor.

- Case Reports- The student is required to complete 2 case reports /week. They may choose the reports on the surgical procedures they have performed that week.
- Affective Domain Evaluation, this is completed at the beginning of the school year and at the end by the Adjunct Instructor.
- North Star Learning computerized questions/exams for CST review

The clinical coordinator communicates regularly with both student and Adjunct Instructors through phone calls, emails and office hours. The clinical coordinator is also the liaison between the program and the hospital clinical extern site.

Each student upon entry into the program receives:

- Student Handbook
- Course Syllabi
- Lesson Plan
- Rubrics for each Assessment Evaluation

INNOVATIONS OR CHANGES IN LAST FIVE YEARS

- We introduced collaborative teaching to our lectures and clinical experiences:
 - Surgical Technology and the Radiography Program- The instructors present a brief lecture and the students put on a demonstration for each other. The ST students teach the RS how to maneuver in the operating room and an example of how a surgical item can be left behind in the patient, The RS demonstrate how to take an x-ray in the operating room and find the item left behind in the patient on film.
 - Surgical Technology and Dr. Payne's Microbiology Class- The instructors present a brief lecture on the importance of proper hand washing and a surgical hand scrub. Two ST students instruct the class and two participating Micro students on the proper surgical hand scrub, Dr. Payne uses a petri dish to determine bacterial growth for each student. One is used prior to the scrub and the second following the scrub. A few days later she informs the students of how effective the surgical hand scrub was on reducing the microbial count on their skin.
 - Surgical Technology and Respiratory Care- A brief lecture is presented by the instructors on introduction to the operating room prior to the Respiratory Care Students beginning their clinical rotation at the hospital clinical and the RC instructor instructs the ST students on an intubation. The students teach each other with hands on demonstration their clinical specialty skills.
 - Surgical Technology and Medical Office Assistant Program- Each instructor presented a brief lecture, MOA presented on Medical Terminology and Surgical Technology on Laparoscopic instrumentation and surgery. The Surgical Tech students provided a demonstration and the MOA students got to work with the instrumentation.

- A written Assessment is provided at the end of each collaborative lesson
- We revised our lectures and added illustrations for the student who is more of a visual learner
- Service Learning Projects
 - Diabetes Day
 - Organ Donation Day
 - Heroin Symposium
 - Warm hands warm hearts
 - Organ Procurement 5K walk
- We have acquired more clinical sites which open up more available slots for students to attend during their externship.
 - Hackensack University Medical Center evenings
 - St Joseph's Medical Center, days
- Introduced a computerized program that incorporates practice questions for the National Certification Review that the student's access on their own time and participation is tracked by the program to record scores.
- It is mandatory that the National Certification Exam be taken at the college at the end of the academic year.

DATA NEEDS -
None at this time

FOCUS ON SUPPORT

The IT Help Desk is readily available for faculty and students. The Surgical Technology Program has 3 dell desk top computers provided for the Director, Clinical Coordinator, and Adjuncts. Additionally, there is also an Overhead projector, Computer with projection screen, and a VHS player.

FACILITIES AND EQUIPMENT

LEARNING RESOURCES

The library provides access to journals that are used across the Health Professions curriculum. The major collection of books and periodicals related to Surgical Technology is in the Sidney Silverman Library. Faculty can make arrangements to visit and borrow

materials from other New Jersey colleges through the Virtual Academic Library Environment (VALE), of New Jersey, of which BCC is a member. The Sidney Silverman Library is also a member of OCLC, which provides access to the books and periodicals held in thousands of libraries. Students, faculty and staff can request materials not owned by the Library by completing an online Inter Library Loan form.

Instructional materials housed in the Sidney Silverman Library on the Paramus campus are available to students and faculty Monday through Friday 7:40 am to 10:30 pm and Saturday 9 am to 4:30 pm.

Tutorial services are available by Surgical Technology faculty which is also an area of support for students. Our faculty is specifically focused on the operating room and surgery to help students write papers, complete homework assignments, and understand difficult critical thinking skills related to the operating room and surgery. Students are also encouraged to make up study groups and work together for student success.

- Surgical Technology photographs
- VCR tapes
- DVDs
- Internet
- The Surgical Technologist magazine
- Smart rooms equipped with computer, projector, screen, DVD/VCR player, and digital presenter
- Surgical Technology recommended textbooks have been adopted in all courses
- Utilize YouTube; professional web resources
- Research & review new texts from book companies for possible classroom adoption
- Provide “extra lab time sessions” for clinical experience

MARKETING AND PUBLIC RELATIONS

- Brochures were made in the Summer of 2013
- The Surgical Technology Department also participates in the School of Health Professions Open House when scheduled. Several times a year.
- Web Site provides information for Surgical Technology Program
- Field phone inquiries from perspective students; personal meetings with potential students
- Provide Ridgewood Academy Health Professions Students with demonstrations and orientation
- Surgical Technology bulletin board
- Health Professions Information Sessions
- Surgical Technology Orientation
- Networking at professional conferences

SUPPORT SERVICES

The Division of Health Professions holds nine Information Sessions; the Surgical Technology Department is represented at each of the sessions by at least one full time faculty. During the Information Sessions the applicants are informed about the program's criteria and procedures for admission. Also discussed are program goals, curricular content and services performed by the Surgical Technologist.

High school career events, counselors, college open houses, and professional association networking, and individual advisement by the Surgical Technology faculty, provide opportunities to inform potential applicants.

The Division of Health Professions holds an orientation to all newly admitted students in June. The Surgical Technology orientation is held the same day. Faculty welcomes incoming class at an informational session. During orientation, students receive the orientation package that includes Surgical Technology Student Handbook and all necessary forms.

The college has established policy regarding educational rights and privacy, sexual harassment, grievance procedures, nonsmoking environment, compliance with the American with Disabilities Act, safety, fire and traffic regulations, noise and sound, Campus Sexual Assault Victim's Bill of Rights are provided by the college.

All program related information is published on the web page. The web page has recently been updated to comply with the external accreditor's mandates and credentialing for the National Certification exam outcomes.

ASSESSMENT

Assessment is an ongoing process all through the curriculum. Didactic assessment is accomplished through quizzes, tests, case studies, and homework assignments, and with classroom oral presentations of projects.

Clinical assessment is accomplished with daily assessments of the students' progress in the operating room, more specific with their progression of knowledge and application on each surgical procedure.

Carolan Sherman and Mary Chmielewski –

- Write letters of recommendation for student scholarships, college transfers, and job prospects
- Advise students on a one on one basis with students that are enrolled in the Surgical Technology program along with prospective students.
- Carolan Sherman posts positions for the graduates through email.

TESTING

All students must take the Basic Skills Entrance Examination. Students must test out of all EBS (English Basic Skills) and remedial Math, as part of the minimum requirements for consideration during the application process. If the student has taken their SATs and have scores of 540 or above for Critical Reading and 530 or above for Math, they are exempt from the Basic Skills Entrance Examination.

During their final semester, all students are required to take their National Certification Examination which is a computerized examination. Passing the CST Exam is a requirement in order to work as a Certified Surgical Technologist in several states including New Jersey

RESOURCES, BUDGET

There are two full-time faculty allocated to the Surgical Technology Program. Currently, there are 30 adjunct faculty members who teach the clinical component of the program. The institution's policy on teaching load and how it is calculated is determined by the union contract negotiated between the BCC Faculty Association and the Board of Trustees of the Bergen Community College.

Full-time faculty is required to teach fifteen contact hours per semester. An additional six hours contact hours (overload) are permitted per semester. Adjunct/part time faculty is allowed to teach up to nine contact hours per semester.

In compliance with AST standards, the faculty to student ratio during preclinical and clinical courses does not exceed 1:7 students to instructor ratio.

The operating budget for the academic year of 2014-2015 includes salary and benefits for faculty and staff, instructional materials, lab supplies, office supplies, equipment maintenance, repairs, and replacement.

GRANTS-

- HPOG 2012, 2013 AND 2014 for the Northstar computerized program for students.
- TAACCCT grant 2015 for the Northstar computerized program for students.
- Government (bond) (from new health professions building) for the equipment and supplies for the new surgical lab.

DATA NEEDS

None at this time.

FOCUS ON COMMUNITY

The college promotes a number of colleges wide open houses that the Surgical Technology Faculty participate in to promote the program. In addition, Carolan Sherman and Mary Chmielewski participate in the Health Professions Information Sessions, sponsored by the division several times each year. The program also provides counseling for prospective students in the related disciplines.

The program is involved with the Ridgewood Academy High School Students. Carolan Sherman and Mary Chmielewski work with Prof. Flannery and Dr. Davis in organizing a project where the class is introduced to the Operating Room and a surgical procedure. The students receive a brief lecture and get the opportunity to work hands on with surgical instrumentation and equipment that pertain to that particular procedure.

COMMUNITY ISSUES RELATED TO PROGRAM

ANNUAL REPORTING YEAR	# OF STUDENTS GRADUATED	# STUDENTS EMPLOYED	# STUDENTS CONT ED	TOTAL GRAD PLACEMENT %
2015	16	11	2	81%
2014	18	12	0	67%
2013	28	12	0	43%

EXTERNAL REQUIREMENTS OR CONSIDERATIONS

In order to become a Certified Surgical Technologist in the state of New Jersey the following board examinations must be successfully passed with a score of 75 or better: The National Certification Exam is a 200 is a question written examination, covering both didactic information as well as case studies. The exam administered by NBSTA National Board of Surgical Technology and Surgical Assistance. In addition the Association of Surgical Technology requires a mandatory 120 cases before becoming eligible to graduate from an accredited program.

ADVISORY BOARDS

The Surgical Technology Program Advisory Committee was created at the beginning of the Surgical Technology program. The Program Director Carolan Sherman of the Surgical Technology Program act as the chair for the Advisory Committee. While faculty may sit on the committee, the majority of the members are from the community.

The advisory committee offers advice to the program with respect to its mission, goals, outcomes and annual outcomes report. The Advisory Committee plays an integral role in the evaluation of program policies. We hold two meetings/ year. Employer and student Surveys and Certification results are reviewed and discussed by all faculty members and Advisory Board.

Input is given on the current community needs from all members.

The following individuals currently serve on the Advisory Board:

**ARC/STSA
ST PROGRAM ADVISORY COMMITTEE (PAC) FORM**

YEAR:	2014-15
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All data entry areas are expandable – simply enter text and the box will expand accordingly.
To add additional rows to a table, place the cursor in the bottom, right box and use the “tab” key to add rows.

Advisory Committee Position Represented: Current STUDENT	
Name:	Toni Carrea
Place of Employment/Education:	BCC Surgical Technology Program
Professional Title:	Current Student
Address:	470 Prospect Street, Midland Park, N.J 07432
Contact:	tcarrea@me.bergen.edu

Advisory Committee Position Represented: GRADUATE	
Name:	Raziel Gallardo
Place of Employment/Education:	Valley Hospital
Professional Title:	CST
Address:	44Tulip Street, Bergenfield, N.J. 07621
Contact:	201-334-7964

Advisory Committee Position Represented: PRACTICING CERTIFIED SURGICAL TECHNOLOGIST	
Name:	Marissa Furfaro
Place of Employment/Education:	Holy Name Medical Center
Professional Title:	CST
Address:	367 Macarthur Avenue, Garfield, N.J., 07026
Contact:	551-265-8651*-
Certification #	124253

Advisory Committee Position Represented: FACULTY	
Name:	Carolan Sherman
Place of Employment/Education:	BCC
Professional Title:	Director of Surgical Technology
Address:	278 Barnstable Drive, Wyckoff, N.J., 07481
Contact:	csherman@bergen.edu / 201-321-1294

Advisory Committee Position Represented: FACULTY	
Name:	Mary Chmielewski
Place of Employment/Education:	BCC
Professional Title:	Clinical Coordinator

Address:	714 West End Avenue, Cliffside Park, 07010
Contact:	mchmielewski@bergen.edu / 201-943-7004
Advisory Committee Position Represented: FACULTY	
Name:	Mary Senor
Place of Employment/Education:	BCC
Professional Title:	Adjunct
Address:	318 Woodbine Street, Teaneck, N.J.
Contact:	msenor@bergen.edu / 201-788-6153

Advisory Committee Position Represented: COLLEGE ADMINISTRATION	
Name:	Susan Barnard
Place of Employment/Education:	BCC
Professional Title:	Dean of Health Professions
Address:	400 Paramus Road, Paramus, N.J. 07652
Contact:	sbarnard@bergen.edu

Advisory Committee Position Represented: EMPLOYER	
Name:	Joanne Johnston
Place of Employment/Education:	Holy Name Medical Center
Professional Title:	Director of the Operating Room
Address:	Teaneck Road, Teaneck, N.J. 07666
Contact:	201-833-3177

Advisory Committee Position Represented: EMPLOYER	
Name:	Donna Lagasi
Place of Employment/Education:	The Valley Hospital
Professional Title:	Director of the Operating Room
Address:	223 North Van Dien Avenue, Ridgewood, N.J. 07452
Contact:	dlagasi@valleyhealth.org

Advisory Committee Position Represented: PHYSICIAN	
Name:	Mark D. Sherman MDPA
Place of Employment/Education:	The Valley Hospital
Professional Title:	General Surgeon
Address:	223 North Van Dien Avenue, Ridgewood, N.J. 07452
Contact:	Sherman670@aol.com

Advisory Committee Position Represented: PUBLIC MEMBER	
Name:	Joan Blaso
Place of Employment/Education:	Community Volunteer
Professional Title:	Homemaker
Address:	1257 Briar Way, Fort Lee, N.J.
Contact:	201-760-9023

DATA NEEDS

None

SUMMARY

- Hired a new Director of Surgical Technology Carolan Sherman CST, MSN
- Hired a new Clinical Coordinator Mary Chmielewski CST
- Hired new faculty Clinical Adjuncts to meet clinical demands
- Facilitated advisement and guidance within the Surgical Technology Program
- Continued increase in National Certification pass rates
- An increase in new community affiliations and activities
- Revised course content
- Change in course teaching assignments
- Incorporated computerized soft wear “North Star” to review for the National Certification Exam
- Incorporated review material for the National certification exam
- Annual update and revision of Student Handbook
- Annual update and revision of the Clinical Adjunct Faculty Manual

MISSION/GOALS/OBJECTIVES

The mission of Bergen Community College’s Surgical Technology is to educate students to be proficient as level I Surgical Technologists in compliance with CAAHEP guidelines. Students are encouraged to pursue life-long learning experiences and continue to pursue advanced degrees. We strive to graduate compassionate technicians who have both the academic and technical skills required to be successful in the Operating Room and Health profession. Our students are committed to service learning. They implement a variety of activities such as Organ Donation Day, Diabetes Day, and Heroine Day. They also participated in warm hearts and hands, donating hats and gloves. Participated in Community Health Week Sharing Network 5K walk on April 24, 2016.

The Surgical Technology Program completes an Outcomes Assessment report that measures the extent to which the program meets its mission and goals. The program meets its published goals. The program also assists the students by incorporating a workshop on the development of resumes, interview skills, and job seeking strategies provided Mrs. Christine Matthews.

STRENGTHS

- We have a knowledgeable dedicated faculty with exceptional qualifications, diverse talents and a complete unity of vision, who are committed to teaching excellence.
- A Dean who is dedicated to all program in meeting their goals and outcomes by providing the program leadership with the tools to manage their program effectively to achieve the concept of the “next generation of health care practitioners’
- State of the art laboratory
- A computer program to offer the students the optimum opportunity to succeed on the national Certification Exam
- Small clinical group class with a student ratio of 7 to 1 in the clinical lab and the hospital clinical
- Clinical lab changes with updated skills lab
- The new Health Professions Integrated Learning Center will hold its ribbon cutting ceremony on May 17, 2016 and will be ready for our students Summer Session 1. This will provide our program with new state of the art equipment, upgrades to the computer hardware and software, and new Surgical Technology instrumentation, equipment, supplies, for our lab.

CHALLENGES

- The student’s financial situations and poor economy are becoming more evident with the attrition rate increasing due to not being able to balance school work, family whether it be a single parent home or a home with two parents, and work.
- Healthcare faces many changes also. Our hospitals and surgicenters where students were able to get jobs are now hiring part-time and per diem employees. Most students must work a full-time job upon completion.

CELEBRATION AND RECOGNITION

- Our program passed the accreditation review in Surgical Technology in 2015, and we have another 10 years of continued success
- The programs pass rate for the National Certification Exam is steadily increasing every year:

YEAR	# OF STUDENTS GRADUATED / CST ELIGIBLE	# OF STUDENTS WHO TOOK THE CST EXAM	% OF STUDENTS WHO TOOK THE EXAM	# OF STUDENTS WHO PASSED THE EXAM	% OF STUDENTS WHO PASSED THE CST
2015	16	16	100%	15	94%
2014	23	23	100%	18	78%
2013	16	16	100%	14	88%

- The program has graduated several HPOG Students who graduated from the program whose tuition was subsidized by the Health Professions Opportunity Grant. All are employed either per Diem, part time or full time.

RECOMMENDATIONS FOR CHANGE

- Ongoing evaluation and revision of the Surgical Technology curriculum
- Address job placement
- The program is working on a graduate networking programs that intend to use. 0200Social media resources and continuing education to keep the graduates connected to the program.
- Continue to keep up with education to keep the program courses and technology current

ACTION PLAN

Program review is a means to an end, not an end in itself. Your final task is to develop a plan to improve the program.

[Identify 2-3 program goals and objectives for the future, improvements planned, changes taking place, responsible parties, timeframes, resource implications, etc....]

The mission of the surgical technology program of BCC is committed to providing our students with a professional education to produce qualified surgical technologists. This program will provide the student the ability to work in the surgical field alongside surgeons, anesthesiologists, nurses, and support services directly associated with the operating room. Our goal is to provide a safe, aseptic, and efficient environment, thus providing optimal care of the surgical patient. To achieve this mission, we are committed to:

- 1) Goal: Work collaboratively and communicate effectively with other members of the healthcare professions team to deliver professional and compassionate patient care.
 - a) Objective: Develop a collaborative teaching program and incorporate all Health Professions faculty and students
 - i) Timeframe: In progress and continued on-going
 - ii) Responsible Party: All Health Professions faculty
 - iii) Resource Implications:
 - a) Prior knowledge of each individual faculty member
 - b) Text from each content area
 - c) Photographs
 - d) Lectures
 - e) Demonstrations
- 2) Goal: Provide clinical instruction and hands-on experience to prepare the student for a level I position
 - a) Objective: To graduate a level I surgical technologist.
 - i) Timeframe: In progress and on-going

- ii) Responsible Party: Faculty- Director/Coordinator/ Adjunct Faculty
- iii) Resource Implications: none

BCC VISION, MISSION AND VALUES

VISION

As a college of choice, Bergen Community College provides a comfort level that enables students of all abilities to mature as learners and engaged citizens. A leading community college in the nation, the College creates a stimulating, rigorous, and inclusive learning environment. Use of innovative technology enhances learning experiences and widens access to learning media. Community and business leaders value the College as a reliable partner and principal provider of workforce development. Bergen County residents of all ages and cultural backgrounds appreciate the College as the hub of their educational and cultural activities.

MISSION

Bergen Community College educates a diverse student population in a supportive and challenging academic environment that fosters civility and respect. The College offers a comprehensive set of accessible, affordable, high-quality credit and non-credit courses as well as degree and non-degree programs. Bergen provides lifelong learning opportunities for all members of the community. The College responds to community needs through workforce training and continuing education, and by developing programs for employers.

VALUES

To fulfill the vision and mission of Bergen Community College, we are committed to:

- integrity
- student success
- academic and institutional excellence
- lifelong learning
- respect
- accountability
- innovation

These core values will guide our daily endeavors.