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**Program Catalog**

**The Surgical Assistant Program**

**Volume Number 1**

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**The Surgical Assistant Program is approved  
by the American Board of Surgical Assistants (ABSA)**

**Approved and regulated by the  
Colorado Department of Higher Education,  
Private Occupational School Board**

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## Table of Contents

	<b>Page Number</b>
Introduction	3
Mission Statement	3
Faculty Members	3
Program Offered	3
Program Costs	3
Lifetime Access for Skills Mastery	4
Enhanced Access	4
Class Schedule	4
Entrance Requirements	5
Postponement of Start Date	5
Enrollment	5
Placement Assistance	5
Attendance Requirements	6
Satisfactory Progress Policy	6
Grading System	6
Student Conduct Policy	7
Dismissal	7
Student Complaints	7
Facilities	7
Educational Services	8
Outcomes Assessment	11
Transfer of Credits	12
Refund Policy	12

## Introduction

ACE Surgical Assisting, Inc. (hereinafter referred to as 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, ACE 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

Dan Bump, CFA, Instructor, Program Director; Dr. Arthur Heller, Medical Director

## Program Offered

### Surgical Assistant Certificate Program

<b>SurgiNet™ Online Distance Learning</b>	Clock Hours	600	Semester Credits	40.0
<b>Surgical SkillLab™</b>	Clock Hours	48	Semester Credits	2.2
<b>SurgiEdge™ Clinical Internship</b>	Clock Hours	400	Semester Credits	8.8
<b>Total</b>	<b>Clock Hours</b>	<b>1048</b>	<b>Semester Credits</b>	<b>51.0</b>

**Program Objective:** Provide the opportunity for students to acquire the advanced surgical skills and knowledge that will help them become gainfully employed as Surgical Assistants and function successfully within their scope of practice as defined by the American College of Surgeons. This is accomplished by fully completing all portions of the ACE Surgical Assistant Program including SurgiNet™, Surgical SkillLab™, and SurgiEdge™.

**Occupational Objective:** Graduates will have the skills and knowledge necessary to obtain employment as certified Surgical Assistants in a variety of settings. They will be qualified to work as independent contractors, for private surgeons, or be employed by medical facilities as Surgical Assistants. The ACE Surgical Assistant Program is an eligibility requirement that must be met before students are eligible to sit for the ABSA national certifying exam to become a SA-C (Surgical Assistant – Certified).

## Program Costs

**Standard Tuition:** \$3,695 plus a \$100 non-refundable application fee for a total of \$3,795.

**Payment Plan:** Students can pay for the program with monthly installments. If they choose the payment plan, they agree to pay ACE Surgical Assisting the total tuition and any fees pursuant to the loan agreement. They further agree to make the monthly payments on time every month. If payments are received more than 5 business days late, a \$50 late fee will be charged. An additional \$50 fee will be charged for bounced checks. If their account is more than 15 days late, their training will be put on hold and they may lose their reserved seat in a scheduled 6-day lab until the account is brought current. In addition, and at ACE's sole discretion, they may be required to pay their account in full before resuming training. Due dates for payments are not postponed by postponement of start date or other interruptions or delays in training.

**Other costs:** These other costs, which may vary from student to student, include books, estimated \$200; student Surgical Assistant malpractice insurance, between \$29 and \$89 per year; the cost of a computer and Microsoft Word if not already owned or otherwise accessible; and the cost of email and internet service if not already subscribed to. The student may also 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. If the student needs an extension to complete the program, the extension fee is \$250 per month or \$995 for a 6 month extension. The prices quoted above for textbooks, malpractice insurance, etc. are subject to change without notice. If you are getting your clinical experience in a hospital(s) other than the one you work in, you may be required to cover other costs, which may include a background check, drug screening, and any supplies that may be required for you to learn some fundamental skills at the facility.

## 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 at no extra charge. You may do so for a lifetime as long as you are a graduate of the program or a student in good standing including, but not limited to, currency with your tuition payments.

## Enhanced Access

With the Enhanced Access option, you'll have instant access to all online studies instead of waiting for the scheduled monthly course to become available. There is an extra fee of \$695 for this option but here are 2 reasons you may choose it. 1) You want to finish the course as quickly as possible, or 2) you want greater freedom than the monthly schedule allows. You can complete some courses faster and take your time with others – whatever works best for you. You never have to wait for the next course.

## Class Schedule

**SurgiNer™**: Online distance learning students start the 1<sup>st</sup> of every month. 9 Courses (SN201 – SN209) must each be completed in a one-month period. Only one (1) Course is available to all students each month. With our open entry system, a student may enter the program, start with the currently available Course, and will complete all Courses as they occur in the rotation. Once in the program, there are no prerequisites for each Course. If the student fails or has an incomplete, they will have to repeat said Course the next time it occurs in the rotation. SN200 must be completed no later than 2 weeks after the program start date. RP210 may be completed at any time before graduation.

**Surgical SkillLab™**: The student may schedule and attend the 6-day Surgical SkillLab™ at any time during the program. It is not necessary that the distance learning be finished first. In fact if the lab is completed early in the program, the student will have more time to finish the clinical internship.

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 a scheduled Surgical SkillLab™ anywhere 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. Students will not be allowed to schedule or reschedule their Surgical SkillLab™ unless they are in good standing.

**SurgiEdge™**: The student will make their own arrangements with the hospital where they work and/or another local medical facility to do their multi-specialty clinical internship.

A Clinical Affiliate Agreement must be signed by the authorized clinical facility representative. This is an agreement between the hospital and the School, which allows the student to get clinical experience at the hospital.

School Health Policy and Procedure: All students must have a physician or employee health official verify a recent physical examination and all immunizations required by the school before beginning the clinical phase of the program. The student must also comply with any additional health requirement imposed by the clinical facility.

School Student Work Policy: The affiliated clinical facility may not substitute students of the program for paid personnel to conduct the work of the facility. If it is discovered that a facility is not compliant, it may result in loss of their affiliation status and any student who knowingly goes along with a non-complying facility may be terminated from the program.

The student must have at least one clinical sponsor for each clinical rotation. These clinical sponsors must be qualified surgeons who sign the School's Clinical Sponsor Form. This is an agreement between the clinical sponsor and the School in which the surgeon agrees to allow the student to function as a Surgical Assistant, provides supervision and clinical direction to the student, will perform two clinical evaluations on the student, and accept full responsibility for the conduct of the student while under their supervision. The student need not have all sponsor forms signed before starting the clinical internship. However, the appropriate form must be signed prior to starting the corresponding surgical rotation.

The clinical internship starts only after successful completion of the 6 day hands-on Surgical SkillLab™. In addition, a set of fundamental OR skills must be learned **before** starting the clinical internship. The General, Laparoscopic, and Orthopedic Sponsoring Surgeons are responsible for planning and presenting this learning experience. Instruction may require a mock lab set up in an operating room at the clinical facility. The Sponsoring Surgeons are responsible for coordinating with the clinical facility to determine when an operating room and associated equipment and supplies would be available.

To complete the clinical internship, students must be the documented Surgical Assistant on 135 cases. They must complete 35 General Surgery cases, 50 specialty cases of the student's choice, and then rotate through one or more elective specialties on the school's list of specialties to complete a total of 135 cases (See Educational Services, SE230 SurgiEdge).

**Total length of Program:** A student is considered to have graduated and will receive a Certificate of Completion only after all SurgiNet™, Surgical SkillLab™, and SurgiEdge™ assignments are successfully completed and tuition is paid in full. Students are expected to complete the entire program within **16 months**. If the student has a legitimate reason for not completing the program in the allotted time, they can submit a written request for an extension for \$250 per month or a 6-month extension for \$995.

## Entrance Requirements

The School does not discriminate based on race, sex, religion, ethnic origin, or disability.

Applicants must provide proof of high school diploma (or GED equivalency) or copy of diploma and official transcripts of highest level of medical education completed.

2 years of Operating Room experience with scrub proficiency must be documented for everyone except Physician Assistants, Nurse Practitioners, and Doctors.

In addition, all applicants must also meet one (1) or more of the following requirement categories:

1. On-The-Job-Trained (OJT) Surgical Technologists must take ACE's Entrance Exam covering the following subjects before starting the program: medical terminology, anatomy and physiology, microbiology, pathophysiology, and pharmacology. If a subject is failed with a score below 76%, the student must take the School's prep studies in the failed subject(s) and then retest in those areas. Once passing all the tests, the OJT Surgical Tech can start the Surgical Assistant Program. **Or...**
2. Surgical Technologists who graduate from a civilian or military Surgical Technology Program. **Or...**
3. OR Nurses with a license to practice in the state where they will be doing their clinical internship. **Or...**
4. Nurse Practitioners (NP), Physician Assistants (PA), Medical Doctors (MD foreign and domestic), and Osteopathic Doctors (DO). It is preferable, but not required, that these professionals have scrub experience in the OR.

## Postponement of Start Date

Students may start the distance learning portion of the program as early as the month after enrolling or may postpone their start date for as long as 3 months without written notice. If there are extenuating circumstances, a postponement may be granted but it requires a written agreement signed by the student and the School. The agreement must set forth:

1. Whether the postponement is for the convenience of the student or the School, and...
2. A deadline for the new start date, beyond which the start date will not be postponed
3. The student then has 16 months from their new start date to complete program.

If the student fails to start, by the new start date set forth in the agreement, the student is entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the enrollment agreement, determined in the School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## Enrollment

To enroll in the Surgical Assistant Program offered by the School, students must provide proof of high school diploma (or GED equivalency) or highest level of medical education completed (official transcripts). Students must also provide two (2) letters of recommendation from qualified surgeons on practice letterhead, and documentation of OR experience and scrub proficiency from their place of employment on company letterhead (or this documentation can be included in the above-mentioned surgeon recommendation letters). The School must also have received a signed enrollment agreement with down payment or payment in full. Students may enroll anytime and will start their 1<sup>st</sup> SurgiNet™ Course at the beginning of the month following the enrollment date.

## Placement Assistance

Most of our students already have Surgical Assistant jobs lined up before they enroll. For the few 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 program in the allotted 16 month period.

If a student fails or does not complete SurgiNet™ online distance learning Courses on time, the student can make up the work to include the associated Unit Test(s) during the next rotation for that assignment.

Students on the ACE Surgical Assisting payment plan must read and sign the School's **Understanding the ACE Refund/Cancellation Policy** form before attending the Surgical SkillLab. This will affirm that they fully understand how ACE Surgical Assisting calculates refund or settlement amounts upon withdrawal or termination.

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.

SurgiEdge™ attendance policy should be consistent with that required by the Clinical Surgeon Sponsors and/or the clinical facility. Failure to comply may lead to termination from the program.

## Satisfactory Progress

In order to pass a SurgiNet™ Course, students must score 76% or greater on all the Course's Unit Tests. If they fail a Unit Test, they can retake it the next month between the 11<sup>th</sup> and the 20<sup>th</sup>. This is a one-time-only chance to improve their score. If they fail again, their grade stands and they failed the Course. *Option 1:* The student can retake the Course for free the next time it opens up in 9 months and credit will be given for exams already passed. *Or Option 2:* for a fee of \$99, we will manually open the test and the student won't have to wait. Student grades are recorded in a secure student page on the School's web site. This updates students on their progress on a consistent basis as long as they are in good standing.

Students will receive a pass/fail grade for their participation in **Surgical SkillLab™**. This grade is based on the students' 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.

Students will be given a pass/fail grade for participating in the **SurgiEdge™**. This grade is based on the students' ability to apply the skills taught at the 6-day Surgical SkillLab™ and the Clinical Sponsor's mid-point and end of rotation evaluations of the student. If students receive a poor evaluation from a clinical sponsor, they may be required to repeat that particular surgical rotation with the same or different clinical sponsor or may be terminated from their program.

## Grading System

### SurgiNet

92-100%	A	Excellent
85-91%	B	Above average
76-84%	C	Average
Less than 76%	F	Failed

### Surgical SkillLab

The pass/fail grade is based on the instructor's evaluation of the student's successful acquisition of skill.

#### **Passing**

- 5) Skill demonstrated was excellent
- 4) Skill demonstrated was good
- 3) Skill demonstrated was average

#### **Failing**

- 2) Unable to demonstrate skill adequately
- 1) Completely unable to demonstrate skill

### SurgiEdge Clinical Internship

A pass/fail grade is awarded based on the surgeon sponsor's evaluation of the student's successful application of skill.

#### **Passing**

- 5) Outstanding
- 4) Excellent
- 3) Good

#### **Failing**

- 2) Average
- 1) Poor

**Academic Probation:** The student who fails any Course will be placed on academic probation. Upon successful completion of the next Course with an average of 76% or higher, the student will be removed from academic probation. Should a student fail the same Course twice, they may be terminated.

**Test Make Up Policy:** Should a student miss or fall short of the required 76% on any given Unit Test, they *must* make it up by preparing for and retaking said exam sometime between the 11<sup>th</sup> – 20<sup>th</sup> of the following month. **Unit tests can only be retaken once!** After retaking the test(s), the student will pass the Course as long as the Course GPA is 76% or above. If, however, the student does not prepare satisfactorily and does not retake the failed test(s) in the allotted time, the student will fail the Course and will be required to retake the entire Course again when it becomes available.

## Student Conduct Policy

All students are expected to act professionally and to respect staff and employees of the 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™ or SurgiEdge™ 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 from the program 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.

In addition to the Program Director, the clinical affiliate may dismiss the student from their clinical facility for behavior that is in violation of their code of conduct or for any behavior they deem is not in the best interest of their facility and/or patients.

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

**Re-entry:** If the student reenrolls within one (1) year of the date they withdrew and/or were terminated, credit will be given for work completed and the current tuition for re-entry will be adjusted accordingly. If the student enrolls after one year of the date they withdrew and/or were terminated, they will not receive credit for prior work completed and will be subject to current tuitions rates and other current program requirements. Upon receipt of a written request for re-entry from the student addressed to the Program Director and a non-refundable \$100 re-entry application fee, the request will be considered but the School reserves the right to determine whether or not the student is allowed to re-enter the Surgical Assistant Program.

## 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 School has a lab and office facilities at 12445 E. 39<sup>th</sup> St., Denver, CO 80239. The School can be reached by mail at that address; or by fax at 303-997-2185; 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.

The Surgical SkillLab™ is presented at the School's lab facility at the address above or in a hospital or hotel conference rooms in locations away from the School's facility. Any facility chosen to present the lab 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™.

SurgiEdge™ Clinical Internships are conducted in the student's hospital or other local hospital as arranged by the student and coordinated between the School, clinical sponsors, and the clinical facility. The student gains clinical experience by first assisting on surgeries under the direct supervision of the attending surgeon.

The student's clinical activity takes place in modern, well-equipped surgical facilities in an environment suitable to enhancing the practical learning experience.

## **Educational Services**

### **SurgiNef™ Online Distance Learning**

This is a unique program that provides our students with the ultimate in convenience and the latest in cutting-edge online distance learning technology. All Course-related information can be accessed through the secure **SurgiNef™** page on the ACE website.

#### ***SN201 Bioscience***

During this Course, the student should be able to understand the multiple, simultaneous events that reestablish the physical and physiologic integrity of surgical wounds, and the relationship between laboratory tests and medical imaging. The student should understand the management of the surgical patient. The student should be able to identify the particular concerns relative to the Surgical Assistant's role regarding the care and handling of the surgical specimen. The student will gain knowledge of the intraoperative care of patients with single or multiple organ failure. In addition, the student should learn the indications for, and complications of, thermoregulatory devices, and the principles of fluid, electrolyte, acid-base and nutritional balances in the surgical patient. The student should learn the therapies needed during the perioperative period, and be able to identify any reportable preoperative, intraoperative, and postoperative conditions of the skin.

#### ***SN202 Laparoscopic Surgery / Microbiology***

Students will study the anatomy & physiology of the Biliary System; identify the surgical anatomy of the gallbladder, liver and biliary ducts. They will study the diagnostic tests and medical imaging necessary to determine the need for Laparoscopic and Open Cholecystectomies. The student should learn the various surgical approaches available for Cholecystectomies; understand the necessary laparoscopic equipment and techniques associated with a Laparoscopic Cholecystectomy. The students will study the causes and treatment of various pathogens; understand nosocomial infections and infection control. The student will learn the principles of Aseptic Technique and be able to describe how Universal Precautions affect patient care.

#### ***SN203 General Surgery***

During this Course, the student will study the anatomy & physiology of the Digestive System to include the surgical anatomy associated with surgical procedures on the large and small bowel. The student will learn the different types of bowel anastomoses available. Students should be able to identify the diagnostic tests and medical imaging tests used to determine the need for bowel resections. The student will also learn about patient safety as it applies to positioning of the patient during the surgical procedure. The student will learn to identify the anatomy of the groin and abdominal wall in preparation to act as first assistant on an inguinal hernia repair.

#### ***SN204 Thoracic Surgery, Plastic Surgery / Wound Care***

During this Course, the student will study the anatomy & physiology of the thoracic cavity, surgical anatomy of the lungs, the lab tests and diagnostic studies associated with Thoracic Surgery. The student should also learn the incisions available for Thoracotomy to include the advantages and disadvantages of each. The student will study the Integumentary System. They will also study Plastic Surgery techniques; learn wound healing, care and handling of surgical specimens, and proper skin assessment.

#### ***SN205 Gyn Surgery / Complications during Surgery***

During this Course, the student will study the anatomy & physiology of the Female Reproductive System, indications and contraindications for a Hysterectomy, the advantages and disadvantages of the surgical incisions available for a Hysterectomy. The student will study the lab test(s) and diagnostic tests necessary to determine the need for a Hysterectomy. The student should understand the laparoscopic equipment and techniques necessary to assist on a Laparoscopic Assisted Vaginal Hysterectomy (LAVH). They will also study the complications that can occur in the Operating Room during surgical procedures. The student should also understand the consequences, diagnosis, and treatment of shock, be able to describe causes of pulmonary failure, understand the principles and application of CPR as it applies to the role of a Surgical Assistant. The student should be able to describe the prevention and treatment for Malignant Hyperthermia. The student will study and be able to describe the indications of emergency situations as it relates to the role of Surgical Assistants.

#### ***SN206 Microscopic Tubal Reanastomosis / Pharmacology / Urology***

During this Course, the student will study the anatomy & physiology of the Female Reproductive System, the indications and contraindications for infertility surgery, the lab tests and diagnostic tests indicating the need for surgical intervention. The student will also study the microsurgical techniques and equipment necessary to perform as Surgical Assistant for a Tubal Reanastomosis. The student will study the different drug sources and forms, drug handling techniques and the drugs most commonly used in the operating room. The student will also study the anatomy & physiology of the Urinary System, the indications and contraindications for a Nephrectomy, the lab tests and diagnostic tests used to determine the need for surgical intervention. The student will also study the advantages and disadvantages of surgical incisions available for a Nephrectomy.

### ***SN207 Interpersonal Skills / Peripheral Vascular Surgery / Anesthesia***

During this Course, the student will study the nature and importance of team relationships in the Operating Room. The student will study the cultural diversity that accompanies their patient populations. The student will study the anatomy & physiology of the Peripheral Vascular System, indications and contraindications for a Femoral-Popliteal Bypass and an Abdominal Aortic Aneurysm Repair (AAA). The student will study the lab test(s) and diagnostic tests that would indicate the need for surgical intervention for Peripheral Vascular Disease. The student will also study the advantages and disadvantages of surgical incisions available for Peripheral Vascular Surgery. The student will study the risks of anesthesia, preoperative management of the patient, the various types of anesthesia, and the various types of drugs used in anesthesia.

### ***SN208 Orthopedics / Legal and Ethical Considerations***

During this Course, the student will study the anatomy & physiology of the Skeletal and Muscular Systems, the indications and contraindications for an Open Reduction Internal Fixation (ORIF) of a fractured humerus, and a fractured tibia and fibula (Tib/Fib). In addition, the student should learn the advantages and disadvantages of the surgical approaches for a fractured humerus as well as the tibia and fibula. The student will study plating techniques associated with fractures. The student should understand pertinent legal terminology, legal concepts that apply to the medical profession, informed consents, how medical insurance works, obtaining hospital staff privileges, the Patient Bill of Rights, concepts of developmental and social psychology, legal and ethical considerations as it relates to scope of practice for Surgical Assistants and the diversity of patient populations.

### ***SN209 Total Joint Arthroplasty / Spinal Surgery***

During this course of instruction, the student should learn the anatomy & physiology of the Skeletal and Muscular Systems. The indications and contraindications for Total Hip Arthroplasty, Total Knee Arthroplasty, and Lumbar Discectomy, the lab test and diagnostic study results that would indicate the need for Total Hip Arthroplasty, Total Knee Arthroplasty, Lumbar Discectomy, the incisions and surgical approaches available for these procedures, and their advantages and disadvantages.

### ***RP210 Research Paper***

There will be one (1) assigned research paper due from each student at the end of their program. The topic for this research project will be chosen by the student from a list provided by the School and must include at least three (3) resources that would be used to train a surgeon. The format for this research project is provided in an example report titled "Anatomy of a Report" available online at the School's web site.

### ***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 how to 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 in the previous Unit 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.

The skills that students have already learned in the previous Unit will find many practical applications during this session. They now 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. Students will 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.

### **SE230 SurgiEdge™ Clinical Internship**

Clinical experience is absolutely essential. It is one of the most thrilling ingredients of real-world and purposeful training for a successful assisting career. A wide range of clinical experiences is vitally important for helping students develop into highly skilled and knowledgeable Surgical Assistants. Clinical practice in the OR, under the skillful supervision of a qualified surgeon, provides an excellent opportunity to further hone the surgical skills acquired in the 6-day Surgical SkillLab™.

The School's clinical internship is multi-specialty and designed to give students the clinical edge they need to compete successfully for the most challenging and lucrative assisting positions. We can't, in good conscience, shortchange our students on the number and type of clinical experiences delineated by industry standards and proven to generate success oriented results.

Although ACE Surgical Assisting is happy to help in a consulting capacity, students are solely responsible for arranging their own clinical experiences. That includes 1) obtaining a Clinical Affiliation Agreement with their clinical facility(ies) for their clinical experience before the experience starts (most often their facility will be in the hospitals they are currently working in) and 2) locating qualified surgeons with privileges in the clinical facility who will sponsor them through their required and elective surgical rotations. Students must have each of their sponsoring surgeons sign the school's Physician Sponsor Form.

If the student's current employer doesn't allow them to use the hospital for their clinical experience, if they can't get all their clinical experience at their hospital, or if they aren't currently employed at a suitable clinical facility, then they are still personally responsible for finding a willing another clinical facility and surgeons at the facility who are willing to help them complete their clinical requirements. **NOTE: If the student is unable or unwilling to arrange for their own clinical experience, they may not be able to complete the Surgical Assistant Program.**

Once the student has completed the Surgical SkillLab and other paperwork requirements, they can begin the SurgiEdge Clinical Internship. This means completing 100 documented surgical procedures in the role of Surgical Assistant:

**Unit 1: Open Abdominal Surgery** – 30 cases in 1 or more surgical specialties. As an example, the student could get a mixture of open cases in General Surgery, OB/GYN, and Urology (Other specialties could also apply).

**Unit 2: Laparoscopic and/or Robotic Surgery** – 30 cases in 1 or more surgical specialties. They could be in the same specialties as Unit 1.

**Unit 3: Elective Specialty(ies)** – 40 cases in 1 or more of the specialties listed below (not specialties chosen for Unit 1 and 2). If the student is interested in a specialty not listed, they may call ACE to request it.

General Surgery	Vascular	Ophthalmology
Ortho/Spine/Hand	Cardiothoracic	Oral/Maxillofacial
Neurosurgery	GU	Bariatric Surgery
Plastic/Reconstructive Surgery	Procurement/Transplant	
OB/GYN	ENT	

**NOTE:** All surgeries must **require** a Surgical Assistant in order to count for the clinical internship. If you assist on any minor cases (such as tonsillectomies) that surgeons would not ordinarily use an assistant on, they will not count toward your clinical internship.

### **The Surgical Assistant Role**

The student Surgical Assistant shall perform more than 90% of the following duties during any given surgical intervention with proficiency in order to document as having worked in the role of the Surgical Assistant for those procedures:

1. Confirm placement and functionality of equipment and supplies with the surgical team.
2. Confirm availability of specialty supplies with the surgical team.
3. Confirm X-rays, MRIs, CTs, results of diagnostic tests, patient chart, etc. are in the operating room and available for review.
4. Communicated surgeon's preferences to surgical team, ie suture needs, specialty supplies, positioning of patient, etc.
5. Monitor and aid in the positioning of the patient according to the surgeon's preference.
6. Monitor and aid in the draping of the patient; communicate the surgeon's preference to the surgical team.
7. Provide visualization of the operative site during the procedure.
8. Using appropriate technique, assist the surgeon in providing hemostasis.
9. Using appropriate technique, assist with the closure of body planes.
10. Demonstrate advanced knowledge of normal and pathological anatomy & physiology, while assisting the surgeon during the procedure.

<b>Certificate Program for Surgical Assistant</b>	<b>Clock Hours</b>	<b>Semester Credits</b>
SN201 Bioscience	60	4.0
SN202 Laparoscopic Surgery / Microbiology	60	4.0
SN203 General Surgery / Hernia Repair	60	4.0
SN204 Thoracic Surgery / Plastic Surgery / Wound Care	60	4.0
SN205 Gyn Surgery / Surgical Complications	60	4.0
SN206 Microscopic Tubal Reanastmosis / Urology / Pharmacology	60	4.0
SN207 Interpersonal Skills / Anesthesia / Peripheral Vascular Surgery	60	4.0
SN208 Orthopedics / Legal/Ethical Considerations	60	4.0
SN209 Total Joint Arthroplasty / Spinal Surgery	60	4.0
RP210 Research Paper	60	4.0
SSL220 Surgical SkillLab™	48	2.2
SE 230 SurgiEdge™ Clinical Internship	<u>400</u>	<u>8.8</u>
<b>Totals for Program</b>	<b>1048</b>	<b>51.0</b>

### **Outcomes Assessment**

Upon successful completion of the Surgical Assistant Program, you will qualify for the SA-C exam (Surgical Assistant – Certified). We utilize data obtained from the result of your certifying exam as an outcomes assessment tool. Therefore, ACE Surgical Assisting will pay the fee for taking the test **ONLY THE FIRST TIME**. If you pass, you receive the SA-C credential – no charge. If not, you are responsible for any retake fees.

## Transfer of 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 program, 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 program 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 program the student participated in, although not necessarily to completion of that segment.

**SkillLab Segment Table (refund calculated on segments – not clock hours)**

Number of Learning Segments/Days in the Lab	Total % of Lab
6 Surgical SkillLab™ Days, each Day is 16.67% of the SkillLab	100%

**Distance Learning Segment Table (refund calculated on segments – not clock hours)**

Number of Distance Learning Segments/Courses/Units	Total % of Distance Learning
10 Online Courses, each Course is 7.69% of Distance Learning	76.90%
3 Units of Surgical Rotations, each Unit is 7.69% of Distance Learning	23.10%

**Refund Table (lab and distance learning calculated independently and separately from each other)**

Student is entitled to upon withdrawal/termination	Refund
Within 10% of the lab or distance learning	90% less cancellation charge
After 10% but within first 25% of the lab or distance learning	75% less cancellation charge
After 25% but within first 50% of the lab or distance learning	50% less cancellation charge
After 50% but within first 75% of the lab or distance learning	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	No refund

The student may, at their sole discretion, refuse the refund and keep all student materials related to the training including, but not limited to, access to their student web page up until the date their program was scheduled to end. In this case, the student will not receive a diploma and transcripts will not be kept.

Students who withdraw or who are terminated from the program 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. Non-payment of the calculated amount owed based on above formula may result in legal action to include, but is not limited to, all 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; or
  - c) Should a student fail to continue the program after an excused leave of absence, the effective date of termination is the earlier of the dates between the date the School determines the student will not be returning or the day following the expected return date.

- 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.