

## South Plains College Surgical Technology Program Admissions Information and Application Fall 2018-Fall 2019

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#### The South Plains College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendations of the accreditation Review Committee on Education in Surgical Technology (ARC/STSA).

Surgical Technology is a rapidly growing field with a high demand for professionals who can provide optimum patient care, and utilize clinical knowledge in this vital role within the surgical team. It is a challenging and demanding field, but is also rewarding and exciting. The Surgical Technologist scrubs in and participates in surgical procedures to provide assistance to the surgeons and other members of the surgical team. They will also prepare instrumentation and maintain the sterile surgical field. A successful Technologist possesses not only academic knowledge, but critical thinking skills, clinical experience, integrity and stamina. Some employment opportunities include hospital operating rooms, labor and delivery departments, central processing and sterile supply departments, private surgical technologist, emergency departments, county morgues, ambulatory surgical centers, and more.

The Surgical Technology program provides the student with the knowledge and skills required to sit for the national board certification exam, and in turn qualify the student for an entry level position in the field of Surgical Technology, in accordance with the American Medical Association and the Accreditation Review Committee for Surgical Technology and Surgical Assisting Program's Core Curriculum.

During the first and second semester of the program, students will have classroom and laboratory instruction in preparation for participation in the second and third semesters of clinical rotations through local affiliated hospitals. Classroom instruction conducted at the South Plains College, Reese Campus includes anatomy and physiology, medical terminology, microbiology, patient care in surgery, sterile technique, surgical techniques, instrumentation and surgical procedures.

Clinical experience is gained through rotations at University Medical Center in Lubbock, Covenant Medical Center in Lubbock/Levelland/Plainview, Covenant Women's and Children's Hospital in Lubbock, Lubbock Heart Hospital in Lubbock, North Star Surgical Center in Lubbock, and Covenant Surgicenter in Lubbock. The student functions as a member of the surgical team in the operating room under the supervision of the instructor, staff Surgical Technologists, or Registered Nurses. The clinical phase includes further scheduled classroom instruction, but emphasis is placed on extensive clinical experience in actual surgical procedures. Students will participate in clinical rotations from 6:45am until 3:00pm Monday through Wednesday in the summer, and Monday through Thursday in the fall.

## **Description of the Profession**

Surgical Technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Scrub, circulating, and second assisting surgical technologists have shared responsibility for maintaining the sterile field, being constantly vigilant that all members of the team adhere to aseptic technique.

#### 1. First Scrub Surgical Technologist

The scrub surgical technologist handles the instruments, supplies, and equipment necessary during surgical procedures. He or she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly vigilant about maintaining the sterile field. Duties are as follows:

- a. Check supplies and equipment needed for surgical procedure
- b. Scrubs, gowns, and gloves
- c. Set up sterile table with instruments, supplies, equipment, and medications/solutions needed
- d. Perform appropriate counts with circulator prior to the operation and before incision is closed
- e. Gown and glove surgeon and assistants
- f. Help with draping the sterile field
- g. Pass instruments/supplies/equipment to the surgeon and assistants during the procedure
- h. Maintain highest standard of sterile technique during procedure
- i. Prepare sterile dressings
- j. Clean and prepare instruments for terminal sterilization
- k. Assist other team members with terminal cleaning of room
- I. Assist in preparing room for the next patient

#### 2. Circulating Surgical Technologist

The circulating surgical technologist obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He or she monitors conditions in the operating room and constantly assesses the needs of the patient and the surgical team. Duties are as follows:

- a. Obtain appropriate sterile and unsterile items needed for procedure
- b. Open sterile supplies

c. Check patient's chart, identify patient, verify surgery to be performed with consent forms, and bring patient to assigned operating room

- d. Transfer patient to operating room table
- e. Assess comfort and safety measures and provide verbal and tactile reassurance to patient
- f. Assist anesthesiologist
- g. Position patient using appropriate equipment
- h. Apply electrosurgical grounding pads, tourniquets, monitors, etc. before the procedure begins
- i. Prepare the patient's skin prior to draping by the surgical team
- j. Perform appropriate counts with scrub person prior to the operation and before closure
- k. Anticipate additional supplies needed during the procedure
- I. Keep accurate records throughout the procedure
- m. Properly care for specimens
- n. Secure dressings after incision closure
- o. Help transport patient to recovery room
- p. Assist in cleaning of room and preparing for next patient

#### 3. Second Scrub Assisting Technologist

The second assisting surgical technologist assists the surgeon and/or first assistant during the operative procedure by carrying out technical tasks other than cutting, clamping, and suturing tissue. This role is distinct from that of the first assistant and may, in some circumstances, be performed simultaneously with the first scrub role. Duties are as follows:

a. Hold retractors or instruments as directed by the surgeon

b. Sponge or suction operative site

- c. Apply electro-cautery to clamps on bleeding vessels
- d. Cut suture material as directed by the surgeon
- e. Connect drains to suction apparatus
- f. Apply dressings to the closed wound

## The Surgical Technologist Must Be Able To:

a. Stand, bend, stoop, and/or sit for long periods of time in one location with minimal breaks

b. Lift a minimum of 20 lbs

c. Demonstrate sufficient visual ability to load a fine suture (diameter of a human hair) onto needle holders while wearing safety glasses

d. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment

e. Hear and understand muffled communication without seeing the commander's mouth/lips, within 20 ft. distance

f. Refrain from nourishment or restroom breaks for periods of up to 6 hours

g. Hear activation/warning signals on equipment

h. Detect odors sufficient to maintain environmental safety and patient needs

i. Manipulate instruments, supplies, and equipment with speed, dexterity, and good hand/eye coordination

j. Communicate and understand fluent English, both verbally and in writing

k. Assist with and/or lift, move, position, and manipulate, with or without assistive devices, the unconscious patient

I. Display short and long term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively

m. Make appropriate judgment decisions in high stress situations

n. Remain calm and respond effectively in emergency situations

o. Exhibit positive interpersonal skills in patient, staff, and faculty interactions

- Descriptions and requirements provided by the Association of Surgical Technologists

## Admission Requirements

- Admission to South Plains College is a <u>separate</u> admissions process that must be completed prior to applying to the Surgical Technology Program. Admission to the College does not guarantee admission to the Surgical Technology Program.
- Applicants will be notified by mail of their acceptance status by the middle of July prior to the intended year of program enrollment. **Program maximum enrollment capacity = 20.**
- Applications will be accepted January 30, 2018 8:00am through July 1, 2018 4:00pm only

#### Readmission to the Surgical Technology Program:

- All readmission candidates must complete and resubmit application by the stated deadline.
- A student may request one (1) readmission into the Surgical Technology Program.
- Accepted students that fail to meet the requirement during surgical program and resubmit into program, may do so only once.
- A student <u>may be denied</u> readmission.

| 1.              | High school diploma or GED is required.          |   |
|-----------------|--|---|
| 2.              | Applicant must be accepted to South              | *Applicant must be accepted to South Plains                 |
|                 | Plains College.                                  | College prior to the Surgical Technology                    |
|                 |  | application deadline of <u>July 1<sup>st</sup>.</u>         |
| 3.              | Official high school transcripts, or prior       | *Official transcripts must be on file with the              |
|                 | college transcripts if applicable, are           | College prior to the Surgical Technology                    |
|                 | required to be on file with the SPC              | application deadline of <u>July 1<sup>st</sup>.</u>         |
|                 | Admissions and Records office.                   | *NO HOLDS on SPC account by <u>July 1st</u>                 |
| 4.              | A current Surgical Technology Program            | Director: Kristie Cole                                      |
|                 | application must be on file with the             | South Plains College  |
|                 | Program Director's Office.                       | 819 Gilbert Drive, Building 5                               |
|                 | *Application may be emailed, Faxed               | Lubbock, TX 79416   |
|                 | (806) 885-5608, Mailed or hand deliver           | Office (806)716-4643, Building 5 office 528 (Reese)         |
|                 | anytime between application dates.               | kcole@southplainscollege.edu                                |
| <mark>5.</mark> | Entrance Exam:                                   | HOAE: \$48.00   |
|                 | PSB: Health Occupations Aptitude                 | * <u>Regardless of TSI compliance status, all</u>           |
|                 | Exam (HOAE)                                      | applicants MUST have an entrance exam score on              |
|                 | <ul> <li>Exam may be taken at the SPC</li> </ul> | <u>file with the College</u> prior to the Surgical          |
|                 | Testing and Learning Center *See                 | Technology application deadline <u>July 1<sup>st</sup>.</u> |
|                 | attached for Spring 2018 exam                    |   |
|                 | <mark>dates.</mark>                              |   |
| 6.              | TSI compliance in all areas is required          |   |
|                 | for both Certificate and Associate               |   |
|                 | Degree   |   |

## **Requirements of Accepted Applicants ONLY**

• A <u>criminal background check</u> will be performed by applicant upon admission to program, **AND** healthcare facilities prior to hiring graduates : \$48.00

\*Students previously employed by University Medical Center whose status is "non-rehire" are not eligible to attend clinical rotations at this facility.

- The physical examination report (included with acceptance letter) is to be completed by the student's physician and submitted to the Program Director at Program Orientation in the fall.
- Student must complete a <u>CPR for Healthcare Providers course (BLS only)</u> from the American Heart Association.
- According to Texas State Law, and the policies of clinical affiliates, all students enrolled in health career programs must have the following immunizations:

| TDAP                   | *within the past ten years   |
|------------------------|--|
| Measles                | *if born after 1/1/1957: must have 2 doses   |
| Mumps                  | *if born after 1/1/1957: must have at least 1 dose   |
| Rubella                | *vaccine must be repeated if initially received before 1980                                  |
| Annual tuberculin skin |  |
| test                   |  |
| Hepatitis B series     | *must have proof of at least doses #1 and #2   |
| Annual flu vaccination |  |
| Varicella              | *proof of vaccine or notarized letter from parent stating<br>student has had the chicken pox |

\*Physical forms and shot records must be submitted by the first week of December. Failure to submit documents on time will result in dismissal from the program.\*

#### **Required supplies include:**

• Scrub uniforms and shoes for clinical rotations

# Associate of Applied Science Degree Plan

2018

| Semester 1:   | (Eall 2019)  | Lec<br>Hrs | Lab<br>Hrs | Ext<br>Hrs | Cont<br>Hrs | Cred<br>Hrs |  |
|---|--|------------|------------|------------|-------------|-------------|--|
| VNSG1420  | Anatomy and Physiology for Allied Health*            | ніз<br>4   | піз<br>0   | піз<br>0   | 64          | піз<br>4    |  |
| HPRS1106  | Essentials of Medical Terminology                    | 1          | 0          | 0          | 16          | 1           |  |
| ENGL1301  | Composition I  | 3          | 0          | 0          | 48          | 3           |  |
| MATH1314  | College Algebra                                      | 3          | 0          | 0          | 48          | 3           |  |
| HPRS1205  | Medical Law & Ethics for Health Professions          | <u>2</u>   | <u>0</u>   | <u>0</u>   | <u>32</u>   | <u>2</u>    |  |
|   | TOTAL HOURS:   | 13         | 0          | 0          | 208         | 13          |  |
| Semester 2: S   | Spring Semester (2019)                               |            |            |            |             |             |  |
| SRGT1442  | Surgical Procedures II                               | 3          | 4          | 0          | 112         | 4           |  |
| SRGT1405  | Introduction to Surgical Technology                  | 3          | 4          | 0          | 112         | 4           |  |
| SRGT1541  | Surgical Procedures I                                | 4          | 4          | 0          | 128         | 5           |  |
| SRGT1409  | Fundamentals of Perioperative Concepts and           | <u>3</u>   | <u>4</u>   | <u>0</u>   | <u>112</u>  | <u>4</u>    |  |
|   | Techniques<br>TOTAL HOURS:                           | 13         | 16         | 0          | 464         | 17          |  |
| Semester 3: Summer Semester (2019)  |  |            |            |            |             |             |  |
| ENGL 1302   | Composition II                                       | 3          | 0          | 0          | 48          | 3           |  |
| HPRS2200  | Pharmacology for Health Professions                  | 2          | 0          | 0          | 32          | 2           |  |
| SRGT2130  | Professional Readiness                               | 1          | 0          | 0          | 16          | 1           |  |
| SRGT1244  | Technological Science for the Surgical Technologist  | 2          | 0          | 0          | 32          | 2           |  |
| SRGT1560  | Clinical- Surgical/Operating Room Technician         | 0          | 0          | 24         | 384         | 5           |  |
| Elective*   |  | <u>3</u>   | <u>0</u>   | <u>0</u>   | <u>48</u>   | <u>3</u>    |  |
|   | TOTAL HOURS:   | 11         | 0          | 24         | 560         | 16          |  |
| Semester 4: I   | Fall Semester (2019)                                 |            |            |            |             |             |  |
| SRGT2661  | Clinical- Surgical/Operating Room Technician         | 0          | 0          | 20         | 320         | 6           |  |
| SRGT1291  | Special Topics in Surgical/Operating Room Technician | 2          | 0          | 0          | 32          | 2           |  |
| PSYC2301  | General Psychology                                   | 3          | 0          | 0          | 48          | 3           |  |
| Humanities  |  | <u>3</u>   | <u>0</u>   | <u>0</u>   | <u>48</u>   | <u>3</u>    |  |
|   | TOTAL HOURS:   | 8          | 0          | 20         | 448         | 14          |  |
|   | A.A.S Grand Total                                    | 45         | 16         | 44         | 1680        | 60          |  |
| *If BIOL2401 AND BIOL2402 are not complete upon acceptance to the program,<br>student will be enrolled in VNSG1420 to fulfill Anatomy and Physiology<br>requirements of the program |  |            |            |            | ,           |             |  |

requirements of the program.

\*HITT1305 is not complete upon acceptance to the program, student will be enrolled in HPRS1106 to fulfill Medical Terminology.

\*\*please see advisor for approved courses for humanities elective

# Surgical Technology Certificate Plan

2018

| <u>Semester 1:</u><br>**VNSG1420 | Anatomy and Physiology for Allied Health<br>Professions  | Lec<br>Hrs<br>4 | Lab<br>Hrs<br>0 | Ext<br>Hrs<br>0 | Cont<br>Hrs<br>64 | Cred<br>Hrs<br>4 |
|----------------------------------|--|-----------------|-----------------|-----------------|-------------------|------------------|
| HPRS1106                         | Essentials of Medical Terminology  | 1               | 0               | 0               | 16                | 1                |
| HPRS1205                         | Medical Law & Ethics for Health Professions<br>(Fall Semester 2015 – Part of 12 month program) | <u>2</u>        | <u>0</u>        | <u>0</u>        | <u>32</u>         | <u>2</u>         |
|                                  | TOTAL HOURS:   | 7               | 0               | 0               | 112               | 6                |
| Semester 2:                      |  |                 |                 |                 |                   |                  |
| SRGT1442                         | Surgical Procedures II   | 3               | 4               | 0               | 112               | 4                |
| SRGT1405                         | Introduction to Surgical Technology  | 3               | 4               | 0               | 112               | 4                |
| SRGT1541                         | Surgical Procedures I  | 4               | 4               | 0               | 128               | 5                |
| SRGT1409                         | Fundamentals of Perioperative Concepts and<br>Techniques                                       | <u>3</u>        | <u>4</u>        | <u>0</u>        | <u>112</u>        | <u>4</u>         |
|                                  | TOTAL HOURS:   | 13              | 16              | 0               | 464               | 17               |
| Semester 3:                      |  |                 |                 |                 |                   |                  |
| HPRS2200                         | Pharmacology for Health Professions  | 2               | 0               | 0               | 32                | 2                |
| SRGT2130                         | Professional Readiness   | 1               | 0               | 0               | 16                | 1                |
| SRGT1244                         | Technological Science for the Surgical Technologist  | 2               | 0               | 0               | 32                | 2                |
| SRGT1560                         | Clinical- Surgical/Operating Room Technician   | <u>0</u>        | <u>0</u>        | <u>24</u>       | <u>384</u>        | <u>5</u>         |
|                                  | TOTAL HOURS:   | 5               | 0               | 24              | 464               | 10               |
| Semester 4:                      |  | •               | •               | 20              |                   | c                |
| SRGT2661                         | Clinical-Surgical/Operating Room Technician  | 0               | 0               | 20              | 320               | 6                |
| SRGT1291                         | Special Topics in Surgical/Operating Room Technician   | <u>2</u>        | <u>0</u>        | <u>0</u>        | <u>32</u>         | <u>2</u>         |
|                                  | TOTAL HOURS:   | 2               | 0               | 20              | 352               | 8                |
|                                  | Certificate Grand Total:   | 27              | 16              | 44              | 1392              | 42               |

## Surgical Technology Program Application Process

Attached to this information packet is the Surgical Technology Program Application. Application guidelines are as follows:

- Applications will be accepted January 30<sup>th</sup> through July 1<sup>st</sup> for each class to begin the following January. No early or late applications will be accepted.
- Applications may be **faxed**, **emailed**, **mailed**, **or hand delivered** to the Office of the Program Director (for address, see "Admissions Requirements")
- Class selection will occur the **beginning of July**; all applicants will be notified by phone call, and email of their acceptance status.
- If re-applying to the program, it is the applicant's responsibility to meet with the Program Director prior to applying as admissions requirements are subject to change.

#### Please Note:

- It is the applicant's responsibility to keep the Admissions and Records Office, and the office of the Program Director, informed of <u>any changes to application</u> information such as test scores, contact information, name changes, etc.
- Applicants who do not have <u>ALL</u> college transcripts on file and HOLDS with the <u>Admissions and</u> <u>Records Office</u> and an entrance exam score on file with the College by July 1<sup>st</sup>, will NOT be considered for admission.
- Students that had been <u>accepted</u> and failed to complete requirements during the academic calendar year, may re-apply. \*Note: only a total of two (2) admission (initial admission and the readmission)

# South Plains College

Surgical Technology Program

Application for Admission

| Name:   |
|---|
| (Last, First Middle Initial)  |
| Previous Name:  |
| (If different from above)   |
| Social Security Number:   |
| SPC Student ID Number:  |
|   |
| Mailing Address:  |
|   |
| Phone Number(s): ()   |
| Email Address:  |
| If other what is your recidency status?   |
| If other, what is your residency status?  |
| Current Employer:   |
| Address:  |
| Phone Number:   |
| Your position:  |
| Have you ever been convicted of a drug violation or a felony? Yes No                                    |
| If yes, you must contact the Human Resources Department at Covenant Medical Center and verify that      |
| you are eligible to participate in clinical rotations at their facility with your background history.   |
| *The Program is not responsible for determining acceptable background histories. It is the              |
| responsibility of the applicant to ensure their own eligibility to participate in clinical rotations*   |
|   |
| Have you previously applied to, or been enrolled in a healthcare program? Yes No                        |
| If yes, when and where:   |
| Did you complete the program? Yes No  |
| If not, please explain:   |
|   |
| *If you did not complete the program, a letter from the program in which you did not complete,          |
| stating that you are in good standing with the program, must be submitted with your application $^{st}$ |
| Students will be assigned to clinical training off the college campus. Are you able to provide          |
| transportation and gasoline for yourself to and from these assignments? Yes No                          |
| How did you hear about the Surgical Technology Program?   |
|   |
|   |
| Reese Campus  |
|   |

819 Gilbert Drive, Bldg. 5 Lubbock, TX 79416

#### Please list all Colleges and Vocational Schools attended:

| Name | Location | Dates Attended | Degree/Certification? | Completed? |  |
|------|----------|----------------|-----------------------|------------|--|
|      |          |                |                       | Y N        |  |
|      |          |                |                       | Y N        |  |
|      |          |                |                       | Y N        |  |
|      |          |                |                       | Y N        |  |

An incomplete application will not be considered.

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from the College. I understand that the information contained in this application will be read by the faculty and staff of the South Plains College Surgical Technology Program.

Signature of Applicant

Date

| nology Program Office use ONLY.            |
|--|
|  |
|  |
| Previous healthcare program letter: Yes No |
| BIOL2402TSI<br>HOLDS Degree:               |
|  |
|  |

Revised 07/2017

# Health Occupations Aptitude Exam (HOAE) for Surgical Technology



# **Mission Statement**

The Testing Center helps support the institutional mission of South Plains College by supporting student retention and success by providing examinations and resources to assist academic and professional advancement to students and externally to the community. The Testing Center is committed to maintain the highest compliance with nationally recognized professional testing standards and practices, safeguarding confidentiality of student records, and creating an optimal testing environment. Within this framework, the Testing Center:

- Provides a public service by offering computer-based and/or paper-pencil testing services
- Provides assistance to various campus offices in helping students meet their needs for different programs
- Administers national and professional entrance, certification and advanced-standing examinations available to the college and community
- Provides a facility conducive to a quality testing environment which will be clean, comfortable, quiet, aesthetically pleasing and user-friendly
- Subscribes to the National College Testing Association's (NCTA's) Professional Standards and Guidelines for Post-Secondary Test Centers

The Testing Center additionally supports student retention and success by:

- Administering appropriate exams to determine initial course placement
- Referring students to appropriate resources for test preparation and registration

# **Privacy and Confidentiality**

The privacy and confidentiality of all examinee personal information is critical. The test center does not maintain personal files on examinees; nor is information released to any third party or agency or any client receiving services at the test center. Communication of examinee information is restricted to the following: the examinee and the test center; the test center and the test provider; the examinee and the test provider; and the examinee and others as the examinee permits in a written statement.

# Security

The Test Center at South Plains College has security measures in place intended to protect against the misuse and alteration of testing materials under our control. Our computer network access to the infrastructure is protected by a firewall protection system. Audio and video taping of examinee information is regarded with confidentiality and privacy.

# Examinees

No examinee is permitted access to any area of the test center that contains secure test materials or equipment.

# Health Occupations Aptitude Exam (HOAE) Information For Surgical Technology

# **Application information:**

**Applications will be accepted until July 1, 2018**. There are two phases of testing for the Surgical Technology program. First, applicants need to be TSI compliant. At South Plains College, the TSI Assessment is the test used to determine college readiness in Reading, Math and English to meet the state requirements. When candidates have passed all sections of this test, they must speak with the Program Director, Kristi Cole before they are eligible to take the Health Occupations Aptitude Exam (HOAE – the second phase of testing for Surgical Technology.) Kristi Cole may be reached at kcole@southplainscollege.edu or by phone at 806.716.4643. Tests need to be taken before application deadline. Scores do not expire but must be within the calendar year. Classes begin in the Fall semester only. There are no pre-requisite courses. Former pre-requisite courses have been integrated in the degree plan. You may, however, take the general education courses before being accepted in the program (any classes not labeled SRGT, HPRS or VNSG).

# MUST BE TSI COMPLETE BEFORE TAKING HOAE

Cost of the TSI Assessment is \$33.00 and the HOAE test is \$48.00 (subject to change)

# **TSI** Assessment scores needed to pass:

Reading: 351 Math: 350 Writing Skills: 363 Essay: 4\*

\*If you make a 5-8 on Essay, you successfully passed the Writing portion of TSI regardless of the Writing Skills score.

# Campus contacts:

Kristi Cole (806) 716-4643 - Reese Program Director

Jennifer Trusty (806) 716-4689 - Reese Testing Assistant

Study links may be found at:

http://www.psbtests.com/web/guest/test-resources http://cfcc.edu/learninglab/placement-test-preparation/psb/2/

# How to Register for a Test

You can register in person at the at the Reese Center, Building 8, Room 805. You must have a SPC Student ID, picture id (i.e. driver's license), and form of payment (i.e. cash, credit card or money order) **OR** register online to pay by credit/debit card.

## HOW TO REGISTER ONLINE

- 1. All examinees must have an application with South Plains College on file to register.
- 2. Go to website: <u>http://www.registerblast.com/reese</u>
- 3. On the **Exam Registration** page, choose "Health Occupations Aptitude Exam" from the **group** listed.
- 4. Choose "Health Occupations Aptitude Exam" from the **exam** drop down menu.
- 5. Select a test date from the drop down menu. All available test dates will be displayed in green. Test dates will close three (3) business days before or if seating capacity is reached. If necessary, click the left/right arrows to move to a different month.
- 6. Select the **time** from the list of time slots available in the drop-down box.
- 7. Enter the test taker's information.
- 8. Read the **Exam guideline acknowledgement** in the scroll box. Acknowledge the information **by clicking the check box underneath the scroll box.**
- Enter the test taker's phone number, date of birth and South Plains College Student ID number. The SPC student ID number can be located when you log onto MySPC and click on CampusConnect.

### 10. Select ADD TO CART

- 11. The next page will show the test taker's cart. Please check to make sure the test, date, time and location are correct. Test taker has the option of adding another exam or checking out.
- 12. If checking out, complete the billing information and click Purchase Exams.
- 13. Once you click **Register**, and your transaction is completed, a confirmation of your registration will appear on the next page. When you receive the email confirmation of your registration, please print it. You must present the printed email on the day of the test.
- 14. Check in time for the test begins 30 minutes before start time. Late examinees will not be admitted into the testing room. All test fees are non-refundable and non-transferrable.

# Information about the Health Occupations Aptitude Test

Total number of questions: 380 Total time: 3hours

## Part 1 – Academic Aptitude (90 questions: 45 minutes)

Academic aptitude as measured by the total (combined subtests), might be thought of as a type of ability to learn. The test content is specifically adapted for appraising the combination of innate and acquired abilities that are needed for the work of an academic nature. The academic aptitude total emphasizes familiar experiences and concepts while requiring careful reasoning and the capacity to comprehend and draw conclusions.

<u>Verbal:</u> the verbal aspect consists of vocabulary-related test questions. Empirical evidence has shown this type of test item to be highly related to academic success.

<u>Arithmetic:</u> the numerical aspect consists of the items drawing largely from arithmetic. To some degree, it involves skill with arithmetical concepts along with the computational speed. The content of the numerical items is that to which practically all eighth grade students have been exposed.

<u>Nonverbal</u>: the nonverbal aspect consists of test items calling for a comprehension of form relationships. Measurement is in terms of the ability to manipulate "things" mentally, to reason out differences in pictured objects, and to deal with concrete materials through visualization. Recognition of relationships and of differences has been shown by research to be basic to learning aptitude.

## Part 2 – Spelling (60 questions: 15 minutes)

The spelling test measures skill with a tool essential to written expression or communication. It also reflects educations achievement in basic tools of learning.

## Part 3 – Reading Comprehension (50 questions: 35 minutes)

This test measures the ability to understand direct statements, interpret written expression, see the authors intent, observe organization of ideas, and to extract information from written material with respect to ideas and purposes; thus read and comprehend what is read.

## Part 4 – Information in the Natural Sciences (90 questions: 30 minutes)

Measurement with this test concerns accumulation of information in the natural sciences, i.e., biology, chemistry, health, safety, etc., at a fundamental level. The relationship of knowledge in the area of natural sciences to the course of study of the allied health educational is an obvious one.

**Part 5 – Vocational Adjustment Index** (90 questions: 15 minutes) The person's characteristic life style is reflected in his or her distinctive educational and occupational adjustment. Feelings, attitudes, opinions, and other personality characteristics and behavioral traits, which may be quite acceptable in many situations, may not be those desirable for the prospective healthcare professional either as a student or a practitioner.

# Below are the HOAE test dates for Spring 2018.

| Monday    | January 8   | 1:00 PM  |
|-----------|-------------|----------|
| Friday    | January 26  | 9:00 AM  |
| Wednesday | February 7  | 12:00 PM |
| Friday    | February 23 | 9:00 AM  |
| Thursday  | March 8     | 9:00 AM  |
| Monday    | March 26    | 9:00 AM  |
| Tuesday   | April 10    | 12:00 PM |
| Friday    | April 27    | 12:00 PM |
| Wednesday | May 9       | 9:00 AM  |
| Monday    | May 21      | 12:00 PM |
| Friday    | June 1      | 9:00 AM  |