



Gulf Coast Community College

5230 West U.S. Highway 98
Panama City, Florida 32401-1058

(850) 769-1551

Health Sciences/Surgical Technology Program
Gulf Coast Community College
RNFA

Dear Prospective Student:

Thank you for your interest in the RNFA Program at Gulf Coast Community College. Upon successful completion of both courses an Advanced Technical Certificate in "First Assistant Training" will be awarded by Gulf Coast Community College. Completing all requirements established by CCI (Competency and Credentialing Institute), the student may utilize the credential or title of "Certified Registered Nurse First Assistant (CRNFA)".

The 9 credit program is composed of two courses based on the Association of Perioperative Registered Nurses (AORN) Core Curriculum for the RNFA. The NUR2790 RNFA Theory Course (3 credits) is offered utilizing the web based platform "Angel". Once you successfully complete the introductory modules you will begin the second course. The NUR2790L RNFA Lab/Clinical course (6 credits) includes a one week lab session that requires skills performance. Prior to beginning the clinical internship segment of the course, you must have successfully completed the NUR2790 RNFA Theory Course and NUR2790L RNFA one week Lab session. Students may apply after the deadline provided there is space available in the program. The program can be completed on line, lab session, and clinical experiences at your own pace which can take a minimum of approximately two semesters.

Please read everything in the attached application packet or visit our website <http://surgttech.gulfcoast.edu/> to learn about our program, student responsibilities, and the job classification of RNFA. Additional information regarding certification and RNFA standards can be obtained at http://www.cc-institute.org/cert_crnfa.aspx or www.aorn.org, the official web site of Perioperative Nursing. If you decide that becoming a RNFA is for you, you can begin the process of applying for admission by following the attached instructions. If you have any further questions, please feel free to email (lmcnaron@gulfcoast.edu) or call Craig Wise at 850-913-3311, toll free at 1-800-311-3685 extension 3311, or Libby McNaron at 850-873-3551, toll free 1-800-311-3685 extension 3551. We look forward to working with you in the future.

Sincerely,

Libby McNaron, RN, CST, CNOR, BSN, MS
Program Coordinator

***Deadline to apply December 15 (Note: Applications are accepted after the deadline.
Consideration for selection will be based upon space availability in the program.)***

Core Classes Begin January – Additional students accepted in web based program until January 31.

Student Checklist Surgical Technology Application Responsibilities



Apply to the College:

- ____ Step 1. Complete general admission application to Gulf Coast Community College – Form available at the Office of Admissions or online at www.gulfcoast.edu. Follow instructions posted on line, at the Surgical Technology Web Site <http://surgtech.gulfcoast.edu> or contact lmcnaron@gulfcoast.edu for step by step instructions.
- ____ Step 2. Request OFFICIAL transcripts showing attainment of high school diploma or equivalent (GED) to be sent to Admissions Office of Gulf Coast Community College. Forms are available in the Admissions Office or online.
- ____ Step 3. Request OFFICIAL transcripts from all schools and colleges attended to be sent to the Admissions Office of Gulf Coast Community College. Forms are available in the Admissions Office. Grade point average (GPA) of 2.0 or greater (on a 4.0 system) for all school, college and/or university coursework attempted. A GPA less than 2.0 may be acceptable, but the student will be admitted on probation. Higher grade point averages will be given greater consideration in selection process.

NEXT - Apply to the Program:

- ____ Step 1. Submit RNFA application forms by mail (GCCC Health Sciences; Attention Libby McNaron; 5230 West Highway 98, Panama City, Florida 32401) or in person or by Fax (850-747-3246).
Include:
- ____ 1. Completed Application Form.
 - ____ 2. Submit Proof of licensure to practice as an RN in the state in which the clinical internship will be taken. Copy of license with VOID printed across it.
 - ____ 3. Submit copy of certificate, verification of certification as one of the following:
 - ____ a. CNOR or CNOR eligible (copy of CNOR certificate or attached eligibility form)
Note: Certification must be submitted before a successful program certificate of completion can be issued. Note: Must have a minimum of 2 years recent Perioperative nursing experience demonstrated in the scrubbing and circulating roles. Note: those who are not CNOR certified will have an additional module to complete to prepare for the CNOR exam. If unable to satisfactorily complete the module, the student may be required to complete NUR2293 to continue in the program.
 - ____ b. Board certified or board eligible as an advanced practice nurse (APN).
Note: APNs without competence in intraoperative patient care must undergo an assessment regarding clinical skills and knowledge. If it is determined that perioperative skills and knowledge are deficient, the APN must successfully complete the NUR2293 Perioperative Nursing online Course.
 - ____ 4. Submit verification of eligibility for the program.
 - ____ 5. Submit a current Identification Picture (at least 2"X 2").
- ____ Step 2. Request that two people you know send letters of recommendation attesting to the years of experience as an RN and knowledge, judgment and skills specific to surgical patient care to GCCC Health Sciences; Attention Libby McNaron; 5230 West Highway 98, Panama City, Florida 32401. References can be from pastor, family friends, former teachers or employers.
- ____ Step 3. Submit proof of current completion of cardiopulmonary resuscitation (CPR) or basic cardiac life support certification (BCLS); Advanced Life support (ACLS) is acceptable.
Note: expiration date must not occur during the entire length of the program.
*Note: Applications are accepted after the deadline of December 15th.
Consideration for selection will be based upon space availability in the program.*

Register for Courses:

NUR2790 RNFA THEORY CLASS:

- ____ Step 1. **Schedule initial advising to evaluate transcript and application** with Advisor Libby McNaron. (If APN, evaluate perioperative skills and knowledge).
- ____ Step 2. **Begin Financial Aid activities** to seek assistance as needed. Handout with instructions available from Libby McNaron or on web site <http://surgtech.gulfcoast.edu> if necessary.

NUR2790L RNFA LAB/CLINICAL CLASS:

- ____ Step 1. **Successfully complete the didactic component** of NUR2790 RNFA with a "C" or better.
- ____ Step 2. **Prior to registration for NUR2790L**
- ____ Submit evidence of current personal professional liability insurance for RNFA practice.
 - ____ Submit Completed Heptavax form or waiver

Preparation for LAB Class:

- ____ Step 1. **Complete Modules 1 - 4** in preparation for the LAB session. Log onto Angel and submit the form to schedule your lab component.
- ____ Step 2. **Lab class will be scheduled for a minimum of 8-12 students who have completed Modules 1-4 at least 6-8 weeks in advance (usually Summer Schedule).** Students completing Modules 1-4 can be added to a lab class already scheduled provided space is available. Information regarding lodging and transportation can be provided upon request.

Preparation for Clinical Internship:

- ____ Step 1. **Successfully complete all lab assignments and lab modules.**
- ____ Step 2. **Select a surgeon preceptor/mentor that meets the clinical component requirements** as outlined in the clinical student handbook. The clinical component is a minimum 200 hours of clinical experience.
- ____ Submit the Surgeon Mentor approval form
 - ____ Submit proof of Clinical privileges from the healthcare facility or facilities to be used.
- Note: It is the student's responsibility to ensure that all facility procedures regarding credentialing requirements (clinical privileges) or other policies regarding student internships are accurately followed.



**RNFA Program
Verification of Eligibility for
Program**

Please have 2 Letters of recommendation from current or former supervisors regarding clinical competency sent to the attention of the coordinator of surgical technology program.

Applicant must submit proof of eligibility by either of the following ways:

- CNOR Eligibility:** Document that you have been employed as a registered nurse with scrub and circulating experience with a minimum of 2 years of experience.
See web site http://www.cc-institute.org/cert_cnor_abou_elig.aspx for eligibility requirements.

Experience Dates and Position	Facility and Unit assigned.	Phone Number and Supervisor's name/ title	Signature of Supervisor	Completed by College Personnel: Validation by College Personnel (only one is required that meets criteria)

- CNOR:** Attach copy of form.

Certification Date	Expires:	Certification Number	Validated by College Personnel

- APN:** Attach copy of certification.

Certification Date	Expires:	Certification Number	Validated by College Personnel

I verify that I meet the requirements for the course as evidence by meeting one of the criteria. I verify that the information provided on this form is accurate and complete to the best of my knowledge.

Applicant Signature _____ Date _____



Gulf Coast Community College
5230 West Highway 98
Panama City, Florida 32428

Subject: Verification of Employment

Section I:

Potential student is to fill out this section, date, and sign it and send it to the place of employment. Please PRINT the Following Information.

Name: _____

Name at time of employment if different: _____

Social Security Number: _____

Place of employment: _____

Approximate Dates of Employment: _____

Job Position Held: _____

I hereby authorize the Human Resources Department or other department of the above listed place of employment to release the information or confirmation of the information listed above. Additionally, I release Gulf Coast Community College and the place of employment listed above from all liability whatsoever for issuing the requested information.

Student Authorizing Signature

Date

Section II:

I certify that the records of _____ (company)
reveal the following on the person identified above:

___ Above information is correct

___ Above information is correct with the following correction:

___ Unable to verify information due to:

Please verify employment of the above named person and return this form via fax to 850-747-3246 or email information to lmcnaron@gulfcoast.edu.

Name of person verifying employment _____

Position: _____ Date: _____ Telephone # _____

Thank you,
Libby McNaron, RN, CNOR, CST, BSN, MS
Program Coordinator, Surgical Technology



RNFA

Duties Acknowledgement Form



Duties and Responsibilities:

1. Preoperative:
 - A. Analyze and describe preoperative patient management including performing a preoperative evaluation/assessment in collaboration with other health care providers to establish a plan of care. Describes methods of communicating the patient's plan of care with other health care providers.
 - B. Describe and demonstrate correctly written preoperative orders according to established protocols for the surgical scenarios given.
2. Intraoperative:
 - A. Describe methods of intraoperative surgical assisting including using instruments and medical devices, providing exposure, handling and cutting tissue, providing hemostasis, and suturing.
 - B. Analyze wound healing and wound closure correlating the techniques of surgical assisting which will enhance postoperative healing.
 - C. Correlate anatomy, physiology, and pathophysiology with the sequencing of the procedure to identify specific RNFA behaviors and operative technique for the identified procedures.
3. Postoperative:
 - A. Describe the immediate postoperative period including writing postoperative orders and postoperative procedure notes according to established protocols.
 - B. Describe postoperative rounds and identify potential outcomes and complications.
 - C. Describe postoperative discharge planning and identifies appropriate community resources that may be utilized for the identified procedures.

Special Qualifications:

In addition to minimum requirements regarding reading, language, and math skills, the student must, unassisted:

1. Demonstrate ability to comprehend and interpret written material. Able to make appropriate judgment decisions.
2. Follow written and oral/verbal instructions in English. Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills during the operation.
3. Synthesize information from written material and apply the knowledge to various situations.
4. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

Psychomotor Qualifications:

1. Vision – normal, corrected. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
2. Hearing – normal, corrected, or aid able. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
3. Smell – Able to detect odors sufficient to maintain environmental safety and patient needs.
4. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

Physical Qualifications:

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
2. Able to lift a minimum of 20 pounds.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ambulate/move around without assistive devices.
5. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
6. Successfully complete a CPR certification course.

Communication Qualifications:

1. The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
2. Demonstrate calm and effective responses, especially in emergency situations.
3. Knowledge of basic written, grammar, and spelling skills.
4. Ability to communicate and understand fluent English both verbally and in writing.

I have read the above and feel that it is within my ability to carry out the duties, responsibilities, and qualifications of a RNFA. I do ___ do not ___ (check one) have any problem in meeting the above technical requirements. I understand that clinical policies regarding physical, TB skin tests and Immunization Records must be followed.

SIGNATURE

DATE

Sign and attach this form to the RNFA application submitted to the Health Sciences Division.

TRANSCRIPT REQUEST FORM

FOR HIGH SCHOOL, VOCATIONAL SCHOOL,
COLLEGE, OR UNIVERSITY TRANSCRIPTS

*****FORM FOR TRANSCRIPTS THAT NEED TO BE
SENT TO GULF COAST COMMUNITY COLLEGE*****

Please complete and take or mail this form to the school(s) you have attended. (Transcripts are required from each school that you have attended (High School and College, etc.) for admission to Gulf Coast Community College)

TO: _____
Name of School Attended

I am applying for admissions to **Gulf Coast Community College**. In order to complete my admission process, I need an **official transcript** for which I agree to pay if there is any charge, sent to the address below.

I attended from _____ to _____

Last Name: _____ First: _____ Middle: _____

Maiden Name: _____ Date of Birth: _____ Social Security Number: _____ - _____ - _____

I attended under the name of: _____

PLEASE SEND TO:

**GULF COAST COMMUNITY COLLEGE
OFFICE OF ADMISSIONS AND RECORDS
5230 WEST HIGHWAY 98
PANAMA CITY, FLORIDA 32401-1058**

Student Signature: _____ Today's Date: _____

Telephone Number () _____ - _____

Address: _____ Apt.# _____

City: _____ State: _____ Zip Code: _____ - _____

Thank you

***2007-2008 SAMPLE FEE SCHEDULE**

	In-State	Out-of-State
ENROLLMENT FEES:	\$ No Fee	\$ No Fee
TEXTBOOK FEES:		
Textbooks (Approximate) (List Provided)		
Required texts	\$ 300.00	\$ 300.00
TUITION FEES (See current College Catalog):		
NUR2790 (3 Credits)	\$ 196.80	\$ 710.91
NUR2790L LAB/Clinical (6 Credits)	\$ 393.60	\$1421.82
LAB FEES:		
NUR2790L	\$ 220.00	\$ 220.00
(Includes: Student Liability/Accident Insurance for LAB)		
Total (Approximate) Program Fees	\$1,230.40	\$ 2,652.73

Textbooks include:

Core Curriculum for the RN First Assistant by AORN
 CRNFA Study Guide and Practice Resource
 AORN Publication RN First Assistant Guide to Practice
 Surgery Textbook (To Be Announced)

Other Texts to Prepare for examination (Core Perioperative Knowledge):

Alexander's Care of the Surgical Patient
 Berry and Kohn's Operating Room Technique
 Essential Surgical Skills

* Fees listed above are currently accurate, but subject to change without notice due to price changes from the other requirements, manufacturer, or provider.