

# Facility Letter Head or Information (name, address)

Surgical First Assisting Program Director,

This letter of intent is in regards to facility support of (student name here). This student/employee is pursuing a Surgical First Assist (SFA) certificate awarded from Southeast Community College. This certificate will allow the student to sit for the national certification exam and apply for a license in the state if applicable. This letter does NOT replace an Affiliation Agreement between Southeast Community College and this health care facility. An affiliation agreement will be obtained after student is accepted into the program, and all requirements are met from the student. Please complete the required information and initial next to each statement:

\_\_\_\_\_ I understand that the program will run approximately from January to August for the Full Time or August to July for the Part Time.

\_\_\_\_\_ I understand that the student during their clinical externships will need to accumulate the required 140 cases. These 140 cases must further be broken down into a minimum of 20 **General** Surgery cases.

\_\_\_\_\_ During the course of the program the student will be allowed to function at the level of education received throughout the program including functioning in the Student First Assistant role in scrub, when possible, for an entire procedure.

List of skills and knowledge that are the basics of the first assistant training:

1. Knowledge

- a. Normal anatomy and physiology-relevant anatomy to identify /protect during procedure
- b. Common comorbidities, signs/symptoms and impact of care
- c. Surgical pathophysiology
- d. Patient preoperative assessment within scope of practice
  - i. History and physical
  - ii. Relevant lab/test for diagnosis or other disease related to the patient's overall health
- e. Patient intraoperative procedure, plan of care rational
- f. Postoperative care and assessment
  - i. Wound care
  - ii. Prognosis

2. Skills performed under the direction of the surgeon

- a. Reviews surgical record including patient information history, preoperative tests (EKG, EEG, EMG, lab values, diagnostic imaging), safety measures, biopsy results.
- b. Confirm placement and functionality of equipment and supplies with surgical team.
- c. Communicate surgeon's preferences to surgical team, i.e., suture needs, specialty supplies, positioning of patient, etc.
- d. Monitor and aid in the catheterization, skin prep, and/or positioning of the patient according to surgeon's preference.
- e. Confirm X-rays, MRIs, CTs, results of diagnostic tests, patient chart, etc., are in operating room and available for review.
- f. Monitor and aid in the draping of the patient; communicate surgeon's preference to the surgical team.

- g. Injects local anesthesia, and/or performs incision dissection and/or secondary or subsequent trocar placement for procedure entry.
- h. Uses appropriate knowledge of normal pathological anatomy and physiology, recognizes and responds appropriately to surgical events.
- i. Provides visualization or assistance such as retraction, knot tying, suctioning/irrigation, application of hemostatic agents, ESU hemostasis, as appropriate to the operative site.
- j. Injects postoperative local, and/or performs insertion of drains, and/or closure of wound/body planes.
- k. Participates in splinting and immobilization, and/or placement of dressings.
- l. Transfers patient.

\_\_\_\_\_ I understand that it is the policy of Southeast Community College Surgical First Assist Program and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) that students cannot be substituted for paid personnel at the clinical sites while in the student role.

### **STUDENT WORK POLICY**

It is recognized that students may be sponsored by their employer to attend the surgical first assistant program at Southeast Community College. It is also acknowledged that most SFA students will be working full time during their enrollment of the program. As employee/student complete their clinical rotation, it must be noted that:

- All activities including clinical in the program must be educational in nature
- Student must not be substituted for hired staff during their clinical rotation

However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction. It is understood that Surgical First Assist students are employed at their sites and/or by the physicians who may be evaluating them in some specialty areas. There is an understanding that agreements have been made, either stipends, guaranteed regular salaries, or educational benefits which continue the students' salaries. These agreements are established between the students and their facilities/employers. Therefore, the students will not be substituted for paid personnel while obtaining their clinical case requirements. SFA students will not perform in the dual role as CST to student first assist. Example: handing the case and then stepping up to close. These cases are to be experience guided/educational with either SFA preceptor or surgeon preceptor

\_\_\_\_\_ I understand that the student will be responsible for obtaining all documentation from the surgeons that will act as preceptors during their clinical portion of the program. CSFA's that are current with at least 3 years' experience may also act as preceptors to the student. This information will be given to Southeast Community College fulfilling accreditation requirements.

\_\_\_\_\_ I understand that the student will be covered under liability insurance provided to the student by Southeast Community College.

\_\_\_\_\_ I understand that an Affiliation Agreement will be obtained between the Sponsoring facility and Southeast Community College.

\_\_\_\_\_ I validate the employee/student has at least 2 years' experience working as a Surgical Technologist.

If not, the employee/student has \_\_\_\_\_ experience.

Signature \_\_\_\_\_

Signee's Email \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Please return to Program Director at [agoracke@southeast.edu](mailto:agoracke@southeast.edu)