

Make this year the year you advance your career, life and income potential!

# Surgical Assisting Programs

282 (Single Specialty) & 284 (Multi-Specialty)



## Approved

*Our belief is that everyone acting in the role of the surgical first assistant should be formally trained in a program that leads to certification.*

*Train on the most advanced Wound Closure Kit and simulated tissues on the market!*



1	Table of Contents
2	Welcome to the Royal Academy of Surgical Assisting, Inc., Contact Information, Hours of Operation, Holiday Closures, Unexpected Closures
3	Our Mission, Vision, Approval and Certification
4	Surgical Assistant Scope of Practice and Working Conditions, Program Occupational Objectives and Outcomes
5	Surgical Assisting Program Overview, Objectives and Learning Domains
6	Program Composition and Wound Closure Training System for Home-study
7	RASA 282 & 284: Surgical Assisting Program Eligibility
8	Program Course of Study, Length, Cost, Units, Semester Credits
9 - 10	Course Descriptions
10 - 12	Required Textbooks, Optional Prerequisite Basic Science Courses (required if student is not a Surgical Technology program graduate)
13	Custom Programs
14	School Policies: Enrollment Procedure, Official Start/Enrollment Date and Module Completion Dates, Postponement of Start Date, Program Supplies, Posting of Module Deadlines, Class Schedule and Completion Times, Satisfactory Progress
15	School Policies: Testing, Grading, Clinical Internship, Attendance Requirements, Leave of Absence and Inactive Status, Reenrollment Procedure
16	School Policies: Probation, Academic Integrity, Student Conduct, Dismissal for Violation of Rules, Payment Policies, Related Costs
17-18	School Policies: Placement Assistance, Progress Requirements, Student Grievance Procedure, Transfer/Prior Learning Credits, Refund and Withdrawal Policy
18	School Policies: Prior Credit Determination, Discrimination Policy, Training Agreements and Memorandums of Understanding
19	School Policies: Worker's Compensation, Surgeon Sponsors, Wound Closure Lab, HIPAA Policy





## About Us

**Welcome to the Royal Academy of Surgical Assisting, Inc.** (hereinafter referred to as RASA). RASA is a Colorado corporation, headquartered in Aurora, CO.

RASA's Surgical Assisting certificate program serves ST's, CST's, ORT's, COURT's, TS-C, LPN's, LVNs, IMG's, FMDs, PA's, and other qualified allied health care professionals who aspire to become Surgical First Assistants. Graduates will acquire the surgical skills and knowledge needed to make a beneficial difference in the operating room.

RASA also offers customized certificate programs for hospitals and surgical centers wishing to develop, or add to, their Surgical First Assisting Team.

With its Wound Closure Training System™, multi-media online curriculum and clinical internship, RASA graduates will feel confident and competent first assisting on multi-specialty surgical cases.

### Contact Information

6105 S Main St., Suite 200  
Aurora, CO 80016

Phone: (888) 958-0149  
Fax: 1 (720) 398-3315

Email: [info@RASATraining.com](mailto:info@RASATraining.com)

Web: [www.RASATraining.com](http://www.RASATraining.com)

### Hours of Operation (MST)

Monday-Thursdays 8:00am – 4:00pm  
Friday 8:00am – 2:00pm

The student support department is open Mon.-Thurs. 8:00am - 2:00pm

### Holiday Closure

RASA is closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following; two weeks over Christmas and New Year's and one week for Spring Break.

### Unexpected Closures

All student phone calls and emails will be answered within a 24-hour period during our normal business hours. When an unexpected closure occurs due to extraordinary conditions, such as inclement weather, a notice will be posted on [www.RASAE-campus.com](http://www.RASAE-campus.com) as soon as possible.

## Our Mission

The Royal Academy of Surgical Assisting shares the universal goal for improving surgical patient care, and the outcome of those procedures through comprehensive education and professional development in the role of the surgical first assistant.

With our modern and innovative teaching methods, our students will develop the necessary skills, knowledge and ethical principles to meet the standards of the demanding role of a surgical assistant, as defined by the American College of Surgeons. We view ourselves as an extended part of the OR team, and we take the educational component seriously. We strive to deliver a cost-effective, convenient and comprehensive educational path to achieve our vision, and yours.

## Our Vision

RASA's goal is to ensure all first assistants have completed a formal surgical assisting program, and that all patients have a qualified first assistant when necessary. Our school promotes quality care, ethical judgment and professionalism every step of the way.

## Approval and Certification

The RASA Surgical Assisting program is approved by the American Board of Surgical Assistants. Upon successful completion of program, graduates are eligible to sit for the Surgical Assistant-Certified (SA-C) exam administered by the American Board of Surgical Assistants (ABSA). Further information can be found at [www.ABSA.net](http://www.ABSA.net).



All graduates of the RASA program are **strongly encouraged** to sit for the SA-C national exam within 90 days of graduation. Sitting for the SA-C exam soon after graduation greatly increases a graduates' chance of passing, and may increase your chances of employment, credentialing, and/or obtaining an increase in pay.

RASA is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

The school is owned by Royal Academy of Surgical Assisting, Inc. The officers of the school are Nancy Lalande, CEO, Cosette Custodio, COO.

**RASA** Royal Academy of Surgical Assisting, Inc.

1 ... 2 ... 3

Graduate!

**Guided home study...Clinicals at your local hospital...Graduate!**





## Surgical Assisting General Information

### Surgical Assistant Scope of Practice

As defined by the American College of Surgeons (ACS), the surgical first assistant (SA) provides aid in exposure, hemostasis, and other technical functions that will help the surgeon carry out a safe operation with optimal results for the patient. This role will vary considerably with the surgical operation, specialty area and type of facility. Further information is available [by clicking here](#) (or copy this into your browser <http://bit.ly/2aP3vJ8>). Always abide by state laws and hospital policies when acting in the role of the surgical assistant.

### Surgical Assisting Working Conditions

Surgical Assistants work in clean, well-lit and cool environments. They must stand for long periods and remain alert during operations. At times they may be exposed to communicable diseases and unpleasant sights, odors and materials. Most assistants work a regular 40-hour week, although they may be on call or work nights, weekends and holidays on a rotating basis. Surgical Assistants must understand that workers with impaired immune systems are at increased risk of acquiring or experiencing serious complications of infectious disease.

The surgical assistant/student must have the following capabilities:

- To walk and stand for long periods of time.
- Have above-average manual dexterity and hand/eye coordination.
- Have good vision and hearing (or correctable to good).
- Be able to lift 50 lbs.
- Be able to push and or pull 75-100lbs.
- Excellent verbal and written communication skills.
- Have the ability to manage high levels of stress on an ongoing basis.
- Be able to function 4-6 hours without a break of attention to a task.
- Have critical thinking skills.
- Be able to function in a restricted type of environment without choice of daily assignment, including types of tasks, and times of breaks.
- Maintain the highest level of professionalism through adverse events and remain focused on the task at hand.
- Be able to take orders.

### Programs Occupational Objective

Graduates will have the skills and knowledge necessary to sit for a national certification exam and to apply for employment as a Surgical Assistant in a variety of settings. \*Graduates will be qualified to work as independent contractors, for private surgeons or be employed by medical facilities as a first surgical assistant. Students and graduates must adhere to state laws and hospital policies. \*RASA cannot guarantee certification or employment in any setting.

### Program Outcome

To prepare competent entry-level surgical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon successful completion of RASA's Surgical Assisting Program, graduates will be eligible to sit for the American Board of Surgical Assistants certification exam that leads to the Surgical Assistant – Certified (SA-C) title. The program prepares graduates for entry-level Surgical Assistant jobs (state laws may apply).

**Program Objectives and Outcome:** Upon program completion, the graduate will be able to:

- Correlate the knowledge of advanced anatomy, physiology, pathophysiology, and microbiology to their role as a surgical assistant.
- Demonstrate a safe level of practice and knowledge in their role as a surgical assistant.
- Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the operating room team during the perioperative experience.
- Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
- Demonstrate safe practice techniques in regards to perioperative routines, patient positioning, exposure of the surgical field, hemostasis and emergency procedures.
- Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
- Apply knowledge and skills as a professional surgical assistant to address the biopsychosocial needs of the surgical patient.
- Perform as a competent entry-level surgical assistant in the cognitive, psychomotor, and affective learning domains.
- Value the professional attributes of the Surgical Assistant.

## Surgical Assisting Program Overview, Objectives and Learning Domain

### Surgical Assisting Program Overview



RASA's ABSA approved, distance learning, Surgical Assistant program is designed to provide the Surgical Assistant student with the intellectual concepts and manual techniques necessary to assume the role of the surgical first assistant. The program is based on the Core Curriculum for the Surgical First Assistant. Comprehensive surgical knowledge and intraoperative skills are stressed in this advanced-level program. The expanded role and functions of the SA are studied. The expanded functions unique to the surgical assistant are emphasized and include, providing exposure, tissue handling, suturing, providing hemostasis and using surgical instruments. The manual dexterity required for surgical skills and the intellectual knowledge of surgical anatomy and pathophysiology are combined to prepare the student with the essential skills necessary to function in this expanded role. An in-depth study of operating room procedures, fundamentals, concepts, surgical modalities and emergency preparedness gives our students the comfort of knowing they are well-prepared for the

role of surgical assistant. Teaching methods include guided home study, video instruction, and a supervised independent clinical internship, giving students hands-on experience at their local hospital. All graduates are eligible to sit for the Surgical Assistant – Certified (SA-C) exam through the American Board of Surgical Assistants ([www.ABSA.net](http://www.ABSA.net)).

### Surgical Assisting Program Objectives

Through a combination of coursework, practice lab and clinical practice, this program is designed to enable students to develop the knowledge and skills required to perform as a Surgical Assistant. Graduates will be able to:

- Verbalize an in-depth understanding of the surgical assistant's role, limitations, legalities, ethical concerns and interpersonal skills necessary for safe and efficient surgical progression.
- Verbalize advanced surgical knowledge and skills of operating room fundamentals, infection control and wound healing to achieve optimal patient outcomes for healthy and special needs patients.
- Verbalize an in-depth knowledge of anatomy, physiology, pathophysiology and the implications for surgical intervention.
- Verbalize an understanding of preoperative, intraoperative and postoperative care, testing, complications and emergency interventions.
- Verbalize an understanding of the indications, contraindications and effects of preoperative, intraoperative and postoperative surgical pharmacology and anesthesia.
- Verbalize an understanding of the flow of surgical procedures, and the step-by-step progression of a variety of surgical procedures.

### Surgical Assisting Program Learning Domains

RASA's Surgical Assisting Program goals and outcomes are to prepare competent entry-level surgical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The learner will:

- Apply advanced surgical knowledge, skills of operating room fundamentals, infection control and wound healing, to achieve optimal patient outcomes for healthy and special needs patients.
- Apply in-depth knowledge of anatomy, physiology and pathophysiology to achieve optimal patient outcomes in the perioperative care of patients.
- Apply the knowledge of the effects of preoperative, intraoperative and postoperative surgical pharmacology and anesthesia to specific surgical procedures, to include proper use, administration techniques, indications and contraindications, to achieve optimal patient outcomes.
- Demonstrate a working knowledge of the surgical assistant's role, limitations, legalities, ethical concerns and interpersonal skills necessary for safe and efficient surgical progression.
- Apply the knowledge and skills unique to the surgical assistant role in the use of equipment, supplies and proper positioning in the surgical care of the patient.
- Demonstrate the skills and techniques necessary to proficiently perform multi-specialty surgical procedures and appropriately and swiftly recognize and respond to emergent situations.

## Course Descriptions

### Program Composition

All programs consist of:

- Online, distance learning modules
- Wound Closure Training System
- Supervised clinical internship

The entire program consists of three modules, subdivided into 10 units of study. Modules 1 and 2 are presented in a distance learning, online format. Module 3 consists of 140 clinical surgical assisting cases at a local facility of the student's choice to be completed under the direct supervision of a board-certified surgeon, and one comprehensive case study.

### Wound Closure Training System for Home-study

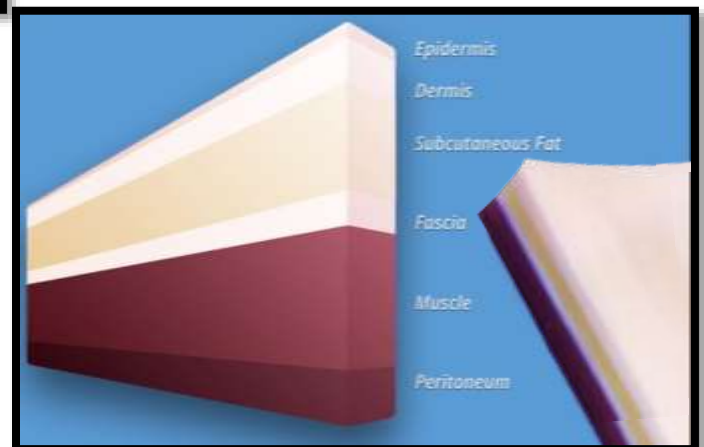
All programs utilize the Wound Closure Training System for home study. This system was specially designed to help students develop the psychomotor skills and hand/eye coordination surgeons require of highly skilled surgical first assistants. Immediately following enrollment, RASA will ship this unique and effective instructional system. This home lab comes with online access to video instruction encompassing basic through advanced wound closure skills, instrument handling and multi-layer wound closure skills. Students learn skills that make them look and feel like an expert in wound closure. All of this is accomplished in the comfort of their own home, and at their own pace. Unlike regimented classroom settings, students will not feel hurried, rushed, or embarrassed in front of classmates. Students may view the lessons as many times as necessary to understand every concept and technique.

Students will be amazed at how easily and quickly you learn and retain the wound closure skills and techniques from this custom-made surgical training system. It comes all-inclusive with everything you need to jump-start your skill training:



- Wound Closure Lab with carrying case
- Multi-Layered Abdominal Simulated Tissues
- Instruments: Scalpel, Forceps, Needle Holders and Suture Scissors
- Practice Suture
- Penrose Drain for drain securing practice
- Practice ties and 3-0 silk for knot tying practice
- Tying under pressure simulator
- Online wound closure instructional video instruction

“ This is as close  
to real tissue  
as it gets ”







**RASA 282 & 284 Surgical Assisting Program (see Units 7- 10 for surgical rotations details)**

- **282: Single Specialty Surgical Clinical Cases**
- **284: Multi-Specialty Surgical Rotations** (20 cases in General Surgery, with the remaining cases divided between a minimum of two or more surgical specialties)

**Program Eligibility: STs, CSTs, CORT, ORTs, TS-Cs, LPNs, & LVNs and other allied health practitioners.**

Computer, Internet and Microsoft Office knowledge is required, along with the ability to scan and upload documents and view internet videos and 3D video files. Access to the Internet and email is mandatory.

**Must be submitted with enrollment application:**

- Transcripts of successful completion of a surgical technology program **OR** transcripts of successful completion of college level basic science instruction listed below, **OR** letters of recommendation (template provided) verifying operating room proficiency for on-the-job-trained surgical technologists (co-requisite basic science courses may be taken though RASA). Certificates of completion will be accepted on a case by case basis if no transcripts are available.
  - Anatomy, Physiology and Pathophysiology (available through RASA)
  - Microbiology (available through RASA)
  - Pharmacology (available through RASA)
  - Medical Terminology (available through RASA)
- Two Letters of Recommendation, including verification of a working knowledge of operating room fundamentals, signed by a surgeon or operating room educator (template provided in enrollment packet).
- Provide proof of CPR, and maintain throughout the entire program.
- Copy of Driver's License or State-issued identification, with identifiable picture.
- Colorado students must provide proof of registration with Department of Regulatory Agencies (DORA) prior to their clinical internship (Module 3). This can be a lengthy process which requires a background check, so students are encouraged to begin and/or complete the process prior to applying to the program. Refund policy will not be altered for denied registration from DORA. Deadlines will not be extended for delays in getting any required documentation to RASA.

**Must be submitted prior to being cleared to begin the clinical internship:**

- Students must provide acceptable health and immunization records, documenting acceptable status of hepatitis B, influenza, MMR, varicella, and PPD/TB assessment (template available on the eCampus website).
- Malpractice insurance, specifically listing you in the "student surgical assistant" or "surgical assistant" role. Limits of liability must be a minimum of 1 million/3 million.







**Course of Study:** See the course descriptions for further details.

<b>Surgical Assisting Program (282 &amp; 284)</b>		<b>Length: Maximum 14 months</b>	<b>Cost: \$3,495</b> (\$500 discount if paid in full)	<b>Units/ Lessons</b>	<b>Semester Credits</b>
<b>Module 1: Online home study</b>				<b>Clock Hours</b>	
<b>Must be completed within 4 months of enrollment.</b>					
Unit 1	Welcome to the Exciting World of Surgical Assisting			16	1
Unit 2	Wound Healing and Infection Control			24	1.5
Unit 3	Surgical Assisting Skills, Principles and Techniques, including the Wound Closure Kit.			24	1.5
Unit 3.1	Pre-Clinical Skills Evaluation			15	1
Unit 4	Surgical Assisting Considerations			30	2
Unit 5	Surgical Pharmacology and Anesthesia			24	1.5
<b>Module 2: Online home study</b>					
<b>Must be completed within 4 months of completing Module 1.</b>					
	Surgical Specialty Study: <i>First assisting in all major specialties will be studied.</i>				
Unit 6 -1	General Surgery			20	1.25
Unit 6 -2	Obstetrics and Gynecology			20	1.25
Unit 6 -3	Genitourinary			20	1.25
Unit 6 -4	Ophthalmic			20	1.25
Unit 6 -5	Otorhinolaryngologic			20	1.25
Unit 6 -6	Orthopedics			20	1.25
Unit 6 -7	Plastic and Reconstructive			20	1.25
Unit 6 -8	Cardiothoracic and Peripheral Vascular			20	1.25
Unit 6 -9	Neurosurgery			20	1.25
Unit 6 -10	Special Considerations			20	1.25
<b>Approximate Home-Study Didactic Hours</b>				<b>333</b>	
<b>Module 3: Clinical Internship</b>					
<b>Must be completed within 6 months of completing Module 2.</b>					
<b>See Unit 10 descriptions for 282 &amp; 284 clinical requirements</b>					
Unit 7	(20 Cases)			45	1
Unit 8	(20 Cases)			45	1
Unit 9	(20 Cases)			45	1
Unit 10	(80 Cases)			200	4.5
CS	Case Study			8	.5
<b>Approximate Clinical Hours</b>				<b>343</b>	<b>8</b>
<b>Total Program Hours</b>				<b>676</b>	<b>29</b>

**Program Length:**

The entire program must be completed within 14 months of enrollment (see specific deadlines for each Module in the table above). Students may progress through the program at a faster pace, and reenrollments are available to students in good academic standing, if additional time is required (see *Reenrollment Procedure*).



## Course Descriptions - Surgical Assisting Program Components

**Module 1 (Units 1 – 5) Must** be completed within 4 months from the enrollment date.

### **Unit 1 – Welcome to the Exciting World of Surgical Assisting**

Clock Hours: 16

**Areas of Study:** The surgical assistant's role, and related ethical, moral and legal responsibilities.

**Description:** This is an introduction to the surgical assisting role. Responsibilities to patients and other operating room team members will be defined. Study will include surgical assisting behaviors and stress management. The ethical, moral and legal responsibilities that relate to the operating room environment will be clarified. Certification, licensure, and the educational and employment paths of the surgical assistant will be investigated.

Assignment: Research paper.

### **Unit 2 – Wound Management and Infection Control**

Clock Hours: 24

**Areas of Study:** Wound Management, Wound Healing and Infection Control.

**Description:** This unit will review anatomy as it relates to surgical wounds. Wound types, healing, classification, complications and factors affecting the wound, will be examined. Infection control and asepsis will be reviewed.

Assignment: Quiz and home-study learning assignments.

### **Unit 3 - Surgical Assisting Skills, Techniques and Principles, including the Wound Closure Training System™ Home Lab**

Clock Hours: 39

**Areas of Study:** Basic through advanced wound closure techniques and principles.

**Description:** This unit incorporates the Wound Closure Training System home-study lab. Surgical principals, techniques and considerations will be covered. Basic through advanced wound closure techniques will be practiced on the Wound Closure Lab. Tissue handling, hemostasis and suture materials is covered, along with success concepts for surgical first assisting. A Pre-Clinical Skills Evaluation is included that must be submitted.

Assignment: Quiz and home-study practice assignments.

### **Unit 4 - Surgical Assisting Considerations**

Clock Hours: 30

**Areas of Study:** Preoperative, Postoperative and Emergency Care and Considerations.

**Description:** This unit is intended to broaden the knowledge of the surgical assistant to preoperative and postoperative considerations. Preoperative testing, evaluation and preparation will be related to the operative process. Postoperative care and complications will be studied. This unit reviews and expands on fundamental care, skills, equipment and routines required to ensure the safe and efficient care of the surgical patient. Transfer, positioning, draping, thermoregulation, catheterization and care of specimens will be covered. Hemostasis, instrumentation, suturing and tying techniques will be taught in detail. The SA's role will be discussed as it relates to endoscopic surgery and monitoring equipment.

Perioperative routines and diagnostic testing will be covered.

Assignment: Quiz and home-study learning assignments.

### **Unit 5 - Surgical Pharmacology & Anesthesia**

Clock Hours: 24

**Areas of Study:** Surgical Pharmacology and Anesthesia.

**Description:** This unit focuses on the indications, administration, contraindications, and safety considerations of pharmacologic agents and anesthesia used in the perioperative environment. This unit explores the sources, forms and classifications of drugs. Medication math and drug handling techniques are explained. Anesthesia types, mechanisms and considerations are studied in depth, as it relates to the surgical assistant. Specialty drugs will be introduced in this unit and further discussed in Unit 6. Knowledge and skills will be supplemented and reinforced during the clinical portion of the Surgical Assisting Program.

Assignment: Quiz and home-study learning assignments.

**Module 2 (Unit 6) Must** be completed within 4 months of completing Module 1.

Prerequisite: Module 1.

### **Unit 6 - Surgical Assisting: First assisting in all major surgical specialties.**

Clock Hours: 200

**Areas of Study:** Surgical first assisting in all major surgical specialties.

**Description:** This is an advanced unit of study of surgical assisting in all major surgical specialties. Anatomy, physiology and pathophysiology, specific to the course of study, will be studied. Pre, post and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, equipment and pre and post op routines, will be covered as they relate to the surgical specialty.

Assignment: Quiz and home-study learning assignments.



**Module 3 (Units 7-10)** Must be completed within 6 months from completion of Module 2.

### Clinical Requirements for Program 282: Single Specialty (or those not meeting the requirements of the 284 Program)



#### Unit 7 – 10: Supervised Clinical Internship

Clock Hours: 140 cases (343 estimated hours)

**Areas of Study:** Broad-based surgical first assistant supervised clinical experience. Students are strongly encouraged to complete a broad-based multi-specialty internship, although multi-specialty rotations are not required.

**Description:** During the clinical internship, the student must seek out experience at a facility of their choice, to act as a surgical first assistant to sponsoring surgeons. Students must demonstrate knowledge, along with safe practice and competency in basic surgical skills and techniques. The student must complete the surgical procedures in the role of the surgical first assistant, and submit a procedure log documenting the specifics of each case and the learning process, along with one case study. Regular sponsor and self-evaluations must be submitted. It is strongly recommended that students become proficient in assisting on minor cases before advancing to complex surgeries.

Assignments: Procedure logs, Case Study, Final Exam

### Clinical Requirements for Program 284



#### Unit 7 – 10: Supervised Clinical Internship

Clock Hours: 140 cases (343 estimated hours)

**Areas of Study:** Broad-based surgical first assistant supervised clinical experience. Students are must complete a broad-based multi-specialty internship. Requirement: 20 cases in General Surgery, and a minimum of 20 cases divided between a minimum of two of the specialties listed below. The remaining cases may be completed in any specialty or specialties of the student’s choice.

- Cardiovascular
- Peripheral Vascular
- Thoracic
- Orthopedic
- Neurosurgery
- OB/GYN
- Urology
- Plastic
- Endosurgery
- Ophthalmic Surgery
- Otorhinolaryngology
- Oral/Maxillofacial
- Pediatrics
- Oncology

**Description:** During the clinical internship, the student must seek out experience at a facility of their choice, to act as a surgical first assistant to sponsoring surgeons. Students must demonstrate knowledge, along with safe practice and competency in basic surgical skills and techniques. The student must complete the surgical procedures in the role of the surgical first assistant, and submit a procedure log documenting the specifics of each case and the learning process, along with one case study. Regular sponsor and self-evaluations must be submitted. It is strongly recommended that students become proficient in assisting on minor cases before advancing to complex surgeries.

Students must submit a completed Clinical Skills Competency Assessment and a Recommendation for SA Program Completion form prior to graduation.

Assignments: Procedure logs, Case Study, Final Exam

## Required Textbooks

Textbooks are not included in the cost of the program. They are the responsibility of the student to purchase. Different levels of textbooks have been incorporated into the program to give a comprehensive view of the subject matter. Although the required and recommended texts were written for surgical technologists, nurses, residents and physicians, the content is appropriate for the surgical assistant. The required and recommended textbooks are available at <http://www.rasattraining.com/textbooks/>. *The site is provided as a convenience; however, all sales and correspondence will be with Amazon sellers or publishers, and not RASA.*



#### **Alexander's Care of the Patient in Surgery**, 15<sup>th</sup> edition **or** 16<sup>th</sup> edition, by Rothrock

This text includes an optional audio feature (text to speech), which is great for reviewing information! Please note that this feature is likely only available when purchased through the publisher – 25% discount coupon provided upon enrollment. Approximate cost: \$120.00



#### **Essential Surgical Skills**, 2<sup>th</sup> edition by Sherris

Approximate cost: \$80.00



#### **The Surgical First Assistant** by Ruben West

Approximate cost: \$75.00

Multiple free internet resources, including video textbooks and 3D anatomy sites are utilized to enhance learning.

**OPTIONAL – Co-requisite Basic Science Courses for on-the-job trained STs**

**If students have not completed a Surgical Technology program, the following online courses are required.**

Proof of completion may be submitted for the following courses, or students may take the courses through RASA.

Surgical Assisting Program (282 & 284) Co-Requisite		Length: 4 months	Cost: \$100.00 each	Units/ Lessons	Semester Credits
<b>Module 1: Online home study Must be completed within 4 months of enrollment.</b>				<b>Clock Hours</b>	
Unit 1	Co-requisite if needed – Medical Terminology			48	3
Unit 2	Co-requisite if needed – Microbiology			48	3
Unit 5	Co-requisite if needed – Pharmacology			48	3
<b>Module 2: Online home study Must be completed within 4 months of completing Module 1.</b>					
Unit 6	Co-requisite if needed – <b>Anatomy, Physiology &amp; Pathophysiology</b>			48	3



**Course Title: Quick and Easy Medical Terminology** - Taken while the student is working through Module 1, Unit 1 of the Surgical Assisting program.

**Area of Study:** The study of terminology related to health and medicine.

**Format:** Distance learning.

**Length:** 48 hours/15 Units of study over a maximum of 4 months. Each unit requires approximately 3.2 study hours.

**Description:** This course is designed to teach the student to recognize, remember and pronounce common word elements that make up medical words, combine word elements to form medical words and spell medical words. Students will gain insight into the various body systems and their organs and their functions. Medical specialty areas, diseases, classification of drugs and common medical abbreviations will be incorporated.

**Objectives:** Upon completion of the course the student will be able to:

- Recognize, remember, pronounce and spell common word elements.
- Combine word elements to form medical words.
- Identify which body part and/or disease process the word pertains to.
- Identify medical abbreviations correctly.

**Textbook:** Quick and Easy Medical Terminology, 8th edition by Peggy Leonard. Approximate cost: \$55.00



**Course Title: Microbiology for Surgery** - Taken while the student is working through Module 1, Unit 3 of the Surgical Assisting program.

**Format:** Distance learning.

**Length:** 48 hours/22 Units of study over a maximum of 4 months. Each unit requires approximately 2.2 study hours.

**Areas of Study:** An introduction to microbiology as it relates to health and medicine.

**Description:** This course is presented as an online home-study course to provide you with an understanding of the methods of identifying, classifying and testing for various groups of microbes that determine the appropriate course of treatment for the pathological conditions created by various infectious agents. This course will bridge the gap between theory and practice and cause and effect and provide relevance and context to the principles of asepsis and sterile technique.

**Objectives:** Upon completion of the course the student will be able to:

- Define key terms related to microbiology.
- Discuss surgical conscience, surgical site infections (SSI) and healthcare-associated infections (HAI) and the correlation between the types of pathogenic microbes.
- Discuss the infectious disease process and disease pathologies, correlating them with anatomical body systems.
- Discuss prevention of disease transmission, personal protective equipment (PPE) and infection control in the in clinical settings.
- Compare and contrast the structure, transmission and characteristics of various microorganisms.
- Analyze the immune responses in relation to microorganisms and normal flora and pathogenic microbes and the mechanisms of antibiotic resistance of microbes.
- Discuss the general mechanisms and immune responses that protect the human body from harmful foreign substances and the pathogens that invade a host and cause a disease.
- List the factors that determine if a pathogen will cause disease and describe how tissues react and are restored to normal function following trauma.
- Distinguish between disinfection, decontamination and sterilization of patient care items.

**Textbook:** Microbiology for the Surgical Technologists, 2nd edition, by Rodrigues. Approximate cost: \$90.00





**Course Title: Pharmacology for Surgery** - Taken while the student is working through Module 1, Unit 4 of the Surgical Assisting program.

**Format:** Distance learning.

**Length:** 48 hours/16 Units of study over a maximum of 4 months. Each unit requires approximately 3 study hours.

**Areas of Study:** Basic Pharmacology for the Surgical Technologist and Surgical Assistant.

**Description:** This course will explore medications, pharmacological terms, principles concepts, and their application in the surgical setting.

**Objectives:** Upon completion of the course the student will be able to:

- Define terms and abbreviations related to pharmacology.
- List the different types of drug forms, drug classification categories and subcategories.
- Discuss the purpose, administration considerations, side effects and contraindications of all drug categories.
- Discuss how the pharmaceuticals affect the body and its organs.
- Calculate medication conversions and dosages.
- Compare and contrast local anesthesia, monitored anesthesia care, and regional anesthesia and list typical indications for each.
- List methods of inducing general anesthesia, the phases of general anesthesia and the types of agents administered in each.
- Describe the role of the surgical technologist and first assistant in medication handling and administration.
- Explain the six "rights" of medication administration and the steps of medication identification.

**Textbook:** Pharmacology for the Surgical Technologist, 4th Edition, by Snyder and Keegan. Approximate cost: \$60.00



**Course Title: Anatomy, Physiology & Pathophysiology** - Taken while the student is working through Module 2 of the Surgical Assisting program.

**Format:** Distance learning.

**Length:** 48 hours/16 Units of study over a maximum of 4 months. Each unit requires approximately 3 study hours.

**Areas of Study:** Human pathophysiology.

**Description:** This course is designed to provide the prerequisite knowledge for students entering RASA's surgical assistant program. The course will introduce the student to altered physiologic concepts affecting individuals and the basic biology of various disease processes. It builds on the knowledge gained in Human Anatomy & Physiology. The course begins with an introduction to disease, the body's defense to disease processes and how nutrition and heredity influence disease. The course progresses to examine the disease process in each body system, including a review of normal anatomy and physiology, common disease processes, manifestations, diagnostic procedures and treatment.

- Verbalize an understanding of the terms used to describe disease.
- Discuss the disease process, how it affects all body systems and the human defenses to infection and disease.
- Describe examples and causes of emerging infectious diseases.
- Describe normal structure and function of all body systems.
- Verbalize an understanding of the chief causes of disease, and pathologic conditions of all major body systems.
- Describe symptoms and pathologic findings of major diseases of all body systems.
- Verbalize and understanding of treatment options for a variety of diseases.

**Textbook:** Human Diseases, A Systemic Approach, 8<sup>th</sup> edition, by Mark Zelman Ph.D. Approximate cost: \$90.00



Custom Programs - **IMAGINE THE BENEFIT** of having your STs cross-trained to be Surgical Assistants!

**Custom Surgical Assisting Programs for Hospitals and SurgiCenters**  
We can customize a program just for you, with educator access!

The Royal Academy of Surgical Assisting offers certificate programs for hospitals and surgical centers who would like to implement a first assisting team to improve productivity and patient outcomes. Graduates will master the surgical skills and knowledge to make a noticeable difference in the operating room. We offer proven multi-media online training without the additional expense of attending classes and travel expenses. The program can be completed at your facility, at a pre-determined pace.

**Many hospitals find that it is easier to promote current Surgical Technologists than trying to recruit qualified Surgical Assistants.** Having trained Surgical Assistants is cost effective and improves OR efficiency, quality of care, employee morale and retention. Some facilities have employees sign retention agreements, pay for the program and schedule their employees to do their clinical internship during regular work hours. This accelerates the pace of completing the clinical cases. Other facilities simply support the employee by allowing them to complete their clinical cases “off-the-clock” – it is still a **win-win** for employee and facility – the employee has a location to complete the program and the facility and surgeons have a free first assistant for 140 cases!

**Custom Programs** may be designed to suit the needs of hospital and surgical centers wishing to implement a surgical assisting team, or train individual surgical assistants. Preceptor access may be provided to enable hospital preceptors to track the process of their employees. Templates are provided for surgical assisting job descriptions, credentialing and evaluation to assist with the implementation of a surgical assisting team.

**RASA is approved by the American Board of Surgical Assistants (ABSA)**, one of the most recognized national credentialing organizations for surgical assistants. Graduates will be eligible to sit for the SA-C certification upon completion of program.

Custom programs are business to business agreements and are not approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.



**\$2,995** FACILITY DISCOUNT: SAVE AN ADDITIONAL \$500 PER ENROLLMENT FOR 4 OR MORE

**ONLINE SURGICAL ASSISTING**  
D.R. ADMINISTRATORS      SURGICAL TECHNOLOGISTS

**IMAGINE THE BENEFITS OF HAVING YOUR ST'S CROSS-TRAINED TO SURGICAL ASSISTANTS!**

- COST-EFFECTIVE, ON-TIME SURGERIES, HAPPY SURGEONS, SATISFIED EMPLOYEES AND GREAT PATIENT CARE.
- ONLINE, SELF-PACED PROGRAM
- WOUND CLOSURE KIT
  - SIMULATED LIFE-LIKE TISSUES
- NO TRAVEL
  - CLINICALS AT YOUR LOCAL FACILITY
- LEADS TO THE SA-C CERTIFICATION



## School Policies

### Enrollment Procedure

Students may enroll anytime during regular office hours. A completed enrollment form, with all required documentation, must be submitted prior to review of the application for enrollment by the admission committee. Payment in full, or a completed payment plan with deposit, must also be received prior to acceptance into the program. RASA will notify prospective students of the academic decision to enroll a student within seven (7) business days of receipt of all documentation and payment.

### Official Start/Enrollment Date and Module Completion Dates

The official start or enrollment date are used interchangeably to indicate the date the applicant started the program. This will be determined by the date RASA granted and emailed student access to the online program. Start dates are on the first business day of the first of each month. Late enrollments may be accommodated up to the 15<sup>th</sup> of the month.

Students will be given access to the next module upon completion of the prior module. The date they received access to that module will constitute the start date for that module. The deadline for that module will be calculated by the start date of that module.

### Postponement of Start Date

Students have the option to postpone their start date for up to three months. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth the following: whether the postponement is for the convenience of the school or the student, and a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline, in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### Program Supplies

Students will be mailed a Wound Closure Training Kit as outlined in *Wound Closure Training System for Home-study*.

### Posting of Module Deadlines and Grades

All deadlines and grades will be indicated on the student's individual online Grade Reports. Deadlines are not extended for delay or failure to submit required documents.

### Class Schedule and Completion Times

All students begin their program with Unit 1 and will matriculate through each subsequent unit until they reach the clinical internship portion of the program (Module 3: Units 7-10). The successful passing of each unit will be a prerequisite to begin the next Unit.

- **Module 1** (Units 1-5): Prerequisite: Entrance into the program.
- Students must complete each Unit in consecutive order. Module 1 (Units 1-5) must be completed within four (4) months of the enrollment date. The start date for Module 2 would officially begin on the day they are enrolled in the next Module.
- **Module 2** (Units 6): Prerequisite Course 1
- Module 2 (Unit 6) must be completed within four (4) months of the start/enrollment date of Module 2.
- **Module 3** (Units 7- 10 Clinical Internship & 1 Case Study): Prerequisite Course 2
- The student must successfully complete Units 7-10 within six (6) months of the enrollment/start date of Module 3.

### Satisfactory Progress

- All students must achieve a minimum grade of "B" (80% or greater) on each unit/module and/or a passing grade on assignments. Each unit/module must be successfully passed as a prerequisite for continuance to the next unit/module. Failure to meet this requirement will result in a failing grade ("F") unless a written request for withdrawal from the program is received within the allotted timeframe to complete the unit/module.
- Students who receive a failing ("F") or incomplete ("I") grade in the coursework will be eligible to apply for readmission to the program by submitting a Reenrollment Form and paying a non-refundable reenrollment fee of \$300.00 (\$50.00 for each basic science course). Students will be given credit for all successfully completed work if reenrollment is within one year of withdrawal/termination. All incomplete or failing grades may be replaced with passing grades upon reenrollment and successful completion, within the newly assigned timeframe.
- An application for readmission to the program following withdrawal will be evaluated on an individual basis by the Program Director or Director of Education.
- Clinical experience is evaluated by the Sponsoring Surgeon(s) on a pass/fail basis. To pass the clinical portion of the

program, all Sponsor Evaluations must document a safe level of practice (*Statement of Improving or Statement of Competency*) and students must honestly evaluate themselves as competent.

- If a student receives an evaluation documenting unsafe practice, students must immediately contact RASA and submit a written Plan for Competency, signed by the student, the Sponsoring Surgeon and the Program Director, and they may repeat the Clinical Unit with the same or another sponsoring surgeon. If a *Statement of Safe Practice* cannot be achieved after repeating the Clinical Specialty Unit, the student will receive a failing grade for the Course (see *Reenrollment Procedure*).

## Testing

Unit quizzes are used as a learning tool and may be taken as many times as desired. Final module exams are limited to two (2) attempts. Students are encouraged to retake the exam the maximum number of times to improve their grade. The computer will use the highest score for your final grade. All final module exams are timed, only allowing students to refer to their books occasionally for the correct answer. This *limited open book testing format* allows students to acquire additional knowledge during the testing process. Students must achieve a minimum score of 80% on each Course Final Exam before they can progress to the next module. All repeat exams will be scrambled, generally pulling from a larger test bank.

## Grading

All grades and instructor feedback will be listed online within the students individual Grade Report.

The minimum aggregate passing grade is 80% (B) or better to successfully complete the entire program.

**A** = 90 – 100%

**B** = 80 – 89 %

**F** = less than 80%

**I** = Incomplete

**W** = Withdrawal

**Pass / Fail:** Pre-Clinical Evaluation, Clinical Internship, Case Study, Procedure Logs and Written Assignments

## Clinical Internship

Generally, facilities require that students complete their clinical internship outside of regularly scheduled work hours. Students must complete at least 90% of each clinical case (from positioning the patient to closure of the incision) for the case to be accepted. Students must be solely acting the surgical assistant role, and may not be substituted for regular staff (pulled for other duties, such as scrubbing), during the case. Concurrent scrubbing and first assisting does not constitute an acceptable surgical assistant case. The student must act in the role of the surgical first assistant, within their scope of practice and within state laws and hospital policies, during their clinical internship. Cases must be of adequate complexity to require a surgical first assistant, and cases where the student acts as the second assistant will not be accepted. Students must be listed on the operative report as the surgical first assistant.

## Attendance Requirements

Attendance and participation should be such that the student is able to complete each module and the entire program in the allotted 14 months. The student be placed on suspension/probation if academic and clinical progress overextends the allotted time, or if the student is not current on tuition obligations. Students who are unable or unwilling to continue classes should refer to the Refund Policy. Students should complete the assignments for each module (as indicated on their Grade Report) by the deadline posted on their Grade Report. Students will be terminated from the program 30 days after their module deadline, unless the student requests in writing or email to be placed on inactive status. The maximum a student may remain on inactive status without losing credit for work completed is one (1) year (see *Reenrollment Procedure*).

## Leave of Absence and Inactive Status

Students may receive a no-cost leave of absence with a doctor's note, indicating the dates of leave. Upon granting, this will extend their current enrollment in a Module for up to one year. If students wish to be placed on inactive status, the request must be received by email or in writing within 30 days of their Module deadline. Students have the option to remain inactive for up to one year following the last deadline listed on their Grade Report without losing credit for work completed. (see *Reenrollment Procedure*).

## Reenrollment Procedure

Extensions will not be granted to allow additional time to complete each course or submit required documentation beyond the original deadline, without formal reenrollment. Students may re-enroll in the program, pending approval from RASA, by submitting a Reenrollment Form, payment for the reenrollment (\$300.00 for the 282 or 284 programs, or \$50.00 for each basic science course) and all required documentation. Reenrollments are not guaranteed; students must complete





each course by the deadline. If the student was terminated from the program, the determination for reenrollment eligibility and acceptance of prior credit for completed coursework will be determined by the Program Director or Director of Education on a case-by-case basis. RASA reserves the right to determine whether the student is eligible to re-enroll in the program.

- **Reenrollment Within One (1) Year:** Cost: \$300.00, or \$50.00 for each basic science course). If the student re-enrolls in the Program within one (1) year of the date they withdrew from the program or received a failing/incomplete grade, credit will be given for prior coursework completed.
- **Reenrollment After One (1) Year:** Cost \$1,000.00, or \$100.00 for each basic science course). Prior credit cannot be considered if the reenrollment application is after one year from the student leaving the program for any reason, or within one year of their deadline for the final Module they were enrolled in. If the student is eligible for reenrollment after one (1) year, they would be subject to current tuition rates and other current program requirements.

### Probation

Students may be placed on probation if RASA believes academic integrity has been compromised. Students will be notified by email and phone. The student will be suspended from the program until the issue has been resolved.

### Academic Integrity

Honesty is expected of all students. Acts of academic dishonesty, including such activities as plagiarism or cheating, are regarded by RASA as very serious offenses and could result in dismissal from the program.

### Student Conduct

The Royal Academy of Surgical Assisting, Inc. online program provides a safe and secure environment for all students, staff and employees. Student should respect and protect the rights and welfare of fellow students, staff, employees, patients and fellow operating room team members. RASA reserves the right to suspend or dismiss students for failure to conform to proper conduct, as expected and required by federal, state, and local laws.

All students are expected to act professionally and to respect staff and employees of RASA, clinical affiliate, surgeon sponsors, patients and all other colleagues they come in contact with in person, on the phone, or through other means of correspondence. Students must also strictly adhere to their state laws regarding practicing in the surgical assistant role, as well as adhering to all the terms of the facility, training agreement (if applicable) and HIPAA Act. Some of the violations that may lead to dismissal from the program are, but not limited to, possession of weapons, illegal drugs, drinking alcohol during the student's clinical rotations, or academic dishonesty. Any violation of RASA policies may result in permanent dismissal from the program.

### Dismissal for Violation of Rules

Any student may be dismissed for violations of RASA's rules and regulations. Students may also be terminated from the program if they do not prepare sufficiently, or progress is unsatisfactory. The Director of Education, after consulting with all the parties involved, will make the final determination. The clinical affiliate may dismiss the student from their clinical facility for behavior that is in violation of their code of conduct or their signed training agreement (if applicable).

### Payment Policies

Checks, all major credit cards and eChecks (direct bank account charges) are accepted. A debit card or credit card must be set up for automatic withdrawal for all payment plans. RASA will charge a processing fee of \$35.00 for all returned checks and \$35.00 for all declined credit card payments. All financial obligations to RASA must be satisfied prior to graduation.

### Related Costs

In addition to tuition, students are responsible for all costs related to the RASA Program, including, but not restricted to:

- Textbooks – approximately \$300.00 (subject to change).
- Malpractice Insurance in the Student Assistant role - typically approximately \$80.00 per year. RASA does not provide malpractice insurance; it must be purchased by student.
- All health care costs to comply with the requirements of the program, including a physical exam, immunizations and all related testing.
- Worker's Compensation: Students are not covered by worker's compensation through RASA, and if you will be doing your clinical internship "off the clock" from your employer you will not be covered. If a student and/or facility requires that the student be covered by worker's compensation through RASA, the student must enter into a separate written agreement with RASA, signed by the student and a RASA representative. The student will be responsible for all costs. Students may also obtain a policy themselves.

- Computer, scanner, Microsoft Office software, high-speed internet, a Flash player and email service. If students choose to be checked off on Part B of the Pre-Clinical Skills Evaluation, they will need a means of video conferencing (Skype and computer camera and microphone) to be checked off on surgical skills by a RASA instructor.
- If the student's facility requires a training agreement, in addition to the Clinical Acknowledgement & Training Agreement Form, RASA will attempt one training agreement on behalf of the student. Additional training agreements will be attempted at a cost of \$200.00 each. See Training Agreements for more details.
- HIPAA and Bloodborne pathogens training, if the students has not taken it through their employer (approximately \$55.00).
- Post-graduation certification (SA-C) may be obtained through [www.ABSA.com](http://www.ABSA.com).

### Placement Assistance

As most Surgical Assistant graduates are employed at the locations they performed their clinical internship, RASA does not provide placement assistance.

### Student Grievance Procedure

Should a student be dissatisfied with RASA resolution on a specific issue, he or she is encouraged to follow the steps below:

Student complaints should be brought to the attention of the Program Director to attempt resolution. The Program Director and student are to follow the grievance procedures below according to RASA policies printed in this catalog.

**Step 1:** The Student should present a written statement to [student@RASATraining.com](mailto:student@RASATraining.com) of grievance to RASA's Program Director within ten (10) business days of the date that a student first knew (or should have known) of the event(s) out of which the grievance arose. The written statement should identify the complaint, the date of the event(s) on which the grievance is based, and the supporting information. The Program Director will forward a written response to the student by email within ten (10) business days, after receipt of the grievance. If the answer is not satisfactory to the student, the second step may be taken.

**Step 2:** Within three working days after the receipt of the Step 1 answer, the student must notify the CEO in writing if she/he wishes to appeal the outcome of Step 1, and shall present to the CEO the grievance in its original form, together with all written responses attached. The CEO will deliberate with the individuals involved and forward a written decision by email within ten (10) business days to the student, after receipt of the grievance. This decision will represent RASA's final ruling in the matter. The Royal Academy of Surgical Assisting, Inc. (RASA) is a Colorado corporation. Students will not be discriminated against for exercising their option to utilize this grievance procedure. Colorado students only: Complaints may be filed online with the Division of Private Occupational School at or 303-832-3001. [www.highered.colorado.gov/dpos](http://www.highered.colorado.gov/dpos) within two (2) years after the student discontinues his or her training, or at any time prior to the commencement of training.

### Transfer/Prior Learning Credits

School does not guarantee the transferability of credits to any other institution unless there is a written agreement with another institution. RASA will accept prior learning credit for basic science courses. No prior learning credit will be awarded for any part of the Surgical Assisting Program.

### Refund Policies

#### **All states excluding Colorado:**

Students may cancel program enrollment within seven (7) days of the official start/enrollment date into program for a full refund, less a \$150.00 cancellation fee and \$350.00 for the Wound Closure Kit (\$325.00 will be refunded if the Wound Closure Training System is unopened and returned in its original condition within 30 days of delivery, as indicated by the USPS tracking system as a restocking fee of \$25.00 applies). No refunds will be issued after 7 (seven) days of the first payment or access to the program online, whichever is first, and student will be obligated to pay the entire cost of the program, regardless of completion, if payments apply.

#### **Colorado students only:**

No tuition payments will be charged/deposited until the application is officially accepted. Students who cancel this contract by notifying the school within three (3) business days, except if after the start date, are entitled to a full refund of all tuition and fees paid. Transcripts sent from the school (not copies maintained by you) should be ordered by the student prior to or at the time of enrollment and mailed to RASA at the address above.

Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid. If the student withdraws after commencement of classes/start date, in accordance with Section 23-64-120(1)(E), C.R.S., the school will retain the non-refundable cancellation fee of the lesser of \$150.00 or 25% of the contract price with \$150 being the lesser of the two for our programs, and \$350.00 for the Wound Closure Kit (\$325.00 will be refunded if the Wound Closure Training System is unopened and returned in its original condition within 30 days of delivery, as indicated by the USPS tracking system as a Wound Closure Kit restocking fee of \$25.00 applies), plus a



percentage of tuition and fees, which is based on the number of lessons/units of the program the student completed (see below refund table). The Wound Closure Kit fee is referred to as "WCK fee" and refers to either the cost of the kit, or the restocking fee, depending on which is applicable in the table below. The student will receive a full refund of tuition and fees paid if the school discontinues a program/standalone course 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. Granting of credit for previous training shall not impact the refund policy. Refunds will be credited or mailed within 30 of official termination. Refund policy will not be altered for denied or delayed registration from Department of Regulatory Agencies (DORA) or any of the other required documents. Students should ensure that all program requirements can be met prior to application. The official date of termination or withdrawal of a student shall be determined in the following manner:

- a) The date on which RASA receives notice of the student's intention to discontinue the training program; or
- b) The date on which the student violates published RASA policy, which provides for termination.

**Refund Tables for Colorado Students Only**

**Surgical Assisting Program:**

<b>Student is entitled to the follow refund per upon withdrawal/termination</b>	<b>Refund: Based on Units/Lessons</b>
Within first 10% of program (Unit/Lessons 1-2)	90% less cancellation charge and WCK fee
After 10% but within first 25% of program (Unit/Lessons 3-4)	75% less cancellation charge and WCK fee
After 25% but within first 50% of program (Unit/Lessons 5-6.4)	50% less cancellation charge and WCK fee
After 50% but within first 75% of program (Unit/Lessons 6.5-6.9)	25% less cancellation charge and WCK fee
After 75% (Unit 6-10- Unit 10)	NO Refund

**All Basic Science Co-requisite Courses - Medical Terminology, Pharmacology, Microbiology, Anatomy, Physiology & Pathophysiology**

<b>Student is entitled to upon withdrawal/termination</b>	<b>Medical Terminology 15 Lessons</b>	<b>Pharmacology 16 Lessons</b>	<b>Microbiology 22 Lessons</b>	<b>Anatomy, Physiology &amp; Pathophysiology 16 Lessons</b>	<b>Refund</b>
Within first 10% of course	Chapter 1-2	Chapter 1-2	Chapter 1-2	Chapter 1-2	90%
After 10% but within the first 25% of course	Chapter 3-4	Chapter 3-4	Chapter 3-6	Chapter 3-4	75%
After 25% but within first 50% of course	Chapter 5-8	Chapter 5-8	Chapter 7-11	Chapter 5-8	50%
After 50% but within first 75% of course	Chapter 9-11	Chapter 9-12	Chapters 12-17	Chapter 9-12	25%
After 75%	Chapter 12-15	Chapter 13-16	Chapter 18-22	Chapter 13-16	No Refund

**Withdrawal Policy**

The official date of termination or withdrawal of a student shall be determined in the following manner:

1. The date on which the school receives notice via email to student@rasatraining.com or by mail as to be the student's last date of actual attendance.
2. The date on which the student violates published school policy which provides for termination.
3. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
4. Students will be terminated from the program within 30 days of their deadline for the course as indicated on their Grade Report, unless a request of inactive status is received by email to student@rasatraining.com or by mail. Students have the option to remain inactive for up to one year following the deadline indicated on their course Grade Report without losing credit for any coursework they have completed.

**Prior Credit Determination**

Prior learning credit will be awarded for reenrollments completed within the allotted reenrollment period. See reenrollment policy for details. Prior learning credit cannot be granted to other RASA programs; it can only be awarded if the students re-enrolls in the same program they were previously enrolled. See also Transfer/Prior Learning Credits.

**Discrimination Policy**

RASA shall not discriminate among applicants based on age, race, sex, religion, national origin, disability, marital status,



gender identity or other classes protected by law.

### Training Agreements and Memorandums of Understanding (MOU)

It is strongly encouraged that students secure a facility to complete the clinical portion of the program prior to enrolling in the program. Discuss the specific requirements of the program with your OR Manager and credentialing department to determine the process for obtaining approval to complete your clinical internship. These agreements can be legally intensive as well as costly to all parties involved. Therefore, if a facility-specific training agreement is required, in addition to RASA's Clinical Acknowledgement & Training Agreement form, RASA will provide this service free of charge for a total of one attempt. Additional training agreements will be attempted by RASA for a fee of \$200.00. RASA will only attempt one contract at a time and will only start second attempt after the first agreement has been obtained or has failed.

### Workers Compensation

Worker's Compensation: Students are not covered by worker's compensation through RASA, and if you will be doing your clinical internship "off the clock" from your employer you will not be covered. If a student and/or facility requires that the student be covered by worker's compensation through RASA, the student must enter into a separate written agreement with RASA, signed by the student and a RASA representative. The student will be responsible for all costs. Students may also obtain a policy themselves.

### Surgeon Sponsors

The student must have at least one (1) sponsor, and may have up to a maximum of ten (10) sponsoring surgeons. These clinical sponsors must be qualified surgeons who sign RASA's Clinical Sponsor Form. This is an agreement between the clinical sponsor and RASA, in which the surgeon agrees to allow the student to function as a Surgical Assistant, provides supervision and clinical direction to the student and will perform a clinical evaluation on the student. The surgeon accepts full responsibility for the conduct of the student while under his/her supervision. It is not required that students submit all Sponsor Forms before starting the clinical internship, however, the appropriate form must be signed and dated prior to the first case with that surgeon.

### Wound Closure Lab

If students wish to attend a hands-on lab, contact RASA for offerings.

### HIPAA Policy

The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Click or copy the link into your browser for more information - <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

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## Notes & Questions:

*Call RASA today (888) 958-0149*

- *Talk to my employer to see if they offer any tuition reimbursement*
- *Discuss with my employer the benefits of having a cross-trained ST/SA!*
  - *More cost-effective than paying more expensive disciplines (ex. RN)*
  - *No more waiting for a First Assistant to arrive -*
    - *On-time surgeries, happy surgeons, quicker room turn-over*
- *See if any of my co-workers would like to advance their careers so we could work together 😊*
  - *Also, see if my employer would like to enroll 4 STs - Wow, \$500 off each enrollment (facility discount). Win - Win 😊*

*Submit application to RASA today and start the program! Can't beat the cost for a new career!*

***Start changing my career and life TODAY!!!***





***Imagine...***

**You as a Surgical First Assistant!**

*Our Program Director, Alice Dungen,  
during her mission trip to Grenada.*



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