

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

Surgical Assisting Program



A c c e p t e d

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 an
advanced
Wound Closure Kit
and simulated tissues!***

RASA 6105 S Main Street, Suite 200, Aurora, CO 80016 (888) 958-0149 info@RASATraining.com



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About Us

Welcome to the Royal Academy of Surgical Assisting, Inc. (hereinafter referred to as RASA).

RASA incorporated in Colorado in 2012 and is headquartered in Aurora, Colorado. Since its inception, RASA has been diligently working to improve the program by creating interactive, technology-advanced distance education content. We strive to provide exceptional support and cost-effective programs to operating room professionals.

RASA's Surgical Assisting certificate program serves RNs, ST's, CST's, ORT's, CORT'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 professionals. 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™ and Supervised Clinical Internship, RASA graduates will feel confident and competent first assisting on multi-specialty surgical cases.

Contact Information & Facility

Office - 6105 S Main Street, Suite 200, Aurora, CO 80016

Phone: (888) 958-0149

Fax: (720) 398-3315

Email: info@RASATraining.com

Web: www.RASATraining.com

Nancy Lalande, CEO, Director of Education

Alice Dungen, CSFA, Program Director

Ashley Hendrix, Admissions Specialist and Creative Director

Jerrilea Hubble, FNP-C, RNFA, CNOR, Program Instructor

Hours of Operation (MST)

Monday-Thursdays 8:00am – 4:00pm

Friday 8:00am – 2:00pm

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



School Schedule and Holiday Closure

RASA offers open enrollment throughout the year, with enrollment available within 5 days of an approved application.

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

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.RASAEcampus.com as soon as possible.

Our Mission

The mission of the Royal Academy of Surgical Assisting is to provide students with current and comprehensive educationally sound training programs that match industry demands and that promotes optimal patient care and ethical professional development, as demonstrated by happy and successful graduates and employers in their chosen career field.

Our Vision

Our vision is to provide cost-effective vocational education programs that meets industry demands and inspires individuals to achieve their educational goals and move onto a rewarding career.

Our Goals

To provide programs that prepare competent entry-level surgical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains that are educationally sound and that meet the industry needs.

Surgical Assisting General Information



Accreditation and Certification

RASA is institutionally accredited by the Accrediting Council for Continuing Education and Training (ACCET) who is recognized by the US Department of Education.

Our program leads to the national Surgical Assistant Certified (SA-C) title through the American Board of Surgical Assistants (ABSA). Further information can be found at 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.



The ABSA Study Guide, along with 300+ practice questions are included in the Surgical Assisting program. RASA does not host, schedule, or pay for certification.



COLORADO
Department of
Higher Education

RASA is Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board. The Royal Academy of Surgical Assisting, Inc. is an S-Corporation owned by Nancy Lalande, CEO.

Disclosures

RASA graduates are eligible to sit for the SA-C certification title through the American Board of Surgical Assistants after meeting their application requirements found at www.ABSA.net. The program does not guarantee eligibility to sit for any other certification titles, state licensures, registrations or boards. RASA cannot guarantee certification or employment.

Right to practice, obtain licensure or registration: It is the full responsibility of the prospective student to investigate all applicable state laws, hospital policies and any and all other requirements for practicing as a surgical assistant in a particular state and facility as these vary widely.

Based on RASA's most current knowledge, the states below have statutes or regulations regarding Surgical Assistants. The State Boards of Medicine generally regulate non-licensed SAs. Please note that our program does not lead to the requirements of the bolded states below for non-licensed professionals. Those holding a license, such as RNs and PAs are generally authorized to first assist. We encourage you to contact your regulatory board prior to enrolling. Some facilities may require RNs to complete a program that abides by AORN standards (bachelor's degree, CNOR and 2 years' perioperative experience), which we do not require.

- CO: Registration
- **DC**: Optional Licensure - requires CAAHEP SA education
- IL: Licensure
- **IN**: SAs must hold CSFA to perform certain tasks
- **KY**: Certification – requires CAAHEP SA education
- NE: Licensure
- TX: Voluntary Licensure – requires CAAHEP SA education. SAs may work under the delegation of surgeons without being licensed, however, there is the option to apply for licensure if they wish to increase their chances of private billing reimbursement.
- **VA**: Registration - requires CAAHEP SA education
- **TN**: Registration – Requires CSFA, NSAA or NCCSA certification

Also, to our knowledge non-licensed individuals (e.g., someone without a RN, PA or comparable license) cannot be a SA in the following states:

- NY, CA, WA, CT, NJ (very limited practice)

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](https://www.facs.org/about-ac/s/statements/stonprin#ig) (or copy this into your browser <https://www.facs.org/about-ac/s/statements/stonprin#ig>). Always abide by state laws and hospital policies when acting in the role of the surgical assistant.

About the Program

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 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 s.
- 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.

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).

Surgical Assisting Program Overview



RASA's ABSA accepted, interactive distance education, Surgical Assistant program is designed to provide the Surgical Assistant student with the intellectual concepts, competencies, and skills 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 online interactive distance education, video instruction, and a supervised clinical internship, giving students hands-on experience at their local hospital. Graduates are eligible to sit for the Surgical Assistant – Certified (SA-C) exam through the American Board of Surgical Assistants (www.ABSA.net) once meeting their requirements.

Program Composition

All programs consist of:

- Online, interactive distance education modules, including Wound Closure Training System
- Supervised clinical internship

The entire program consists of three modules of study. Modules 1 and 2 are presented via interactive distance education. 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.



Surgical Assisting Program Objectives, Learning Domains, Competencies and Outcomes

MAPPING: Objectives, Learning Domains, Competencies and Outcomes

Surgical Assisting Program Objective and Learning Domains:

Through a combination of unit requirements and clinical practice, this program is designed to enable students to develop the knowledge and skills required to perform as a Surgical Assistant. RASA's Surgical Assisting Program shall prepare competent entry-level surgical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be able to:

| Unit Covering Content | Objectives and Learning Domains: Upon the successful completion of the modules the student will be able to: |
|--|---|
| 1 | 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. Cognitive. |
| 1-10 | Verbalize advanced surgical knowledge and skills of operating room procedures to achieve optimal patient outcomes for healthy and special needs patients. Cognitive. |
| 6-10 | Verbalize an in-depth knowledge of anatomy, physiology, pathophysiology and implications for surgical intervention. Cognitive. |
| 2-4&10 | Verbalize an advanced surgical knowledge of operating room fundamentals, infection control and wound healing. Cognitive |
| 4, 6-10 | Verbalize an understanding of preoperative, intraoperative and postoperative care, testing, complications and emergency preparedness and interventions. Cognitive. |
| 5 | Verbalize an understanding of the indications, contraindications and effects of preoperative, intraoperative and postoperative surgical pharmacology and anesthesia. Cognitive. |
| 6&7-10 | Verbalize an understanding of the flow of surgical procedures, and the step-by-step progression of a variety of multi-specialty surgical procedures. Cognitive. |
| Program Competencies, Learning Domains and Outcomes: Upon the successful completion of the modules the student will have demonstrated through evaluation of their performance their ability to: | |
| 1&10 | Demonstrate ethical practice and professionalism. Affective. |
| 1, 7-10 | Demonstrate an in-depth understanding of the surgical assistant's role, limitations, legalities, ethical concerns and interpersonal skills necessary for safe and efficient surgical progression. Psychomotor. |
| 7-10 | Anticipates the needs of the surgeon and takes direction. Psychomotor. |
| 6&7-10 | Demonstrate the ability to apply advanced surgical knowledge of normal and pathological surgical anatomy and physiology to achieve optimal patient outcomes for healthy and special needs patients. Psychomotor. |
| 2-4&7-10 | Demonstrate the ability to apply advanced surgical knowledge of operating room fundamentals, infection control and wound healing. Psychomotor. |
| 10 | Demonstrate the ability to communicate the surgeon's preferences and specific patient's needs to the surgical team, such as suture needs, specialty supplies and instrumentation and equipment. Psychomotor. |
| 4&10 | 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. Psychomotor. |
| 4&7-10 | Demonstrate the ability to provide preoperative skills, such as assessing patient information, history, preoperative tests, safety measures, positioning, prepping and draping. Psychomotor. |
| 7-10 | Demonstrate the skills and techniques necessary to competently perform multi-specialty surgical procedures, and appropriately and swiftly recognize and respond to emergent situations. Psychomotor. |
| 6&7-10 | Demonstrate an understanding of the flow of surgical procedures, and the step-by-step progression of a variety of multi-specialty surgical procedures, while acting within the Surgical Assistant's scope of practice. Psychomotor. |
| 7-10 | Demonstrate the ability to recognizes complications/deviations from normal and acts quickly and appropriately in emergent situations. Psychomotor. |
| 7-10 | Provides visualization of the operative site by a variety of measures to ensure prompt, clear and appropriate visualization, while optimally preserving tissue and avoid impairing the surgeon's view. Psychomotor. |
| 7-10 | Demonstrate the ability to provide intraoperative skills, such as visualization, trocar insertion, injection of local anesthetic, hemostasis, tissue handling, knot tying, placement and securing wound drains, and closure of body planes, within State laws and facility policies. Psychomotor. |
| 7-10 | Utilizes appropriate techniques to assist with permanent hemostasis (clamp, cauterize, tying, clips, agents) and understands indications & contraindications. Psychomotor. |
| 7-10 | Utilizes appropriate techniques to assist with temporary hemostasis (tourniquet, vessel loops, non-crushing clamps, digital pressure) and understands indications & contraindications. Psychomotor. |
| 7-10 | Demonstrate the ability to provide postoperative skills in patient care, such as dressing application, patient transfer and transport, transfer of care, and monitoring for immediate complications. Psychomotor. |

Surgical Assisting Wound Closure Training System

Wound Closure Training System

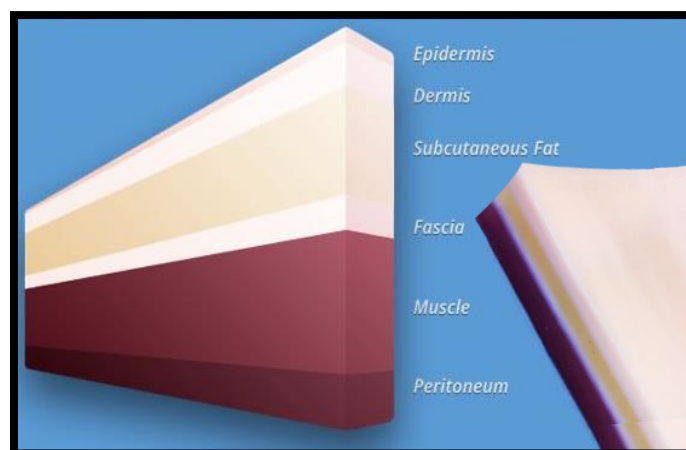
The Surgical Assisting program utilizes the Wound Closure Training System to help students develop the psychomotor skills and hand/eye coordination surgeons require of highly skilled surgical first assistants. The training system includes online access to video instruction encompassing basic through advanced wound closure skills, instrument handling and multi-layer wound closure skills. Students learn skills that make them look and feel like wound closure experts. 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, Suture Scissors, Weitlaner Retractor
- Practice Suture
- Drains for drain securing practice
- Bookmark with practice ties and deep tying simulator
- Tying under pressure and deep tying simulator
- Multiple online wound closure instructional video instruction from basic through advanced
- One or more Mini Procedures for additional skill practice: bowel anastomosis, lymph node dissection.

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



Surgical Assisting Wound Closure Training System

Program Eligibility: Proof of RN/LPN/PA/IMG license **or** successful completion of a Surgical Technology program (transcripts or copy of certificate). Candidates must be 18 years or older and have graduated from high school/GED.

Computer, Internet and Microsoft Office proficiency 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. A background check, drug and/or alcohol test and an exclusions check may be required by a facility training agreement. Any negative results may impede the ability to complete the clinical portion of the program and obtain gainful employment.

Facilities that students will be completing their supervised clinical internship must have appropriate JCAHO, state and/or federal approval/certification.

Must be submitted with enrollment application:

- One of the following: RN, PA License, Certificate of Completion or transcripts of successful completion of a surgical technology program **OR** transcripts of successful completion of college level basic science instruction listed below (co-requisite basic science courses may be taken through RASA). Anatomy, Physiology and Pathophysiology (available through RASA)
 - Microbiology for Surgery (available through RASA)
 - Pharmacology for Surgery (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 Perioperative Educator/Administrator, Surgeon, Certified First Assistant, CNOR (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 supervised 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.

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

- Students must provide acceptable health and immunization records, documenting acceptable status of hepatitis B, influenza, MMR, varicella, DTaP, PPD/TB assessment, Covid vaccine or declination (template available on the RASAE-campus.com 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.





Surgical Assisting Program

Program and Completion Time Frames: See the course descriptions for further details.

| Allotted Program Maximum Length: 14 months | | Units | Semester Credits |
|---|--|--------------------|------------------|
| Module 1: Interactive Distance Learning | | Clock Hours | |
| To be completed within 4 months of enrollment. | | | |
| 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. | 39 | 2.5 |
| Unit 4 | Surgical Assisting Considerations | 30 | 2 |
| Unit 5 | Surgical Pharmacology and Anesthesia | 24 | 1.5 |
| Module 1 Didactic Hours | | 133 | 8.5 |
| Module 2: Interactive Distance Learning | | | |
| To be completed within 4 months of completing Module 1. | | | |
| 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 |
| Module 2 Didactic Hours | | 200 | 12.5 |
| Total Didactic Hours | | 333 | 21 |
| Module 3: Supervised Clinical Internship. To be completed within 6 months of completing Module 2. CONTACT RASA FOR EXCEPTIONS OF SPECIALTY REQUIREMENTS. | | | |
| See Unit 10 descriptions for clinical requirements | | | |
| Unit 7 | (20 Cases) General Surgery | 45 | 1 |
| Unit 8 | (20 Cases) OB and/or GYN Surgery | 45 | 1 |
| Unit 9 | (20 Cases) Orthopedics | 45 | 1 |
| Unit 10 | (80 Cases) 40 of choice, 5 General, 5 OB/GYN, 5 Orthopedics | 200 | 4.5 |
| CS | Case Study | 8 | .5 |
| Supervised Clinical Internship Hours | | 343 | 8 |
| Total Program Hours | | 676 | 29 |

Program Length:

The entire program should be completed within 14 months of enrollment (see specific deadlines for each Module in the table above).

Clock-to-Credit Hour Conversions for Academic Credit

Online Instruction/Lecture: 15 clock hours = 1 semester credit

Laboratory: 30 clock hours = 1 semester credit

Supervised Clinical Internship: 45 clock hours = 1 semester credit



Actual and Additional Costs. No Application Fee.

| Surgical Assisting Program | Estimated Textbook Cost – Purchased separately by student: | Clock Hours/ Units/ Duration of Study/ Semester Credits | Tuition Cost – Select Payment Option: |
|--|--|---|--|
| 676 Clock Hours 29 Semester Credits 14 Months 24/7 Monday-Sunday Modality: Online Interactive Distance Learning Onsite Clinical | Alexander's Care of the Patient in Surgery, 17 th ed. ISBN: 9780323827089 120.00 The Surgical First Assistant, 1 st ed. ISBN: 978-0-9824514-9-6 \$75.00 | Module 1: 133 Hours/ 5 Units/ 4 months/ 8.5 Semester Credits Module 2: 200 Hours/ 1 Unit/ 4 months/ 12.5 Semester Credits Module 3: 343 Clinical Surgical 4 Units/ 6 months/ 8 Semester Credits | □ Paid in Full: \$2,995.00 + Co-requisites OR □ Payment Plan: \$3,495 + Co-requisites. See Installment Agreement. |
| <i>Students without an RN, PA license must take the following co-requisite courses or provide (1) a transcript or Certificate of Completion showing completion of a Surgical Technology training program or similar courses, or (2) proof of military training as an Operating Room Technician. Transcripts or evidence of training must be provided before the scheduled SA Program Start Date.</i> | | | |
| Medical Terminology | Quick and Easy Medical Terminology, 10 th ed. ISBN: 9780323883955 \$58.00 | 48 Hours/ 15 Units/ One month will be added to the Module 1 deadline for this corequisite course. | <input type="checkbox"/> \$100.00 |
| Microbiology for Surgery | Microbiology for the Surgical Technologist, 3rd ed. ISBN: 9780357626221 \$51.00 | 48 Hours/ 22 Units/ One month will be added to the Module 1 deadline for this corequisite course. | <input type="checkbox"/> \$100.00 |
| Pharmacology for Surgery | Pharmacology for the Surgical Technologist, 6 th ed. ISBN: 9780443109096 \$70.00 | 48 Hours/ 16 Units/ One month will be added to the Module 1 deadline for this corequisite | <input type="checkbox"/> \$100.00 |
| Anatomy, Physiology & Pathophysiology | Human Diseases: A Systemic Approach, 8 th ed. ISBN-13: 9780133424744 \$110.00 | 48 Hours/16 Units/ One month will be added to the Module 2 deadline for this corequisite | <input type="checkbox"/> \$100.00 |

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

- Textbooks
- Malpractice Insurance in the “student surgical assistant” or “surgical assistant” role - approximately \$80.00 a year. Students have the option to purchase malpractice insurance from RASA for \$50.00. This policy is only active during active enrollment and RASA clearance for the supervised clinical internship (module 3).
- All health care costs to comply with the requirements of the program, training agreement or completing clinical cases off-the-clock, including a physical exam, immunizations and all related testing.
- Worker's Compensation: Students are not covered by worker's compensation through RASA, aside from Colorado residents completing their clinicals in Colorado and if you will be completing your supervised 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.

Technology Requirements: Computer, Windows 10+/current version of iOS 10, Microsoft Office software, including excel spreadsheet, high-speed broadband internet, and email service. Tested Browsers: Chrome, Safari, Edge. If students choose to be checked off on Part B of the Pre-Clinical Skills Evaluation by a RASA instructor, they will need a means of video conferencing (Zoom, computer camera and microphone required). Ability to download (96MB, App Store or Google Play) and complete simulations on TouchSurgery on your phone.

- If the student's facility requires a training agreement, beyond RASA's Clinical Acknowledgement and 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. Students are responsible for all requirements and costs related to Training Agreements (example: background checks, drug screens, etc.).
- 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.

Unit Descriptions

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



Unit 1 – Welcome to the Exciting World of Surgical Assisting

Clock Hours: 16 Clock Hours – Didactic Interactive Distance Learning

Areas of Study: The surgical first 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, forum posts (instructor-to-student and student-to-student), and interactive distance learning assignments.



Unit 2 – Wound Management and Infection Control

Clock Hours: 24 Clock Hours – Didactic Interactive Distance Learning

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: Quizzes, forum posts (instructor-to-student and student-to-student), and interactive distance learning assignments.



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

Clock Hours: 39 Clock Hours – Didactic Interactive Distance Learning

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 must be submitted by the end of Module 1.

Assignment: Quizzes, video instruction, competency assessment, forum posts (instructor-to-student and student-to-student), competency assessment and interactive distance learning assignments.



Unit 4 - Surgical Assisting Considerations

Clock Hours: 30 Clock Hours – Didactic Interactive Distance Learning

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, forum posts (instructor-to-student and student-to-student), and interactive distance learning assignments.



Unit 5 - Surgical Pharmacology & Anesthesia

Clock Hours: 24 Clock Hours – Didactic Interactive Distance Learning

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: Quizzes, competency assessment, forum posts (instructor-to-student and student-to-student), competency assessment, short answer question and interactive distance learning assignments.



Unit Descriptions

Module 2 (Unit 6) To 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 Clock Hours – Didactic Interactive Distance Learning

Areas of Study: First assisting in all major surgical specialties. See Unit down below.

Description: This is an advanced Unit of study covering surgical assisting in all major surgical specialty specialties areas. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

Required Learning Activities:

- Reading assignments
- Graded presentations
- Graded TouchSurgery assignments and quizzes
- Graded Forum Assignments. Both instructor-student and student-to-student
- Graded Competency assignments
- Graded Focused Surgical Study assignments
- Graded Video assignments – students submit videos of performing skills
- Independent learning assignments

Textbooks:

Alexander's Care of the Patient in Surgery, by Rothrock, 17th ed. St. Louis; Mosby ISBN: 9780323827089

The Surgical First Assistant, ISBN: 978-0-9824514-9

Testing and Evaluation Methods: Quizzes are online, multiple-choice and provided to test knowledge and identify areas that require further study prior to moving on to the next Unit. The quizzes will also prepare students for the cumulative Final Module Exam following Unit 5. Students will receive an immediate grade upon submission.

Content Covered: Individual unit, **Format:** Online, multiple-choice, timed, open book exam, **Number of Questions:** varies, **Time Limit:** unlimited, **Allowed Attempts:** 3, **Minimum Grade to Pass the Unit:** 80%.

Presentations: Minimum 80% pass required.

Touch Surgery Assignments: Pass/Fail. Minimum 80% pass required.

Focused Surgical Study Assignments: Pass/Fail

Video Skills Assignments: Pass/Fail

Competency Assessments: Pass/Fail

Forum Assignments: Pass/Fail

Composition of Final Module Grade:

Each Module contains a final exam that will represent your final grade for the Module. Final Exams are multiple-choice and students are encouraged to retake the exam to improve their score and increase their knowledge. All repeat exams will be scrambled, generally pulling from a larger test bank. The minimum grade to pass each exam is 80%.

Final Module 2 Exam: Online, multiple-choice, timed, open book exam.

- **Content Covered:** Unit 6 – 6.1-6.10
- **Format:** Online, multiple-choice, timed, open book exam
- **Number of Questions:** 200
- **Time Limit:** 4 hours
- **Minimum Grade to Pass the Module:** 80%
- **Allowed Attempts:** 2

The Final Module percentage (and corresponding letter grade) will be comprised of the highest grade achieved on the Final Exam.

Maximum Module Length: Module 2 (Unit 6) should be completed within 4 months. If all Units within the Module are not completed within 4 months, students will receive an incomplete/failing grade. Students are eligible to reenroll in the program by following the reenrollment procedure.

Unit down:

6.1 General Surgery: 20 Clock Hours – Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in gastrointestinal, liver, biliary, spleen, pancreas and hernia surgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.2 Obstetrics and Gynecology Surgery: 20 Didactic Interactive Distance Learning

Areas of Study: This is an advanced Unit of study covering surgical assisting in obstetrics, gynecology and breast surgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.3 Genitourinary Surgery: 20 Clock Hours - Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in genitourinary surgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.4 Ophthalmic Surgery: 20 Clock Hours – Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in ophthalmic surgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.5 Otorhinolaryngologic: 20 Clock Hours – Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in otorhinolaryngologic, thyroid and parathyroid surgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.6 Orthopedics: 20 Clock Hours – Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in orthopedic surgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.7 Plastic and Reconstructive: 20 Clock Hours – Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in plastic and reconstructive surgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.8 Cardiothoracic and Peripheral Vascular: 20 Clock Hours – Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in cardiothoracic and peripheral vascular surgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.9 Neurosurgery: 20 Clock Hours – Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in neurosurgery. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty.

6.10 Special Considerations: 20 Clock Hours – Didactic Interactive Distance Learning

Area of Study: This is an advanced Unit of study covering surgical assisting in pediatric, geriatric and trauma surgery. Special considerations relating to the pediatric and geriatric patient are studied. Anatomy, physiology and pathophysiology specific to the Unit of study, is reviewed and supplemented by an in-depth study of those organs and structures that relate to the specialty surgery. Preoperative, postoperative and intraoperative testing, procedures, complications and considerations are explored. Pharmacology, special equipment and preoperative and postoperative routines will be covered, as it relates to the surgical specialty. Trauma mechanisms, considerations and surgical interventions are studied.

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

Facilities that students will be completing their clinical internship must have appropriate JCAHO, state and/or federal approval/certification.

Clinical Requirements



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 must complete a broad-based clinical internship. Requirement: 50 cases in General Surgery, 25 cases in Orthopedics, 25 cases in OB/GYN and the remaining cases may be completed in any specialty or specialties of the student's choice.

Description: During the supervised 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 clinical skills assessment completed by each surgeon they work with during their supervised clinical internship and a Recommendation for SA Program Completion form prior to graduation.

Assignments: 140 surgical cases under the direct supervision of sponsoring surgeons, Conferences with RASA Instructor, Procedure log assignments, Evaluations from sponsoring surgeons, Case study assignment, Final Exam.

Graduation Criteria

- Students must receive an 80% or greater on all quizzes and final exams.
- Students must receive a passing grade on all other assignments.
- Students must have satisfied all financial obligations to school.
- Students must complete the program with an 80% or higher cumulative attendance.
- All required documentation must be current throughout the supervised clinical internship portion of the program.
- Upon successful completion of all requirements, students will be awarded a Certificate of Completion.

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.rasatraining.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, 17th edition, by Rothrock. ISBN: 9780323827089

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



The Surgical First Assistant by Ruben West ISBN:978-0-9824514-9-6

Approximate cost: \$75.00

OPTIONAL – Corequisite Basic Science Courses for on-the-job trained STs

If students have do not hold an acceptable medical license or 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 Corequisite | Length: One month will be added to the corresponding SA Module deadline for each corequisite the student is enrolled in. | Cost: \$100.00 each | Units | Semester Credits |
|---|--|---------------------|--------------------|------------------|
| Module 1: Interactive Distance Education To be completed by the Module 1 deadline. | | | Clock Hours | |
| Unit 1 | Corequisite if needed – Medical Terminology | | 48 didactic | 3 |
| Unit 2 | Corequisite if needed – Microbiology for Surgery | | 48 didactic | 3 |
| Unit 5 | Corequisite if needed – Pharmacology for Surgery | | 48 didactic | 3 |
| Module 2: Interactive Distance Education To be completed by the Module 2 deadline. | | | | |
| Unit 6 | Corequisite if needed – Anatomy, Physiology & Pathophysiology | | 48 didactic | 3 |

Course Title: 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: Interactive Distance Education

Length: 48 hours/15 Units of study. One month will be added to the Module 1 deadline for this corequisite. 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.

Textbook: Quick and Easy Medical Terminology, 9th edition by Peggy Leonard. ISBN-13: 978-0323595995. 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: Interactive Distance Education

Length: 48 hours/22 Units of study One month will be added to the Module 1 deadline for this corequisite. 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 interactive distance education 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.

Textbook: Microbiology for the Surgical Technologists, 2nd edition, by Rodrigues. ISBN-13: 978-1111306663
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: Interactive Distance Education

Length: 48 hours/16 Units of study. One month will be added to the Module 1 deadline for this corequisite. 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.

Textbook: Pharmacology for the Surgical Technologist, 6th Edition, by Howe & Burton. ISBN: 9780443109096 Approximate cost: \$70.00

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

Format: Interactive Distance Education

Length: 48 hours/16 Units of study. One month will be added to the Module 2 deadline for this corequisite. 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.

Textbook: Human Diseases, A Systemic Approach, 8th edition, by Mark Zelman Ph.D. Approximate cost: \$90.00 or may rent. ISBN-13: 9780133424744



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

Surgical Assisting for Hospitals and SurgiCenters

We provide educator access!

The Royal Academy of Surgical Assisting offers our certificate program to hospitals and surgical centers who would like to implement a Surgical Assisting team. We offer interactive distance education 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 cross-train current Surgical Technologists and RNs 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.

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.

The RASA program leads to the American Board of Surgical Assistants (ABSA) national Surgical Assistant Certified (SA-C) title, 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 and meeting their application requirements.

Facility Sponsored Training are business-to-business agreements and are not approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.



School Policies - School has the right to change policies at any time. Students will be notified.

Enrollment

RASA offers open enrollment. A completed enrollment agreement, with all required documentation, must be submitted prior to review of the application for enrollment. 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 the student within five (5) 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. Official Start Dates will be indicated on the student's Grade Report.

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 each module will be calculated based on the start date of the same 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

The wound closure kit will be mailed within two weeks of enrollment.

Student Services:

RASA staff is available Monday through Thursday from 8:00am to 4:00pm MST to set consultation appointments with instructors.

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

Co-requisite Courses:

One month per course will be added to the Module 1 deadline for each of the following corequisite courses students are enrolled in: Medical Terminology, Microbiology for Surgery, Pharmacology for Surgery. These corequisites must be completed by the Module 1 deadline.

One month will be added to Module 2 if the student is enrolled in Anatomy, Physiology and Pathophysiology. This corequisite must be completed by the Module 2 deadline.

Surgical Assisting Program:

All students begin their program with Unit 1 and will matriculate through each subsequent unit until they reach the supervised 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) should 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 - Module 1. Module 2 (Unit 6) should be completed within four (4) months of the start/enrollment date of Module 2.
- **Module 3** (Units 7- 10 Supervised Clinical Internship & 1 Case Study): Prerequisite - Module 2. The student should complete Units 7-10 within six (6) months of the enrollment/start date of Module 3.

Testing and Exam Resets

Unit quizzes are used as a learning tool and may be taken up to 3 times. 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 highest score will be indicated as 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 Module Final Exam before they can

progress to the next module. All repeat exams will be scrambled, generally pulling from a larger test bank.

Exam Reset: If a student does not achieve a passing grade after the maximum amount of allowed attempts, they may request an exam reset. The cost to reset an exam is \$200.00.

Grading and GPA

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

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

Calculation of GPA: GPA Points are multiplied by Course Credits for a Credit Value. The Total Credit Value is multiplied by the Total Course Credits to determine the Cumulative GPA.

| Letter Grade | Percent | GPA |
|--------------|-----------------|-----|
| A+ | 97%-100% | 4.0 |
| A | 93%-96% | 4.0 |
| A- | 90%-92% | 3.7 |
| B+ | 87%-89% | 3.3 |
| B | 83%-86% | 3.0 |
| B- | 80%-82% | 2.7 |
| F | Less than 80% | 0.0 |
| W | Withdrawal | N/A |
| F | Incomplete/Fail | 0.0 |

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

Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA.

Repetitions of course work are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Students who withdraw from a course or the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

Supervised Clinical Internship

Generally, facilities require that students complete their supervised 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 supervised 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.

Satisfactory Academic Progress/Attendance Requirements

Students must maintain consistent academic progress which includes attending modules and units in accordance with the criteria outlined in the syllabi. Students should complete the program within the allotted 14 months and within the allotted Module deadlines. To complete the first two didactic modules, students must login and complete assignments at least biweekly. To be making satisfactory academic progress, students must submit assignments at least every two weeks and complete 100% of Module assignments by their Module deadlines. While completing Module 3, the clinical portion of the program, students must login and submit assignments at least every month.

Attendance Tracking: An 80% or greater cumulative attendance record is required for program completion.

Attendance and online activity in RASAcampus.com is evaluated on the 1st and 15th of each month (or the following business day).

During Module 1 and 2, if a student has not logged in and completed at least one assignment within the assessment period (the past 15 days), the student will receive an Academic Warning and an absence will be reported on their Grade Report.

During Module 3, if the student has not completed coursework within a 30-day period, they will receive an Academic Warning and an absence will be reported on their Grade Report.

Required Action: Students must regain Satisfactory Academic Progress within 14 days of their second Academic Warning, or they will be terminated from the program. The number of absences will be indicated on the student's Grade Report and cannot exceed 2 per Module. A maximum of 3 Academic Warnings will be allowed for Module 1 if the student is also enrolled in one or more corequisite courses.

Failing to Complete by Module Deadline: Students must contact RASA and complete the Reenrollment/extension process within 14 days of the Module Deadline they are working on or they will be terminated from the program.

Absence: If a student is planning an absence that will not allow them to meet the Satisfactory Academic Progress, they must contact RASA and submit a plan for Module completion or file for a Leave of Absence (see policy).

Grade Reports: Students have access to assignments, instructor feedback and exams at all times within their Grade Report.

Notifications: Students will receive periodic notifications if assignments have not been completed, and will begin receiving notifications 30 days before their Module deadline.

Reinstatement: An application for reinstatement into the program following withdrawal/termination will be evaluated on an individual basis by the Program Director or Director of Education. See Reinstatement policy.

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/extension Procedure*). The student will be placed on academic probation if didactic and/or clinical progress over-extends the allotted time, or if the student is not current on required documents, assignments or tuition obligations. Students who are unable or unwilling to continue classes should refer to the Refund Policy. Students will be terminated from the program 14 days after their module deadline, unless the student completes the leave of absence or reenrollment/extension procedure.

Any student not attaining the required GPA or achieved hours during the warning period (14-days following their Module deadline) will receive a written dismissal notice, sent by USPS tracked mail. The student may submit a written appeal of their dismissal within five calendar days of receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided by the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School Director is final. Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

Consecutive Absence

If a student has not contacted RASA with an appropriate leave of absence or reenrollment documentation and payment within 14 days of the Module deadline indicated on their Grade Report, or 14 days after the second academic warning, the student will be terminated from the program.

Maximum Program Enrollment

Students must complete the program within 150% of the allowed time for completion. Including reenrollments/extensions.

Leave of Absence

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. A student must submit a written/email request, indicating the dates of leave and reason, in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so.

A leave of absence is limited to a maximum of 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

If a student does not request a leave of absence within a timeframe consistent with RASA's SAP and consecutive absence policy, they be withdrawn. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

Inactive Status

Students may not be placed on inactive status. Module deadlines will be strictly enforced. See Leave of Absence and Reenrollment/extension policies.

Reenrollment/Extension and Reinstatement Policy and Procedure

Students must submit assignments at least every two weeks and complete 100% of Module assignments by their Module deadlines posted on their Grade Report. Extensions will not be granted to allow additional time to complete coursework or submit required documentation for clinical clearance, training agreements or program requirements. Students may reenroll in the program by submitting an updated Enrollment Agreement and making payment. Eligible reenrollment dates are based on the last Module deadline posted on students Grade Report and SAP and attendance policies. Credit will be given for prior coursework completed and students may continue their coursework where they left off. 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 per our SAP and attendance policies. RASA reserves the right to determine whether a student is eligible to reenroll in the program. A maximum of two 3 ½

month reenrollments may be granted. See Maximum Enrollment Period.

Students must contact RASA and complete the Reenrollment/extension process within 14 days of the last Module Deadline posted on their Grade Report or within 14 days after receiving a second Academic Warning or they will be terminated from the program.

- **Reenrollment prior to the last deadline posted on Grade Report:** Cost: \$300.00 for the SA program and/or \$50.00 for each basic science course.
- **Reenrollment past the deadline posted on Grade Report but within 21 months of initial enrollment/start date AND within 14 days of the last deadline posted on their Grade Report:** Cost: \$500.00 for the SA program. If the 3 ½ month extension spans greater than the Maximum Enrollment Period of 21 months, the extension will only be given up to 21 months from the initial enrollment/start date. The cost will not be discounted regardless of time allotted for this final opportunity to complete the program.
- **Reinstatement within 6 months following the last deadline posted on their grade report:** Students may be reinstated into the program following termination or withdrawal and prior learning credit will be accepted for work previously completed in the RASA program with a written mutual agreement of a completion plan for the program to be completed within 21 months of the student's initial enrollment date. Cost: \$1,000.00, plus any prior financial obligations.

Probation/Academic Warning

Probation/Academic Warning is the status assigned to a student who fails to meet the Satisfactory Academic Progress or if RASA believes academic integrity has been compromised. Students will be notified by email and/or phone and a written plan will be provided to students.

Satisfactory Academic Progress (SAP): Students must meet the SAP within 14 days of notification. Students will be terminated from the program if they do not come into SAP compliance 14 days after their second Academic Warning.

Academic Integrity: Students must provide requested documentation from RASA within 14 days of RASA's email or mail request. A decision from RASA will be provided to student within 7 days of receipt from RASA. Students will be terminated from the program if no response has been received within 14 days or if RASA has determined that response is inadequate. See Grievance/Appeal policy.

Reinstatement of Satisfactory Academic Progress: Students will be reinstated once meeting the outlined plan.

Appeal Process

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by email. The student may submit a written appeal of his/her dismissal within five calendar days of receipt of the dismissal notice. The appeal will be addressed by the Director of Education. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the Director of Education and the Program Director, will examine all appeals. The student will be sent the committee's written decision within five days of the Director of Education's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

Academic Consulting and Office Appointments

Academic consulting is available during normal business hours by contacting RASA by phone or email. If your question cannot be readily answered and appointment with a faculty instructor will be scheduled at a convenient time for both student and instructor. As this is an online program, our office hours are by appointment only.

Student Conduct and Academic Integrity

The Royal Academy of Surgical Assisting, Inc. online program provides a safe and secure environment for all students, staff and employees. Students 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 within 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.

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.

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. Cash is not 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 kept current and satisfied prior to graduation. Students will be suspended from the program after 15 days of non-payment until an agreed upon payment plan has been established. All other policies relating to program progress, completion and termination will remain in force while on payment suspension. Students are responsible for the full cost of tuition, less any refund fees.

Zero interest Payment Plans available, as outlined in the enrollment application. There is no prepayment fee. Any account that is more than 15 days late will be put on academic hold until your financial obligation is brought current or other arrangements are made. Unpaid balances may be sent to collections agencies if unpaid after 90 days.

Financial Aid

At this time, RASA does not provide financial aid or scholarships. We do provide a payment plan.

Placement Assistance

RASA will review resumes and cover letters, provide recommendations, and provide resources for finding jobs in your desired location. RASA does not guarantee employment.

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 Director of Education or Program Director to attempt resolution. The Director of Education and/or 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 nancy@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 within two (2) years after the student discontinues his or her training, or at any time prior to the commencement of training.

Notice to Students: ACCET Complaint Procedure This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise

available from the institution, upon request. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information: 1. Name and location of the ACCET institution 2. A detailed description of the alleged problem(s) 3. The approximate date(s) that the problem(s) occurred 4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students 5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET 6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved 7. The status of the complainant with the institution (e.g., current student, former student) Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution). Note: Complainants will receive an acknowledgment of receipt within 15 business days. Online complaint submission form.



Refund Policies

Definitions:

Start date – The date the student was provided with access to the program via email which will be the same date listed their Grade Report.

Last date of attendance (LDA) – The last date the student logged into the program, as documented on their activity report.

Date of determination (DOD) - The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying RASA's attendance, conduct, or Satisfactory Academic Progress policy.

Weeks earned and resulting percentage of program completed – The weeks the student was enrolled in the program and the completion progress.

Calculation of refund – The amount calculated to refund to the student.

Cancellation - A student who never attends classes at the institution after enrolling and informs.

No Show (treated as cancellation): A student who never attends class after enrolling and does not inform RASA.

Withdrawal - A student who attends at least one class at the institution but does not complete the program.

Financial Obligation - RASA has one period of financial obligation, meaning the payment is based on the entire program and cost charged on the enrollment agreement is for the entire program. RASA will not obligate a student for more than 12 months at a time.

Refund computations apply to the stated charges attributable to the given period of financial obligation.

Notification - RASA will not require written notification of cancellation or withdrawal and will not charge a penalty for failure to notify the institution in writing.

ALL STUDENTS EXCEPT COLORADO

RASA will compare the students' state refund policy with ACCET's policy in each instance of cancellation, withdrawal or termination and follow the policy that is more beneficial to the student.

Cancellation:

- No tuition payments will be charged/deposited until the application is officially accepted.
- **Program Cancellation** - If RASA cancels a program subsequent to a student's enrollment, RASA will refund all monies paid by the student.
- **Buyers Right to Cancel** – If an applicant cancels within 3 business days (excluding holidays) following execution of the Enrollment Agreement, all monies paid will be refunded.
- **Cancellation Prior to the Start of Class or No Show** - If an accepted applicant cancels prior to the start of scheduled classes or never attends class (no-show), RASA 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. All refunds due will be paid within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

Refunds:

- Refund amounts will be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, RASA will consider a partial week the same as if a whole week/unit was completed, provided the student logged into the online program or completed unit assignments at least one day during the scheduled week. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund will be paid within forty-five (45) calendar days from the last date of attendance.

- **Refund of Provided Supplies:** If the Wound Closure Kit has been mailed to the student and documented by tracking information, a non-refundable fee of \$350 will be charged to the student (\$325 will be refunded if the Wound Closure Training System is unopened and returned in its original condition prior to the final refund determination notice (restocking fee of \$25.00 applies and proof of delivery to RASA is required).
- **During the first week of classes,** tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- **After the first week and through fifty percent (50%)** of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000.
- **After fifty percent (50%)** of the period of financial obligation is completed by the student, RASA will retain the full tuition for that period.
- If the refund amount is less than what the student has actually paid, RASA will mail the excess amount (total the Refund Amount) to the student. If the refund amount is more than what the student is paid, the student will be responsible for paying RASA the additional amount.

| Refund Calculation Examples | Example # 1 1 st Week of Classes | Example # 2 After the first week and through fifty percent (50%). Weeks 2 – 30. | Example # 3 After fifty percent (50%). Weeks 30-60. |
|---|---|---|--|
| # of Weeks in the 60-week Program | 1 | 20 | 31 |
| % of Program | 1.6% | 33.3% | 61.6% |
| Refund Calculation with earned income by RASA | 1.6% of \$3,000.00 tuition=\$48.00 earned tuition = \$ 2,952.00 | 33.3% of \$3,000.00 tuition=\$999.00 earned tuition | 0 |
| Refund Calculation less 10% of unearned income equals subtotal of refund to student | \$2,952.00 less 10% unearned tuition = \$295.20 = \$ 2,656.80 | \$3000.00-\$999.00=\$2001.00 less 10% unearned tuition of \$200.10=\$1,800.90 | N/A |
| Less Cancellation Fee of \$150.00 | \$ 2,656.80 less \$150.00 = \$2,506.80 | \$1,800.90 less \$150.00 = \$1,650.90 | N/A |
| Supplies provided –Wound Closure Kit (unless returned unused) | Not provided yet | \$1,650.90 less \$350.00=\$1,300.90 | N/A |
| Owed to RASA | \$493.20 | \$1,699.10 | \$3,000.00 |
| Eligible Refund Amount to student | \$2,506.80 | \$1,300.90 | \$0 |

COLORADO STUDENTS ONLY:

The above refund policy will be compared to the Colorado policy below and students who withdraw, cancel or are not current with their financial obligations, will be provided with the refund that is the most lenient and beneficial to the student.

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 prior to the final refund determination notice (restocking fee of \$25.00 applies and proof of delivery to RASA is required), 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 credit for previous training shall not impact the refund policy. Refunds will be credited or mailed within 30 of official termination. The refund policy will not be altered for denied or delayed registration from the 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. RASA will compare the Colorado policy with ACCET's Cancellation and Refund Policy of the Accrediting Commission for Continuing Education and Training, in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.

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

- The date on which RASA receives notice of the student's intention to discontinue the training program; or
- The date on which the student violates published RASA policies, which provides for termination, including satisfactory academic progress.

Refund Tables for Colorado Students Only: Surgical Assisting Program:

| Student is entitled to the follow refund per upon withdrawal/termination | Refund: Based on Units/Lessons |
|--|--|
| 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 Corequisite Courses - Medical Terminology, Pharmacology, Microbiology, Anatomy, Physiology & Pathophysiology

| Student is entitled to upon withdrawal/termination | Medical Terminology 15 Lessons | Pharmacology 16 Lessons | Microbiology 22 Lessons | Anatomy, Physiology & Patho. 16 Lessons | Refund |
|--|-----------------------------------|----------------------------|----------------------------|---|-----------|
| 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% | Chapter 3-4 | Chapter 3-4 | Chapter 3-6 | Chapter 3-4 | 75% |
| After 25% but within first 50% | Chapter 5-8 | Chapter 5-8 | Chapter 7-11 | Chapter 5-8 | 50% |
| After 50% but within first 75% | 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/Termination

The official date of termination or withdrawal of a student shall be determined in the following manner. Written notice of withdrawal is not required.

1. The date on which the school receives notice via email to nancy@rasatraining.com or by phone.
2. The date on which the student violates published RASA policies that provides for termination, including satisfactory academic progress.
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.

Transfer of Credit

School does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. RASA will accept prior learning credit for basic science courses. RASA will only accept transfer credits for the corequisite courses. Transfer credits are not included when calculating the CGPA. Official transcripts from all colleges attended must be received before the start of the student's first module to receive transfer credit. The courses for transfer must be similar in objectives and content to those offered by RASA.

Acceptable courses must be college-level with a grade of C, 2.0 GPA or above. Military, workplace, apprenticeship and/or training programs, or other programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs are acceptable. ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College-level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Testing (DSST) are also accepted. Institutions awarding the credits must be accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. RASA does not currently have any established articulation agreements with any other institutions of higher education, therefore, will base its decision on the criteria contained within this policy. RASA will assist students when requesting transfer to other institutions by providing guidance, counseling and providing an official transcript and syllabi. There is no fee associated with this service. Appeals of non-accepted transfer of credit may be made to RASA's Director of Education at nancy@rasatraining.com and must include the course syllabus. Students will be notified within 30 days of receipt of the appeal email.

Prior Learning Credit

No prior learning credit will be awarded for any part of the Surgical Assisting Program, unless it transferred from one of RASA's Surgical Assisting Program to another with comparable objectives and learning goals (Director of Education approval required).

Appeals of non-accepted transfer of credit may be made to RASA's Director of Education at nancy@rasatraining.com and must include the course syllabus. Students will be notified within 30 days of receipt of the appeal email.

No prior learning credit will be awarded for any part of the Surgical Assisting Program, unless it is transferred from one of RASA's Surgical Assisting Program to another, if applicable, with comparable objectives and learning goals or within the same program (Director of Education approval required).

Discrimination Policy

RASA shall not discriminate among applicants based on age, race, sex, religion, ethnic origin, disability, marital status, gender identity or other classes protected by law.

Special Needs Accommodation

RASA will make reasonable accommodations in order to individually and appropriately serve students to complete the program and reach their educational goals. Extended test taking times are available with a doctor's note.

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 supervised 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 at no fee 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 and Benefits

Students are not covered by worker's compensation through RASA, aside from students residing and completing their supervised clinical internship in Colorado, and if you will be doing your supervised clinical internship "off the clock" from your employer you will not be covered by workers compensation or any other benefits. 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 supervised clinical internship, however, the appropriate form must be signed and dated prior to the first case with that surgeon.

HIPAA

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>.

Curriculum Changes

RASA reserves the right to change academic and administrative policies at any time, including but not limited to, reenrollment, schedules, tuition and fees, student rules, regulations and requirements at any time and without notice. RASA reserves the right to modify or change course content and/or the structure of course curricula at any time to maintain a current, relevant and up-to-date program.

Access to Student Records and the Family Education Rights and Privacy Act (FERPA)

In accordance with FERPA, information contained in the student's academic, administrative and placement files is held in strict confidence and will not be request access to their records and by providing a written request. Official and/or unofficial transcripts will be issued for students upon request. Access to student files is limited to RASA staff members and the school's approval and/or accrediting authorities. Student records will be retained for seven years from the last date of attendance. Transcripts are maintained permanently.

Copyright Infringement Policy All content contained with the RASA program is copyrighted by RASA unless otherwise noted. Unauthorized use or distribution may result in civil/criminal liabilities. Students are responsible for ensuring that when using copyrighted material for any submitted assignments, that it doesn't violate the rights of others without prior permission.

Transcript Requests and Transcript Holds: Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, or financial aid funds. Individuals will be subject to such a hold until all balances have been paid in full. RASA will not assign student debt to third-party collection agencies. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.

Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:

- a. Job application
- b. Transferring to another postsecondary institution
- c. Applying for state, federal, or institutional financial aid
- d. Pursuit of opportunities in the military or national guard
- e. Pursuit of other postsecondary opportunities

Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the School will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, the School will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to the School should contact info@RASAttraining.com or 888-958-0149. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

Imagine...

YOU as a Surgical Assistant!

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



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(888) 958-0149