



## WVUH SURGICAL TECHNOLOGIST TRAINEE

### PROGRAM GUIDELINES

Through the sponsorship of educational programs, Surgical Services, HVI, and Children's Hospitals at West Virginia University Hospitals (WVUH) continue to demonstrate its support of the educational mission of WVU Medicine. As hospital institutions and procedure volumes grow, two critical priorities have been identified: (1) the need to employ and retain highly skilled Surgical Technologists, and (2) the need to financially and professionally support students in a mutually beneficial capacity, this tuition assistance program is being offered to provide students with financial assistance to help defray the cost of education in return for an employment commitment per contract to WVUH to commence following program completion and department orientation.

#### Minimum Qualifications for Consideration

1. Student must enroll and be accepted into an approved Surgical Technologist program.
2. Student must achieve and maintain satisfactory academic, clinical, and professional progress with obtainment of program's minimum GPA and satisfactory clinical performance. Trainee will meet with designated WVUH clinical education coordinator twice a month and will receive both WVUH 90 day and annual performance reviews.
3. Student must comply with program and WVUH's Standards of Behavior including attendance and punctuality requirements. Three or more days of absence or tardiness may result in student transition into a different role based on organizational need. In the event of three or more days of *excused* absences, the student will be transferred into the next cohort for STAT Program and will continue program progression at the point where the student's program pause occurred. External ST Trainee will be evaluated for further mitigation with clinical ST instructor.
4. Students must attempt applicable certification minimally twice if not achieved on first testing upon program completion. WVUH maintains employer discretion to continue or discontinue trainee employment if certification is not obtained within 6 months of program graduation. If employment is continued, trainee will assume Surgical Technologist I role. In the case the trainee desires to opt out of surgical environment but utilize skills in associated department such as SPD, management will consider the request and organizational need before a placement of this sort is actualized.
5. Student must agree to be employed full-time at West Virginia University Hospitals as a Surgical Technologist during program completion and certification obtainment. WVUH maintains the right to place the trainee into a department based on organizational need.
6. Student must make a required work commitment to the Surgical Services, HVI, or Children's Hospital department at West Virginia University Hospitals or agree to repay all associated contract educational costs If the trainee does not obtain certification within the designated timeframe and continued employment is not extended, the trainee agrees to repay all associated contract educational costs.
7. Trainee agrees to maintain a log of weekly educational and orientation times to be verified by training instructors and WVUH payroll representative(s). For WVUH educational experiences,

trainee will clock in using Kronos and notify organizational designee of entry into and exit out of department. Documentation of trainee work time will be recorded on the department's variance staffing sheet according to departmental policy. .

**Application Process**

1. Interested students should apply to the Surgical Technologist Trainee role with West Virginia University Hospitals, internal vs external, as applicable.
2. Applicants meeting the minimum qualifications will be screened to determine best candidates for continuation to the interview process.
3. An interview committee, comprised of members of the Surgical Services, HVI, or Children's Hospital and Human Resources departments will rank and select applicants based on the following criteria:
  - a. If applicant is a current employee, the employee's performance including compliance with Standards of Behavior, organizational policies/procedures, promotion of teamwork, and work competencies will be considered.
  - b. Meeting minimum qualifications for Surgical Technologist Trainee role
  - c. Associated work experience in a healthcare setting
  - d. Professional promise and motivation
  - e. Personal commitment, responsibility, and professional communications
4. Selected candidates will receive an offer of employment for the Surgical Technologist Trainee role and a program agreement.
5. West Virginia University Hospitals reserves the right to limit the number of program participants based on projected market conditions, the quality/size of the applicant pool, and training resources. .

**Terms and Conditions**

1. Candidates awarded tuition assistance will be required to sign a formal contract, which specifies the responsibilities of both West Virginia University Hospitals and the Student.
2. West Virginia University Hospitals will pay Trainee at a rate of \$16.00 per hour until program completion.
3. West Virginia University Hospitals will provide tuition assistance to cover the associated costs of the Surgical Technology program. Costs will be billed to the applicable departments.
4. Candidates will agree to assume a full-time Surgical Technologist position at West Virginia University Hospitals for minimum of contracted years.

Signatures signify that the scholar \_\_\_\_\_ (Printed Name) has read and acknowledged the provided STAT and external Trainee program guidelines.

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
XXXXX Clinical Educator/Supervisor Signature

\_\_\_\_\_  
Date