



WVUH Surgical Technologist Academic Teaching (STAT)

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 support students financially and professionally 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. Interested person must enroll and be accepted into the WVUH Surgical Technologist program. (STAT)
2. Applicant/Trainee must achieve and maintain satisfactory academic, clinical, and professional progress with obtainment of program's minimum GPA and satisfactory clinical performance. Applicant/Trainee will meet with designated WVUH clinical education coordinator twice a month and will receive both WVUH 90 day and annual performance reviews. WVUH maintains the right to remove Applicant/Trainee from the program at any time if Applicant/Trainee cannot comply or complete the functions associated with the program.
3. Applicant/Trainee 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 applicant/trainee transition into a different role based on organizational need. In the event of three or more days of excused absences, the applicant/trainee may be transferred into the next cohort for STAT Program and will continue program progression at the point where the applicant/trainee's program pause occurred or may be dismissed from the program completely at WVUH Leadership discretion. Applicant/Trainee will only have one time to transfer cohorts and will only have one absence available to them upon transfer. If the applicant/trainee opts out of the STAT program at any time, they agree to repay all associated contract educational costs.
4. Applicant/Trainee 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. Trainee 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.

5. Trainee must make a required two-year 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.

6. 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 persons 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:

- 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.
- Meeting minimum qualifications for Surgical Technologist Trainee role
- Associated work experience in a healthcare setting
- Professional promise and motivation
- Personal commitment, responsibility, and professional communications

4. Selected candidates will receive an offer of employment for the Surgical Technologist Academic Teaching (STAT) 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 program guidelines.

Scholar Signature

Date

WVUH Clinical Education Coordinator Signature

Date