

WI DWD/DWE Bureau of Apprenticeship • Madison WI • 13536  
Surgical Technologist Apprentice • 08-079374022-00-H  
Exhibit A - Program Provisions

**TERM OF APPRENTICESHIP:** The term of apprenticeship shall be Hybrid, which has been established to be 24 months of no less than 4718 hours. In addition to the specified hours, the apprentice must successfully attain the competencies described in these program provisions. Hours of labor shall be the same as established for other skilled employees in the occupation.

**PROBATIONARY PERIOD:** The probationary period shall be the first 6 months of the apprenticeship. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department.

**PAID RELATED INSTRUCTION ATTENDANCE:** The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 1134 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

**WORK PROCESS SCHEDULE:** In order to obtain well-rounded training and thereby qualify as a skilled worker in the occupation, the apprentice shall have experience and training in the following areas and shall demonstrate competency, as specified herein. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Description</u>	<u>Approximate Hours</u> (Min - Max)
Prepare for Surgical Procedures	400
A. Prepare the operating room environment according to the surgical procedure	
B. Prepare for the specific procedure	
C. Establish sterile field	
D. Take preoperative precautions	
E. Prepare the patient and surgical team	
F. Draping-assemble in order of use, in accordance with surgeon preference, special equipment draping, maintain sterility when draping	
G. Participate in surgical time out	
Identifying and Using Basic Surgical Instruments	250
A. By Name	
B. By Type	
C. By Function	
D. Assembling	
E. Handling Correctly	
F. Passing Appropriately	
Principles of Sterilization	200
A. Purpose of sterilization and how to choose correct method	
B. Wearing PPE during Cleaning	
Sterile Supplies	200
A. Reviewing prior to opening for package integrity, outdates, validating sterility	
B. Perform Intraoperative Duties/Activities	
C. Maintain the operating room environment according to surgical procedure	
D. Provide the surgical team members with supplies required for the procedure	
E. Assemble and test materials and specialty equipment during surgery	
F. Anticipate needs during surgery	

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G. Skin preparation for surgery, exposing site, scrubbing using correct technique, drying times	
H. Provide intraoperative assistance when delegated by a surgeon	
I. Handle medications, solutions, and specimens appropriately-labeling	
J. Perform closing sponge, needle, and instrument counts	
K. Proper handling of specimens—types, tests and how to handle.	
Perform Postoperative Procedures and Room Turnover	300
A. Conduct postoperative patient care-Dressings	
B. Dispose of waste, hazardous waste, sharps	
C. Surgical attire removal	
D. Conduct room turnover after surgery	
Assist Circulator	100
A. Assist with/provide patient care	
B. Assist with supplies and equipment	
Recognize and Demonstrate Knowledge of the Maintenance of Surgical	150
A. Supplies/Equipment.	
B. Wash and decontaminate instruments	
C. Ultrasound, milk, rinse and dry instruments	
D. Assemble instrument trays	
E. Prepare for and operate sterilizers	
Provide Safe Environment	300
A. Maintain a safe preoperative environment	
B. Maintain a safe intraoperative environment	
C. Maintain a safe postoperative environment	
D. Practice precautions with critical equipment	
E. Practice general safety precautions	
Perform Departmental Responsibilities	300
A. Receive/participate in dept. communications	
B. Inventory supplies	
C. Rotate supplies	
D. Order supplies	
E. Create/update surgeon preference cards	
F. Attend inter/intra departmental committees	
G. Maintain cleanliness of department	
Maintain Professional Responsibility.	150
A. Maintain institutional competencies	
B. Practice cost containment	
C. Attend/contribute to in-service classes	
D. Evaluate new equipment	
E. Precept new employees/students	
F. Participate in performance improvement activities	
Local Optional Work Processes	1234
Paid Related Instruction	1134
TOTAL	4718

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The above schedule is to include all operations and such other work as is customary in the occupation.

**MINIMUM COMPENSATION TO BE PAID:**

1st period of 6 months at N/A per hour

The base skilled wage rate is N/A per hour.

If the apprentice is covered under a collective bargaining agreement, the wage rate specified by that collective bargaining agreement applies.

If the apprentice is not covered under a collective bargaining agreement, the employer may exceed the base skilled wage rate at their discretion.

An apprentice's rate of pay for overtime shall be increased by the same percentage as the journey worker's rate of pay for overtime is increased in the same industry or establishment.

**CREDIT PROVISIONS:** The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

**Work credit hours approved: N/A**

**School credit hours approved:**

**Paid related instruction: N/A**

**Unpaid related instruction: N/A**

**Total credit hours to be applied to the term of the apprenticeship: N/A**

**SPECIAL PROVISIONS:**

The Surgical Technologist Apprentice registered apprenticeship program is aligned with the Surgical Technology Associate Degree offered through Western Technical College.

The apprentice must:

1. Prior to entering the apprenticeship, the apprentice must complete General Anatomy & Physiology and Medical Terminology with a grade of "C" or better. Any additional general education courses required to obtain the associate degree will be considered unpaid related instruction.
2. Satisfy all entrance requirements for the associate degree prior to beginning the registered apprenticeship.  
Have earned a high school diploma or GED certificate  
Have acceptable results based on the Wisconsin Caregiver Background Check, and/or other state background checks as applicable  
Student must meet employer health record requirements/policies
3. Possess current Basic Life Support (BLS)

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4. Earn qualification to obtain certification credential for Certified Surgical Technologist via one of the two following pathways:
  - A. Co-enroll in surgical technology associate degree and apprenticeship.
  - B. Enroll in apprenticeship with an already earned associate degree.
5. Graduate from or successfully complete a program that is seeking accreditation or is a member of and accredited by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting; Commission on Accreditation of Allied Health Education Programs
6. Complete the following courses in which college-based lecture is combined with worksite-based skills development and practice: Intro to Surgical Technology, Surgical Tech Fundamentals 1, and Surgical Tech Fundamentals 2. The apprentice will receive a course competency checklist for each course from the instructor that is to be completed in tandem with the employer and returned to the instructor for assessment.
7. Successfully complete the Transition to Trainer course in the final year of the registered apprenticeship.

If the apprentice does not pass a course as outlined above, the apprentice must successfully complete the entire course as unpaid related instruction