

# HISTOTECHNOLOGY PROGRAM

# Student Handbook

# 2019-2020



**University of Mississippi Medical Center**

**2500 North State Street  
Jackson, MS 39216**

*Updated 05/08/19*

# TABLE OF CONTENTS

<b>WELCOME</b> .....	1
About the Program.....	1
Accreditation.....	1
<b>FACULTY AND STAFF</b> .....	2
<b>PROGRAM MISSION/GOALS</b> .....	3
Mission.....	3
Goals.....	3
Objectives.....	3
Code of Ethics.....	4
Technical Standards (Essential Functions).....	4
Academic Accommodations.....	6
<b>PROGRAM POLICIES</b> .....	7
Admission Requirements.....	7
General Admission Policy.....	7
Notification of Status.....	9
Competitive Admission.....	9
TOEFL Examination.....	9
Statement of Policy.....	9
Program Expenses.....	10
Curriculum.....	10
Course Descriptions.....	11
Academic Calendar.....	12
Program Regulations.....	14
Honor Code.....	15
Entry Level Competencies.....	16
Affective Domain.....	17
Teach Out Plan.....	17
Confidentiality/Advising.....	18
Dress Code.....	19
Grading Policy.....	19
<b>GENERAL POLICES</b> .....	21
Grading.....	21
Student Promotion and Dismissal.....	21
Health and Safety.....	23
Student Complaints.....	26
Student Access to Records and Release of Information.....	27
<b>CLINICAL PRACTICUMS</b> .....	29
Clinical Affiliates.....	29
Clinical Assignment Policy.....	29
Clinical Attendance and Schedule.....	30
Service Work.....	31
Clinical Responsibilities.....	31

Clinical Practicum Competencies.....	32
Clinical Practicum Evaluation.....	34

<b>HANDBOOK ACKNOWLEDGEMENT FORM.....</b>	<b>36</b>
---	-----------

**APPENDICES**

Appendix A (Affective Domain Evaluation).....	38
Appendix B (Advising Form).....	40
Appendix C (Professional Capabilities Evaluation).....	41

# WELCOME

Welcome to the Histotechnology Program at the University of Mississippi Medical Center (UMMC). We are excited that you have chosen a career in Histotechnology. Your admission to the program represents the first step in your chosen career path. While in the program, you will be trained by a group of excellent instructors who will teach you the fundamentals of Histotechnology and prepare you for a career as a laboratory professional.

The purpose of this handbook is to overview the rules and regulations of the Histotechnology Program and to serve as a guide to assist you during your enrollment in the Histotechnology program. To provide additional instruction and guidance during your time as a student at UMMC, each of you will receive the School of Health Related Professions Handbook and syllabi for each course within the curriculum. The UMMC Bulletin is available electronically from the UMMC website and contains general information regarding all educational programs on campus. We sincerely look forward to working with you and reiterate that we are here to assist you in any way possible to ensure that you receive an exceptional education in the program.

## About the Program

---

The Bachelor of Science in Histotechnology (HTL) is located in the School of Health Related Professions (SHRP) on the campus of the University of Mississippi Medical Center (UMMC) in Jackson, MS. In November 2016, the Board of Trustees of the State Institutions of Higher Learning voted to approve the request for the Bachelor of Science in Histotechnology, the first ever in the state of Mississippi. In August 2017, the first class began the program and received a B.S. in Histotechnology in May 2019. The program consists of 64 semester hours over a 21 month (5 semester) period of continuous didactic, laboratory and clinical education. While enrolled in the HTL program, students will learn standardized laboratory skills and methods such as tissue fixation, processing, embedding, sectioning and staining to achieve entry-level competencies. Students who successfully complete the requirements of the HTL program may be eligible to take a national certification exam to become a certified histotechnologist.

## Accreditation

---

The Bachelor of Science in Histotechnology Program obtained serious applicant status by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS serves as the accrediting body for Histotechnology programs in the United States. All documentation regarding the accreditation process is reviewed and approved by NAACLS. Eligibility to take certification exams may depend on whether the program achieves "serious applicant" status. Contact information for NAACLS is as follows:

The National Accrediting Agency for Clinical Laboratory Science  
5600 North River Road, Suite 720  
Rosemont, IL 60018-5119  
(773) 714-8880  
[www.naacls.org](http://www.naacls.org)

# FACULTY AND STAFF

## Program Administration

---

Department Chair.....	LaToya Moore, PhD, MLS(ASCP) <sup>CM</sup> Professor
Program Director.....	Renee Wilkins, PhD, MLS(ASCP) <sup>CM</sup> Associate Professor
Program Education Coordinator.....	Bevilyn Perkins, MS, HTL(ASCP) <sup>CM</sup> , CT(ASCP) Instructor
Program Medical Director.....	James Neill, MD Professor and Pathologist (UMMC)

## Additional Program Faculty

---

Jana Bagwell, PhD, MLS(ASCP)<sup>CM</sup>MB, Assistant Professor  
Hamed Benghuzzi, PhD, Professor  
Elgenaid Hamadain, PhD, Professor  
Felicia Tardy, PhD, MLS(ASCP)<sup>CM</sup>, Associate Professor  
Stacy Vance, PhD, MLS(ASCP)<sup>CM</sup>, Professor

## Staff

---

Administrative Assistant.....	Sharran Johnson
Laboratory Assistant.....	Ana-Lisa Jefferson

## Program Clinical Affiliates

---

University of Mississippi Medical Center

# MISSION AND GOALS

## Mission

The mission of the Histotechnology Program is to train students to become competent and professional histotechnologists. In addition, the Histotechnology program shares the mission of the University of Mississippi Medical Center to improve the health and well-being of patients and the community through excellent training for health care professionals, engagement in innovative research, and the delivery of state-of-the-art health care.

## Goals

The Histotechnology Program strives to offer a rich curriculum that will produce graduates who meet the requirements for certification as a histotechnologist and to provide potential employers with individuals who are both competent and qualified to function as histotechnologists in a variety of settings.

The Histotechnology program is responsible for providing an education and learning experience that will prepare students that meet the following programmatic goals:

- Perform entry level competencies with laboratory skills, knowledge, and attitudes which will increase the number of qualified and credentialed histotechnologists in the state.
- Participate in continuing education programs and advanced graduate studies for continued professional growth.
- Construct research and research methods for the continued refinement and improvement of laboratory services provided by a variety of health care facilities.
- Incorporate habits for life-long learning into education, management, and supervision into the laboratory profession.
- Generate appropriate professionalism to work with a health care team.

## Objectives

The UMMC Histotechnology Program is based upon principles essential for preparing students who can achieve the ideals of the profession. The program objectives are to:

- Prepare graduates who demonstrate entry level competencies to be able to enter the workforce as a histotechnologist.
- Provide training and learning experience in the preparation of microscopic, stained specimens for the diagnosis and prognosis of disease by a pathologist.
- Develop student's ability to critically think in the didactic and clinical setting.
- Prepare students to be professional and ethical members of a healthcare team.

## **MSH Code of Ethics**

---

The Code of Ethics of the Mississippi Society for Histotechnology (MSH) is a set of principles and standards by which histology professionals should practice their profession. The Histotechnology program expects our students and graduates to abide by the same principles and standards established by the MSH:

1. To conduct professional life with dignity, pride, and respect for all medical professionals.
2. To be sensitive and take personal responsibility for the patient's best interest.
3. Be trustworthy and loyal to the profession, the institution, and fellow co-workers.
4. To conduct my work with motivation and willingness to expand my knowledge of new techniques.
5. To be supportive of fellow co-workers.
6. To share knowledge and give personal time where it is needed.
7. To accept responsibility for the ethical practices of fellow members by cooperating with the Society in any efforts of investigation, counsel, or expulsion of violators.
8. To support educational and scientific programs which encourage professional growth and advancement of Histotechnology.

## **Technical Standards (Essential Functions)**

---

The overall goal of the Histotechnology program is to prepare each student to become a competent histotechnologist with the capability to work in diverse environments and to meet the healthcare needs in the state of Mississippi and abroad. In an effort to achieve this goal, students must successfully complete the rigorous program requirements which includes didactic, clinical, and research experiences to achieve entry level competencies, certification, and employment. It is essential that students possess certain technical abilities and skills to be successful histotechnologists. Therefore, the program has established technical standards that represent the essential non-academic abilities and skills required for admission and progression in the program. The following technical standards are required of students in the Histotechnology program (with or without reasonable accommodation):

### **Behavioral and Social Skills:**

- Follow oral and written instructions to correctly perform laboratory procedures.
- Possess both time management and organizational skills to complete professional and technical tasks within realistic timeframes.
- Display emotional maturity and intellectual stability necessary to exercise appropriate judgement.
- Maintain a professional attitude and successfully perform procedures while in stressful situations (e.g., task-related uncertainty, emergent demands, and distracting environment).

- Recognize potentially hazardous materials, equipment, and situations and respond in a manner that prevents injury to self and others.
- Adapt to working with biological and chemical agents.
- Demonstrate sufficient interpersonal skills and have the ability to function and collaborate well with a team.
- Take initiative for self-learning.
- Behave with integrity, objectivity, and confidentiality when participating in all aspects of the program.
- Demonstrate compassion, empathy, and respect for others regardless of differences.

**Conceptual, Integrative, and Quantitative Skills:**

- Possess the ability to measure, calculate, analyze, integrate, interpret, synthesize, evaluate, and record data.
- Adapt, apply, and transfer knowledge from one situation to another.
- Apply critical thinking skills to solve challenging problems.
- Comprehend three-dimensional and spatial relationships of biological structures.

**Communication Skills:**

- Communicate in English with faculty members, fellow students, staff, and other healthcare professionals in oral and written form.
- Obtain and maintain information and material for didactic and clinical learning experiences.
- Articulate effective instruction to others.
- Establish rapport with peers, faculty, and other members of a healthcare team.
- Have knowledge of basic computer skills with the ability to learn new technologies.

**Physical and Motor Skills:**

- Possess fine motor skills to cut, stain, and mount biological material on slides.
- Have dexterity with fingers, wrists, hands, and arms.
- Operate a compound light microscope.
- Maneuver freely and safely in a laboratory and around instruments.
- Perform continuous physical work, often requiring repetitive movements and/or prolonged sitting or standing.
- Operate and troubleshoot laboratory equipment (e.g., microtome) to perform laboratory procedures.
- Use an electronic keyboard or keypad on instruments to calculate, record, evaluate, and/or transmit laboratory information.

**Sensory and Observational Skills:**

- Observe laboratory demonstrations of diagnostic procedures in which biological specimens and chemicals are used.
- Use visual ability to distinguish color, consistency, and clarity sufficient to analyze specimens and reagents.

- Observe and discriminate among fine structural and color differences of specimens using a microscope.
- Read and comprehend alphanumeric text and color graphs displayed in print and on a video monitor.

### Academic Accommodations

---

The University of Mississippi Medical Center is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations which support UMMC standards and academic integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

UMMC provides reasonable academic accommodations to students on campus who request accommodations and who meet eligibility criteria. For more information or to request academic accommodations, individuals should go to the Office of Academic Support webpage and complete the Request Academic Accommodations online form.

#### [Office of Academic Support](#)

University of Mississippi Medical Center  
Verner Holmes Learning Resource Center, U155-A  
Phone: (601) 815-4233  
Fax: (601) 815-5828

# PROGRAM POLICIES

## Admission Requirements

---

The application process for the University of Mississippi Medical Center (UMMC) Histotechnology (HTL) program begins when the applicant completes and submits the electronic application for admission for the B.S. in Histotechnology. Applications are submitted through the MyU Student Access Portal (SAP) and the deadline is March 1. General admission requirement for the HTL program are listed below.

1. Have completed a minimum of 60 semester hours of academic credit from a regionally accredited institution of higher learning;
2. Have completed a total of 12 semester hours in required science courses before the application is submitted;
3. Have an overall cumulative grade point average of 2.50 on a 4.00 scale; and,
4. Have successfully completed (a grade of C or better) in the following minimum prerequisite requirements:

Prerequisite Requirements		
Prerequisite Courses	Number of Courses	Semester Hours
English Composition	2	6
College Algebra, Quantitative Reasoning or Higher Mathematics	1	3
Social or Behavioral Science	2	6
Humanities and Fine Arts	3	9
Anatomy and Physiology with Lab	2	8
Microbiology with Lab	1	4
Biological Sciences	1	4
General Chemistry with Lab	2	8
Electives		12
<i>Total Prerequisites</i>		<i>60</i>

## General Admission Policy

---

The HTL designated Academic Admissions Officer in the Office of Student Records and Registrar reviews each application and classifies them as “incomplete”, “complete”, or “fulfilled”. Applicants must successfully “complete” or “fulfill” the general admission requirements as set by the MLS Department before being further evaluated by the HTL Admissions Committee. Applicants who have “incomplete” applications are not further evaluated until their application status is upgraded to either “complete” or “fulfilled”. The HTL Admissions Chair routinely checks the SAP website for any updates to HTL applications.

The HTL Admissions Committee consists of a minimum of three members from the MLS Department plus optional members from outside the department. Each applicant is interviewed

by an “interview team”, which consists of at least one member of the HTL faculty and one or more HTL or non-HTL faculty member(s). Each applicant receives an oral interview score, which is an average of the score assigned by each member of the interview team. Additional interview parameters such as the weighted GPA, written communication, and previous work experience are used to calculate the overall interview score.

#### *Weighted GPA – 50%*

After the student’s transcripts are submitted, the HTL Admissions Officer in the Office of Student Records and Registrar will document the overall, required, and science GPAs. An explanation of each of the GPAs can be found below:

- *Overall* – the cumulative GPA from all courses.
- *Required* – the GPA of the prerequisite courses.
- *Science* – the GPA of the required biological science, chemistry, microbiology and math courses.

Applicants must have an overall GPA of 2.50 or higher in order for the application to move forward. A “weighted” GPA is used by the HTL Admissions Committee as part of the interview score. The weighted GPA is calculated by multiplying the math/science GPA by two, adding the cumulative GPA, and then dividing by three. This serves to “weight” the GPA in favor of the math/science courses. Each weighted GPA is divided by a factor of 0.08 to determine the point allocation. A factor of 0.08 was predetermined by using the minimum and maximum points allocated, 25 points for a 2.000 GPA and 50 points for a 4.000, respectively. Allocated points are rounded to the nearest whole number. The weighted GPA is used in all further calculations for the interview process.

#### *Written Communication – 10%*

Two writing assignments are given to the applicant as part of the interview process: pre-interview questions and a short essay. Once the applicant has been invited for an interview and confirmed their interview time, they are asked to complete a brief set of pre-interview questions related to the profession as a whole. These are meant to assess their knowledge of the profession and prepare them for any career-related questions that may arise during the oral interview. The second assignment is administered prior to or during the day of the interview (if space is available). Applicants are asked to complete their computer-based essay using Microsoft Word. If administered on campus, the essay is limited to 30 minutes due to scheduling constraints and should not exceed one page, single-spaced. Both the essay and the questions are evaluated using a rubric. The maximum score allowed is 10 points.

#### *Previous Work Experience – 5%*

Work experience is factored into the interview score because it demonstrates that applicants are motivated and responsible. Gaining experience in the healthcare setting, particularly in a laboratory related field, gives the applicant: 1) a realistic awareness of the everyday realities, 2) knowledge about his/her abilities and limitations, and 3) communication experience. Applicants are evaluated by the type of work experience and the length of their employment/volunteerism.

Special consideration is also given to those students who may have previously been enrolled in an accredited histology program and maintained an adequate GPA during enrollment.

#### *Oral Interview – 35%*

The oral interview is conducted by the interview team and lasts 30 minutes. Each interviewer is given a sheet that contains the interview questions, scores, and a space for comments and recommendations. At the end of each interview, the scores from each interviewer are averaged and factored into the applicant's overall interview score. Applicants can receive a maximum score of 50 points.

#### **Notification of Status**

---

After the qualified applicants are interviewed and ranked, they are accepted, denied, or placed on an alternate list. Alternates are chosen in the event an accepted student declines admission into the program. Notification of the applicant's classification is conducted in accordance with the School of Health Related Profession's acceptance protocol.

#### **Competitive Admission and Mississippi Residents**

---

Due to a limited class size, the Histotechnology program involves a competitive admissions process. In addition, the general admission requirements for both the institution and the school must be met. Admission preference will be given to applicants who are legal residents of the state of Mississippi. Applicants who are non-residents will be considered only if there are available positions after all qualified Mississippi applicants are accepted.

#### **Test of English as a Foreign Language (TOEFL)**

---

Since verbal and written communication skills are vital to success in the academic programs at the School of Health Related Professions, all applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) examination and to demonstrate competence in written and spoken English. Information on the TOEFL examination may be obtained from the Educational Testing Service, Princeton, NJ 08540 (Phone: 609-279-9548).

#### **Statement of Policy**

---

The University of Mississippi Medical Center, a teaching, research, and medical care institution for the entire state, is committed to a policy of equal employment opportunity for all persons.

The University of Mississippi Medical Center has an obligation to make available all its educational programs, employment opportunities and physical facilities without regard to race, color, age, religion, national origin, sex, marital status, veteran status or handicap. Also, as a federal contractor, the University of Mississippi Medical Center is regulated by federal statutes and executive orders pertaining to equal employment opportunity.

The Affirmative Action Program has been developed to satisfy the moral responsibilities and obligations of this institution, and to insure compliance with all applicable federal statutes and executive orders including Executive Order 11246 as amended by Executive Order 11375; the Equal Pay Act of 1963; title VII of the Civil Rights Act of 1964, as amended; Title IX to the Educational Amendments for 1972; the Age Discrimination and Employment Act of 1973; the Rehabilitation Act of 1973; and the Vietnam Era Veterans Readjustment Assistance Act of 1974.

## Program Expenses

Program expenses include tuition and fees which are valid for the 2019-20 Academic Year only and are subject to change pending information from the Institutions of Higher Learning (IHL). Student should contact the Department of Student Accounting at (601) 984-1060 for further information.

Tuition for the Bachelor of Science Histotechnology is \$363.66 per semester hour, up to a maximum charge per semester of \$4,364 for Mississippi residents. An additional \$702.87 per semester hour, up to a maximum of \$8,434.50 per semester, is charged to non-residents. In addition to tuition, fees and health insurance, students should be prepared to spend approximately \$3,050 the first year and \$1,520 the second year at the University of Mississippi Medical Center for required textbooks, instrumentation, supplies, uniforms and licensure/certification exam fees.

## Curriculum

### **JUNIOR YEAR**

#### **Fall**

	<b>Semester Hours</b>
HTL 300 Introduction to Histology	3
HTL 305 Basic Clinical Biochemistry	2
HTL 310 Medical Terminology	2
MLS 311 Basic and Clinical Immunology	3
MLS 313 Clinical Bacteriology	3
MLS 327 Laboratory Operations	<u>2</u>
	<b>15</b>

#### **Spring**

	<b>Semester Hours</b>
HTL 320 Histotechniques I	4
HTL 330 Staining Techniques I	3
HTL 350 Research Design and Statistics	3
MLS 312 Essentials of Hematology	3
MLS 340 General Pathology	<u>2</u>
	<b>15</b>

### **SENIOR YEAR**

#### **Summer**

	<b>Semester Hours</b>
HTL 410 Ethics and Professional Issues	1
MLS 323 Mycology, Parasitology and Virology	3
MLS 405 Introduction to Molecular Diagnostics	3
MLS 430 Research Methods	<u>3</u>
	<b>10</b>

<b>Fall</b>	
HTL 420 Histotechniques II	4
HTL 425 Seminar	1
HTL 430 Staining Techniques II	3
MLS 310 Body Fluid Analysis	3
MLS 417 Principles of Management and Education in CLS	<u>1</u>
	<b>12</b>
<b>Spring</b>	
HTL 435 Histotechnology Seminar	2
HTL 440 Histotechnology Practicum I	5
HTL 445 Histotechnology Practicum II	<u>5</u>
	<b>12</b>
<b>Total Required Hours</b>	<b>64</b>

## Course Descriptions

---

**HTL 300. INTRODUCTION TO HISTOLOGY.** An introductory course designed to familiarize the student with the study of basic histology. The course will focus on the care and use of a microscope and basic tissue identification. Structure and identification of tissue systems and organs is emphasized at the cellular level. (Lecture/Lab) (3 semester hours)

**HTL 305. BASIC CLINICAL BIOCHEMISTRY.** An introduction to the fundamental aspects of biochemistry with an emphasis on the relationship between structure and function of the major classes of macromolecules in living systems. (Lecture) (2 semester hours)

**HTL 310. MEDICAL TERMINOLOGY.** The study of basic medical terminology as it applies to the structure, function, and diseases of the human body. (Lecture) (2 semester hours)

**HTL 320. HISTOTECHNIQUES I.** A systematic lecture and laboratory study of the theory and practical applications of tissue fixation, processing, embedding, sectioning, microtomy, and routine staining. Students will learn the basic principles, components, and use of instruments in the histology laboratory. (Lecture/Lab) (4 semester hours)

**HTL 330. STAINING TECHNIQUES I.** The theoretical and practical aspects of routine and special stains. Quality control of routine and special stains is also covered. Staining techniques for identifying nuclear and cytoplasmic structures, carbohydrates, and amyloid will be presented. (Lecture/Lab) (3 semester hours)

**HTL 350. RESEARCH DESIGN AND STATISTICS.** A study of basic topics of research design and statistics. Special focus on critical review and techniques of applied research. (Lecture) (3 semester hours)

**HTL 410. ETHICS AND PROFESSIONAL ISSUES.** A review of legal and ethical concepts affecting healthcare professionals. (Lecture) (1 semester hour)

**HTL 420. HISTOTECHNIQUES II.** A lecture and laboratory focusing on the theory and practical applications of routine and advanced techniques in histology such as: immunohistochemistry, enzyme histology, microwave technology, in situ hybridization and electron microscopy. (Lecture/Lab) (4 semester hours)  
Prerequisite: HTL 320

**HTL 425. SEMINAR.** This course provides an overview of various topics in Histotechnology. (Lecture) (1 semester hour)

**HTL 430. STAINING TECHNIQUES II.** A continuation of routine and special stains with an emphasis on connective, muscle, and nerve tissues. Pigments, minerals, and cytoplasmic granules will be differentiated and identified. (Lecture/Lab) (3 semester hours) Prerequisite: HTL 330

**HTL 435. HISTOTECHNOLOGY CAPSTONE.** This course provides a review of histology theory and practice through use of assessment modules focusing on: fixation, processing, embedding, staining,

immunohistochemistry, flow cytometry, in situ hybridization, electron microscopy, lab operations, gross dissection and description, cytology, and lab safety. (Lecture) (2 semester hours) Prerequisite: HTL 420

**HTL 440. HISTOTECHNOLOGY PRACTICUM I.** Supervised rotations through clinical sites, to include histopathology, autopsy pathology, immunohistochemistry, and electron microscopy. (Clinical) (5 semester hours) Prerequisite: HTL 420

**HTL 445. HISTOTECHNOLOGY PRACTICUM II.** Supervised rotations through clinical sites, to include advanced techniques and special stains and procedures in histopathology, autopsy pathology, immunohistochemistry, and electron microscopy. (Clinical) (5 semester hours) Prerequisite: HTL 420

**MLS 310. BODY FLUID ANALYSIS.** A study of the qualitative and quantitative changes in the renal system based on anatomical and physiological alteration. (Lecture/Lab) (3 semester hours)

**MLS 311. BASIC AND CLINICAL IMMUNOLOGY.** A study of the principles of in vivo and in vitro immunological responses and immunologic testing, theory and practice in relation to disease in man. (Lecture/Lab) (3 semester hours)

**MLS 312. ESSENTIALS OF HEMATOLOGY.** A study of blood and blood forming organs and basic diagnostic procedures. (Lecture/Lab) (3 semester hours)

**MLS 313. CLINICAL BACTERIOLOGY.** A study of pathological bacteria with an emphasis on techniques of isolation and identification. (Lecture/Lab) (3 semester hours)

**MLS 323. MYCOLOGY, PARASITOLOGY AND VIROLOGY.** A study of pathological microorganisms with an emphasis on techniques of isolation and identification of fungi and viruses, medically significant protozoan and helminth parasites and their vectors, and various culturing techniques. Prerequisite: MLS 313 (Lecture/Lab) (3 semester hours)

**MLS 327. LABORATORY OPERATIONS.** A study of laboratory math, basic statistics and quality assurance programs in the clinical laboratory. (Lecture) (2 semester hours)

**MLS 340. GENERAL PATHOLOGY.** A study of the etiology and symptomatology of the general pathological conditions affecting the body. (Lecture) (2 semester hours)

**MLS 405. INTRODUCTION TO MOLECULAR DIAGNOSTICS.** An introductory course in molecular terminology, the basic anatomy of a gene, the components of DNA and RNA, and the role of DNA and RNA in a cell. Principles of basic molecular techniques used in research and clinical laboratories will be introduced. (Lecture) (3 semester hours)

**MLS 417. PRINCIPLES OF MANAGEMENT AND EDUCATION IN CLINICAL LABORATORY SCIENCES.** An introduction to the principles of management and education as applied to the profession of medical laboratory science. (Lecture) (1 semester hour)

## Academic Calendar

---

The School of Health Related Professions academic calendar is for all programs. NOTE: Clinical activities of students vary and may not conform to the calendar.

SHRP 2019-2020 Semester Academic Calendar			
April	29	Monday	Final examinations begin
May	3	Friday	Final examinations end; Last day of spring semester
	3	Friday	SHRP Honors Day
	6	Monday	Final grades due in SAP by 5:00 p.m.
	7	Tuesday	EOS reports due to the Dean
	14	Tuesday	\$50 late registration fee for 2019-2020 summer term effective today
	24	Friday	Commencement
<b>SUMMER 2019</b>			

May	28	Tuesday	Orientation for new students and classes begin
	28	Tuesday	\$100 late registration fee for 2019-2020 summer term effective today
June	7	Friday	Last day to register or add a course
	10	Monday	Last day to withdraw from a course or from school without receiving a withdrawal grade and to receive a tuition refund
	19	Wednesday	Registration begins for 2019-2020 fall semester
July	4	Wednesday	Independence Day Holiday observed
	5	Thursday	Classes resume
	5	Thursday	Mid-term grades due
	12	Friday	Last day to withdraw from a course and receive only a "W" grade if failing
	29	Monday	\$50 late registration fee for 2019-2020 fall semester effective today
	29	Monday	Final examinations begin
August	2	Friday	Final examinations end; Last day of summer term
	5	Monday	Final grades due in SAP by 5:00 p.m.
	6	Tuesday	EOS reports due to the Dean
<b>FALL 2019</b>			
August	8, 9	Thursday, Friday	Orientation for new students
	12	Monday	Classes begin
	12	Monday	\$100 late registration fee for 2019-2020 fall semester effective today
	16	Friday	Last day to register for fall semester
	23	Friday	Last day to add a course
	23	Friday	Last day to submit an application for December degree
	29	Thursday	Last day to withdraw from school or from a course without receiving a withdrawal grade and to receive a tuition refund
September	2	Monday	Labor Day Holiday observed
	3	Tuesday	Classes resume
October	9	Wednesday	Mid-term grades due
	25	Friday	Last day to withdraw from a course and to receive only a "W" grade if failing
November	1	Friday	Program Focus Day
	4	Monday	Registration begins for 2019-2020 spring semester
	13	Wednesday	Employment Opportunities Day
	22	Friday	Fall break begins at 5:00 p.m.
December	2	Monday	Classes resume
	9	Monday	Final examinations begin
	13	Friday	Final examinations end
	13	Friday	Christmas and New Year's holidays begin at 5:00 p.m.
	14	Monday	Final grades due in SAP by 5:00 p.m.
	16	Tuesday	EOS reports due to the Dean
	17	Saturday	End of fall semester
	23	Wednesday	\$50 late registration fee for 2019-2020 spring semester effective today
<b>SPRING 2020</b>			
January	6	Monday	Classes begin
	6	Monday	\$100 late registration fee for 2019-2020 spring semester effective

	10	Friday	Last day to register for spring semester
	17	Friday	Last day to add a course
	17	Friday	Last day to submit an application for May degree
	20	Monday	Martin Luther King, Jr. holiday observed
	21	Tuesday	Classes resume
	23	Thursday	Last day to withdraw from school or from a course without receiving a withdrawal grade and to receive a tuition refund
February	5	Wednesday	Student Financial Wellness Seminar
March	6	Friday	Program Awareness Day
	6	Friday	Mid-term grades due
	6	Friday	Spring Break begins at 5:00 p.m.
	16	Monday	Classes resume
	20	Friday	Last day to withdraw from a course and receive only a "W" grade if failing
April	9	Thursday	Easter holiday begins at 5:00 p.m.
	13	Monday	Registration begins for 2020-2021 summer term
	14	Tuesday	Classes resume
	17	Friday	Last day to submit an application for August 2020 degree
	24	Friday	SHRP Research Day
May	4	Monday	Final examinations begin
	8	Friday	Final examinations end; Last day of spring semester
	8	Friday	SHRP Honors Day
	11	Monday	Final grades due in SAP by 5:00 p.m.
	12	Tuesday	EOS reports due to the Dean
	12	Tuesday	\$50 late registration fee for 2020-2021 summer term effective today
	22	Friday	Commencement

## Program Regulations

---

- Students are responsible for notifying the Division of Student Services and Records and also the MLS departmental administrative assistant immediately of any change in name, address, or telephone number.
- Students should provide their families with the MLS departmental office telephone number for emergency calls [(601)-984-6309].
- Students must be in the assigned area at all scheduled periods unless excused by the program director, course instructor, or clinical coordinator.
- All laboratory regulations, including dress codes, must be observed during student performance in didactic/clinical rotation assignments in affiliated laboratories.
- Student hours for didactic/clinical rotation courses are determined by the clinical instructor in each department and must be strictly observed.
- Students must arrange to conduct all personal business at hours which do not interfere with didactic classes and student assignment hours.
- Make-up tests are given for excused sicknesses or emergencies. All make-up tests must be scheduled with the instructor within one week of the original test. Failure to take the make-up within this time will result in an automatic grade of zero. Missing

- an exam for any other reason will result in an automatic zero.
- Eating or drinking is not allowed in the student laboratories. Smoking is strictly forbidden in all classrooms, student laboratories, and clinical rotations.

### Program Honor Code

---

The Histotechnology Program holds that there is an unwritten contract of mutual trust between students and the faculty. Each student promises integrity in work submitted, and the faculty members, in turn, presume the honesty of the student. Faculty members do not routinely monitor tests and examinations to apprehend violators. Faculty members who remain in examination rooms are there primarily to give assistance. The honor system is important because it provides an atmosphere of trust essential to the fulfillment of the program's purpose of educating individuals of professional character. The faculty members regard a breach of honor as a serious breach of their principles, purpose, and the academic enterprise.

The benefits of the honor system, the atmosphere of mutual understanding with the faculty and the challenge toward self-fulfillment, are too great to sacrifice for those who would compromise the good name of the class to secure academic success dishonestly.

All work submitted as a part of the course requirements is assumed and expected to be the product of the student submitting it unless credit is given by the student using proper footnoting and bibliographic techniques or as prescribed by the course instructor. Cheating, plagiarizing, falsifying results of study, or any action designed to deceive any member of the faculty are prohibited. The system applies not only to examinations but also to all work handed in such as papers, lab reports, solutions to problems, practical exams, etc. Each instructor has the prerogative to include or exclude what will be covered by the honor code in their course.

The Honor Code of the MLS Department (MLS and HTL program) specifically prohibits actions deemed as breaches of the mutual trust for which the honor system stands. Violations of provisions of the Honor Code are cause for disciplinary actions imposed by the School of Health Related Professions Academic Affairs Committee.

It is the duty of all students to show their appreciation of the trust placed in them not only by their own conduct but also by their insistence on the integrity of their fellow students. Students may feel this is a burden, but it is a much more serious situation when they allow themselves or a fellow student to begin the process of dishonor which destroys both the individual and the community. It is, therefore, the duty of every student to behave in a manner that will discourage their fellow students from violating the honor code.

## Entry Level Competencies

---

The Histotechnology program builds upon certain competency statements and guidelines as outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The following competencies are provided in didactic courses and expanded upon during clinical rotation experience. Histotechnology students are assessed by quizzes, examinations, review questions, competency lists, and case studies.

Upon successful completion of the School of Health Related Professions Histotechnology program at UMMC, a student will possess the following entry level competencies:

- receiving and accessioning tissue specimens;
- preparing tissue specimens for microscopic examinations, including all routine procedures;
- performing more complex procedures for processing and staining tissues, including enzymes, and immunohistochemistry;
- assisting with and/or performing gross examination and frozen section procedures in histopathology as well as cytology specimen preparation methods;
- identifying tissue structures, cell components, and their staining characteristics, and relating them to physiological functions;
- recognizing factors that affect procedures and results, and taking appropriate action within predetermined limits when corrections are indicated;
- developing, testing, implementing, evaluating, and selecting new techniques, procedures, instruments and methods in terms of their usefulness and practicality within the context of a given laboratory's personnel, equipment, space, and budgetary resources;
- making decisions concerning the results of quality control and quality assurance measures and instituting proper procedures to maintain accuracy and precision;
- confirming abnormal results, verifying quality control procedures, executing quality control procedures, and developing solutions to problems concerning the generation of laboratory data;
- establishing and performing preventative and corrective maintenance of equipment or instruments, as well as identifying appropriate sources for repair;
- exercising and applying principles of safety, management and supervision;
- demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
- recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence;
- recognizing the responsibilities of other laboratory and healthcare professionals and interacting with them with respect for their jobs and patient care;
- leading supportive personnel and peers in their acquisition of knowledge, skills and attitudes; and providing leadership in educating other health personnel and the community;
- applying principles of education methodology;

- applying principles of current information systems;
- applying principles of in-situ hybridization, plastic, and electron microscopy.

At entry level, graduates will have the following basic knowledge and skills in:

- Application of safety and governmental regulations and standards as applied to histotechnology;
- Principles and practices of professional conduct and the significance of continuing professional development;
- Communications sufficient to serve the needs of patients, the public and members of the health care team;
- Principles and practices of administration, supervision, and safety as applied to histotechnology;
- Education techniques and terminology sufficient to train/educate users and providers of laboratory services.

### Affective Domain

All students will be evaluated regarding professional/ethical behavior and organizational skills while enrolled in the Histotechnology program. The objectives and evaluation instrument are shown below. During the first semester, the first failure to meet an affective domain objective will result in the student receiving a verbal warning from the instructor, an e-mail confirmation of this warning, and an evaluation of "satisfactory" will be given for that objective. There will be no deduction for a first offense.

The second failure will result in a written/e-mail warning and an evaluation of "needs improvement" (1) will be given for that objective. All subsequent failures to meet the same objective will result in a written/e-mail warning and an evaluation of "unsatisfactory" (5). During the second semester, the first failure to meet an affective domain objective will be evaluated as "needs improvement" and all subsequent failures as "unsatisfactory". The instructor reserves the right to immediately evaluate as "unsatisfactory" any failure to meet an affective domain objective that is viewed as flagrant or dangerous. The procedure by which the Affective Domain will be factored into final course grades will be explained to the students during orientation and at the beginning of each semester. THE FINAL SCORE FOR THE AFFECTIVE DOMAIN EVALUATION, IF >0, WILL BE DEDUCTED FROM THE FINAL COURSE AVERAGE IN EACH COURSE IN WHICH THE STUDENT WAS EVALUATED. THESE ADJUSTED AVERAGES WILL BE USED TO DETERMINE THE FINAL LETTER GRADE FOR THOSE COURSES. Please refer to **Appendix A** for the complete affective domain evaluation.

### Teach Out Plan

According to 34 CFR 600.2 [Title 34 – Education; Subtitle B -- Regulations of the Offices of the Department of Education; Chapter VI -- Office of Postsecondary Education, Department of

Education; Part 600 -- Institutional Eligibility under the Higher Education Act of 1965, as Amended; Subpart A – General], the term teach-out plan refers to “a written plan developed by an institution that provides for the equitable treatment of all students if an institution, or an institutional location that provides 100 percent of at least one program, ceases to operate before all students have completed their program of study.”

In the event that a decision is made to close the Histotechnology program at the University of Mississippi Medical Center’s School of Health Related Professions, the UMMC ensures that students are afforded every opportunity to complete their training. The following circumstances indicate provisions for generating a teach-out plan:

- Program was denied accreditation by the National Accrediting Agency for Clinical Laboratory Science (NAACLS)
- Program sponsor withdraws, suspends, or terminates the operations of the Program and/or laboratory
- A natural disaster has occurred which renders the Program unable to maintain educational responsibilities

The Histotechnology program ensures that the students who were enrolled prior to the circumstances that led to the need of utilizing the Teach-Out Plan will complete the education/clinical rotation phases of the program within a reasonable period of time and will conform to one of the two options:

1. Teach out currently enrolled Histotechnology students, no longer admit new students to the program, and terminate the program upon graduation of the current students.
2. Enter into a Teach-Out Agreement with another institution/facility to teach out certain or all portions of the program until enrolled students have graduated.
  - a. The Teach-Out Institution/facility must be NAACLS accredited, meet all applicable state and federal regulations, and can provide students access to the necessary program/service without requiring them to move or travel substantial distances.
  - b. The Teach-Out Institution/facility has the necessary resources and support services to provide an educational program that is of acceptable quality and is reasonably similar in content, structure, and scheduling to that provided by the closing program.
  - c. The Teach-Out Institution/facility provides students with reasonable opportunities to complete their education without additional charges.

### **Confidentiality/Advising**

---

The HTL program assures that appropriate confidentiality and impartiality will be maintained for any meetings which occur with the student, faculty/staff, and clinical affiliates.

After admission, students are assigned to a faculty advisor for assistance and guidance while enrolled in the program. Students are encouraged to meet with their advisors when issues arise which could interfere with the students’ progress in the program.

The HTL program provides academic and affective behavior counseling committed to enhancing the success of HTL students in both the didactic and clinical setting. A copy of the counseling/advising form can be found in **Appendix B**. Academic and personal concerns are managed in a hierarchical manner by the HTL/MLS faculty, program director, department chair, and Dean's office on an in-house basis. On-going personal, psychological, emotional or medically-related issues are typically handled by referral to the Student Counseling and Wellness Center or Student Assistance (LifeSync). Students can find contact information for the aforementioned resources in the SHRP Student Handbook or on the [SHRP website](#) under Campus Resources.

## **Dress Code**

---

Based on professional standards, general safety, and infection prevention, certain guidelines are designed to help promote a positive and professional image at UMMC. In the healthcare arena, appearance always counts; therefore, uniforms and professional attire should be chosen with care to identify an individual's role on the health care team. Personal grooming and cleanliness are important as well as essential in environments in which infection prevention and chemical hazards are of concern.

Histotechnology students represent the school, the university, and the profession at all times; therefore, appropriate attire must be maintained in clinics, classrooms, laboratories, and elsewhere deemed necessary on the UMMC campus and within the hospital. Students are expected to comply with the SHRP dress code when performing educational activities in the school. The SHRP Professional Appearance Policy can be found at the following: <https://documents.umc.edu/ViewPolicy.aspx?pid=E-SHRP-GEN-GEN-PO-00008>.

During didactic training, students work in a laboratory setting and certain health and safety requirements must be maintained to be compliant with the laboratory environment. It has become a consensus of the MLS department that all Histotechnology students be required to wear scrubs, close-toed shoes, and disposable lab coats (provided by program) for all courses involving a laboratory session. Since students usually present to a laboratory daily, it will be opportune for students to wear the aforementioned attire daily to alleviate an instructor requiring their dismissal from class for inappropriate attire. The Histotechnology program requires that all students purchase a minimum of one set of solid **navy** blue scrubs and any additional scrubs in the student's color of choice to be worn while on campus or while attending off-site events. Dress codes may differ during the clinical practicum since students must abide by the policies of the clinical affiliate in which they are assigned.

## **Grading Policy**

---

1. Student records will be maintained in the department files and in the Division of Student Services and Records.
2. Final grades in Histotechnology courses will be determined by the instructor of record for each course. The faculty member will determine the weight to be given to each quiz,

examination, or practicum. He/she will plan quizzes and examinations to assess knowledge of and competency in his/her particular course. Exams may be written, practical, or oral. The instructor will explain the grading system to be used in his/her course on the first day of class. A written schedule of lectures/laboratory will be given and an explanation of the grading system will be given during that time.

3. Because of the concern for performance of tasks as well as demonstration of knowledge, it will be necessary for the instructor to make a judgment of competency of the student to perform each task. Such intangible qualities as organizational ability, manipulative ability, leadership, initiative, integrity of results, and professional judgment must be factors that the instructor includes in his/her assessment of competency. Specific objectives planned by the instructor must be met by each student for each didactic course or laboratory session.
4. In case of extenuating circumstances a grade of incomplete (I) may be given and specific make-up work assigned. Incompletes must be finalized or removed before entering the next course in the same subject and before entering the clinical practicum(s).

# GENERAL POLICIES

## Grading

---

Letter grades are assigned according to the policy and procedures of the School which are listed below. In all courses, the final grade is determined using the following grading scale:

- A - Excellent, 90-100
- B - Good, 80-89
- C - Satisfactory, 75-79
- D - Below average, 70-74
- F - Failure, below 70

## Student Promotion and Dismissal

---

Student Promotion is contingent upon successful academic performance, including demonstration of professional attributes. Recommendations for promotion and graduation are made by the program faculty to the dean. The process of promotion in the School of Health Related Professions may be found in the UMMC Student Handbook. **The granting of the degree is not contingent upon passing an external certification or licensure exam.** The probation, leave of absence, withdrawal, and dismissal criteria for the MLS Department are listed below:

### Student Probation

Upon the recommendation of the Histotechnology program faculty, a student may be placed on probation when either the student's semester or overall cumulative grade point average falls below 2.00 or the student has failed to meet professional expectations. Satisfactory completion of the program requires a minimum cumulative grade point average of 2.00.

### Student Leave of Absence

Upon the recommendation of the department chair and the approval of a dean, a student in good academic standing may be granted a leave of absence for both legitimate medical or military reasons. The request for leave of absence must be appropriately documented, and in the case of medical leave, must be reviewed by the director of the Student-Employee Health Service. Leave may not exceed one (1) calendar year. If more than two years have lapsed since a Histotechnology junior course has been taken, the student must revalidate the course either by repeating the course or making 80% or greater on a test (s) regarding the material in the course. The student should see the Departmental Chair/Program Director and the instructor of record for the course to initiate the revalidation process.

### Student Withdrawal

Registration in the Histotechnology program makes the student responsible for completion of the course of study or until, with the permission of the dean or designee, the student withdraws from the curriculum. Official withdrawal is facilitated by the dean or designee submitting official notice of withdrawal to the Offices of the Registrar, Student Financial Aid, and Student Accounting. An approved withdrawal, if completed on or before the last day specified in the

academic calendar, will not be recorded on the student's record. Withdrawals authorized after this date will be recorded as a "W" unless the student has completed the course, in which case the final grade in the course will be recorded. Withdrawals authorized after the three quarters point of the semester, specified in the academic calendar, will be recorded as an "F" if failing a course at the time of withdrawal. Failure to officially withdraw will result in the recording of a failing grade in the course(s) in which the student is registered.

### **Student Dismissal**

Upon the recommendation of the MLS program faculty, a student may be dismissed and not permitted to continue enrollment when the student has received a grade of "F"; the student's overall cumulative grade point average is less than 2.00 on all course work completed at the University of Mississippi Medical Center; the student's grade point average is less than 2.00 in each of two consecutive grading periods; the student has failed to meet professional expectations; or the student incurs an unexplained or unexcused absence from all classes and school and departmental activities for a period of two continuous weeks.

### **Any of the following actions are considered a just case for immediate dismissal:**

1. Unauthorized (must have written authorization) removal, destruction, or theft of any property of the program, UMMC, clinical affiliates, employees, peers, or patients.
2. The use or unauthorized possession of any intoxicants, illegal drugs, or narcotics on the grounds of the UMMC or its affiliated laboratories.
3. The use, possession, or distribution of firearms, explosives, fireworks, or knives on the grounds of the UMMC or its affiliated laboratories.
4. Willful submission of false information or alteration of any records or reports.
5. Dishonesty (cheating, forgery, plagiarism, etc.).
6. Disclosure of confidential information or discussion of any patient information with unauthorized personnel.
7. Negligence or misconduct in the performance of duty.
8. Guilty of unethical behavior.
9. A student receives a grade of "F" in a professional level course.
10. Disobedience or insubordination (any complaint concerning an employee or instructor should be brought to the program officials).
11. Drawing blood, performing laboratory procedures, or entering laboratory results without the knowledge of the education coordinator, clinical instructor, or teaching technologist.
12. Abusing a patient, employee, fellow student, faculty member, or staff (including use of abusive language).

### **Student Appeal**

A student has a right to appeal his or her dismissal if he or she believes the dismissal was an arbitrary or capricious action or for other reasons not related to academic performance. The student must submit a written request for appeal to the dean within five calendar days from the time the email notice of dismissal is sent. Failure to make a written appeal within the five day calendar time period may constitute a waiver of the appeal right and shall result in the sanction

becoming final as recommended. The dean may uphold, deny, or appoint a committee to hear the appeal. The committee will be composed of administrators and faculty members from other disciplines other than the one from which the student is appealing.

In all cases of student appeals, students are free to present pertinent information and material, to have an attorney present or to bring faculty and other appropriate spokespersons to the appeal hearing. The faculty and administration reserve the right to make changes in curricula regulations when such changes are determined to be in the best interest of the student, the school and the institution.

## **Health and Safety**

---

All Histotechnology students, as well as students in other disciplines, are required to have hospitalization health policies offered through the University or an acceptable substitute. Students must report any injury (s) that occurs during class hours to the instructor and the student health physician; this rule is a precautionary measure and will be strictly followed.

During School and Department Orientation, Histotechnology students are informed about student health services, emergency medical care, and general laboratory health and safety concerns. All Histotechnology incoming students submit a signed copy of the essential functions/technical standards and the handbook signature page during the first week of school, verifying they understand and are able to meet the functions outlined in the document.

Select faculty discusses safety and provides a detailed safety training during the first week of school, emphasizing blood borne pathogens, biohazardous materials, safety symbols and equipment, biosafety cabinets, personal protective safety equipment, laboratory spills, material safety data sheets, and work practice safety and control. At the completion of the training, students are quizzed and sign documentation verifying they have been provided safety education and understand the materials provided to them. The signed documents are submitted to the Institutional Biosafety Committee. The program director also keeps copies of these documents within the departmental office for a period of three years; files are then discarded. Histotechnology students also complete a required safety on-line training module in both the junior and senior year of program enrollment.

### **Student Employee Health Services**

The student and employee health service provides ambulatory medical care to students from 7:30 am to 4:00 pm weekdays on a walk-in basis during standard sick-call hours. Under the direction of a board certified physician, physician assistants, nurse practitioners and nurse's work with patients and collaborate with other providers to provide personalized and timely care to UMMC students. All staff of UMMC's student and employee health service have no role in any student's academic assessment or evaluation and/or decisions in advancement and/or graduation.

The only exceptions are for the release of information in accordance with the lawful

requirements of the state of Mississippi and the United States of America. Emergency service is provided in the university hospital emergency department at nights and on weekends. The student and employee health service does not provide medical care for dependents of students, nor can it reimburse students for treatment received elsewhere. In order to maintain student confidentiality, the medical center contracts for mental health services with off-site providers at near-by health care locations. Information on these providers can be obtained on the Employee and Student Health website: <https://www.umc.edu/HR/Current-Employees/Employee-Relations/Student-and-Employee-Health.html>

### **Student Health Insurance**

Health insurance is mandatory for students attending the University of Mississippi Medical Center. Students may enroll in the group plan offered by the Medical Center, or must demonstrate comparable coverage under another provider. Students not enrolled in the Medical Center's Student Group Health Insurance Plan will be required to sign a waiver card specifying the name of their insurance carrier. All applications, changes in coverage, and deletion requests must be submitted to the Office of Student Accounting.

For additional information regarding student health insurance and enrollment forms, contact the Office of Student Accounting at (601) 984-1060 or visit the following website: <https://www.umc.edu/Office%20of%20Academic%20Affairs/For-Students/Student%20Affairs/Student%20Accounting%20and%20Insurance/Student%20Accounting%20and%20Insurance.html>

### **Student Immunizations and Vaccinations**

Upon admission to the program, students are required to have documentation of immunizations. A standardized report of a recent physical examination is required for admission to any Medical Center educational program. Students admitted to health education programs that cause them to be potentially exposed to blood or body fluids are required to provide proof of hepatitis B vaccination.

All students are required to obtain the influenza vaccine annually. The influenza vaccine is free to students. The Tetanus/Tdap, MMR, and Varicella and Hepatitis B vaccines are administered at a cost. Hepatitis B vaccine series must be completed by the end of the first semester.

An annual TB skin test or blood test is required of all students. Students who have had prior BCG vaccinations are screened with a TB blood test. There is no charge for TB screens.

For a complete list of requirements, please visit the Student and Employee Health website at: <https://www.umc.edu/HR/Current-Employees/Employee-Relations/Student-and-Employee-Health.html>.

### **Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome**

Acquired Immune Deficiency Syndrome (AIDS) is a condition which destroys the body's immune (defense) system and allows life-threatening infections to develop. There is no known cure or

vaccine for prevention, and an individual can transmit the HIV virus even in the absence of symptoms. Current medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease Control, contracting the disease from an individual's daily activities is not known to occur.

The Medical Center does not routinely screen students, faculty, or staff for antibodies to HIV or ask if they are HIV positive. However, students who know they are HIV positive are encouraged to report this fact to the Director of Student and Employee Health Service so they can obtain appropriate medical care, consultation, and counseling for their own protection and that of others. The information will remain confidential as a part of the student's medical record. Students with AIDS, and those with other manifestations of HIV infection, are deemed to have a handicapping condition as defined in the Rehabilitation Act of 1973. Selection of applicants for the University of Mississippi Medical Center's educational programs is made on a competitive basis, without regard to race, sex, color, religion, marital status, age, national origin, disability, or veteran status.

### **HIV Accommodations**

The school in which the student is enrolled will make every reasonable accommodation to enable a student who is HIV positive to successfully complete the requirements of his/her educational program. The school also will make available career counseling should the student wish to review his/her educational objectives in light of the realities of HIV infection. HIV infected students may have their educational program modified by their school to limit any potential risk of disease transmission.

Restrictions on any clinical assignments and/or off-campus clinical rotations or externships will be made on a case-by-case basis. Immunizations: Students who have HIV infection are not exempted from Medical Center requirements for non-live virus vaccinations. However, because of potentially serious consequences for HIV-infected persons receiving live virus vaccines, HIV infected students who are required to receive such immunizations should consult the Student and Employee Health Service or the Hinds County Department of Health for current recommendations.

*Testing and Care:* Students who wish to receive HIV antibody testing will be referred to the Hinds County Health Department or the Student and Employee Health Service. Students who become HIV positive during enrollment may get appropriate medical care, consultation, and counseling through the Student and Employee Health Service.

*Confidentiality:* Medical, personal, or academic information will NOT be released to any person, group, agency, insurer, employer, or institution without specific written consent of the patient or legal guardian except as required by law. Every effort will be made to preserve the confidentiality of the medical record of a student who is HIV positive. Knowledge of a student's HIV status will be limited to those with an absolute necessity to know.

*Public Health Reporting Requirement:* The Medical Center complies with all public health

reporting requirements of the Mississippi State Department of Public Health and the Centers for Disease Control. Students who are known to be HIV positive are reported to the State Department of Health.

*Personnel:* Since HIV infected individuals are not identified in advance, universal precautions - as defined by the Centers for Disease Control and by OSHA guidelines-implies these personnel precautions should be utilized when handling blood and body fluids of any student, employee, or patient. Questions regarding these safety guidelines should be directed to the Director of Student and Employee Health Services, or to the dean of the school in which the student is enrolled.

### **Student Drug Policy**

Pursuant to the Anti-drug Abuse Act passed in October 1988 and the Drug-free Schools and Communities Act Amendments of 1989 (public law 101-226), the University Medical Center is committed to maintaining a drug-free work place and to prevent the illicit use of drugs and the abuse of alcohol by students and employees. All MLS students are to abide with this policy. The institution has educational resources available for students regarding the dangers of alcohol and illicit drug abuse through employee and student health services. The publication, *Policies for a Drug Free Campus*, is available on the campus police website at [https://www2.umc.edu/uploadedFiles/UMC.edu/Content/Administration/Business\\_Services/Campus\\_Police/PoliciesforaDrug-FreeCampus.pdf](https://www2.umc.edu/uploadedFiles/UMC.edu/Content/Administration/Business_Services/Campus_Police/PoliciesforaDrug-FreeCampus.pdf).

### **Student Complaints**

---

Any student seeking to resolve an academic or misconduct complaint should seek resolution through the school's published administrative channels, entering at the appropriate level and proceeding in the order stated. All decisions by the school's dean or executive faculty concerning academic matters are final. Procedural appeals may be filed to the associate vice chancellor for academic affairs. In the case of the procedural violation, the case will be returned to the point of the procedural issue and then readdressed.

Students who have complaints about the educational program, school policies, incidents in the classroom or other academic or non-academic matters are asked to notify the faculty member or the department chair, the student services officer, or a member of the administration in the office of the dean. The complaint can be made verbally followed by written comments describing the issue or concern, or the complaint can be made in writing in a form comfortable for the student. A complaint can also be made anonymously using the suggestion box located adjacent to the student mailboxes at SHRP or [online](#). At a minimum, the complaint should give a complete description of the situation or incident, the date of the occurrence, and the person or persons involved.

Issues involving such matters as sexual harassment, discrimination, disability, employment, or mistreatment fall under the institutional policies that are handled by specific offices, such as the Office of Human Resources, Title IX coordinator or the Equal Employment Opportunity Office. In the event that a student believes a non-academic or non-misconduct complaint has not been

resolved satisfactorily, he/she may file a written grievance with the chief student affairs officer. Current students at UMMC may file a written grievance with the chief student affairs officer through the Office of Student Affairs. Students may also submit concerns, leave complaints, make comments, offer suggestions, or request assistance through the Office of Student Affairs. UMMC and its dedicated professionals are engaged in fostering an environment that promotes academic success and student development. Students are encouraged to provide candid feedback.

Students may choose to contact the Office of Student Affairs in writing (University of Mississippi Medical Center, 2500 N. State St., Jackson, MS 39216-4505; phone (601) 984-5012) or may choose to use the form provided below. Form submissions will be sent to an email account that is checked daily. If a return email address is provided, the Office of Student Affairs will respond within 2 business days. If the name and email address fields are blank, the submission will be anonymous, and the Office of Student Affairs will not respond. However, all submissions will be reviewed and addressed.

More information on the complaint policy can be found online in the [UMMC Document Center](#) (policy E-AA-SA-GEN-PO-00003) the [Bulletin](#), or on the [Student Comments and Complaints](#) website.

The privacy rights of students will be protected at all times during the complaint process.

## Student Access to Records and Release of Information

---

### **Student Access to Records**

Each year, UMMC informs new incoming students of their rights of access to their official records as stated in the law. By written request to the Office of Student Records and Registrar, Histotechnology students who are or who have been in attendance may review recorded information maintained by the institution for use in making decisions about them. Recorded information includes grades, copies of correspondence sent to the students by the Histotechnology program and other institutional offices, and completion of licensure applications.

Recorded information may also include an electronically stored transcript of courses and grades as well as a folder containing application materials and supporting documents, such as transcripts from previous schools and supplementary material submitted with the Histotechnology application. Confidential letters or statements of recommendation to which Histotechnology students have waived access rights are not available for inspection. As defined by law, Histotechnology students do not have access to medical, psychiatric, or comparable records. Histotechnology students do not have the right to see parents' financial records submitted to the institution. Neither do MLS students have access to instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual; campus security records exclusively for law enforcement purposes; and employment records except when such employment requires that the person be a student.

### **Release of Information**

The institution is prohibited from releasing educational information or personally identifiable information other than directory information about the Histotechnology students without their written consent except to specified agencies and persons such as school officials and certain federal or state offices as defined in the law. Directory information includes: Histotechnology students' names, Histotechnology educational program of enrollment, and Histotechnology classification. Histotechnology students must file a written request with the Office of Student Records and Registrar to obtain any of this information. Under the law, Histotechnology students may not see confidential letters or statements of recommendation written prior to January 1, 1975, and may but are not required to, waive the right of access to future confidential letters of recommendation. The institution secures from students their instructions regarding their access rights to confidential letters or recommendation statements written on their behalf while enrolled at UMMC. These signed statements are permanently filed in the Histotechnology students' folders. Any questions concerning student access to records should be directed to the Registrar.

### **Academic Support (Consulting and Tutoring Services)**

In the event that any student needs assistance with developing the skills and behaviors essential to academic success and professional development such as time management, stress management, testing strategies, interpersonal and communication skills, or peer tutoring, the Office of Academic Support provides these and other services at no charge. For more information or to request academic consulting or tutoring services, students can visit the Office of Academic Support webpage at [http://www.umc.edu/academic\\_support/](http://www.umc.edu/academic_support/).

# CLINICAL PRACTICUMS

## Clinical Affiliates

---

Clinical education experiences in Histotechnology are provided in conjunction with the following health care facilities

- University of Mississippi Medical Center

## Clinical Assignment Policy

---

Student clinical assignments to affiliated laboratories will be made according to the following procedure:

- 1) All affiliated sites will be listed in such a fashion that available student slots will be assigned one at a time. Unassigned students will be randomized according to name. Following this randomization, in order to ensure that each clinical site is utilized equally, the student having the number one (1) will be assigned to affiliate Number 1, Slot 1. The number two student will be assigned to affiliate Number 2, Slot 1, etc., until all clinical sites have been assigned one student. This process will then be repeated, with an additional student assigned to affiliate Number 1 Slot 2, etc., until all students have been assigned to an affiliated hospital. This process will ensure that each clinical affiliate will receive at least one student each year during the clinical rotation period.
- 2) The affiliation agreement specifies in writing the maximum number of students which a given affiliate will be able to take. During the “round robin” process of assignment described above, once the maximum number of students has been reached for an affiliate, that hospital will be skipped during the assignment process, and the student will be assigned to the next available affiliate.
- 3) The assignment process described above is random, with no preferential treatment given to a specific student, nor affiliated hospital. Students will not have a choice of going to a specific affiliate, except in the following circumstances:
  - a. A student, who is the primary caregiver of an adult next of kin, or the parent of a minor child, will be assigned to a local affiliated clinical site, if a formal request is received by the Clinical Coordinator no later than September 1 of the semester prior to their clinical rotations.
  - b. A student having financial hardship, as documented by a valid FAFSA on file in the Financial Aid Office reflecting an annual Expected Family Contribution (EFC) of less than 5000 for the current academic period, will be assigned to a local affiliated clinical site, if a formal request is received by the Clinical Coordinator no later than September 1 of the semester prior to their clinical practicums, providing there are local slots available. Students will be able to file a Professional Judgment form with the office of Financial Aid

to qualify for additional aid to offset expenses required for relocation.

c. Students whose home address is near one of the affiliated clinical site OUTSIDE the metropolitan area of Jackson may request to do their clinical rotations in the affiliated clinical site near their home, and those assignments will be made first. This request must be in writing and received by the Clinical Coordinator no later than September 1 of the semester prior to the student's clinical rotations.

4) Rotation assignments will be made during the fall semester of each year, to allow students and facilities time to make necessary preparations. Students will be notified of their clinical assignments and will indicate their acceptance by submitting a completed Clinical Assignment Acceptance Form to the Clinical Coordinator. If a student forfeits his/her assignment, the student will become an alternate, and will be placed at an affiliate when the next slot becomes available. This could delay the student's completion of the MLS program.

5) The number of clinical rotation slots may change unexpectedly due to circumstances beyond the control of the Histotechnology Program. If an affiliate is unable to keep its commitment for training a student, the student will be allowed to select a vacant slot at another affiliate. If there are more students eligible for clinical rotations than slots available, assignments will be made based on overall GPA at the time assignments are made.

6) This policy will remain in effect until modified or terminated in writing by the Histotechnology Education Coordinator and/or Program Director, and will be provided to all students and to clinical affiliates.

### **Clinical Attendance & Schedule**

---

Students are expected to conform to the established daily work routine and schedules at the clinical rotation site. Tardiness will not be tolerated. The student must contact the clinical instructor and clinical coordinator if he/she is tardy. Absences will be recognized only in the event of extenuating circumstances when pre-approved by the clinical liaison and/or clinical education coordinator. Students must inform the clinical faculty at the rotation site and the clinical education coordinator no later than the time scheduled for arrival at the clinical site in the event of an absence. Medically necessary absentee time must be made up before the end of that term in which the absence occurs and before a grade will be recorded. Any unexcused absences may result in a grade of zero (0) for that day's work.

The length of time required for clinical practicums has been calculated using the credit hour policy developed by the School of Health Related Professions (SHRP). During the final semester of enrollment in the Histotechnology program, students will enroll in 10 credit hours of clinical practicum coursework. Using the credit hour calculation, students will attend clinical practicum for 30 hours each week during the semester or 7.5 hours per day, 4 days a week.

After the clinical site has been assigned, all clinical practicums (days, times, and sites) are

scheduled and confirmed by the clinical education coordinator in consultation with the clinical liaison. No further schedule changes will be made unless: 1) the student is able to demonstrate that attendance at an assigned rotation site has created undue or unreasonable hardship, or 2) the clinical education coordinator or clinical liaison must alter the schedule. Under no circumstances is the student permitted to change scheduled rotation days, times, or sites, without prior written request and approval from the clinical faculty and the clinical coordinator. Non-compliance with this policy may result in repetition of the entire rotations course or result in a failing grade for that academic term.

## **Service Work**

---

Students may not perform laboratory work without qualified supervision and will not take the place of technologists during the clinical practicum experience. Students will perform only the work defined by the clinical objectives and only during the hours of the clinical assignment. After demonstrating proficiency, students are allowed to perform laboratory procedures under careful supervision.

Service work is considered work for pay, students are not allowed to be employed during clinical practicum hours. Students are allowed to be employed in the clinical site outside of clinical education hours as long as the work does not interfere with academic responsibilities.

## **Clinical Responsibilities**

---

### **Clinical Liaison Responsibilities**

One clinical liaison, who is employed by the clinical site, is designated at each clinical site affiliated with the program to coordinate experience for students. The clinical liaison must be a medical laboratory professional who holds discipline appropriate certification and professional licensure (if required by state) in the program discipline; must demonstrate proficiency in and adequate knowledge of the program discipline; and, have at least one year experience as a practicing professional in the program discipline.

The clinical liaison must be responsible for:

- Coordinating and ensuring effectiveness of clinical instruction at the site
- Evaluating effectiveness of clinical instruction
- Monitoring and evaluating students' clinical performance
- Maintaining effective communication with the program director and clinical coordinator

### **Clinical Instructor Responsibilities**

Clinical instructors at each clinical site are expected to:

1. Provide learning experiences that include the necessary content and activities to enable students to achieve entry level competencies in each major discipline.
2. After demonstrating competency, clinical instructors will evaluate student's performance using the provided clinical practicum documents.
3. Clinical instructors in each major discipline/department will complete the following

evaluations for the student and provide the grades to the program's Education Coordinator:

- Clinical quizzes/exams
- Practicum competency check list
- Slide sets (evaluated by pathologist)
- Affective Domain evaluation

### **Student Responsibilities**

Histotechnology students are expected to:

1. Review student clinical rotation procedures and guidelines.
2. Maintain the professional expectations required by the School of Health Related Professions, the Histotechnology Program, and the affiliate site.
3. Obey all rules and regulations of School of Health Related Professions (SHRP Student handbook), the Histotechnology Program, and the affiliate site including, but not limited to those concerned with academic honesty, attendance, schedules, dress, safety, patient confidentiality, and professional conduct. Disobedience to any of the rules and regulations could result in dismissal.
4. Report to clinical facility at scheduled time and attend class or perform work assignments scheduled by clinical faculty.
5. Process and analyze laboratory specimens as assigned by clinical instructor.
6. Evaluate and interpret results of laboratory tests performed.
7. Observe and perform quality control and quality assurance procedures.
8. Assist in the data entry of laboratory specimens and reports.
9. Complete the clinical instructor evaluation forms honestly, accurately, and objectively, and return them to the clinical coordinator.
10. Communicate with the clinical instructors and clinical education coordinator concerning problems that may arise.
11. Assume responsibility for personal expenses, housing, transportation, and uniforms as needed.
12. Accept financial responsibility for housing, transportation, personal illness, and off-the-job injuries.
13. Inform, in advance, the clinical site as well as the clinical coordinator of any absence during the clinical rotation.
14. Provide the clinical site with documentation of good health and current vaccinations (specifically, but not limited to HBV) and a negative TB skin test or chest x-ray, as needed.
15. Satisfactorily pass all courses in the Histotechnology Program curriculum prior to the clinical rotations.

### **Clinical Practicum Competencies**

---

During the clinical practicum, students must satisfactorily meet the requirements and clinical competencies for each major discipline of the rotation. Clinical competencies have been developed by the Histotechnology program in an effort to enhance the student learning experience and to contribute to their knowledge of entry level competencies. While in the clinical

practicum, students must demonstrate satisfactory knowledge and performance of the following disciplines in a histology laboratory while under qualified supervision:

- **Specimen Handling**
  - Receiving of specimens
  - Accessioning of specimens
- **Fixation**
  - Identify commonly used fixatives.
  - Troubleshoot fixation problems.
- **Processing**
  - Discuss routine processing procedures.
  - Perform routine processing techniques.
  - Troubleshoot problems that occur with automated processors.
- **Embedding**
  - Embed various tissues in blocks.
  - Organize blocks according to laboratory protocols.
  - Maintain and clean the embedding center.
- **Microtomy**
  - Section blocks for routine or special stains with minimal errors.
  - Properly use and maintain a microtome.
  - Properly use and maintain a water bath.
  - Troubleshoot sectioning problems.
  - Perform a re-cut if necessary.
- **Staining and Slide Preparation**
  - Accurately label slides.
  - Properly coverslip slides using manual and/or automated methods.
  - Maintain the coverslipping area or automated instrument.
  - Prepare stain solutions.
  - Evaluate stained sections for any errors that may have occurred during the sectioning and/or staining process.
  - Describe or demonstrate knowledge of the following special stains\*:
    - Acid Fast Bacilli
    - Carbol Fuchsin
    - Alcian Blue
    - Aldehyde Fuchsin
    - Argentaffin
    - Bielschowsky
    - Colloidal Iron
    - Congo Red
    - Crystal Violet
    - Diff Quik™
    - Enzyme Histochemistry
    - Giemsa

- Gram Stain
- Grocott/Gomori Methenamine Silver (GMS)
- Fontana Masson (Melanin)
- Melanin Bleach
- Hall's Bile
- Hematoxylin/Eosin (H&E)
- Immunohistochemical Stains
- Iron-Prussian Blue
- Luxol Fast Blue (LFB/Cresyl Echt Violet)
- Mucicarmine
- Oil Red O
- Papanicolaou
- Periodic Acid Schiff (PAS)
- Periodic Acid Schiff with and without digestion
- PAS - Hematoxylin (PASH)
- Periodic Acid Methenamine Silver (PAMS)
- Reticulin/Reticulum
- Spirochete
- Thioflavin T
- Toluidine Blue
- Trichrome
- Verhoeff Van Gieson (VVG)
- Von Koss

\*The Histotechnology program understands that each clinical site is different and may not perform all stains listed. If certain stains are not performed, then the clinical site will be advised to discuss the staining procedure, review images of the stain, and/or perform a similar stain.

- **Special Areas** – Electron microscopy and immunohistochemistry (IHC)
- **Laboratory Operations**
  - General laboratory safety
  - Quality control procedures

### Clinical Practicum Evaluation

---

At the end of each of the clinical practicum courses, the student will receive a grade based on the following grading grid:

<b>Components</b>	<b>Overall Weight</b>
Clinical Checklist (Psychomotor Evaluation)	50%
Student Slides	20%
Clinical quizzes/Exams (Cognitive Evaluation)	10%
Clinical Log Sheet	10%
Professional Capabilities (Affective Evaluation)	10%
<b>Total :</b>	<b>100%</b>

### **Affective Domain Evaluation**

Professional attitude is especially critical in the health care occupations. This component is rated on a subjective scale of 100 points by the **clinical instructors**. Failure to achieve an adequate evaluation on attitude will result in counseling. Severe or repeated problems with attitude could lead to dismissal of the student from the Histotechnology program under the provisions of professional misconduct. Please refer to **Appendix C** for the Professional Capabilities form.

### **Student Evaluations**

After completion of the clinical practicum, students are asked to complete a clinical evaluation form regarding each of their clinical instructors. At the completion of the Histotechnology program, students also submit an *Exit Interview* form asking for feedback about their junior and senior years in the program. Feedback from the students contributes to the ongoing evaluation process for the Histotechnology program.

# **Histotechnology Program**

## **2019-2020 Student Handbook**

### **Acknowledgement Statement**

By signing this form, I acknowledge that I have read and understand the technical standards and policies for progression and completion of the Bachelor of Science in Histotechnology program as stated in the 2019-20 Histotechnology Program Student Handbook at the University of Mississippi Medical Center (School of Health Related Professions).

---

Student Name (Please Print)

---

Student Signature

---

Date

# APPENDIX

**APPENDIX A**  
**Department of Medical Laboratory Science**  
**Affective Domain Evaluation**

Choose the phrase in each category that most closely represents your evaluation of the student's performance:

Key:

S	=	Satisfactory	0 Points
I	=	Improvement needed	1 Point
U	=	Unsatisfactory	5 Points
NA	=	not applicable	

**1. Time Management**

The student:

- (S) Is punctual, begins work in a timely manner, completes assignments within assigned time frames.
- (I) Is usually punctual, usually begins work in a timely matter, completes most assignments within assigned time frames.
- (U) Is often late, has difficulty "getting started" on work, consistently fails to meet assignment deadlines.
- (NA) Not applicable.

**2. Workload Management**

The student:

- (S) Can organize work and produce required quantity of work with accuracy within the allotted time.
- (I) Usually can organize work, usually produces required quantity of work with accuracy within the allotted time.
- (U) Consistently requires help with organization, cannot complete required quantity of work with accuracy within allotted time.
- (NA) Not applicable.

**3. Facilities Management**

The student:

- (S) Leaves work area clean and restocked, properly uses and maintains equipment, adheres to all published safety regulations in the laboratory.
- (I) Usually leaves work area clean and restocked, usually properly uses and maintains equipment and is not willful negligent, usually adheres to all published safety regulations.
- (U) Does not leave work area clean and restocked even with reminding, willfully damages equipment, willfully violates published laboratory safety regulations.
- (NA) Not applicable.

**4. Professionalism**

A. The student:

- (S) Willingly follows instructions and accepts professional constructive criticism regarding work; interacts with faculty, and students in a professional manner (e.g., is polite, considerate, pleasant, patient).
- (I) Usually follows instructions and accepts professional constructive criticism with little resistance; usually interacts with faculty and other students in a professional manner.
- (U) Is willfully disobedient and insubordinate; acts unprofessionally, (e.g. is abusive toward faculty members or other students).
- (NA) Not applicable.

B. The student:

- (S) Handles work in logical sequence, is fully aware of own limitations, and seeks help when needed.
- (I) Usually handles work in logical sequence, is somewhat aware of own limitations, and usually seeks help when needed.
- (U) Has difficulty handling work in logical sequence, even after direction, does not recognize limitations even after limitations are pointed out, refuses to seek help.
- (NA) Not applicable.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

**APPENDIX B**  
**SCHOOL OF HEALTH RELATED PROFESSIONS**  
**Histotechnology Program Counseling Form**

**Academic Counseling**       **Affective Behavior**

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Incident/Complaint(s):** \_\_\_\_\_

**Student Counseling Policy:**

In the Histotechnology (HTL) Program, faculty members are well aware that students at the University of Mississippi Medical Center (UMMC) are required to master a large body of knowledge and clinical skills. It is generally recognized that balancing these professional educational demands with the daily issues and realities of personal life can be difficult at times.

The HTL program provides academic and affective behavior counseling committed to enhancing the success of HTL students in both the didactic and clinical setting. Academic and personal concerns are managed in a hierarchical manner by the HTL/MLS faculty, program director, department chair, office of the Associate Dean for student affairs on an in-house basis. On-going personal, psychological, emotional or medically-related issues are typically handled by referral to the Student Counseling and Wellness Center or Student Assistance (LifeSync).

Please Identify (if possible) the nature of academic or affective behavior difficulties:

Study skills assessment and training	<input type="checkbox"/> Yes _____	<input type="checkbox"/> No _____
Transition to professional school	<input type="checkbox"/> Yes _____	<input type="checkbox"/> No _____
Time management and organizational skills	<input type="checkbox"/> Yes _____	<input type="checkbox"/> No _____
Test-taking strategies	<input type="checkbox"/> Yes _____	<input type="checkbox"/> No _____
Tardiness	<input type="checkbox"/> Yes _____	<input type="checkbox"/> No _____
Relationships with students/faculty	<input type="checkbox"/> Yes _____	<input type="checkbox"/> No _____

Has student received counseling prior to this deficiency?  Yes  No

**Comments:**

**Recommendations to Overcome Deficiencies:**

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Program Director/Signature/Date

\_\_\_\_\_  
Instructor of Record Signature/Date

## APPENDIX C

### Evaluation of the Student's Professional Capabilities (Affective Domain)

**Directions:** Check one box in each of the following rows which corresponds most closely to the student's behavior. Check only one box in each row. When finished there should be 20 total check marks. Add the number of check marks in each column (1-5) and place the total in the space provided at the bottom of each. The final percentage calculation may be performed manually using the instructions at the bottom of this page, or will be done automatically if done as a spreadsheet. When printing, select "Print Entire Workbook" to print both pages of this document.

Student rating (see page 2 for explanation)	Column 1 F	Column 2 D	Column 3 C	Column 4 B	Column 5 A
<b>Initiative</b>					
Performs routine assigned tasks	<input type="checkbox"/>				
Seeks unsolicited tasks	<input type="checkbox"/>				
<b>Interest</b>					
Asks relevant questions	<input type="checkbox"/>				
Is alert and attentive	<input type="checkbox"/>				
<b>Responsibility</b>					
Completes required assignments	<input type="checkbox"/>				
Informs instructor when leaving area	<input type="checkbox"/>				
<b>Reaction to Criticism</b>					
Accepts constructive criticism	<input type="checkbox"/>				
Applies constructive criticism as positive information	<input type="checkbox"/>				
<b>Interpersonal Relationships</b>					
Works well as a team member/Helps willingly	<input type="checkbox"/>				
Functions well with others in a teacher/student setting	<input type="checkbox"/>				
<b>Professional Performance</b>					
Maintains work quality and quantity under stress	<input type="checkbox"/>				
Maintains professional composure	<input type="checkbox"/>				
<b>Integrity</b>					
Admits to errors or mistakes	<input type="checkbox"/>				
Shows attention to procedure details/no shortcutting	<input type="checkbox"/>				
<b>Cleanliness and Orderliness</b>					
Leaves working area clean and neat	<input type="checkbox"/>				
Replenishes supplies and reagents	<input type="checkbox"/>				
<b>Promptness</b>					
Arrives on time	<input type="checkbox"/>				
Begins work promptly	<input type="checkbox"/>				
<b>Confidence</b>					
Displays confidence after instruction	<input type="checkbox"/>				
Recognizes limitations	<input type="checkbox"/>				

Total marks in Column (should total 20):					
Multiply Above Number by:	1	2	3	4	5
Result:					
Sum Results, Columns 1-5 (TPV*):					
<small>* Total Point Value</small>					

**Final Percentage Score::**    \_\_\_\_\_ [(TPV / 100)\*100]

*Continued on next page*

## Clinical Instructor

*Please rate the student according to observed, terminal behaviors. Mark an X in only one box for each task in the list.*

### Explanation of Ratings:

- F - Student has difficulty in grasping important functions and tasks in the laboratory. Consistently makes errors, displays an unacceptable attitude, or both.
- D - Student functions inconsistently in the laboratory. Requires constant and detailed instruction to achieve acceptable performance.
- C - Student demonstrates acceptable performance with supervision. Requires assistance with evaluation of situations and solutions.
- B - Student demonstrates good performance, is careful, and shows adequate attention to detail. Requires minimal supervision.
- A - Student demonstrates superior performance with an above average level of skill. Rarely requires assistance with evaluation of situations and solutions.

### Please comment on the student's strengths:

### Please comment on the student's weaknesses, or areas that need improvement:

Student Name: \_\_\_\_\_ Student Final Score: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

Clinical Affiliate: \_\_\_\_\_ Department: \_\_\_\_\_

Additional Student Comments:

**Affiliate Education Coordinator's Signature** \_\_\_\_\_