

BAPTIST HEALTH SCHOOLS LITTLE ROCK
SCHOOL OF HISTOTECHNOLOGY

Table of Contents

| | |
|--|-----|
| Welcome | 108 |
| Mission..... | 109 |
| Philosophy..... | 109 |
| Goals | 109 |
| PROGRAM OF STUDY OVERVIEW | 110 |
| General Information..... | 110 |
| Application..... | 110 |
| Application Requirements | 111 |
| TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS | 111 |
| Technical Standards | 111 |
| Essential Functions | 111 |
| ORGANIZATIONAL STRUCTURE | 112 |
| Administration | 112 |
| Baptist Health Support Center Personnel | 112 |
| Clinical Laboratory Management | 113 |
| Baptist Health Pathologists | 113 |
| School Personnel..... | 113 |
| Program Objectives..... | 114 |
| Cognitive Domain..... | 114 |
| Affective Domain..... | 114 |
| Psychomotor Domain..... | 114 |
| Professional Curriculum | 115 |
| Course Numbering System | 115 |
| Course Descriptions | 115 |
| Clinical Practicums (Requirements and Competencies)..... | 117 |
| Disciplinary Action..... | 121 |
| SCHOOL POLICIES (Student Expectations)..... | 122 |
| Accountability..... | 122 |
| Fair Practice | 122 |
| School Expectations..... | 122 |
| ACADEMIC PROGRESS | 123 |
| Grading Scale (Classroom)..... | 124 |
| Clinical Grading..... | 125 |
| Student Classification | 125 |
| Promotion and Progression..... | 126 |
| Attendance Policies..... | 126 |
| Class and Clinical Rotations | 128 |
| Student Clinical Hours..... | 129 |
| Program Effectiveness | 129 |
| Calendar | 130 |

| | |
|---|-----|
| Dress Code | 130 |
| CODE OF ETHICS..... | 131 |
| Baptist Health Code of Ethics..... | 132 |
| Guidelines for Clinical Student Conduct | 134 |
| Telephone Conduct | 134 |
| Requirements for Graduation..... | 135 |
| Refund Policies | 135 |
| Accrediting Bodies..... | 136 |

**BAPTIST HEALTH SCHOOL
OF HISTOTECHNOLOGY
WELCOME**

WELCOME to the BAPTIST HEALTH School of Histotechnology. We believe that you have made an important decision in choosing this type of paramedical field as your career choice. The next twelve (12) months will be an exciting time in which you will learn the fundamentals of Histotechnology, apply principles to work in the clinical area, and develop a sense of pride and achievement in your new career.

The purpose of the Student Handbook is to acquaint you with the rules and regulations of the School of Histotechnology, familiarize you with the objective of both didactic and clinical portions of the program, and inform you of the evaluative processes that will be used to determine your progress in both phases of the program.

The contents herein pertain primarily to training at BAPTIST HEALTH Medical Center, Little Rock; however, a large portion will also apply to your performance as a professional Histology Technician in any institution.

Read this Student Handbook thoroughly and carefully, as you are accountable for the information herein contained. If at any point in the program you need clarification of the contents of the handbook, please contact the Program Director, Shane Jones.

Again, welcome to the BAPTIST HEALTH School of Histotechnology. We look forward to teaching and learning with you for the next twelve (12) months.

Yours truly,

Shane Jones BS, HT (ASCP)
Program Director

MISSION

The BAPTIST HEALTH School of Histotechnology came into existence in order to meet the demand for highly skilled and competent Histology Technicians within the organization as well as the surrounding community.

PHILOSOPHY

The School is committed to providing the highest standards of education, training, and continuous development opportunities to the students.

The School exemplifies the philosophy and values of BAPTIST HEALTH by encouraging **Service, Honesty, Respect, Stewardship, and Performance** with a commitment to providing quality patient care.

Christian ideals, attitudes, and spiritual perspectives as they apply caring for the ill are emphasized, as well as personal and professional conduct.

The School attracts highly qualified applicants because of its reputation for excellence.

The School believes that a competent individual in the health care field of today must only prove to be proficient in the field of Histotechnology, but must also possess an appreciation of his or her role within the hospital and demonstrate an understanding of the organizational behavior affecting this environment.

The School is committed to providing entry level job competency graduates to BAPTIST HEALTH and the healthcare community by promoting high standards of education, training, and professionalism.

SCHOOL GOALS

The BAPTIST HEALTH School of Histotechnology graduate is prepared to:

1. Perform the professional role of a Histology Technician at a beginning level in an entry position,
2. Participate in the professional organization of Histotechnology,
3. Continue professional development and,
4. Exemplify BAPTIST HEALTH Values and Code of Ethical Conduct.

GENERAL INFORMATION

The BAPTIST HEALTH School of Histotechnology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and licensed by the Arkansas State Board of Private Career Education.

The program of study consists of twelve (12) months combined didactic and clinical practice. Upon completion of the program and graduation, a diploma and pin, is awarded by the School. Successful graduates are to apply for the certification examination offered by the Board of Registry of the American Society of Clinical Pathologists (ASCP).

Experience in the practical aspects of the clinical laboratory setting is provided to the students through rotations in the Histology Laboratory at BAPTIST HEALTH Medical Center, Little Rock. Time spent in each rotation is designed to provide specific educational experience. A set of instructional objectives is given to the student for each rotation. The total clinical experience component includes rotations in the following areas: Microtomy, Embedding, Special Staining, Processing, Coverslipping, Immunoperoxidase Staining, Basic Staining, and Tissue Laboratory.

Inquires regarding the program meeting the NAACLS standards and fulfilling the state educational requirements as published in the Student Handbook, should direct inquires to:

National Accrediting Agency for
Clinical Laboratory Sciences
8410 W. Bryn Mawr Ave
Suite 670
Chicago, IL 60631-3415
Phone 773 714 8880

Arkansas State Board of Private
Career Education
612 S. Summit St., Suite 102
Little Rock, AR 72201-4740
Phone 501 683 8000

APPLICATION

Selection for entry to the BAPTIST HEALTH School of Histotechnology is selective and competitive. Applicants who are motivated, responsible, mature, and ready to accept the challenge of a rigorous and intensive program of study make excellent students.

Selection is based on an overall assessment of each applicant rather than on any single characteristic.

Prerequisite Courses: one (1) unit of high school chemistry, biology, and algebra.

APPLICATION REQUIREMENTS

1. ACT score of 16 or higher.
2. A cumulative GPA of 2.0 or higher.
3. A Demographic Data Statement (Optional).
4. A recent photo. (Optional).
5. A completed application by March 1, and completed file by March 15.
6. Submission of official transcript (s) from high school and/or college(s) attended, or GED if applicable.

TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

The technical standards (non-academic) established by the School, provide evidence of the “essential functions” that must be accomplished by the student. These essential functions reflect requirements that enable the student to engage in educational and training activities in such a way that will not endanger other students or the public, including patients.

| Essential | Essential Functions |
|-------------------------|---|
| 1. Vision | 1. Read charts and graphs, discriminate major colors and read microscopic materials. |
| 2. Speech and Hearing | 2. Communicate effectively and adequately transmit information to all members of the health care team. Student must be able to assess non-verbal communication. |
| 3. Fine Motor Functions | 3. Possess all skills necessary to carry out diagnostic procedures, manipulate instruments and operate equipment; lift and move objects. |
| 4. Locomotion | 4. Move freely from one location to another in physical settings such as the clinical laboratory, patient rooms, elevators and stairways. |

| Essential | Essential Functions |
|----------------------------|---|
| 5. Psychological Stability | 5. Possess the emotional health required for full utilization of the applicant's intellectual abilities. Critically think, recognize emergency situations and take appropriate actions. |

ORGANIZATIONAL STRUCTURE

Administration Personnel

Russell D. Harrington, President, BAPTIST HEALTH(501) 202 2274
 Doug Weeks, Vice-President, BAPTIST HEALTH Affairs(501) 202 2567
 Jerry Baugh, Assistant Vice-President, BAPTIST HEALTH Clinical Services(501) 202 2767
 Judy I. Pile, Vice President, Education.....(501) 202 7433

BAPTIST HEALTH Support Center Personnel

| | | |
|---|-----------------|----------------|
| PD, Histotechnology | Steven S. Jones | (501) 202 6700 |
| PD, Medical Technology | Jennie Kyle | (501) 202 7409 |
| PD, Nuclear Medicine | Sharon Ward | (501) 202 7447 |
| PD, Occupational Therapy Assistant | Karen James | (501) 202-7423 |
| PD, Radiography | Brenda Simmons | (501) 202 7942 |
| School Counselor | Beth Nelson | (501) 202 7411 |
| BHMC-LR, Library | Caroline Baker | (501) 202-1109 |
| BHSNAH Learning Resource Center Coordinator | Mary Jones | (501) 202-7435 |
| Faculty Assistant | Lisa Cromer | (501) 202 7740 |
| Campus Security Officer | John Thompson | (501) 202 7963 |
| | Beeper Number | (501) 202-6975 |

Clinical Laboratory Management

Director, BHMC-LR Tim Ashberry (501) 202 1738

Baptist Medical Center-LR

Section Head Rick Breckinridge (501) 202 1858
BHMC-LR., Histology Laboratory (501) 202 1858

Pathology Laboratory of AR Steve Evans (501) 202 1745
Tissue Lab Supervisor

Pathology Laboratory of AR Dr. Michelle Nelson (501) 202 2888
Medical Director

BAPTIST HEALTH Pathologists

Dr. Rex Bell, MD
Dr. Amy Hudson, MD
Dr. Dianne Johnson, MD
Dr. Gary Markland, MD
Dr. Hal Palmer, MD
Dr. Maria Porter, MD
Dr. Brian Quinn, MD
Dr. Michelle Riddick, MD, Medical Director HT School
Dr. Rick Ryals, MD
Dr. Robert Shaver, MD,
Dr. Gene Singleton, MD, Chief Pathologist
Dr. John Slaven, MD, Medical Director MT School
Dr. Charles Sullivan, MD
Dr. Staggs, MD
Dr. Schnieder, MD

SCHOOL PERSONNEL

Beth Nelson, MSW, LCSW, BHSNAH Counselor
Jamie Hall, Bookkeeper
Haley Moran, Faculty Assistant/Receptionist
Carol Baker, MLS, BHMC-LR Library
Lavonne Juhl, Pell Coordinator
John Thompson, Campus Security Offices
Mary Jones, Learning Resource Center
Monty Self, MDIV, BHSNAH Chaplain
James Jester, Campus Security Officer

John Bradshaw, Systems Administrator
Brian Meachum, Financial Aid Counselor

PROGRAM OBJECTIVES

These general, behavioral objectives serve as the program's objectives, and apply to all areas in the clinical laboratory through which students rotate. Each area has its own specific enabling objectives that are used to evaluate student academic progress and professional development. The objectives are categorized into the cognitive, psychomotor and affective domains.

Cognitive Domain

1. Recognize and apply technical principles and methods.
2. Apply problem solving techniques to identify and correct procedural errors and instrument malfunction.
3. Isolate and identify cellular and tissue components in an appropriate manner.
4. Follow safety guidelines in the utilization of chemicals.
5. Monitor and evaluate quality control data.
6. Evaluate validity of results and take appropriate action.

Affective Domain

1. Demonstrate beyond the minimal requirements of service to support the relationship of the entire healthcare team for total patient care.
2. Use all available learning opportunities.
3. Demonstrate confidentiality in personal and professional relationships.
4. Maintain accountability to supervisor and employer.
5. Adhere to ethical, legal, and regulatory policies.

Psychomotor Domain

1. Prepare tissue specimens for specific analysis, inclusive of assessing, grossing, and processing.
2. Identify, prepare, and perform testing procedure according to prescribe methodology.
3. Utilize safety procedures in handling specimens, chemicals, and infectious materials.
4. Operate and maintain laboratory equipment according to guidelines.
5. Work rapidly, performing laboratory procedures without sacrificing precision and accuracy.
6. Perform microtomy and embedding techniques with precision and accuracy.

PROFESSIONAL CURRICULUM

| Semester I | | Credit Hours |
|--|--------------|---------------------|
| HT 1003 Medical Terminology | | 3 |
| HT 1004 Anatomy & Physiology I | | 4 |
| HT 1102 Instrumentation | | 2 |
| HT 1202 Chemistry | | 2 |
| HT 1104 Techniques I | | 4 |
| HT 1201 Medical Ethics & Law | | 1 |
| HT 1204 Histology | | 4 |
| SP 0001 Spiritual Perspectives in Healthcare | | 1 |
| HT 2004 Techniques II | | 4 |
| HT 2007 Clinical Practicum I | | <u>7</u> |
| Subtotal Credit Hours | | 32 |
| Semester II | | |
| HT 3001 Research Project | | 1 |
| HT 3008 Clinical Practicum II | | 8 |
| HT 3108 Clinical Practicum III | | <u>8</u> |
| Subtotal Credit Hours | | <u>17</u> |
| Total: | Courses - 13 | Credit Hours - 49 |

Course Numbering System

The numbering system for program of study in BAPTIST HEALTH Schools provides the following information: the first number is the curriculum level of study; second and third numbers are the course code; and the fourth number is the credit hour.

COURSE DESCRIPTIONS

SEMESTER I

Medical Terminology (HT 1003) 3 Credit Hours

A self directed study that teaches word building system of medical terminology; prefixes, suffixes, root, or stem words relating to the body and its systems.

Anatomy & Physiology (HT 1004) 4 Credit Hours

A thorough knowledge of human anatomy is provided with emphasis on the systems of the

human body. The relationship of the various organs and their physiology is studied.

Instrumentation (HT 1102) 2 Credit Hour

Historical aspects and use of histology laboratory equipment, including safety precautions as well as proper maintenance and care of the equipment.

Chemistry (HT 1202) 2 Credit Hours

Emphasis centers on chemistry at an introductory level, emphasizing formulas and conversions used in the histology laboratory.

Techniques I (HT 1104) 4 Credit Hours

Learning general staining procedures as well as the advantages and disadvantages of the reagents used in the histology laboratory.

Medical Ethics and Law (HT 1201) 1 Credit Hour

Ethics, law, confidentiality and professionalism as it applies in the healthcare field.

Histology (HT 1204) 4 Credit Hours

Learn to identify organs and microscopic structures utilizing histologic keys.

Spiritual Perspectives in Health Care (*BSP 0001) 1 Credit Hour

A study of the concept of spiritual perspectives of the whole person and the relationship of this to health care practice. It is examined from the perspective of an individual's quest for purpose and meaning as well as an examination of the major religions as avenues of spiritual expression.

*BAPTIST HEALTH Schools of Nursing and Allied Health required course.

Techniques II (HT 2004) 4 Credit Hours

Provides time for observation and practice, adapting technique, acquiring skill, and individualizing technical skill while performing special stains.

Clinical Practicum I (HT 2007)* 7 Credit Hours

An introduction to Clinical Laboratory setting which includes processing, microtomy, staining, and special procedures.

Semester II

Research Project (HT 3001) 1 Credit Hour

A self directed research project that involves a written report represented by a storyboard presentation.

Clinical Practicum II (HT 3008)*

8 Credit Hours

A continuation of Clinical Laboratory setting which includes processing, microtomy, staining, and special procedures. An in-service presentation is a part of this rotation.

Clinical Practicum III (HT 3108)*

8 Credit Hours

An advanced level in the Clinical Laboratory setting in which the student will work under minimal supervision. Preparation of the end of the year slides (mentioned in the graduation requirements) is a part of this rotation.

* Guidelines for specific clinical rotational components are provided in each course Syllabus. As the specific clinical experience approaches in the student's individual schedule, the student is strongly encouraged to contact the clinical instructor for clarification and additional information.

BAPTIST HEALTH Medical Center- Little Rock, Histology Laboratory: a minimum of approximately 750 hours shall be spent performing diagnostic procedures at this institution. The histology technician of each rotation is responsible for the student's clinical training as well as overseeing and completing the Evaluations of the student. The student rotates through each section at BHMC-LR on a scheduled basis. Each week the student may be rotating with a different technologist to give him/her a more varied clinical experience and education enrichment.

CLINICAL PRACTICUMS

(Requirements for Clinical Practicum)

The following Clinical Rotation Requirements must be met and all clinical competencies specific to a rotation must be demonstrated satisfactorily in order to qualify as a candidate for graduation.

Embedding Rotation Requirements

1. Embed student blocks
2. Embed autopsy blocks - supervised
3. Embed surgical blocks - supervised
4. Mark off surgical blocks - supervised
5. Clean-up and preventive maintenance of embedding center

Embedding Clinical Competencies

1. Demonstrate proper embedding methodology for each of the following:
 - 1.1 Surgical blocks
 - 1.2 Autopsy blocks
2. Demonstrate embedding speed for each of the following:
 - 2.1 Autopsy blocks
 - 2.2 Surgical blocks

Processing Rotation Requirements

1. Preventive maintenance of processors
2. Programming standard processing cycles
3. Programming rush processing cycles
4. Preparation of standard fixatives
 - 4.1 10% Neutral Buffered Formalin
 - 4.2 B-5 fixative
 - 4.3 Bouins

Slide Take Out

1. Coverslipping of stained sections
 - 1.1 Proper cleaning and maintenance for the coverslipper

Processing Clinical Competencies

1. Demonstrate understanding of routine processing techniques as evidence by satisfactory skills exam scores and clinical performance.
2. Demonstrate understanding of processing troubleshooting techniques by obtaining

satisfactory skills exam and clinical performance.

3. Demonstrate understanding of processing instrumentation by obtaining satisfactory skills exam scores and clinical performance.

Hematoxylin and Eosin Staining Rotation Requirements

1. Preventive maintenance of routine Hematoxylin and Eosin stains.
2. Preventive maintenance of special stains dehydration line.
3. Slide check-out of routine surgical slides.
4. Slide check-out of rush surgical slides.

Hematoxylin and Eosin Clinical Competencies

1. Demonstrated understanding of hematoxylin and eosin preparation, staining techniques, troubleshooting, and instrumentation as concluded by satisfactory skills exam scores and clinical performance.

Microtomy Rotation Requirements

1. Sectioning of student practice blocks.
2. Sectioning of autopsy blocks.
3. Sectioning of surgical blocks.
4. Preventive maintenance of microtomes.
5. Preventive maintenance of water baths.
6. Accurate slide labeling.
7. Evaluation of stained sections for:
 - 7.1 knife marks
 - 7.2 air bubbles
 - 7.3 wrinkles
 - 7.4 The Venetian blind effect
 - 7.5 holes

7.6 folds

8. Applications of sectioning troubleshooting techniques.
9. Performance of re-cuts, if necessary.
10. Sectioning of slides for special stains.

Microtomy Clinical Competencies

1. Demonstrate microtomy skills with minimal errors.
2. Demonstrate comprehension of troubleshooting techniques.
3. Demonstrated an understanding of microtomy instrumentation.
4. Performance of additional sectioning as requested by the physician.

Special Stains Rotation Requirements

1. Performance of special stains.
 - 1.1 Acid Fast Bacteria
 - 1.2 Gomori's Methanmine Silver
 - 1.3 Alcian Blue
 - 1.4 Masson's trichrome
 - 1.5 Gram stain
 - 1.6 Periodic Acid Schiff
 - 1.7 Periodic Acid Schiff with and without digestion
 - 1.8 Congo Red
 - 1.9 Reticulum
 - 1.10 Jones method
 - 1.11 Phosphotungstic Acid Hematoxylin
 - 1.12 Verhoff - Van Gieson
 - 1.13 Oil Red O
 - 1.14 Gomori's Prussian Blue
 - 1.15 Von Kossa
 - 1.16 Alizarin Red S
 - 1.17 Fontana – Masson
 - 1.18 Luxol Fast Blue
 - 1.19 Holmes method
 - 1.20 Dieterle
 - 1.21 Churukian- Schenk
2. Performance of routine special stains on autopsy slides.

3. Performance of routine special stains on surgical slides.
4. Performance of microwave staining procedures as prescribed by laboratory staining manual.
5. Preparation of laboratory solutions for special stains.

Special Stains Clinical Competencies

1. Demonstrate proficiency in the performance of special stains.
2. Demonstrate proficiency in solutions preparations.

Student “Floating” Responsibilities in Histology Laboratory

1. Coverslipping stained slides.
2. Labeling cut sections.
3. Taking checked-off slides to the correct pathologist(s).
4. Checking decals
5. Starting short cycles
6. Placing slides on and removing them from the automatic stainer

Tissue Lab Rotation Requirements

1. Grossly identify major organs.
2. Gain proficiency in cutting frozen sections.
3. Observe additional Pathology Assistant responsibilities

Tissue Laboratory Clinical Competencies

1. A basic understanding of anatomy and the application of anatomical principles to surgical specimens.

DISCIPLINARY ACTION

Policies are necessary in any organization in order to ensure consistency and orderly operation as well as to protect the rights and safety of all concerned. Disciplinary policies are published to promote understanding of what is considered acceptable conduct and to encourage consistent action in the event of violations.

It is the sincere desire of the School to assist each student in every way possible in order that all concerned collectively, may achieve the objectives of providing the best education and finest patient care available. However, willful or inexcusable breaches of School Values and policies

shall be dealt with firmly under uniform policies that apply equally to all students.

The School employs a disciplinary system that progressively utilizes more serious actions for successive violations. The type of action is presented in the Disciplinary Action of Section I and the consequences (refer to the general section of the Student Handbook).

SCHOOL POLICIES

The purpose of school policies is to provide direction to the student and to the school to facilitate successful completion of the Program of Study and graduation of competent graduates for entry into the profession.

Student Expectations (of School)

Accountability

1. Enrollment in the school implies willingness on the part of the student to comply with established policies and procedures, meet the academic requirements for each course, and to fulfill all school requirements.
2. Progression through the program of studies is dependent on evidence of professional growth as well as academic achievement.
3. The school assumes no responsibility for a student's conduct apart from the school activities, however, that conduct may affect the student's status with the school.
4. Student is responsible for expenses related to textbooks, clothing uniforms, meals, housing, transportation, healthcare, policy enforcement, damages to physical facilities including library holdings, and for legal action expenses brought against the school for causes created by the student.

Fair Practices

The School complies with a Policy of Nondiscrimination in gender, creed, religion, color, age, national origin, marital status or physically challenged, in respect to selection of applicants for entry.

The school offers and supports the Student Grievance Process published in Student Handbook in the General Information Section of the Student Handbook.

School Expectations

During the twelve (12) month program of study in Histotechnology, the student is expected to

demonstrate:

1. **Attention:** the clinical instructors are Histology Technicians with duties to perform, which may under certain circumstances, come before their teaching duties. Listen closely and ask questions at appropriate times.
2. **Awareness of the Patient:** the care and the interests of the patient take precedence over everything else. Speed, efficiency, attention to detail and ethical behavior are essential to proper patient care, diagnosis and treatment.
3. **Responsibility:** assume responsibility for own work. Ask for assistance if not sure about a procedure, but attempt to demonstrate an ability to work on own.
4. **Teamwork:** students are members of the Histotechnology team. All tasks performed by students, regardless of how trivial it may seem to them, has a direct bearing on the quality and quantity of service produced in the department. Voluntarily assist classmates and the other technologists when possible.
5. **Desire to Learn:** the clinical instructors are ready to assist students in their clinical education in every way possible. It is up to the student to demonstrate the desire and motivation to learn and to achieve in the profession.
6. **Maturity:** on entry the student has embarked on a career that involves personal commitment to the patient, physician and Clinical Laboratory Department. This year will be a very short time to not only learn, but develop skills as a Histology technician.
7. **Accountability:** to comply with established policies and guidelines; to meet academic and clinical requirements; and to fulfill all School requirements for graduation.

ACADEMIC PROGRESS

The school utilizes a grading system to signify student progression through the program of study. A final letter grade is assigned for each course and Practicum completed. The letter grade has a corresponding rating that denotes the quality of student learning. A percent range is used to determine the letter grade. Value points are used to calculate the Grade Point Average (GPA) and other purposes, such as Honor Awards at commencement and scholarships awarded by BAPTIST HEALTH Foundation.

In general, student achievement is measured by written and practical examinations. Throughout the entire program, the student must maintain a minimum of 77% "C" in each course. Failure to do so can result in the student being placed on Academic Probation until the grade has been raised to the satisfactory level. Finishing a course with a grade lower than a 77% "C" will result in the student not progressing in the program and possibly Academic Dismissal from the program.

Classroom Theory Grading Scale

| Grade | Range | Value |
|-------|---------------------------|-------|
| A | 94 - 100% | 4 |
| B | 86 - 93% | 3 |
| C | 77 - 85% | 2 |
| D | 70 - 76% | 1 |
| F | below 69% | 0 |
| W | Withdraw | 0 |
| WP | Withdrew Passing | 0 |
| WF | Withdrew Failing | 0 |
| I | Incomplete | 0 |
| AW | Administrative Withdrawal | 0 |

Monthly course evaluations are conducted to assess the student's academic progress. No letter grade is given for these evaluations:

1. Course evaluations are conducted monthly during the didactic period, and the clinical rotations.
2. A minimum grade of 77% "C" is required to be maintained during a course at evaluation time. Failure to do so and the student will be placed on Academic Probation.
 1. Academic Probation status shall continue until course completion.
 2. The resolution of the Academic Probation shall be decided by the Program Director. If the student has not improved by the end of the probation period, dismissal from the program will be the final results.
 3. A final grade of 76% or less in a course can result in an immediate academic dismissal from the School.
 4. Grades are rounded to the nearest whole number by going to the one hundredth place (.00) Example = 93.45 = 94% or 92.62 = 93%. Anything above a .50 is raised.
 5. A final comprehensive examination is given during the last month of the clinical internship rotation. The student must make a minimum grade "C" or higher, in order to complete the program, regardless of final course and clinical grades.
 6. As Incomplete (I) grade, may be made up at the discretion of the Program Director. The

student must complete the incomplete course work within an established time frame, or the incomplete grade, automatically converts to a final grade of “F.”

CLINICAL GRADING

Clinical Laboratory Performance

1. Students are required to be in the department at all times other than when in class, on break, or at lunch, or when performing an assigned responsibility that requires being out of the department.
2. Student is expected to participate in all phases of clinical studies as scheduled. Student is not allowed to exchange clinical rotations with another student. If a problem arises within the clinical area concerning rotations, the problem must be discussed with the Program Director and the Section Head of the student’s rotation in order for a solution to be determined.
3. Clinical Evaluation Forms are to be filled out for each clinical rotation by the clinical staff, Supervisor. These clinical evaluations are used to determine the progress of the student and identify any areas of difficulty. A student failing to receive a 77% “C” or higher on any Clinical Evaluation is counseled by the Program Director.
4. If there is a failure or lack of progression in the subsequent evaluations, the student will receive a verbal counseling and then a written warning. Termination will result with the 3rd written warning. Remember there are situations that can cause termination as an initial consequence. (Refer to dismissal for cause in General Section of Handbook)

STUDENT CLASSIFICATION

The student is classified according to the level of study associated with the program. The classification is determined by placement in the curriculum.

1. Students in Semester I from July thru October are classified as freshman.
2. Students in Semester I from October thru December are classified as sophomores.
3. Students in Semester II from January thru March are classified as juniors.
4. Students in Semester II from April thru June are classified as seniors.
5. Non-graduate: A student who has not fulfilled all of the requirements for graduation.
6. Graduates: A student who has successfully completed the program of studies and fulfilled

all the requirements for graduation.

PROGRESSION AND PROMOTION (510.0, 808.0, 814.0)

Students are classified according to their level of learning in the program of study: Freshman, Sophomore, Junior, and Senior.

1. A student must satisfactorily fulfill requirements for each course as outlined in the course syllabus and packet in order to progress within and promote through the Program of Studies.
2. The minimum final grades in a course for progression are a “C” in theory and in the clinical laboratory.
3. At the beginning of the school year the student is considered a freshman.
4. A student may only progress if a final grade of a “C” has been received in all scheduled courses.
5. A Senior may only graduate if all requirements of the school are met to the satisfaction of the Program Director.

ATTENDANCE POLICIES

1. The School’s Values of Service, Honesty, Respect, Performance, and Stewardship are demonstrated through good attendance. Students are expected to attend classes including lectures and examinations. In the clinical laboratory students are expected to report on time, in proper dress, ready to perform in their assigned areas. Continued absences and/or tardiness will not be tolerated and disciplinary action will be taken which will result in dismissal.
 - 1.1 The Student Attendance Record will reflect each time a student is tardy or absent. This will be filled in by the Program Director. A student should never badge in for another student if that student forgets or is tardy.
 - 1.2 Excessive absences and tardiness result in counseling, written warning and ultimately dismissal from the program.
2. Absence is defined as exceeding one (1) hour of the scheduled class day (clinical and/or didactic).
 - 2.1 Excused Absences are defined as giving notification **prior** to the absence to the Program Director, and the clinical lab if scheduled to be in clinicals.
 - 2.2 An unexcused absence is defined as not giving the proper notification prior to

absence or the scheduled time for class or clinicals.

3. Tardy is defined as arriving late within the first clock hour of a scheduled class day (clinical and/or didactic) or not being present within the last clock hour of the scheduled class day.
4. The Program Director (always) and the Histology Department (when in clinicals) must be notified **prior** to the tardiness or absence. Each occurrence (absence or tardy) is documented on the student's attendance record.
5. In addition to the vacation and holidays observed by the School, the student is allowed 8 days absence during the school year. Absences in excess of the 8 days could result in a drop of one letter grade and/or written warning and ultimately dismissal from the program.
 - 5.1 If more than the allowed days are missed, each day there after is recorded as an unexcused absence.
 - 5.2 If three (3) consecutive days are missed, the clinical rotation must be rescheduled and repeated.
 - 5.3 The student is required to make-up all absences in excess of the allowed days.
6. Three (3) or more documented tardys are counted as one (1) absence.
7. If the student is ill and unable to attend a scheduled clinical rotation, the student must contact the Program Director and the Histology Department before the scheduled arrival time.
 - 7.1 If the student is scheduled for classroom only that day, the Program Director must be contacted **prior** to the beginning of the first class session of that day.
8. When more than the allowed days are missed in a clinical practicum the student is required to make-up the excessive absent time during Christmas and/or Spring break or, at the end of the Class Year. This time can only be made up if Histology Personnel are present and the make up time has been approved by the Program Director.
 - 8.1 Students making up time at the end of the Class Year are allowed to go through Commencement Ceremony, however, the School Diploma and Pin is withheld along with the Registry Graduation Verification until all excessive time is made up.
9. All absences in excess of the allowable days must be made up within two (2) weeks of the absence unless other arrangements have been made with the Program Director.

10. The school provides the student with the following holidays scheduled as “off”:

- 10.1 Labor Day
- 10.2 Fall Break (one week)
- 10.3 Thanksgiving Day
- 10.4 Day after Thanksgiving
- 10.5 Christmas Break (three weeks)
- 10.6 Memorial Day
- 10.7 Spring Break (one week in March)
- 10.8 Professional Exempt Day*

These “off” days total six (6) weeks and are used in the calculation of the total number of days and hours the students invest in his/her education.

11. There is no scheduled vacation time included in the Program of Study. This is primarily due to the short length of the program. Attention is called to the six (6) weeks scheduled as “off” plus the excused the allowable absences that student is not engaged in contact hours with the school. This amount of time is equal to more than seven (7) weeks.

12. A student who is absent from classroom or scheduled clinical learning experiences due to illness, accident or medical condition which interferes with ability to perform essential functions will be required to provide official documentation of clearance, from an intervening professional, prior to resuming studies. Students with limitations or restrictions which interfere with the ability to perform essential functions will not return to class and/or clinical until clearance documentation, from an intervening professional, is received. Students with stated limitations or restrictions may not return to class/clinical until these limitations or restrictions are lifted or “if reasonable accommodation” can be made as determined solely by the school

*Professional Exempt Day given “off” if the student attends the annual meeting of the Professional Organization. This day is taken on the Monday following the annual meeting.

Note: All absences, including partial days are recorded and can be reported to VARO.

CLASS AND CLINICAL ROTATIONS

1. Classes begin in July and are completed in June of the following year. Classes are scheduled on a regular basis and may be scheduled either in the morning, afternoon, or all day, depending on the courses being taught at that time. A schedule of classes is handed out at the beginning of the program.
2. Some courses taught have clinical laboratory classes taught concurrently with the lecture topics. This allows the student to receive hands-on experience and visual reinforcement of the principles in the classroom.
3. The student is required to participate in the clinical laboratory setting during the

total amount of time as scheduled during the 12 month program. The student is not to exchange rotations or ask to switch rotations at any time.

4. It is the responsibility of the student to make sure that the weekly Technician Evaluation is completed during clinical rotations at the end of each week.

STUDENT CLINICAL HOURS

1. Students are required to be dressed according to School Dress Code Policy and in their assigned areas ready for clinical practice or classroom, at the scheduled times.
2. Students' weekly clinical schedules are Monday through Friday. Classroom hours vary from 8:00 a.m. (0800) to 3:00 p.m. (1500) and clinical days are 6:00 a.m. (0500) to 2:45 p.m. (1445). Students are not required to work weekends, overtime, or take call. If a student prefers to remain in the clinical area for an additional period of time in order to observe and/or assist with a procedure, compensatory time off will not be given.
 - 2.1 Student must request permission from the Program Director to schedule make-up time. If time is missed, it must be made up within two (2) weeks, unless a later date(s) is approved by both the Program Director.
3. Students are given a one (1) hour lunch break, as predetermined by both the Program Director.
 - 3.1 Any change in lunch must be pre-approved by the Program Director.
4. One thirty (30) minute break is allowed in the morning as predetermined by the Program Director.
 - 4.1 Any change in the thirty (30) minute break time must be pre-approved by the Program Director.
 - 4.2 Student must report to the Clinical Instructor or Supervising Technologist before going on break, lunch, leaving the department for any reason, or leaving at the end of the clinical day.

PROGRAM EFFECTIVENESS

It is paramount that the School maintains an ongoing program effectiveness evaluation process. Several factors comprise the process, primary being Student and graduate outcomes; faculty teaching effectiveness; curriculum evaluations; school policies; employer satisfaction with graduates and approval and accrediting outcomes. Thus, students and graduates have an important role in the measurement of program effectiveness. (See Appendix for samples of instruments used to collect data).

Students evaluate course content as they progress through the program. The evaluations are carried out according to BHSNAH policy and established processes.

The student is assured of anonymity, thus encouraging participation in the evaluations. If a student is of the opinion that the process should be improved, the director of BHSNAH welcomes suggestions for improvement.

The summary tables present an objective process through which students provide subjective data in the measurement of teaching behaviors and course evaluations. At course end, evaluation forms are provided to the students, a designated student collects the completed forms and submits a brown sealed envelope to the school secretary. The secretary holds until final grades have been determined, posted and recorded. The School's secretary then submits the envelope to the BHSNAH Director for review and processing. Seniors provide additional data during a Personal Exit Interview, through established process.

Calendar 2009-2010

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|--------------------|--|
| Registration | Tuesday, June 2 |
| Classes Start | Monday, July 6 |
| Labor Day | Monday, September 7 |
| Fall Break | Monday Oct. 5 - Friday Oct. 9 |
| Thanksgiving Break | Monday, Nov. 23 - Friday Nov. 27 |
| Christmas Break | Monday, December 14- Sunday, January 3 |
| Spring Break | Monday March 29-April 2 |
| Memorial Day | Monday, May 31 |
| Commencement | Thursday, June 10 |
| Graduation | *as appropriate |

*Students having "time" to make-up do not graduate until verification is provided that all missed time has been made-up and graduation requirements are fulfilled.

DRESS CODE

The school endorses the intent of the dress policy of BAPTIST HEALTH that clothing should reflect a business-like/professional appearance. Therefore, the dress policy for both employees and students enrolled in the School conform to that of BAPTIST HEALTH. Additionally, dress for the students when in the clinical areas conforms to that set forth in the dress code policy for the clinical area.

Faculty is responsible for enforcing the dress code and will make the final judgment regarding attire. Faculty includes Program Director.

1. The student is required to report for clinical at the assigned time and in dress code uniform for that area. If a student is not in dress code, he/she shall be sent home, counted absent and the missed time shall be made up.
2. Uniforms are neat, clean, and in good repair at all times.
3. Matching top and bottom scrubs are worn.
 - 3.1 Grey or Light Blue lab coat (*knee-length*) only.
4. The BAPTIST HEALTH School of Histotechnology student is required to wear their appointed colored scrubs any other questions should refer to section 1 of the Handbook.
5. For additional inquiries for clinical dress code refer to the student handbook or the specific histology laboratory policy.
6. Chocolate colored scrubs are the official color for the BAPTIST HEALTH School of Histotechnology and are to be worn in the classroom as well as the clinical lab. Any other color will be considered as out of Dress Code.
7. Denim fabric of any color or fabric of a denim-like appearance, such as chambray, is not allowed in any BAPTIST HEALTH facility, including BAPTIST HEALTH Medical Center-LR.
8. Lab coats must be worn at all times while in the Histology Department.
9. Hair is neat, clean and well groomed at all times. Long hair is pulled back when in clinicals. Only natural occurring hair colors are allowed. Only conservative hair style and hair ornaments are worn. Your appearance is expected to exemplify professionalism at all times.
10. Student I.D. Badges are worn, photo showing, at all times in the upper left chest area, whenever on BAPTIST HEALTH property. No other pins are worn except professionally related ones pre-approved by BAPTIST HEALTH Administration. Stickers and other adornments are not worn or placed on the name badge.
11. The student must have I.D. Badges on in order to enter classroom, clinical, or receive discounts in the BAPTIST HEALTH Cafeteria(s) and Medical Towers drugstore.
12. Only watches and rings are allowed. It should be small enough not to interfere with the equipment or job duties. Necklaces are worn inside uniform.
 - 12.1 For students, no more than one pierced earrings per ear lobe and no other pierced jewelry on any other visible part of the body.

- 12.3 Tattoos must not be visible.
13. Fingernails clean and short in length, not to interfere with clinical practice. No nail art or colors are worn.
 14. All clothing shall reflect a professional appearance. Advice to student: “If you question, should I wear this, don’t wear it”.
 15. Noncompliance with the dress code is subject to disciplinary action.

**ASH CODE OF ETHICS
FOR HISTOTECHNOLOGISTS**

This code is intended to aid Histotechnologists, individually and collectively, in maintaining a high level of ethical conduct. They are not laws, but principles by which Histotechnologists may evaluate their conduct as it relates to patients, colleagues, members of other allied health professions and the public.

1. Histotechnologists shall conduct themselves in a manner compatible with the dignity of their profession.
2. Histotechnologists shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by considerations of sex, race, creed, social or economic status, personal attributes, or the nature of the health problem.
3. Histotechnologists shall strive continually to improve their professional knowledge and skills by participation in educational and professional activities, and share with their colleagues the benefits of their professional attainments.
4. Histotechnologists shall judiciously protect the patient’s right to privacy and shall maintain all patient information in strictest confidence.
5. Histotechnologists shall apply methods of technology founded on a scientific basis and should not accept those methods that violate the principle.
6. Histotechnologists shall participate in the profession’s efforts to protect the public from misinformation and misrepresentation.
7. Histotechnologists shall exercise independent discretion and judgment in the performance of their professional services.
8. Histotechnologists do not diagnose, however in recognizing their responsibility to the patient, they are obligated if asked, to provide the physician with all information they possess related to the diagnosis or patient management.

* Arkansas Society for Histotechnologist, 1980

BAPTIST HEALTH SCHOOL AND CLINICAL HISTOTECHNOLOGY

CODE OF ETHICS

As employees and students, we must be loyal to our employer and fellow classmates. We are expected to exemplify the following at all times:

1. We do not carry on personal conversations with fellow students or employees in the presence of patients or visitors.
2. We do not discuss our personal affairs or problems with patients, their families or friends.
3. We do not receive gratuities from patients, or families, or friends in the form of gifts or money or any other gratuity.
4. We do not discuss patients or confidential hospital affairs with fellow workers, visitors, or outsiders.
5. We do not approach patients or employees for the purpose of selling anything or asking for donation.
6. We respect the religious beliefs of patients and fellow workers.
7. We do not entertain personal visitors while in the clinical laboratory.
8. We do not criticize the hospital policies publicly or to fellow students or employees. A legitimate complaint is discussed with both the Program Director and Clinical Supervisor.
9. We do not argue or disagree with patients or family members. When there is difficulty, the Program Director or Supervisor is contacted to adjust the situation.
10. We stay in the area in which assigned, unless some legitimate business requires us to go to other parts of the facility.
11. Smoke only in the designated smoking areas when on break or at lunch. All BAPTIST HEALTH facilities are a Smoke Free Environment. No smoking is allowed inside the facility (buildings) or within 25 feet of any entrance.
12. The lounge, canteen and cafeteria are designated eating areas, thus all eating should be restricted to these areas only. We do not eat in hallways, waiting rooms, stairways, or elevators.
13. An employer or student may be terminated for such causes as insubordination, intoxication, theft, dishonesty, inefficiency, or too frequent absences. Any such action of an employee or student which may endanger the welfare of a patient, a fellow employee or the reputation of BAPTIST HEALTH or the School shall be cause for dismissal.

GUIDELINES FOR CLINICAL STUDENT CONDUCT

1. Refrain from eating, while in clinical rotation or in class.
2. Eat, drink, or smoke in designated areas, not in the department.
3. Do not leave the department before telling the technologist with whom you are rotating.
4. Disposable gloves are always worn whenever handling reagents or body fluids.
5. Personal phone calls are not to be made except during break or lunch. Personal mail should not be received at the department.
6. Personal visitors are not entertained within the department. If a student has a parent or friend interested in school work, schedule a time with the Program Director in order to show the department.
7. Report any accident or incident, no matter how minor it may seem. If you are accidentally cut, stuck, or hurt in the clinical laboratory, it is essential that an Occurrence Form be completed by the Clinical Section Head, and the Program Director is notified immediately.

TELEPHONE CONDUCT GUIDELINES (STUDENT IN CLINICAL ROTATION)

1. Always answer the telephone promptly (within three rings). Identify yourself by first name and the department of your location.
2. Always be courteous and pleasant when talking. Students are a representative of the BAPTIST HEALTH department.
3. Student should provide the caller the needed information. If unable to answer a question or unsure of the answer, place the caller on hold and promptly find someone to talk with the caller.
4. Do not leave a caller on hold for more than thirty (30) seconds. If unable to find the information, take their name and number and tell them that someone will return the call. Be sure someone calls them back as promised.
5. Be cautious of the information provided over the phone. Much of the information contained in the department such as patient records, prices of procedures, etc. are confidential. If a student has a question about the confidentiality of the information requested, please turn the caller over to the Clinical Supervisor or another technologist.

REQUIREMENTS FOR GRADUATION

In order for the student to successfully complete the Histology program and graduate, the following requirements must be fulfilled:

1. successful completion of the Program of Study;
2. attendance of the required number of contact hours for the clinical and theory component as outlined in the section titled “Classroom and Theory Hours”;
3. complete the clinical component as evidenced by weekly rotation evaluations documented by Clinical Technicians, Section Head, or Program Director;
4. satisfactory demonstration of the clinical and classroom objectives as evidenced by the overall evaluation process completed by the Program Director;
5. completion of required slides according to the Slide Preparation Guidelines; slides must be approved by the Program Director;
6. completion of the Student/Clearance Form; and
7. participation in the Commencement Rehearsal and Ceremony: in compliance with the dress code approved by the faculty for the event.

REFUND POLICIES

Students shall be refunded all administrative fees exceeding \$100, up to the 13th week.

The refund of tuition* policy applies to the time period beginning with the published first class date according to the following schedule:

- Before beginning the first class date 100%
- Between the 1st - 8th week of instruction 75%
- Between the 9th - 12th week of instruction 50%
- Between the 13th - 18th week of instruction 25%
- After the beginning of the 19th week of instruction 0%

Tuition refunds by BAPTIST HEALTH Schools and Affiliating colleges and universities are made upon withdrawal in accordance with, the respective policy of each entry. BAPTIST HEALTH school of Histotechnology refund policy is applied after financial settlement of students account and official clearance, during the semester term, or course for which the refund

is being requested (see WITHDRAWAL).

*includes classroom lectures, field trips, skills laboratory, clinical laboratory of any scheduled learning experience. Refunds of tuition are made after all outstanding balances to the respective school and supporting hospitals are paid. Expenses associated with fees, fines, books, equipment, supplies and uniforms are not refunded.

School-Related Fees

Students are expected to make full payment of tuition and fees at each registration in order to benefit from the program. Fees are not covered by the refund policy.

ACCREDITING BODIES

The official school Diploma/Certificate, Pin and the official transcript shall be released after all above requirements for graduation are satisfactorily fulfilled. If you prefer you may, contact the following for additional information about the School of Histotechnology:

NAACLS
8410 W. Byron Mawr Avenue Suite 670
Chicago, IL 60631 3415
Phone: (773) 714-8880
Fax: (773) 714-8886

Arkansas State Board of Private Career Education
612 S. Summit St Suite 102
Little Rock, AR 72201 4740
Phone: (501) 683-8000
Fax: (501) 683-8020