

St. Cloud State University (SCSU) Histotechnician Certificate Program

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Mission

We prepare our students for life, work and citizenship in the twenty-first century.

Vision

Through active discovery, applied knowledge and creative interaction, we positively transform our students and the communities where they live and work.

Accreditation

St. Cloud State University is accredited by:

Higher Learning Commission and the National Council for Accreditation of Teacher Education.

St. Cloud State University is a member of the North Central Association

30 North LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

(www.ncahigherlearningcommission.org) and University link on site

(<https://www.hlcommission.org/component/directory/?Itemid=&Action=ShowBasic&instid=1400>)

Accreditation means that St Cloud State University has been found to meet the Commission's requirements and criteria. This accreditation provides public certification of acceptable institutional quality.

St. Cloud State University is a member of many academic and professional associations, including American Association of State Colleges and Universities, American Association of Colleges for Teacher Education and Council of Graduate Schools in the United States.

Equal Opportunity

Saint Cloud State University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, marital status, physical or mental disability, status with regard to public assistance status, or veteran status.

In adhering to this policy, St. Cloud State abides by the Minnesota Human Rights Act, Minnesota Statute Ch.363: by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality and opportunity.

Inquiries regarding compliance may be directed to humanresources@stcloudstate.edu and oea@stcloudstate.edu, (320) 308-5123

Academic Support

The primary mission of Undergraduate Education is to facilitate the transition to college and support student success through a wide range of first year academic support services. Undergraduate Education is comprised of the Academic Appeals and Probation Office, Academic Support Department, Advising and Student Transitions, St. Cloud Technical and Community College Connections Program, Provisional Admission Program, First Year Experience Program, University Honors Program, and University Placement Testing. The orientation and placement testing programs are also primary responsibilities of the Undergraduate Education unit and are delivered in partnership with key university stakeholders. The unit is housed in the Center for Student Success on the second floor of Centennial Hall where it works closely with the Math Skills Center. Through these programs and services, Undergraduate Studies cooperates with student support and transition programs across campus in order to help students achieve their educational goals.

St Cloud State University offers a variety of resources and services that support the needs of students, a few of which are listed here. Complete information including contact names, phone numbers, available hours, etc. for each area can be found at: <http://www.stcloudstate.edu/studenthandbook/>

Advising

Advising and Student Transitions provides students with information to help them make educated choices as they work out their academic program. The Advising Center offers individualized help with a range of questions and issues, such as

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helping students navigate the general education program. The center publishes an advising resources: <https://www.stcloudstate.edu/universitycollege/>

Location: **Centennial Hall 366**
Phone: **320-308-6075**
E-mail: advising@stcloudstate.edu
Website: www.stcloudstate.edu/advising

Additionally, the Program Director and faculty maintain confidentiality and impartiality for advising and guiding students through the program by following SCSU policies on Family Educational Rights and Privacy Act (FERPA) and Institutional Equity and Access.

Disability Access Services

Student Disability Services exists to foster programmatic access to students with cognitive, physical and mental/emotional disabilities, so students can achieve their educational aspirations. These rights and responsibilities have been documented so that we can work together towards that end.

SCSU:
Location: Centennial Hall 202
Phone: 320-308-4080 ((320) 308-4704 TTY)
Email: sds@stcloudstate.edu
Website: <http://www.stcloudstate.edu/sds>

Financial Aid

SCSU:
The Financial Aid Office administers federal and state grants, work programs, and loans. The University does offer a large number of [scholarships](#). Staff members are available to answer questions on an appointment or walk in basis.
Location: Administrative Services 106
Phone: 320-308-2047
E-mail: financialaid@stcloudstate.edu
Web site: www.stcloudstate.edu/financialaid

Financial aid can only be awarded to one academic institution, so students wishing to take some courses (pre-requisite) at another institution to fulfil a program requirement need to obtain and fill out the Consortium Agreement. This can be found at <https://www.stcloudstate.edu/srfs/forms.aspx>, Financial tab.

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Histotechnician Certificate

Mission

This program prepares individuals for a career as a Histotechnician (HT). Histotechnicians work as members of the health care team, where they play a vital role in preparing surgically removed tissue specimens for microscopic evaluation and diagnosis by a pathologist. In addition to hospital pathology laboratories, employment is available in medical clinics and in private industry.

Upon successful completion of this program, the student will be eligible to sit for the national certification examination of the profession.

Student Learning Outcomes

Upon completion of the Histotechnician Certificate program, students will have achieved the following outcomes.

- A. Receiving and accessioning tissue specimens.
- B. Preparing tissue specimens for microscopic examinations, including all routine procedures.
- C. Assisting with gross examination and frozen section procedures in histopathology.
- D. Identifying tissue structures and their staining characteristics.
- E. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs.
- F. Recognizing factors that affect procedures and results, and taking appropriate action within predetermined limits when corrections are indicated.
- G. Performing and monitoring quality control within predetermined limits.
- H. Applying principles of safety.
- I. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
- J. Recognizing the responsibilities of other laboratory and healthcare professionals and interacting with them with respect for their jobs and patient care.
- K. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.
- L. Exercising principles of management, safety, and supervision, as the primary analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of criteria values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service, and patient education. The levels of analysis range from routine tissue processing to complex histopathology laboratory procedures in the various major areas of anatomic pathology. The histotechnician will have diverse functions in areas of pre-analytic, analytic, and post-analytic processes. The histotechnician will have responsibilities for information processing, training, and quality control monitoring wherever histologic procedures are performed.

Accreditation

The Histotechnology Program is accredited by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

5600 North River Road, Suite 720

Rosemont, IL 60018-5119

773-714-8880

www.naacls.org

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Goals of the HT Program – Graduates' Entry-Level Competencies

- A. Evaluate the suitability of specimens and assess the approach to preparation. Introduced in didactic courses and expanded upon during clinical experience.
- B. Demonstrate correct labeling, processing, and storing of specimens. Introduced in didactic courses and expanded upon during clinical experience.
- C. Correlate laboratory theory and terminology to practical work. Introduced in didactic courses and expanded upon during clinical experience.
- D. Demonstrate knowledge of principles, operation, and maintenance of laboratory equipment. Introduced in didactic courses and expanded upon during clinical experience.
- E. Identify problems and take corrective action according to protocol. Introduced in didactic courses and expanded upon during clinical experience.
- F. Apply basic mathematical calculations to laboratory situations. Introduced in didactic courses and expanded upon during clinical experience.
- G. Apply quality assurance/improvement techniques to monitor procedures, equipment, and technical competency. Introduced in didactic courses and expanded upon during clinical experience.
- H. Demonstrate safe work and infection control practices to ensure laboratory safety. Introduced in didactic courses and expanded upon during clinical experience.
- I. Demonstrate professional conduct and interpersonal communication skills. Introduced in didactic courses and expanded upon during clinical experience. Apply critical thinking skills to learning new techniques and procedures. Introduced in didactic courses and expanded upon during clinical experience.
- J. Relate laboratory findings to common disease processes. Introduced in didactic courses and expanded upon during clinical experience.
- K. Participate in continuing education to maintain professional competence.
- L. Perform basic skills necessary for the profession. Introduced in didactic courses and expanded upon during clinical experience.

Student Learning Responsibilities

Higher education is an apprenticeship between student and teacher. Initially, the teacher provides example, direction, evaluation, and help. But as time goes on, students become more self-sufficient, more self-directed, and more self-critical. Finally, the student becomes teacher, his or her own teacher.

- I have the responsibility to take control of my own learning process.
- I have the responsibility to think and act positively.
- I have the responsibility to develop personal strategies for learning and problem solving.
- I have the responsibility to attend and be engaged in class.
- I have the responsibility to complete assignments.
- I have the responsibility to ask questions.
- I have the responsibility to participate in classroom activities.
- I have the responsibility to help others when asked.
- I have the responsibility to not exert influence on others regarding courses or instructors.
- The path to educational success is your responsibility.

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Histotechnician Certificate Program Courses and Clinical Affiliates

This program is designed to give students a background in the basic histological techniques. Admission to the program requires the completion of any of the following; AA, AS, AAS, BA, BS with appropriate histology course work, as well as pre-requisite math, biology, and chemistry courses outlined in the program information sheet, attached to program application. Students can start certificate prior to degree completion but degree must be awarded before Histotechnician Practicum. See Appendix A for curriculum map, program application and information sheet.

After students have completed their course work, their clinical experience will be obtained at one of the clinical affiliates listed below; each represents a clinical system.

The program will maintain affiliation agreements. Some affiliates may only want to maintain current affiliation agreements if and when they plan to have an SCSU student in their laboratory for a clinical rotation. If such arises, an affiliation agreement will be established as needed.

Once a student in our program is ready to be scheduled for clinical rotations, the program will assure that a current affiliation agreement is in place. If needed the program will request that a current Clinical Facility Fact Sheet be sent to the Program Director for the site(s) to which the student will be assigned for the clinical rotation.

Affiliation agreements are kept up-to-date by the College of Science and Engineering office staff.

Clinical Affiliate Systems

Allina Health Central Laboratory

2800 10th Avenue S, Suite 2000
Minneapolis, MN 55407

CentraCare Health System St. Cloud Hospital

1406 Sixth Avenue N
St. Cloud, MN 56303

Essentia Health

407 E 3rd St
Duluth, MN 55805

HealthPartners

8170 33rd Ave S
Bloomington, MN 55425

Hennepin County Medical Center

730 S 8th St
Minneapolis, MN 55415

Minneapolis VA Health Care System

1 Veterans Dr
Minneapolis, MN 55417

North Memorial Medical Center

3300 Oakdale Avenue N
Robbinsdale, MN 55422

Clinical rotations are only scheduled according to the availability of the clinical site; they are not guaranteed to start immediately after the completion of the HT course work. Note: the scheduling is controlled by the clinical site, not by the student. The HT program will work with the clinical site scheduler. Timing of the clinical rotations depends on one or more of the following:

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- Completion of course work.
- Available spots at the location of the clinical rotation; which may include an interview, which factors into the clinical site selection process.

Currently pre-requisite courses are offered most fall and spring semesters, as well as summer, and students may take or have taken these courses at other institutions. The histology specific courses are offered as such, BIOL 364 Histology is offered at a minimum twice per year, fall, spring, and summer. BIOL 483 Histological Techniques is currently offered once a year during the summer. BIOL 364 is a pre-requisite for BIOL 483, but it is possible to concurrently take both with instructor approval. We have found that to be helpful in moving students through the program at a logical pace based on their education background. (See Appendix A for curriculum map).

Description and Objectives of Histology Courses

BIOL 364 Histology

Course Description: Microscopic structure and related functions of mammalian cells, tissues and organs. This course is designed to prepare students in the current theory and practices of the science of histology. 3 credits.

Student Learning Outcomes (Objectives)

1. Successful students in BIOLOGY 364 (Histology) will be able to: Analyze and integrate the structure/function relationships of cells and tissues within organs.
2. Compare and distinguish cells, tissues, and organs based upon their microstructure.
3. Formulate functional hypotheses based on observed organismal microstructure.

BIOL 483 Histological Techniques

Course Description: Theoretical and applied aspects of processing, staining, and evaluating tissues through microscopic study. 3 credits.

Student Learning Outcomes (Objectives)

1. Evaluate the theoretical basis of tissue fixation and demonstrate proficiency using tissues provided.
2. Recommend techniques for sectioning of tissues and demonstrate proficiency of ranking paraffin embedded tissue.
3. Compare the theoretical basis of staining of tissues and demonstrate proficiency in evaluating the quality of stained sections.
4. Distinguish methods for evaluating normal and abnormal tissue and use scoring rubrics to evaluate tissue types and functional state.
5. Excise, dehydrate, embed, section and stain histological sections for medical and research evaluation.
6. Design trouble-shooting procedures for fixation, staining, and sectioning of tissues.

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Description and Objectives of Clinical Experience Course

Clinical experience will be obtained at one of the clinical affiliates currently available listed on page 7. Clinical placement is not guaranteed.

The Clinical Rotation is approximately 12 weeks in length.

Service Work: Students are not expected or allowed to do service work or work in place or a regular employee during their clinical rotation hours. If the student chooses and employment is available, the student may be employed outside of the hours of the clinical rotation.

BIOL 444 Biology Internship (Clinical Rotation)

Supervised clinical experience in an accredited Histology Laboratory. Students will practice and gain competence in accessioning, preparing, sectioning, and staining various tissues using routine and special procedures. Students will also gain competence in tissue identification and will complete the Histotechnician checklist.

Course Description: Theoretical and applied aspects of processing, staining, and evaluating tissues through microscopic study. 12 credits.

This course provides the student an opportunity to practice the principles and procedures of histological techniques under qualified supervision in a laboratory setting.

Student Learning Outcomes (Objectives)

1. Apply the principles learned and skills practiced in the program didactic courses to develop entry-level technical skills in all aspects of the histology laboratory.
2. Upon completion of this course, the student should be able to:
 - Function in the workplace as an entry-level histotechnician.
 - Achieve eligibility to become certified as a histotechnician.

Course Competencies/Skills

Skills necessary for successful completion include, but are not limited to:

1. Embedding.
2. Microtomy
3. Staining
4. Cover slipping
5. Special stains
6. Accessioning
7. Closing cassettes and entering block count into the computer.

Expectations

1. Clinical rotation attendance is mandatory. Absences will be evaluated according to Program policy.
2. Arrival to clinicals on time is expected. Tardiness will be evaluated according to Program policy.
3. If you cannot make it to clinicals, please call as soon as you are able. If you do miss a class it is your responsibility to make sure any missed work is completed.
4. You are expected to come to clinicals prepared. This includes reading the assigned materials, completing the appropriate worksheets or take-home quizzes, and jotting down questions that may have arisen from the readings, worksheets and quizzes. LabCE/ASCP
5. For any reason other than illness, the pre-BOC LabCE final exam may be rescheduled only if approved by the instructor prior to the scheduled time.
6. You are expected to display honesty and integrity. Cheating/plagiarism will not be tolerated. This behavior includes copying of answers for any materials to be turned in for a grade from a fellow student with or without the student's permission. This type of behavior could result in dismissal from the course.
7. You are expected to follow all safety protocols and procedures.
8. It is your responsibility to clarify any vocabulary terms that are unclear. It is expected that terms used in the profession will be learned and understood.

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Histotechnology Program and Biology Faculty

Louise Millis, M.S., MLS (ASCP)^{CM} - Program and Biology Faculty

Associate Professor Biology
MLS and HT Program Director
M.S. 1987, University of Wisconsin Oshkosh
B.S. 1979, Western Connecticut State University
320-308-5438 (SCSU office)
763-424-0963 (NHCC office)
lmillis@stcloudstate.edu

Timothy J. Schuh, Ph.D – Biology Faculty

Professor of Biology
Ph.D. 1990, University of Wisconsin-Madison
B.S. 1984, University of Wisconsin-Stevens Point
320 308-5433
tjschuh@stcloudstate.edu

Heiko L. Schoenfuss, Ph.D – Biology Faculty

Professor of Biology
M.S. 1997, Ph.D. 1997, Louisiana State University and Agricultural and Mechanical College
B.S. 1991, University of Bayreuth, Germany
320 308-3130 (O)
320 308-5689 (Lab)
hschoenfuss@stcloudstate.edu
<http://web.stcloudstate.edu/aquatictox/>

New Program and Biology Faculty Starting Fall 2022

Gengyn, Le, Ph.D

Assistant Professor of Biology
Ph.D. 2009, University of Hong Kong
M.Ph. 2003, Chinese University of Hong Kong
M.B.B.S. 1998, Kunming Medical University

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BACKGROUND STUDY

An integral part of the HT Certificate is the clinical experience. To provide this experience, the University/College contracts with local health care facilities.

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Department of Human Services (DHS) or the Minnesota Department of Health (MDH) must have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in ineligibility to qualify for a degree in this program. Additionally, if clinical placement is outside of MN, specific state background checks will be required.

If as a result of the background study a student is disqualified from providing direct contact services, it is highly unlikely that the educational facility will be able to provide participation in clinical experience. If a student refuses to cooperate in the background study, any clinical facility will refuse to allow clinical experience participation. The HT Certificate does not guarantee an alternative facility placement in either of these situations. If no facility placement is available, you may be terminated from the HT Certificate.

Background studies will be initiated per academic and/or clinical site requirements.

ESSENTIAL FUNCTIONS

Essential functions represent the essential nonacademic requirements of the program that a student must be able to master to become employable. Examples of this program's essential functions are provided below. The National Accrediting Agency for Clinical Laboratory Science, in compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, requires us to define and publish essential functions. *If you are not sure that you will be able to meet these essential functions please consult with the HT Program Director for further information and to discuss your individual situation.* If restrictions are necessary due to a disability, reasonable accommodations will be made. To receive accommodations, the student must contact Student Accessibility Services at 320-308-4080 (phone).

SEE complete list in **APPENDIX B ESSENTIAL FUNCTIONS**

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PROFESSIONAL CONDUCT STANDARDS DURING CLINICAL ROTATIONS

PROFESSIONALISM

The following is a list of expected professional behaviors for the Histotechnician. Items listed below each category are examples and may not be all-inclusive.

1. Readily adjusts behavior to the changing work environment of the laboratory. (Adaptability)
2. Adheres to the established dress code of the HT certificate or laboratory. (Appearance)
 - Clean and neat; body odors are not offensive; wearing of fragrance is prohibited.
3. Complies with attendance policy of the HT certificate or laboratory. (Attendance)
 - Punctual - arrives on time as scheduled and is ready to start assignments.
 - Only uses the allotted time for breaks and lunch.
 - Notifies appropriate person of absences or before leaving the area.
 - Uses lag time in a constructive manner.
4. Displays a positive attitude toward the subject or laboratory department. (Attitude)
 - Performs work as assigned without derogatory comments.
 - Follows directions precisely.
5. Displays resourcefulness and realistic confidence in abilities. (Confidence)
 - Clarifies unclear instructions before starting or continuing with a procedure.
 - Utilizes resources when appropriate. (personnel, procedures, reference books)
 - Is aware of own limitations and seeks appropriate help when needed.
6. Responds to criticism in a positive manner. (Criticism)
 - Accepts constructive criticism and willingly works to effect change.
 - Does not make excuses for inappropriate behaviors.
7. Performs assigned work willingly and independently. (Initiative)
 - Completes assignments in a timely fashion.
 - Assists others in completing routine tasks without prompting.
 - After completing assigned work seeks additional work.
 - Keeps work areas clean and well stocked.
8. Accepts responsibility for own work. (Integrity, Judgment, Common Sense)
 - Admits mistakes and works to correct them.
 - Treats patient/coworker information in a confidential manner.
 - Completes paperwork as required by regulatory agencies/laboratory.
 - Recognizes errors in performing lab work and notifies instructor immediately.
9. Works cooperatively with instructors, other students, lab personnel, and other customers. (Relations with Others)
10. Complies with all lab safety regulations. (Safety Awareness)
 - Wears appropriate barriers as needed.
 - Adheres to all safety standards and procedures.
 - Does not put others at risk.
11. Responds to the demands of stressful or unusual laboratory/patient contact situations in an acceptable manner. (Professional)
 - Remains calm under pressure; does not use foul language.
 - Responds to agitated individuals in a calm and professional manner.
 - Communication is appropriate and easily understood.
 - Does not spend excessive time discussing personal problems.

ATTENDANCE/ABSENCE/LATENESS POLICIES

Refer to instructors' syllabi for pre-clinical rotation course attendance/absence/lateness policy.

Clinical rotation attendance is mandatory. Refer to BIOL 444 Biology Internship (Clinical Rotation) Syllabus.

For clinical experience courses, a message should be left with the laboratory histology department at your clinical site as directed and the Program Director or Education Coordinator. Refer to the Clinical Rotation Manual for specific telephone numbers.

Clinical rotation attendance will be evaluated according to:

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- **EXCUSED ABSENCE:**

Excused absences will include student illness, immediate family member (spouse, dependent) illness requiring supervision by the student, or immediate family member (parent, spouse, dependent) funeral. Other circumstances for absence may be determined as excused, such as for severe weather. Course work/rotation time make up at the discretion of the Instructor. The Program director or advisor will complete a Student Absence/Tardiness Report form (**Appendix C**) and this will become part of the student's file.

Excessive absences, as determined by the Program Director or advisor may result in the student being asked to withdraw from the clinical rotation. Excessive absence may result in dismissal from the Program.

- **UNEXCUSED ABSENCE:**

In relation to clinical rotation, a student absence/tardiness report will be filled out by the program director or advisor (Appendix A) and this will become part of the student's file. In addition, 2% will be deducted from the final clinical rotation grade for the first infraction, a total of 5% deducted following the second infraction, and an additional 5% deducted for each unexcused absence thereafter.

INSTRUCTOR ABSENCE

- When an instructor is unable to be present for his/her scheduled class, students will be informed as soon as possible as to whether the class is canceled/recording available/substitute instructor will assist them.

BAD WEATHER

- College closings are announced via Email using Star Alert and posted on the University website.
- Clinical rotations at Clinical Sites.
- Students are expected to be there when scheduled. Clinical Site policies override the University policy.

INTEGRITY IN HEALTH CARE

- It is the responsibility of each member of the profession to ensure the right of the patient to receive safe and adequate care. It follows that all responsibility of honesty in learning which is basic to competence and thus patient safety is a moral and legal responsibility of the student regarding his/her own actions and the actions of other members of the group.
- It is also the responsibility of each member of the profession to act professionally in all laboratory and classroom situations. This includes acting safely in all situations.
- Students are expected to be honest in completing all classroom and clinical assignments. Cheating, theft, plagiarism and not completing your own assignments are not acceptable. Specific definitions of and penalties for dishonesty are the prerogative of each Instructor.
- Examples of violations of this policy include, but are not limited to:
 1. cheating on exams in the classroom or testing center
 2. copying in part or in whole another student's written material
 3. falsifying information
 4. failure to report known clinical errors
 5. use of profane or inappropriate language
 6. displays of inappropriate anger
 7. disregarding safety protocols, including dress code policies
- Violations of this policy will result in immediate referral to the Appeals Committee with a recommendation for dismissal from the Medical Laboratory Technology program. Any student dismissed for violation of this policy will not be eligible for re-admission consideration.

CONFIDENTIALITY

Patients and their relatives are often anxious to find out the results of laboratory tests. Under no circumstances is it ethical for a Histotechnician to discuss the results of a laboratory test with anyone except a Pathologist or the physicians employing the technician. The results of tests should not even be divulged to physicians not in charge of the patient. All inquiries should be referred tactfully to a Pathologist or the employing physician. In particular, a Histotechnician should not discuss medical or laboratory subjects with patients or their relatives and friends. Such discussions are frequently misunderstood and misinterpreted, with resultant mental anguish and possibly serious consequences. The general rule is

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what you see, hear, learn at the workplace should stay at the workplace. Discussions outside of the laboratory may result in breach of confidentiality and end in litigation. **See Appendix A.**

HT CODE OF ETHICS

1. To conduct my professional life with dignity and integrity.
2. Place the welfare of the patient above all else, with the full realization of personal responsibility for the patient's best interest.
3. Keep inviolate the trust placed in me by patient, physician and professional investigator (veterinarian, scientist, etc.) treating as confidential all information obtained.
4. To conduct my work with integrity, objectivity, and responsibility when engaged in the practice of histotechnology applied to non-clinical research.
5. Accept responsibility for the ethical practices of our fellow members by cooperating with the Society in any efforts of investigation, counsel, or expulsion of violators.
6. Endeavor to promote and support educational and scientific programs which encourage professional growth and advancement of histotechnology professionals.
7. Pledge to uphold, and strive to improve laws and regulations affecting the public's health.

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SAFETY STANDARDS

Each student is responsible for becoming knowledgeable regarding the expectations and policies of the HT Program and the Clinical Affiliate where the student is placed.

- Since medical history and examination cannot reliably identify all patients infected with bloodborne or other transmissible pathogens, Standard Precautions are to be adhered to at all times.
- All health care workers must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with any blood or body fluids may be anticipated.
- Gloves must be worn when handling specimens and items or surfaces soiled with blood or body fluids, or any time when exposure may occur.
- Hands must be washed immediately after gloves are removed. Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood or other body fluids.
- All health care workers must take precautions to prevent injury caused by blades/knives and other instruments or devices during procedures. Appropriate engineering controls, personal protective equipment, and safe work practices should be used at all times.
- Laboratory work involves dealing with chemical reagents and other hazardous materials. For this reason, all personnel, including students, are required to wear face protection and gloves while working in designated areas of the laboratory.
- Instructors will outline specific course/department requirements as needed. It is required that students are trained in the details of the OSHA Blood Borne Pathogen Standards and Safety. This will be introduced in BIOL 483 Histological Techniques, and compliance will be expected thereafter. Appropriate documentation will be kept for each student.

DRESS CODE

All students will be **required** to wear closed-toe and closed-heel non-skid or rubber soled shoes during **all class sessions**. Legs must be covered at all times. This can be accomplished by wearing long pants or hosiery. Socks/hosiery must be worn at all times. **Lab coats must be worn for all laboratory sessions. Gloves will be required for the handling of all specimens and for collecting blood samples.** If dermatological problems arise because of the gloves, cotton glove liners can be obtained. The use of perfume, cologne, and other scented products is forbidden as a courtesy to those who may have allergies to these substances. Dress code policies will be distributed prior to the clinical experience for each institution providing experiences. Failure to comply with the dress code policy may result in immediate dismissal from the Program.

POLICY ON UNSAFE BEHAVIORS IN STUDENT AND CLINICAL LABORATORIES

A major consideration of any workplace interaction is safety, and it is the responsibility of the student or employee to provide for this need in any patient/co-worker contact.

Students are legally responsible for their acts of commission and/or omission.

- Any act of unsafe behavior by a student requires evaluation by the Instructor and the Program Director. An error requires completion of a Record of Ineffective Behavior form (**Appendix D**), which becomes part of the student's file. Serious acts of unsafe behavior will be reviewed by the Appeals Committee to determine progression in the Program. Unsafe behaviors include but are not limited to:
 - a. inappropriate assumption of independence in action or decisions.
 - b. violation of learning and principles from present/prior objectives dealing with specific procedures, techniques, skills, e.g. mislabeling a specimen cassette, altering test procedures.
 - c. lack of integrity demonstrated in HT interventions, e.g. covers errors or does not report them to appropriate individuals for action.
 - d. physical or mental condition endangering the welfare of others in the clinical area.
 - e. failure to verify the specimen with the request slip.
 - f. failure to follow laboratory safety standards.

St. Cloud State University (SCSU) Histotechnician Certificate Program

HEALTH RELATED ISSUES

IMMUNE STATUS REQUIREMENTS

Histotechnology students are performing student lab exercises in clinical areas where exposure to infectious and communicable diseases is common. It is therefore required for the safety of the student that the following immunizations or documentation of acquired immunity are obtained:

1. **Tuberculosis Testing** - evidence of negative 2-step TB Skin Test (TST) or Blood Assay (BAMT) required within previous 6 months before starting clinical rotation. If TB test is positive, evidence of negative chest x-ray (CXR) and no signs or symptoms of active TB is required.
2. **Documentation of immunity is required**, by reliable history of the disease, positive serology, or history of vaccination, for the following:
 - **Varicella (Chicken Pox)**
 - **Mumps**
 - **Rubella (German Measles)**
 - **Rubeola (Red Measles)**
3. **Hepatitis B** - documentation of immunity status or signed waiver declining vaccination
4. **Pertussis (Tdap)** - documentation of one dose of adult Tdap vaccine strongly recommended
5. **Influenza** - annual vaccination strongly recommended
6. There may be specific Immunization requirements per Clinical site

COVID: Currently policies are being adapted at clinical sites. Students will be advised when entering the program that they need to anticipate that COVID vaccination maybe mandatory, without exceptions offered, other than potential medical reasons.

The completed Immunization Record form must be turned in to the Program Director/Advisor before a student can be allowed to start of Clinical Rotation. (This may be needed up to 5 weeks prior to Clinical Rotation start date.) See Appendix E.

HEALTH INSURANCE

All students are strongly advised to have adequate health insurance coverage. Any health care costs incurred during the period of time you are a student in the HT Program will be your responsibility. Student health insurance information is available through the College.

WORKERS' COMPENSATION

It is the position of the clinical facilities and the College that, as a HT program student, you are not an employee of either the clinical facilities to which you are assigned or the College for purposes of Workers' Compensation.

DATA PRACTICES ADVISORY AND INFORMED CONSENT

Some facilities impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The College may ask you to provide health information, which will be used to determine whether you meet a clinical site's health requirements for care providers. Health information collected is private data on you. A clinical site may refuse to allow you to participate based on data provided by you. The information provided would be disclosed as needed to the College's HT Program Director and should any clinical site request the data, to any clinical site where you are placed as a student. You are not legally required to provide this information to the College. However, refusal to provide the information requested could mean that a clinical site might refuse to accept you. The HT Program does not guarantee an alternative facility placement in such an event. If no alternative facility placement is available, you will be terminated from the Program.

PREGNANT STUDENTS

It is advised that pregnant students inform the Program Director and Instructors of this fact. This will allow the program officials to advise the student of any additional health risks that may be present as a result of participating in the program. Communications of such a nature will be held in confidence.

St. Cloud State University (SCSU) Histotechnician Certificate Program

ACADEMIC STANDARDS

EXPECTATIONS

- You are expected to be in class when scheduled and to have arrived on time.
- You are expected to notify the Instructor if you cannot attend or if you are expecting to be late.
- You are expected to dress appropriately for class sessions and to comply with safety regulations.
- You are expected to complete objectives / assignments in the time frame designated by the Instructor.
- You are expected to come to class prepared.
- You are expected to participate in class discussions and group activities as assigned.
- You are expected to be honest in all of your coursework.
- You are expected to behave in a professional manner.
- You are expected to meet clinical competencies.

COURSE GRADING POLICIES

For the pre-clinical rotation courses, BIOL 364 Histology and BIOL 483 Histological Techniques, see individual course syllabi

Biology Internship (Clinical Rotation):

Evaluation of student performance includes consideration of knowledge level, skill level, and affective (non-academic) behavior. Students are evaluated by assignments, the completion and level of completion of the clinical checklists, and exits exams.

The grading scale is as follows:

100 - 90%	A
89 - 80%	B
79 - 70%	C
69 - 60%	D
Below 60%	F

Students are required to obtain a minimum grade of "C" for **each** of the BIOL histology courses (364 Histology and , clinical rotations, and in **each** of the program-required general education courses.

The instructor or student may initiate a conference if the student is not achieving the minimum performance needed to pass a course. The instructor and student will attempt to identify the problem and determine how the student can improve their performance. If a student fails to maintain expected performance, progression in the program will be evaluated by the Program Director, and additionally the instructors and/or Department Chair and/or Dean.

Satisfactory performance demands not only on a passing level in the technical and academic skills, but also implies compliance with professional behaviors. Students are expected to develop to the stated level in the professional conduct standards. If a student fails to achieve this performance, his or her record will be reviewed by the Program Director, and additionally the instructors and/or Department Chair and/or Dean for further recommendations. Dishonesty in any form will not be tolerated, and will be considered a cause for immediate dismissal.

A plan will be developed outlining specific expectations for students may be utilized to ensure the student's success.

An **incomplete "I" can be issued when extenuating circumstances apply** (e.g. extended illness, surgery, maternity leave). An incomplete may only be given when a student's progress has been satisfactory up to the granted leave time and will be overwritten by the earned grade when the assigned work is completed. According to University policy, all work for an incomplete course must be completed before the end of the subsequent semester, or the grade of "F" will be issued in place of the "I."

REMEDIAL POLICIES FOR HT COURSES

Each student must obtain a grade of "C" or better for both histology courses. A student can repeat both of the histology courses **once** if a grade lower than a "C" is received. Repeating a course will depend on availability of an open seat the next time offered. The student must obtain a grade of "C" or higher in the course the second time the course is taken or be dismissed from the program.

St. Cloud State University (SCSU) Histotechnician Certificate Program

Clinical rotation repeats may be permitted per the clinical sites policy.

A **failing grade at the time of a drop or withdrawal** from a histology course will be considered to be the same circumstance as a failing grade at the completion of the course; the course may be taken a second time and must be passed, and no other histology course may be repeated.

GRADUATION REQUIREMENTS

1. Completion of AA, AAS, BA, or BS Degree
2. Completion of all of the requirements for the HT certificate:
 - a. A student shall earn a minimum of 18 semester credits as required in the program with a grade point average of 2.00 (C) or above in courses taken.
 - b. Satisfactory achievement of essential competencies in clinical rotation.

RE-ADMISSION TO THE HT PROGRAM

Any student who is unable to continue in the Histotechnology program, defined as unable to attend classes for any one semester or summer session, should make an appointment with the HT Program Director/Advisor for an exit interview, in addition to completing the necessary processes for the academic institution.

Re-admission to the HT program is not automatic. The HT Program Director/Advisor will carefully evaluate each request for re-admission.

SEE: POLICY AND PROCEDURES FOR RE-ADMISSION TO THE HT PROGRAM ([Appendix F](#))

Ongoing evaluation of the HT curriculum results in semester and yearly curriculum revisions. For this reason, students who have been out of the HT program for one calendar year or longer may be required to attend classes and/or complete laboratory units which represent new content or material which has been re-sequenced into a new semester.

Students will generally be considered for re-admission to the program only once, unless extenuating circumstances warrant a second re-admission consideration, e.g. the student becomes ill on re-admission and has to withdraw a second time.

POSSIBLE CAUSES FOR DISMISSAL FROM THE PROGRAM

Include but are not limited to: (this list may not be complete)

- Violation of Integrity and Professionalism Policy
- Any act of unsafe behavior
- Absenteeism or tardiness deemed to be excessive
- Inability to meet general course competencies
- Failure to obtain a minimum of "C" in each course required for the Program
- Inability to pass the clinical entrance examination after two attempts
- Disqualification as a result of the criminal background check
- Inability to complete the clinical courses as scheduled as a result of health issues
- Dismissal from a clinical rotation by an assigned healthcare facility for any reason
- Other issues may arise where it is deemed necessary to dismiss a student

St. Cloud State University (SCSU) Histotechnician Certificate Program

OTHER INFORMATION

SH (National Society for Histotechnology)

ASCP (American Society for Clinical Pathology) MEMBERSHIP

Students are strongly encouraged to join these organizations as student members. Membership includes privileges at both the national and state levels. Notices of area and regional meetings will be posted and students are invited and encouraged to attend. Information on these societies is available from the Program Director.

STUDENT CONFERENCES

Students will be asked to meet with the Program Director on a semester basis during the didactic courses. They are encouraged to meet with the individual instructors as needed throughout the courses. During the clinical experience, there will be student/Program Director/Education Coordinator meetings scheduled as needed. A student can request a conference with an instructor or the program director at any time.

TUITION COSTS

Tuition costs can be found on the SCSU website (<https://www.stcloudstate.edu/srfs/finances/cost-of-attendance.aspx>). Depending on the number of credits a student takes per semester, they may pay the credit tuition rate.

REFUND POLICY

Refund of tuition payment shall be made to a student who officially withdraws from Histotechnology courses according to the established policies of the University.

ALTERNATE LIST FOR CLINICAL EXPERIENCE PLACEMENT

When the number of students qualified for clinical rotations exceeds the number of spots available at the clinical affiliate facilities, arrangements for an "alternate list" will be made. Ranking on the list will be determined by academic records (HT course GPA and overall GPA), clinical site preference, clinical site interview status. As spots become available, students on the "alternate list" will be given preference to progress to clinical assignments. Those on the alternate list will be scheduled to complete the HT clinical experience course within the span of two semesters as much as possible.

A signature form is required that indicates the student has a full understanding of the conditions for completion and alternate status. See [Appendix G](#).

CERTIFICATION EXAMINATION

Specific information regarding the certification examination will be available at any time during the student's educational program from the Program Director and can also be found on the ASCP website (<http://www.ascp.org/Board-of-Certification>). This is a computer exam, administered by a testing center, and contains approximately 100 - 150 questions.

Passing this exam is not a requirement for obtaining the HT Certificate; however inability to pass this exam may result in inability to obtain, or maintain, employment.

Students are highly encouraged to sit for the certification exam within one to three months of program completion.

Certification Examination Fee (ASCP – BOC) \$215 (approximate, non-refundable)

St. Cloud State University (SCSU) Histotechnician Certificate Program

GRIEVANCE PROCEDURE **Refer to individual institution policies**

The student has the right to see all of his/her grades and evaluations, and also has the right to disagree with an instructor's perceptions or judgments. He/she may request a conference with an instructor to discuss these or any other related concerns.

STUDENT PROTOCOL: DISCUSSION OF PROBLEMS/CONCERNS WITH FACULTY

If a problem arises, it is expected that:

1. The student/Instructor would approach the Instructor/student first to rectify the situation.
2. If that does not resolve the issue, the student/Instructor should inform the Program Director.
3. The Dean of the program will be informed of the issues involved.
4. The student/Instructor has the option of initiating an Appeals Committee meeting.

Continuation Contract

This is to inform a student that their continuation in the HT program is in jeopardy. The contract should be set-up by the instructor, the HT Program Director, and the Dean. It will consist of a specified plan of action and timeframe for improving behavior. The student and the HT Program Director will sign the contract, and it becomes a part of the student's file. The student and the instructor(s) who will be working with the student during the timeframe of the contract will each receive a copy of the signed contract.

Situations where a continuation contract would be appropriate:

1. when an Instructor makes a recommendation to the Appeals Committee based on past and/or present ineffective behavior
2. when health care facility staff have identified and documented grave concerns regarding a student's clinical performance
3. when the affiliated agency refuses to allow a student to perform in the clinical area
4. when faculty as a group have concerns regarding a student's suitability for HT

Unusual Incident

If a single ineffective behavior is of such magnitude that dismissal from the program is considered, the warning letter and continuation contract would not apply. This situation would be taken directly to the Appeals Committee for recommendation to the faculty for a final decision. Any student dismissed from the HT program by faculty action, with the exceptions of dishonesty and failure to adhere to safety standards, can request re-admission consideration by following the general policies stated for re-admission by the HT program.

St. Cloud State University (SCSU) Histotechnician Certificate Program

APPENDIX A

**HT Certificate Curriculum Map/Course Sequencing
and
Program Application and Program Sheet**

St. Cloud State University (SCSU) Histotechnician Certificate Program

Histotechnician Curriculum Map

There is a formal application process that is separate from the University admission application. For further information please contact the HT Program Director at lmillis@stcloudstate.edu

Date:		
Student name:		
Student ID:		
Access codes:		
Peach color = COMPLETED		
GREEN = FALL		
YELLOW = SPRING		
BLUE = SUMMER		
HISTOTECHNICIAN CERTIFICATE		
HT PROGRAM DIRECTOR AND ADVISOR: Louise Millis		
Office: Wick 269, Phone: 320-308-5438, Email: lmillis@stcloudstate.edu		
PREREQUISITES COURSE WORK + PREVIOUS OR COMPLETION OF A DEGREE PRIOR TO COMPLETION OF CLINICAL ROTATION		
<p>Students must first be admitted to the University in order to apply for the HT certificate program. A formal HT program application is required to enter the HT program. See separate application. Students must have completed or will complete a separate degree with appropriate course work as noted in pre-admission checklist below.</p> <p>Below is the required pre-requisite course work and then when the histology course work is offered.</p>		
Pre-Requisite		
<p>BIOL 151 (4cr) Cell Function and Inheritance CHEM 210 (4cr) General Chemistry 1 then CHEM 211 (4cr) General Chemistry 2 then CHEM 240 (4cr) Basic Organic Chemistry MATH 112 (3cr) College Algebra BIOL 202 (4cr) Anatomy and Physiology and BIOL 204 (4cr) Anatomy and Physiology (BIOL 366 + 478 can substitute for BIOL 202 + 204)</p>		
Offered Fall, Spring, Summer	Offered Summer	Offered Summer and as Needed
BIOL 366 (3cr) Histology: Fall (occasionally), Spring, Summer	BIOL 483 (3cr) Histological Techniques	BIOL 444 (12cr) Biology Internship (HT Clinical Rotation)

Contact Information

Louise Millis MLS Program Director
 269 Wick Science Building
 720 Fourth Avenue South
 St. Cloud, MN 56301
 SCSU phone: 320-308-5438
lmillis@stcloudstate.edu

Alternate Contact Information

[243 Bioscience & Health Careers Center](#)
 7411 85th Avenue North
 Brooklyn Park, MN 55445
 NHCC phone: 763-424-0963
lmillis@nhcc.edu

Program Accreditation

Program is Accredited

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
 5600 North River Road, Suite 720
 Rosemont, IL 60018-5119
 Phone: 847-939-3597
 Website: www.naacls.org

St. Cloud State University (SCSU) Histotechnician Certificate Program

St. Cloud State University (SCSU) Histotechnician Certificate Program

Application Form

1. Contact the HT Program Director via email at lmillis@stcloudstate.edu if you have questions about the program or the application process.
2. Eligible applicants include those who have successfully completed an associate or bachelor's degree from an accredited academic institution prior to admission to the program or will complete the degree no later than the end of the HT clinical rotation. Specific pre-course work is outlined in the Student Policy Manual, a minimum of a C grade (note C- will not be accepted). The minimum acceptable overall College GPA is 2.50; minimum cumulative GPA in program-required math and science courses is 2.50.
3. Apply to St. Cloud State University via the Transfer Student process (online at www.stcloudstate.edu/SCSU4U).
4. Complete this HT Application and email (preferred) or mail to:
HT Program Director
St. Cloud State University
269 Wick Science Building
720 Fourth Avenue S.
lmillis@stcloudstate.edu
320-308-5438
St. Cloud, MN 56301—4498

Decision Notification: only files containing all required materials will be reviewed. Use the check-off list below to ensure that you have submitted all required items. Sign and date in the space provided. All applicants with complete applications will receive a letter stating the decision on their application. Applicants not accepted may reapply for consideration in a future year.

Deadline: rolling admission

Histotechnician Application Check-off List:

- ____ Accepted as transfer student at SCSU and have activated SCSU email
- ____ Provided SCSU student ID to Program Director
- ____ Completed Information sheet
- ____ Completed application form
- ____ Copy of unofficial transcript from school where prior degree was earned or will be earned
- ____ Signed Essential Functions statement
- ____ Signed Oath of Confidentiality
- ____ Signed Acknowledgment have read application instructions
- ____ Signed Acknowledgment have read student handbook

St. Cloud State University (SCSU) Histotechnician Certificate Program

HISTOTECHNICIAN CERTIFICATE (HT) PROGRAM INFORMATION SHEET

PURPOSE:

This program prepares graduates to work as members of the health care team in performing histology laboratory procedures that aid the pathologist in diagnosis of disease.

BEFORE YOU APPLY - PREREQUISITES FOR ADMISSION TO THE PROGRAM:

Students must first be admitted to the University in order to apply for the HT certificate program. A formal HT program application is required to formally enter the HT program. See separate application. Students must have completed or will complete a separate degree with appropriate course work as noted in pre-admission checklist below.

Histotechnician Certificate Admission Process and Checklist

SCSU website: [Histotechnician Undergraduate Certificate | St. Cloud State University](https://www.scsu.edu/histotechnician)

Date		
Student Name		
Degree Previously Earned or Earning		
Initials	Date mm/dd/yy	Required Item
	Passing grade _____ Date _____	<p>Chemistry Requirement (<u>Chemistry course(s)</u> required for the program)</p> <ol style="list-style-type: none"> 1. Must include general chemistry and organic topics <ol style="list-style-type: none"> a. Chem 210 b. Chem 211 c. Chem 240 or 310/311 <p>Helpful course work, but not required</p> <ol style="list-style-type: none"> 1. Biochemistry <ol style="list-style-type: none"> a. Chem 240/480
	Passing grade _____ Date _____	<p>Math Requirement (a <u>Math course</u> is required for the program)</p> <ol style="list-style-type: none"> 1. College Algebra or higher <ol style="list-style-type: none"> a. Math 112
	Passing grade _____ Date _____	<p>Biology Requirement (Biology course(s))</p> <ol style="list-style-type: none"> 1. General Biology <ol style="list-style-type: none"> a. Biol 151 2. Anatomy and physiology-all body systems studied <ol style="list-style-type: none"> b. Biol 202 + 204 or Biol 366 + Human Physiology <p>Helpful course work, but not required:</p> <ol style="list-style-type: none"> 3. Microbiology <ol style="list-style-type: none"> a. Biol 206 or 362 4. Immunology <ol style="list-style-type: none"> b. Biol 486

St. Cloud State University (SCSU) Histotechnician Certificate Program

	Date Completed form Submitted: _____	<p>Background Studies Guide for Students All students are required to have a criminal background study, as well as applicable state caregiver background studies, depending on the location of the clinical site.</p> <p>Minnesota law requires that any person who provides services that involve direct contact with patients at a health care facility licensed by the Minnesota Department of Health have a background study. An individual who is disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in clinical placement and therefore will not be able to successfully complete the Histotechnician Certificate.</p>
	Date Reviewed/Signed: _____	<p>Health Record Form Histotechnician Certificate Health Record or What is required by the Clinical Site. This information will be used to update your health records.</p>
	Date Reviewed/Signed: _____	<p>Histotechnician Certificate Essential Functions Form Review the program essential functions list. Sign, date and submit the statement of understanding</p>

Admission Requirements

- GPA: 2.5
- Permission of certificate advisor. Admission takes place at the time of placement for clinical experience.
- Placement for clinical rotation requires completion or near completion of an associate's or bachelor's degree, including college level coursework in general biology ([BIOL 151](#)), anatomy and physiology, math, and chemistry.

Notes

Current undergraduate students should contact the certificate advisor at least two semesters prior to graduation to assess preparedness for clinical rotation experience. Prospective students who have already completed a degree should contact the certificate advisor as soon as is possible.

This certificate is not restricted to specific majors; however, current SCSU students working on this certificate are most often majors in Biomedical Science, Medical Laboratory Science, or Life Sciences. The certificate is open to graduates of other colleges and universities assuming appropriate science background.

[BIOL 444](#) Biology Internship is the clinical rotation experience for the certificate. Students must be individually placed for clinical rotation experience by permission of the certificate advisor. Students will be awarded the Histotechnician certificate upon completion of BIOL 444 (the clinical rotation).

Students are eligible to sit for the American Society for Clinical Pathology Board of Registry national certification examination. Passing this exam is not a requirement for obtaining the Histotechnician certificate; however, passing the certification exam is generally necessary to maintain employment in the field.

Program Requirements

18 credits: [BIOL 364](#), [BIOL 483](#), 12 credits total of [BIOL 444](#).

St. Cloud State University (SCSU) Histotechnician Certificate Program

St. Cloud State University Histotechnician Certificate (HT) Program Application

Name: _____
Last First Middle Former

Home Phone and/or cell phone: _____ Work Phone (optional): _____

Street Address: _____ City: _____

State: _____ Zip: _____ Date of Birth: _____

Birthplace: _____ Where is your legal residence? _____

How did you learn about this program? _____

Non-U.S. Citizens, please complete the following:

Country of citizenship: _____ Last Visa Classification: _____

Arrival Date in U.S.: _____ Permanent Residents: list Alien Card Number (Form 1-151): _____

Name and address of academic institution attended or attending and degree earned or being earned: _____

Date degree earned or will be earned: _____

NOTIFICATION

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in courses delivered in a Minnesota licensed health care facility. Failure to participate in these courses, the majority of the HT program courses, will result in ineligibility to qualify for a in this program.

St. Cloud State University (SCSU) Histotechnician Certificate Program

Essential Functions

**St. Cloud State University Histotechnician Certificate Program
(Applicant: Please retain the "Essential Functions" pages for your files.)
FORM FOUND UNDER APPENDIX B**

SCSU Histotechnician Certificate Program

Oath of Confidentiality
Signature Form

As a student enrolled in courses at SCSU and as a healthcare professional with access to patient information, I agree to maintain the confidentiality of all information that is obtained, including patient medical, personal and financial information. I understand that Minnesota and Federal law protects the confidentiality of such information and that I will be personally liable for any breach of this duty. I hereby hold the organization for which I work, and SCSU, harmless for any such breach.

Student signature: _____ **Date:** _____

Student name typed or clearly printed: _____

Essential Functions
Signature Form

Essential functions represent the essential nonacademic requirements of the program that a student must be able to master to become employable. Examples of this program's essential functions are provided below. The National Accrediting Agency for Clinical Laboratory Science, in compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, requires us to define and publish essential functions. *If you are not sure that you will be able to meet these essential functions, please consult with the HT Program Director at 320-308-5438 for further information and to discuss your individual situation.* If restrictions are necessary due to a disability, reasonable accommodations will be made. To discuss accommodations, the student must contact *the HT Program Director at 320-308-5438.*

I, _____

PRINT NAME

Have read and have understood the essential functions for the Histotechnician Certificate Program. I believe that I can perform the essential functions.

Signature: _____ **Date:** _____

I certify that I have read the application instructions, completed this application accurately, and have enclosed the above materials.

Student signature: _____ **Date:** _____

APPENDIX B

ESSENTIAL FUNCTIONS

St. Cloud State University (SCSU) Histotechnician Certificate Program

ESSENTIAL FUNCTIONS

Essential functions represent the essential nonacademic requirements of the program that a student must be able to master to become employable. Examples of this program's essential functions are provided below. The National Accrediting Agency for Clinical Laboratory Science, in compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, requires us to define and publish essential functions. *If you are not sure that you will be able to meet these essential functions please consult with the HT Program Director for further information and to discuss your individual situation.* If restrictions are necessary due to a disability, reasonable accommodations will be made.

KEY: **Rare** = Less than once or twice a week, **Occasional** = 0 - 2.5 hours per day, **Frequent** = Total of 2.5 - 5.5 hours per day, **Constant** = > 5.5 hours per day

Vision

- Near Vision - Reading 20 inches or less - Constant
 - * Reading of procedures
 - * Digital printouts, etc.
 - * Gradation on syringes and pipettes
 - * Computer terminals
- Depth Perception - Constant
- Color Vision - Constant
- Far Vision (>20 feet) - Occasional
- Detail Perception - Frequent
 - * Visual comparisons and discriminations
 - * Differences in shapes and shadings of figures

Hearing and Verbal Communication

- Direct communication - Frequent
- Telephone communication - Occasional
- Hear and locate timers/alarms – Occasional

Large Motor Skills

- Standing - Frequent
- Sitting - Frequent
- Static Neck Position - Frequent
- Walking - Occasional
- Climbing Stairs - Occasional
- Pushing/Pulling - Occasional
- Stooping/Bending - Occasional
- Reaching – Occasional

Small Motor/Manipulative Skills

- Hand/Arm Control - Frequent
- Fingering - Frequent
 - * Fine Manipulation
 - * Writing
 - * Keying/Typing
- Simple Grasping – Frequent

Strength

- Lifting/carrying up to 10 pounds – Occasional

Computational Skills

- Metric Conversions - Occasional
- Algebraic Problem Solving – Occasional

Attentiveness

St. Cloud State University (SCSU) Histotechnician Certificate Program

- Maintain Alertness - Constant
- Maintain Concentration – Constant

Memory Skills

- Short Term Memory - Constant
- Long Term Memory – Constant

Reasoning Skills

- Transfer Knowledge - Frequent
- Process Information - Frequent
- Problem Solving - Frequent
- Prioritize Tasks - Frequent
- Evaluate Outcomes - Frequent
- Comprehension – Frequent

Emotional Stability

- Responsibility - Constant
- Adaptability - Frequent
- Accountability - Constant
- Appropriate Response – Constant

Possible Exposure

- Radiation - Rare
(dependent upon type of procedures; may be zero)
- Toxic/caustic chemicals - Rare
(dependent upon type of procedures; may be zero)
- Fumes/Odors - Rare
 - * Noxious smells from various types of body fluids/excretions
- Mutagenic/Carcinogenic materials - Rare
(dependent upon type of procedures; may be zero)
- Blood/Body Fluid Pathogens
 - * Standard Precautions are incorporated into everything laboratory personnel do to eliminate exposure.
- Airborne Pathogens - Rare
- Noise - Constant

Occupational Factors

The positions available in the field of medical laboratory technology may require all or combinations of the following.

- Appearance/Hygiene Policies
- Possible Shift Work
- Customer/Public Interactions
- Working Under Specific Instructions
- Evaluating Performance of Others
- Performing Multiple Tasks Concurrently
- Working Alone or Apart, in Physical Isolation from Others
- Working Under Time Constraints
- Team Work
- Dealing with the Unexpected
- Handling Stressful or Emotional Situations

St. Cloud State University (SCSU) Histotechnician Certificate Program

APPENDIX C

STUDENT ABSENCE/TARDINESS REPORT

St. Cloud State University (SCSU) Histotechnician Certificate Program

**HISTOTECHNICIAN CERTIFICAT PROGRAM CLINICAL ROTATION
STUDENT ABSENCE/TARDINESS REPORT**

Student _____ Date _____

Start time _____

Time called in and/or arrived _____

Explanation _____

Preceptor _____

Program Director/Advisor _____

Documentation required? Yes _____ No _____

Excused absence? Yes _____ No _____ NA _____

Excused lateness? Yes _____ No _____ NA _____

Examination missed? Yes _____ No _____

PRIOR PERMISSION

Requested Absence - Date(s) _____

Reason for Absence: _____

Approved? Yes _____ No _____

Preceptor _____ Date _____

Program Director/Advisor _____ Date _____

Reason if Unapproved _____

Makeup Work - Schedule

Student signature _____ Date _____

St. Cloud State University (SCSU) Histotechnician Certificate Program

APPENDIX D

RECORD OF INEFFECTIVE BEHAVIOR

St. Cloud State University (SCSU) Histotechnician Certificate Program

RECORD OF INEFFECTIVE BEHAVIOR (ROIB) AT CLINICAL SITE

The purpose of the ROIB is to document identified student behavior that may hinder maximum professional growth and competence objectively and clearly. The student may benefit from immediate feedback related to performance. The ROIB can provide this feedback, plus the opportunity to document data and perceptions so that behavior may be discussed. Preceptor/Program Director/Advisor hopes this record can be the springboard for change and improvement in performance. The record remains in the student file.

DEFINITIONS:

Behavior: affective, cognitive, or psychomotor performance

Ineffective Behavior: performance that the preceptor judges to be unsatisfactory, inconsistent, or non-compliant as related to program policies, course requirements, and/or clinical competencies

Examples of ineffective behaviors include but are not limited to:

- any breach of integrity or honesty
- discussion of patient data in a public area
- failure to follow Standard Precautions or safety procedures
- failure to obtain supervision from an instructor when necessary
- use of language and mannerisms that are offensive to patients and others in the clinical area
- failure to notify instructors in case of illness or anticipated tardiness
- unexcused absences

PROCEDURE FOR IMPLEMENTATION OF THE RECORD OF INEFFECTIVE BEHAVIOR

1. The preceptor immediately notifies the student of an ineffective behavior.
2. The student is informed of the significance of that behavior.
3. The preceptor/program director/advisor decides if the student is permitted to remain in the clinical area.
4. If the student is dismissed, a conference with any of the following: preceptor/program director/advisor and student must occur before the student is permitted to return to the clinical area.
5. A ROIB will be completed whenever a student's performance is deemed ineffective.
6. The ROIB will be read by the student and discussed with the preceptor/program director/advisor.
7. The student and the preceptor/program director/advisor will sign the ROIB.
8. A copy will be given/sent to the Program Director and it will be placed in the student's file.
9. The preceptor or Program Director/Advisor will initiate a review regarding the following situations:
 - a. occurrence of a second incident in the same academic semester.
 - b. occurrence of a similar incident, as already documented.

St. Cloud State University (SCSU) Histotechnician Certificate Program

**HISTOTECHNICIAN CERTIFICAT PROGRAM CLINICAL ROTATION
RECORD OF INEFFECTIVE BEHAVIOR**

Student _____ Date _____

Preceptor _____

Program Director/Advisor _____

Ineffective Behavior(s):

Factual Description by Preceptor of Ineffective Behavior:

Preceptor Signature _____

Student Response:

I have read this record and discussed it with my preceptor.

Student Signature _____

St. Cloud State University (SCSU) Histotechnician Certificate Program

APPENDIX E

IMMUNIZATION RECORD

St. Cloud State University (SCSU) Histotechnician Certificate Program

HISTOTECHNICIAN CERTIFICATE PROGRAM CLINICAL ROTATION

Immunization Record

All students in these programs are expected to make arrangements as necessary for the required attestation of immunization and physical examination **BEFORE** experience in a health care facility begins.

Student _____ Date _____

Clinician - please print or stamp the following:

Clinician name _____ Facility _____

Required Documentation:

<p><u>Tuberculosis Testing</u> (within previous 6 months before starting clinicals) TST or QFT Result* (pos or neg):</p> <hr/> <p>*If positive, evidence of a negative CXR. Provider <u>must</u> attest that student shows no signs/symptoms of active TB.</p> <p>Provider signature:</p> <hr/>	<p>Test date</p> <hr/> <hr/> <hr/>
<p><u>Varicella (Chicken Pox)</u> - documentation of immunity REQUIRED</p> <p>1 Reliable history of VZV or shingles</p> <hr/> <p>2 Positive serology test</p> <hr/> <p>3 Two doses of vaccine</p> <p align="right">1st dose</p> <hr/> <p align="right">2nd dose</p> <hr/>	<p>Date(s) for one method</p> <hr/> <hr/> <p>1</p> <hr/> <p>2</p> <hr/>
<p><u>Mumps</u> - documentation of immunity REQUIRED</p> <p>1 Born before 1957</p> <hr/> <p>2 MD diagnosed mumps</p> <hr/> <p>3 Two doses of M or MMR</p> <p align="right">1st dose</p> <hr/> <p align="right">2nd dose</p> <hr/> <p>4 Positive serology</p> <hr/>	<p>Date(s) for one method</p> <p><u>DOB</u></p> <hr/> <hr/> <p>1</p> <hr/> <p>2</p> <hr/>
<p><u>Rubella (German Measles)</u> - documentation of immunity REQUIRED</p> <p>1 One dose of MR or MMR</p> <hr/> <p>2 Positive serology test</p> <hr/>	<p>Date for one method</p> <hr/> <hr/>

St. Cloud State University (SCSU) Histotechnician Certificate Program

Required Documentation:

Rubeola (Red Measles) - documentation of immunity REQUIRED		Date(s) for one method
1 Born before 1957		DOB
Reliable history or MD diagnosed mumps		_____
Positive serology test		_____
One dose vaccine		_____
2 Born in or after 1957		DOB
MD diagnosed		_____
measles		_____
Two doses vaccine	1st dose	1 _____
	2nd dose	2 _____

Positive serology		_____
Hepatitis B - documentation of immunity status REQUIRED		Date(s) for one method
1 History of disease		_____
2 Positive serology test		_____
3 HB vaccine	1st dose	1 _____
	2nd dose	2 _____
	3rd dose	3 _____
4 Signed waiver declining vaccination		_____
Pertussis (Tdap) - documentation of vaccine strongly recommended		
One dose of adult Tdap		_____
Influenza - strongly recommended		
Annual vaccination(s)		_____

COVID: Currently policies are being adapted at clinical sites. Students will be advised when entering the program that they need to anticipate that COVID vaccination maybe mandatory, without exceptions offered, other than potential medical reasons.

Clinician - please sign:

I have verified immunization status for the student named above.

Signature of clinician

Date

St. Cloud State University (SCSU) Histotechnician Certificate Program

APPENDIX F

**POLICY AND PROCEDURES
FOR RE-ADMISSION TO THE HT PROGRAM**

RE-ADMISSION REQUEST FORM

St. Cloud State University (SCSU) Histotechnician Certificate Program

HISTOTECHNICIAN CERTIFICATE PROGRAM CLINICAL ROTATION POLICY AND PROCEDURES FOR RE-ADMISSION TO THE PROGRAM

General Policies Regarding Re-admission to the HT Program

1. Any student who is unable to continue in the Histotechnician (HT) certificate program, defined as unable to attend histology courses and/or clinicals should make an appointment with the HT Program Director/Advisor for an exit interview in addition to completing the necessary processes for their institution.
2. Re-admission to the HT program is not automatic. Each request for re-admission will be carefully evaluated by the HT Program Director/Advisor and clinical site.
3. Any student desiring consideration for re-admission must follow the Re-admission Procedures.
4. Ongoing evaluation of the HT curriculum results in semester and yearly curriculum revisions. Due to this fact, students who have been out of the HT program for longer than one calendar year may be required to attend classes and/or complete laboratory units which present new content or material which has been re-sequenced into a new semester.
5. Students will generally be considered for re-admission to the program only once, unless extenuating circumstances warrant a second re-admission consideration, e.g. student becomes ill on re-admission and has to withdraw from program.

RE-ADMISSION PROCEDURE

A Re-admission Request Form may be obtained from the HT Program Director/Advisor.

1. A STUDENT REQUESTING REVIEW FOR RE-ADMISSION TO THE HT PROGRAM WILL:
 - a. submit a complete copy of the Re-admission Request Form to the HT Program Director/Advisor for review by the HT course instructors and Program Director/Advisor.
 - b. submit this request to the HT Program Director/Advisor no later than the first week of the semester THAT PRECEDES the semester to which the student wants to be re-admitted i.e. for re-admission to Spring semester; request must be made first week of Fall Semester.
 - c. provide transcripts and other data (health statements, etc.) to verify any statements made in re-admission request.
2. CONSIDERATION FOR RE-ADMISSION WILL BE BASED UPON:
 - a. overall College GPA - 2.50 minimum.
 - b. all HT courses completed at a level of "C" or better since leaving program.
 - c. achievement and evaluations in completed HT courses.
 - d. evidence of resolution of sources cited as reasons for leaving HT program.
 - e. approval for student to attend clinical site.
 - f. space availability at a clinical site.
3. THE DECISION BY THE Program Director/Advisor ON THE REQUEST FOR RE-ADMISSION WILL BE COMMUNICATED IN WRITING.
4. A STUDENT WHO IS APPROVED FOR RE-ADMISSION TO THE HT PROGRAM WILL:
 - a. fulfill all conditions of re-admission before registration for HT is allowed.

*Specified testing in theory or laboratory skill performance may be required of individuals based on review of their performance while in the HT program.

St. Cloud State University (SCSU) Histotechnician Certificate Program

**HISTOTECHNICIAN CERTIFICAT PROGRAM CLINICAL ROTATION
RE-ADMISSION REQUEST FORM**

Student: _____

Address: _____

Phone: _____

Semester/Year last attended HT classes: _____

Semester/Year desiring re-admission: _____

Student ID #: _____

DIRECTIONS: Complete this form and submit according to directions in Re-admission Procedure. WRITE LEGIBLY or type. Be concise and pertinent in your statements. Remember to include all relevant documentation as described in the Re-admission Procedure.

DATA ON LAST TERM ENROLLED IN HT PROGRAM:

1. List courses being carried at that time.

2. Work load - previous hours/week and place of employment.

3. Other contributing pressures, e.g. health, family, personal. Describe briefly.

4. Statement of reason(s) for leaving HT program - cite major source of difficulty.

St. Cloud State University (SCSU) Histotechnician Certificate Program

RE-ADMISSION REQUEST FORM (page 2)

DATA SINCE LEAVING HT PROGRAM:

1. Course work completed - with grades.

2. Work load - hours/week at present.

RATIONALE FOR DESIRING RE-ADMISSION. Based on reasons for leaving program, why should you be allowed to re-enter at this time? State if any contributing pressures have been resolved or have changed.

DATA ON COURSE WORK TO BE COMPLETED:

1. Courses in the HT Curriculum yet to be completed are:

2. Work load to be carried if re-admitted - hours/week. Is it a necessity that you work?

St. Cloud State University (SCSU) Histotechnician Certificate Program

APPENDIX G

**Student Policy Manual
And
Alternate List Acknowledgement Signature Forms**

St. Cloud State University (SCSU) Histotechnician Certificate Program

**HISTOTECHNICIAN CERTIFICAT PROGRAM CLINICAL ROTATION
ACKNOWLEDGMENT FORM**

Student Name _____ **ID#** _____
Please Print

Student Policy Manual Acknowledgment

I hereby acknowledge that I have reviewed a copy of the HT Student Policy Manual (viewable on the SCSU website, can also ask for separate copy). I certify that I will read the document carefully and will comply with the policies of the program as stated herein.

I recognize I need to retain the manual until I have completed all of my course work.

I agree to accept the consequences of non-compliance with any policies stated herein.

If I have questions, I will contact the HT Program Director/Advisor for clarification.

(Statement is to be signed during the HT program orientation prior to beginning HT program courses, or upon entering the program at a later date).

Student signature _____ **Date** _____

Student Alternate List Acknowledgment

I hereby acknowledge that I have been informed that an alternate list may be instituted if clinical sites are not available at the time I am ready to begin that portion of the HT program. I understand that I will be informed during the term prior to my clinical rotation and that I will be given priority to the next available site as my ranking indicates, as described in this manual.

Student signature _____ **Date** _____

St. Cloud State University (SCSU) Histotechnician Certificate Program

APPENDIX H

LABORATORY EVALUATION FORM (Clinical Rotation Checklist)

St. Cloud State U. Histotechnician Certificate Competency Checklist

Student name: _____

Institution student attending: _____

Clinical Rotation site: _____

Dates of Rotation: _____

General Instructions (**bolded** words refer to who is responsible for each step):

Scheduling of Clinical Rotations:

1. **HT staff** will work with the facility's **Education Coordinator** or designee to schedule the clinical rotation.
2. Scheduling will depend on a variety of factors, most importantly the lab's availability.
3. Once the schedule is confirmed, the **Education Coordinator** should email the schedule to the SCSU Program Director, the students, and their supervisors.

Clinical Rotations:

1. Some facilities have specific requirements the student must complete before beginning the clinical rotation. The **student** should watch for emails with instructions.
2. Each day, the **student** will bring their most recent Competency Checklist to their preceptor who will follow the "Preceptor" instructions below.
3. **The student will sign, date and download** the checklist and any assignments to D2L.
4. Two or three weeks before the end of the clinical rotation, the **student** will contact the SCSU Program Director or designee and schedule the exit exam.

Graduation and ASCP-BOC HT Certification Exam:

1. At the beginning of the student's clinical rotation, the **student** should apply for graduation (online).
2. Towards the end of the student's clinical rotation, the **student** should apply to the ASCP-BOC for the HT certification exam under Route #1.
3. For HT exam information, look for a file in the D2L course Content.
- 4.

Clinical Rotation Rating/Score:

Preceptor(s): Daily when possible: With your initials and the date, please document as the student gains competencies at the "Goal" level according to the defined Levels of Achievement. Upon completion of this clinical rotation, the student will demonstrate understanding of the theory and demonstrate competency in each of the following skills according to the performance objectives and Level of Achievement provided. Comment as needed. One or more of the preceptors should sign and date the form at the completion of the rotation.

Levels of Achievement for Goal/Score:

- 1: Discussed: Procedure or skill was discussed including principle and student demonstrated understanding.
- 2: Demonstrated: Procedure or skill was performed by the preceptor while the student observed.
- 3: Practiced: Student has practiced the procedure or skill under supervision of the preceptor.
- 4: Maximum Supervision: Student has performed the procedure or skill with maximum supervision by the preceptor.
- 5: Minimum Supervision: Student can perform the procedure or skill with little or no direct supervision.

General Skills Worksheet (ASSIGNMENT) SCSU provides to student	Goal	Score Clin Rotation	Date/Initial	Comments
Performs and/or monitors QC procedures	4-5			
Performs, documents and evaluates temperature checks and other daily/weekly tasks	4-5			
Receives and accessions patient specimens with careful consideration of specimen ID unique for histology	4-5			
Keeps work area organized to maximize efficiency	4-5			
Refers appropriate preventive and corrective maintenance of equipment and instruments to sources for repairs.	3-5			
Recognizes factors that affect procedures and results and takes appropriate action when corrections are indicated	3-5			ASSIGNMENT 1: see end of document
Tracks accession numbers and specimen types	4-5			
Performs preventive and corrective maintenance of equipment and instruments	3-5			
States and explains reasons for safety policies	4-5			ASSIGNMENT 2: see end of document
Recognizes and corrects dangerous situations related to job safety	4-5			
Routine Procedures	Goal		Date/Initial	Comments
Prepares tissue specimens for microscopic examinations	3-5			
Assists with gross examination of specimens:				
<ul style="list-style-type: none"> Maintains accurate specimen identification 	4-5			
<ul style="list-style-type: none"> Determines correct fixatives necessary for requested procedures 	4-5			ASSIGNMENT 3: see end of document
<ul style="list-style-type: none"> Weights and measures specimens 	2			
<ul style="list-style-type: none"> Selects cassettes for processing and stores residual tissue using methods to insure preservation 	3			
<ul style="list-style-type: none"> Records information for subsequent processing such as embedding and cutting 	4-5			
Assists with frozen sections	3			
Demonstrates how frozen sections are cut	3			
Identifies tissue structures	5			
Lists staining characteristics of various tissue structures	5			ASSIGNMENT 4: see end of document
Fixation	4-5			
Lists steps in various staining procedures	4-5			ASSIGNMENT 5: see end of document
List the characteristics of special stain controls	2-5			ASSIGNMENT 6: see end of document
Distinguishes the unique characteristics and handling of the following:				
<ul style="list-style-type: none"> Breast core biopsies 	4-5			ASSIGNMENT 7: see end of document
<ul style="list-style-type: none"> Liver biopsies 	4-5			ASSIGNMENT 7: see end of document
<ul style="list-style-type: none"> Prostate biopsies 	4-5			ASSIGNMENT 7: see end of document
<ul style="list-style-type: none"> Colon biopsies 	4-5			ASSIGNMENT 7: see end of document

• Skin lesions	4-5			ASSIGNMENT 7: see end of document
• Breast tissue	4-5			ASSIGNMENT 7: see end of document
• Colon specimens	4-5			ASSIGNMENT 7: see end of document
• Specimens with lumens	4-5			ASSIGNMENT 7: provided to student
• Other large surgical specimens (list)	4-5			ASSIGNMENT 7: see see end of document
Demonstrates correct embedding techniques for the following:				
• Breast core biopsies	2-5			
• Liver biopsies	2-5			
• Prostate biopsies	2-5			
• Colon biopsies	2-5			
• Skin lesions	2-5			
• Breast tissue	2-5			
• Colon specimens	2-5			
• Other (list)	2-5			
• Specimens with lumens	2-5			
• Other large surgical specimens (list)	2-5			
Demonstrates the general cutting technique for a specimen	2-5			
Reports all patient results	3-5			
Processes specimens coming from other locations	3-5			
Identifies when a reference lab referral is appropriate	4-5			
Describes how to correct the following problems while cutting:				
• Knife lines in the section	4-5			ASSIGNMENT 8 see end of document
• Calcifications in the block	4-5			ASSIGNMENT 8 see end of document
• Compression of sections	4-5			ASSIGNMENT 8 see end of document
• Unable to form a ribbon	4-5			ASSIGNMENT 8 see end of document
• Venetian blind effect	4-5			ASSIGNMENT 8 see end of document
• Sections exploding on the water bath	4-5			ASSIGNMENT 8 see end of document
• Sections not expanding on the water bath	4-5			ASSIGNMENT 8 see end of document
• Dry tissue	4-5			ASSIGNMENT 8 see end of document
Demonstrates ability to cut a minimum of 30 blocks per hour	4-5			
Disposes of reagents used in routine H&E staining and special stains	4-5			
Maintains records and files as required by established procedures	3-5			
Special Procedures	Goal		Date/Initial	Comments
Determines appropriate specimen handling and processing for requested procedure	3-5			

Recognizes special protocols for specific procedures	3-5			ASSIGNMENT 9 see end of document
Demonstrates ability to perform special procedures according to established protocols.	2-5			ASSIGNMENT 9 see end of document
List special procedures observed:				
Affective Skills	Goal		Date/Initial	Comments
Maintains strict patient confidentiality, adhering to HIPAA regulations	5			
Applies theoretical knowledge and critical thinking skills	5			
Maintains a positive attitude and composure during challenging situations	5			
Uses all safety devices correctly and consistently	4-5			
Accepts responsibility for actions; reports errors; is truthful; demonstrates good judgment	5			
Displays appropriate level of confidence; accepts criticism and guidance	5			
Respects differences including cultural, gender, race, religion and sexual orientation	5			
Follows assignment dress and appearance policies	5			
Completes tasks in a timely manner; leaves work area clean, stocked and organized for the following shift	5			
Conveys accurate information verbally and in writing; asks appropriate questions	5			
Demonstrates flexibility and cooperation during times of departmental needs.	5			
Maintains satisfactory attendance; appropriately communicates tardiness, early departures and absences	5			
Demonstrates effective work relationships and respect for personnel/patients	5			
Takes initiative; demonstrates self-motivation	5			
Recognizes the roles of other laboratory and healthcare professionals and interacts with them with respect for their positions and patient care	5			

Based on their performance, would you consider this student for employment as a Histotech? Yes No

Student: _____

Date: _____

Preceptor:

_____ Date: _____

Additional Comments:

TEXTBOOKS

- Histotechnology Textbook: Histotechnology A Self-Instructional Text 5th edition (you already have a copy of this from your histology courses) – **Referred to as Textbook**
- Histotechnology Workbook: Histotechnology A Self-Assessment Workbook 5th edition (you already have a copy of this from your histology courses) – **Referred to as Workbook**

- Principles of Clinical Laboratory Management: A Study Guide and Workbook (out of print, selected pages provided 1, 2, 12) – **Referred to as Management Textbook**
- Background: Review glossary in Self-Assessment Workbook
- Review content for each chapter and then address the page(s) indicated below
- For each question noted, in addition to answering the questions, you need to explain why the answer is correct
- Submit the responses to the HT 444 Clinical Rotation course in D2L

ASSIGNMENTS

LAB MATH ASSIGNMENT: NOT A PARTICULAR ASSIGNMENT CONNECTED TO THE CHECKLIST, NEEDED FOR OVERALL KNOWLEDGE

- Textbook Chapter 3
 - Learning Activities 1 and 2
- Workbook Section 3
 - Questions 1, 2, 4, 6 - 8, 11, 19

LABORATORY MANAGEMENT

Part I

Read and Review the following Textbook pages, complete the Learning Activities as noted.

Complete the Workbook Questions as noted.

Read and Review the Management Textbook pages and complete the Questions and Case studies noted.

Upload all completed work into the HT Clinical Rotation Course under the Laboratory Management Dropbox.

- Textbook Chapter 15
 - Learning Activities 1 and 2
- Workbook Section 15
 - Questions 5, 7 – 11
- Management Textbook
 - Chapter 1
 - Questions 1 and 2
 - Case Study 2
 - Chapter 2
 - Questions 1 – 3
 - Case Study 5
 - Chapter 12
 - Questions 2 – 8
 - Case Study 1

Part II

LabCE Subject Area Assessment

- Purchase (or renew) the 'Exam Simulator for HT/HTL on the LabCE website. These exams will be practice for the BOC and will be used in calculating your clinical grade. Link is below.
- You need to add Program Director's (Louise) site code number (126373) to your LabCE account. Do this under the My Profile area on the upper right side of the screen.

Complete the Subject Area Assessments Connected to Laboratory Management, for example, Management, Regulation, Safety, Laboratory Mathematics, and Ancillary Equipment/Instructions. Email Program Director once you have completed this work.

TOPICS ON IMMUNOHISTOCHEMISTRY AND ENZYME HISTOCHEMISTRY DO VARY BY SITE, COMPLETE THE FOLLOWING, NOT THERE IS NOT A PARTICULAR ASSIGNMENT CONNECTED TO THE CHECKLIST

- Textbook Chapter 12
- Workbook
 - Questions 1, 3 -10
- Textbook Chapter 13
- Workbook
 - Questions 1 – 4, 13, 18, 22, and 27

ASSIGNMENT 1:

- Textbook Chapter 2
- Workbook Section 2
 - Questions 4, 7, 8, 11, 16, 17, 19, 21, 22, 23, 24, 56, 68-92

ASSIGNMENT 2:

- Textbook Chapter 1
 - Learning Activities: Questions 1 - 3
- Workbook Section 1
 - Questions 2, 4, 5, 9, 11, 13, 15, 17, 21, 22, 23, 45, 46

ASSIGNMENT 3:

- Textbook Chapter 4
 - Learning Activities 1 - 3
- Workbook Section 4
 - Questions 11, 12, 16, 17, 21, 22, 23, 29, 31, 36, 37, 45, 89, 95, 99

ASSIGNMENT 4:

- Textbook Chapter 6
- Workbook Section 6
 - Questions 1, 6, 8, 10,16, 18,19, 20, 27, 28, 40, 67-70

ASSIGNMENT 5:

- Textbook Chapter 6
 - Focus on manual progressive HE, 122 automated HE
 - Describe the function of each of the steps in the manual progressive HE procedure

ASSIGNMENT 6:

- Textbook Chapter 10
- Workbook Section 10
 - Question 101

ASSIGNMENT 7:

- Textbook Chapter 5
 - Describe the unique characteristics of each of the tissue samples listed and any special processing criteria. (may need to consult additional references)
- Workbook Section 5
 - Questions 1 – 19, 43 - 46

ASSIGNMENT 8:

- Textbook Chapter 2
- Workbook Section 2
 - Questions 4, 7, 11, 13, 17, 19, 21, 23, 58, 59, 68-96

ASSIGNMENT 9:

- Textbook Chapter 5
- Describe under what situations you would use the following special procedures and how to process the tissue for each procedure: biopsy marking, decalcification, frozen sections and Mohs surgery. NOTE WILL VARY ON CLINICAL SITE .