



**Goodwin**  
University

***HISTOLOGIC SCIENCE PROGRAM***  
***Student Handbook***



## Histologic Science Program

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**THE UNIVERSITY RESERVES THE RIGHT TO AMEND OR ALTER THE ABOVE POLICIES AT ANY TIME. ALL STUDENTS WILL BE INFORMED OF SUCH CHANGES.**



### **Welcome to the Histologic Science Program**

It is my pleasure to welcome you to the Histologic Science Program here at Goodwin University.

This Student Handbook was designed to share useful information that will assist you as you progress through this program. Please read each section carefully to ensure a thorough understanding of what is expected of you as a student in the Histology Program. There are many people and services here at the university and beyond that are in place to be of service to you while you are in the program. Please do not hesitate to call on any one of us to support you!

It is my hope that you will find your time spent in the laboratory and classroom to be enriching, thought provoking, and most of all an enjoyable, collaborative experience.

Again, I welcome you and look forward to sharing this experience with you.

Warmest regards,

A handwritten signature in black ink that reads "Kelli Goodkowsky".

Kelli Goodkowsky, M.Ed., HT (ASCP)

Program Director and Associate Professor



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Student Services 860-913-2043  
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Bookstore 860-913-2374  
Information Technology Help Desk 860-727-6743  
Campus Security 860-913-2100

## Mission

The primary goal of the Histologic Science program is the education of students to become competent Histotechnicians who not only have a thorough understanding of theory but who can also utilize such information in a laboratory situation, sometimes relying on her/his own judgment.

## Description of HT Program

Goodwin University began accepting students for the Histotechnician (HT) program in 2005 with the first class beginning on January 9, 2006. This is currently one of only two accredited programs in New England and the only program in the state of Connecticut.

The Histologic Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N River Rd, Suite 720, Rosemont, IL 60018 Ph: 773.714.8880, Fax: 773.714.8886. The students will take approximately three semesters, or one full calendar year, to complete the core histology courses (hybrid students complete the core courses in four semesters). The curriculum is designed to develop competent histotechnicians and to prepare students to take the national certifying examination offered by the American Society of Clinical Pathologists (ASCP) upon graduating from the program. As of September 2015, only students holding an Associate Degree (AS) or higher from a regionally accredited college, will be allowed to enroll to receive the certificate only. Students who do not hold an Associate Degree or higher from a regionally accredited college, will be enrolled in the AS Histology and will be eligible to sit for the national certification exam offered by the American Society for Clinical Pathology (ASCP) upon completion of this degree. The granting of the degree is not contingent upon passing an external certification or licensure exam.

Students are taught theory and basic techniques in a well-equipped teaching facility. In addition, time is spent in a histology laboratory where the students apply classroom theory and techniques in an actual clinical environment. This coordination of lectures and laboratory experience reinforces the learning process and prepares the student for a career in histotechnology.

## Curriculum – Suggested Sequence of Core Histology Courses – Full time Program

(Hybrid students complete the histology core requirements in 4 semesters- 1<sup>st</sup> semester- HLT 102, HLT 110, HSC 105; 2<sup>nd</sup> semester HLT 113/115/ HSC 111; 3<sup>rd</sup> semester HLT 209/210; 4<sup>th</sup> semester HLT 230/290).

**\*Pre-Requisites: Human Biology 4 credits, Chemistry 4 credits; Math 125 3 credits all with a grade of C or higher; GPA 2.7**

### 1st Semester

HLT 102	Introduction to Histology	3
HSC 105	Medical Terminology	3
HLT 110	Histology Techniques	3

### 2nd Semester

HLT 115	Histology Laboratory Application	3
HLT 113	Concepts of Staining and Fixation	3
HLT 210	Staining II	3
HLT 209	Special Staining Lab	3

### 3rd Semester

HLT 290	Histology Clinical Experience	7
HLT 230	Histology Capstone & Seminar	3
HSC 111	Medical Law & Ethics	3

## Total Core Histology Credits (inc. prerequisites) = 34 semester credit hours

Please refer to the course syllabi for course descriptions, learning outcomes, texts, instructor, teaching strategies, and course outlines.

## Program Outcomes/Competencies

Upon successful completion of all program requirements, graduates will be able to:

1. Receive and accession tissue specimens;
2. Prepare tissue specimens for microscopic examinations, including all routine procedures;
3. Assist with gross examination and frozen section procedures in histopathology;
4. Identify tissue structures and their staining characteristics;
5. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs;
6. Recognize factors that affect procedures and results, and take appropriate action within predetermined limits when corrections are indicated;
7. Perform and monitor quality control within predetermined limits;
8. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
9. Exercise principles of management, leadership, safety, and supervision;
10. Recognize the responsibilities of other laboratory and healthcare professionals and interact with them with respect for their jobs and patient care;
11. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence;
12. Identify the ethical, legal, and regulatory framework of the healthcare industry;
13. Analyze and synthesize ideas; apply critical thinking skills in professional and personal problem solving; recognize and respect a multicultural society;
14. Take the national examination given by the American Society for Clinical Pathology (ASCP) leading to certification as a Histotechnician (HT).

## Background Check and Drug Testing

All students must successfully pass a background check and drug test before official acceptance in the Histology Program will be granted. Forms are provided by program personnel. The cost for these tests is rolled into the student financial aid package.

## Absenteeism

Since attendance and punctuality are crucial factors in your future employment as a histotechnician, absenteeism and tardiness are closely monitored in the Histologic Science Program. Points may be deducted for absenteeism and **may affect the final grade**. Please refer to the syllabus for each course for attendance policies.

## Clinical Experience

Our objective is to produce competent technicians who not only demonstrate a thorough understanding of theory, but who can also utilize such information in a laboratory situation, sometimes relying on her/his own judgment; therefore, the clinical experience is an integral part of the learning process. Students must maintain a **C+ or higher average** to participate in the clinical experience. Each student will be supervised in the laboratory area to gain expertise and knowledge of theory for potential future employment opportunities.

The clinical experience is a privilege extended to the students by the laboratories involved. We are guests in these facilities and must adhere to their policies and performance standards. Most clinical sites require background screens and drug testing and the site may require this service be performed by the site. The site may absorb this cost or the additional cost may be the responsibility of the student. Students enrolled attend a mandatory "internship" orientation prior to attending the clinical experience.

The clinical facility has the right to remove a student and thus terminate the clinical experience if they are not satisfied with the student's attitude, attendance, behavior or academic performance in their facility. Students are expected to approach the clinical rotation as though it is a potential employment opportunity. Students may not perform any procedure unless a preceptor has reviewed and/or demonstrated the procedure first.

It is the absolute expectation that every student behave ethically as part of the Histology Program. It is the student's responsibility to keep track of their hours while at the clinical site. **If a student in any way falsifies**

**hours spent at the clinical site**, they will be dismissed from the program. It is the student's responsibility to keep track of the student hours, in conjunction with the clinical site preceptor. All students are expected to attend all of the scheduled clinical days. If an unforeseen illness or emergency occurs, the student is **required to call in to the instructor and their assigned clinical site.**

**If a student is removed from the clinical site for cause (e.g., poor attitude, behavior, attendance, falsifying records, or academic performance), another site will not be offered to the student and the student will not pass the course, nor will they be allowed to repeat the course. The student will be unable to graduate from the Histology Program and thus, will be ineligible to sit for the Board of Registry Exam.**

Each student will be formally evaluated at three separate intervals by her/his preceptor. The evaluation will be written on a form provided by Goodwin University and will be discussed individually with the student by the evaluating preceptor when requested by the student. The Goodwin University instructor and/or Program Director will review each completed form to ensure the student is on track. The instructor will discuss with the student any areas of improvement noted, and a plan for improvement will be documented. The evaluations will be placed into the student's record. Each student may fail only one laboratory procedure. If a student fails a laboratory procedure or practical, he/she may be placed on probation for dismissal and must promptly repeat the exercise. **If a student does not pass the course, a new clinical site may not be available to the student.** Students must meet with the Program Director to discuss options for completing the clinical practicum prior to re-enrolling in the course. The clinical internship requires student attendance two days per week for eight hours at the clinical site. The internship must be completed in one semester. Any students requiring additional time, **due to an extenuating circumstance only**, must complete the experience within 2 weeks of the end of the semester. The granting of the extension is at the discretion of the Program Director.

Any future failure of a laboratory procedure or practical may result in automatic termination. The minimum passing grade is 77%. In the rare event that the number of students should exceed the number of clinical education sites, placement of students in the clinical rotations will be determined by the following: **a) Academic GPA; b) Affective Evaluations; c) Instructor Recommendation.** Please note that every effort will be made to secure placement of all students in the current class.

Students enrolled in the hybrid component will perform their clinical experience in the student laboratory. During this final semester, students will be required to attend enhancement sites (outside of the regularly scheduled lab time) in order to gain exposure to areas not offered in the student laboratory. These 2-4 required enhancements will **only** be offered during the week. The clinical instructor will make every effort to notify students of enhancement dates early on so students may plan accordingly.

***Below is just a sample of Clinical and Enhancement Sites that have been available for students***

### **Clinical Site Options**

**Baystate Medical Center**, Springfield, MA 01199

**LifePath Partners, LLC**, Springfield, MA 01104

**Yale New Haven Hospital, St. Raphael Campus**, New Haven, CT 06510

**Precipio Diagnostics**, New Haven, CT 06510

**Hartford Hospital (Clinical Laboratory Partners)**, Hartford, CT 06102

**Waterbury Hospital**, Waterbury, CT 06708

**LabCorp/Dianon Systems**, Shelton, CT 06484



## **Enhancement Site Options**

### **MOH's Surgery**

Dr. Lawrence J. Fortier  
Wethersfield, CT 06109

### **Dermatopathology Laboratory of New England, P.C.**

Meriden, CT 06450

### **Research Lab and Immunohistochemistry**

*Animal tissue vs. human*  
Yale University

### **Plastics, Undecalcified bone processing/Electron Microscopy**

Yale University

### **Grossing**

Yale University/Area Hospitals

### **Cytology**

Area Hospitals

## Immunization Records and Statement of General Health

All Histologic Science students must have a signed Physical Exam form on file and have the Hepatitis B series started prior to the start of the first semester. A current PPD is required of all students. Students born on or after January 1, 1957 must submit evidence of immunization against measles and rubella (MMR) in compliance with Connecticut State Law Public Act 89-90. Some sites also require documentation of immunization against varicella.

## Medical Insurance

Medical insurance is required for all Histologic Science students to cover injuries or illness that may occur during the program.

## Service Work Policy

In order to gain clinical experience, students will inevitably make a small contribution to the total work performed by the department. This work must always have an educational thrust, be performed under the degree of supervision appropriate for that task, and never be primarily planned to meet departmental workloads (see Appendix A).

## Parking/Transportation

The cost of parking varies with each clinical site. Students are responsible for their own transportation (including parking costs) to and from school and the clinical site and for the insurance of their vehicle as mandated by State statute and regulations. The clinical site and school is not responsible for loss or damage to the personal property of students while on the premises.

## Dress Code Policy:

Hunter green embroidered with:



White Embroidery beneath:

**Histology**

**While in the program, students are not allowed to adopt unconventional hair colors (e.g. pink, purple, blue, yellow, etc.).**

## Grading System

Grades are an indication of the standard of academic work performed. Throughout their program of study, students will be continually apprised of their academic progress. Students' grades are provided at the end of each course. **Please note: There is no rounding up for a final course grade.** If a student grade is 76.9 at the end of the semester, the grade will be a 76%; consequently, the required 77% will not have been met, and the student will need to repeat the course. Requests for official transcripts must be made in writing, accompanied by a \$10.00 clerical fee.

Goodwin University uses the following academic grading system: See for additional information <https://goodwin.smartcatalogiq.com/2019-2020/Catalog/Academic-Regulations/Grading-System>

Grade	Quality Points	Explanation	Included in Credits Earned	Included in Credits Attempted
A (93-100)	4.0	Excellent	Yes	Yes
A- (90-92)	3.7	Excellent	Yes	Yes
B+ (87-89)	3.3	Good	Yes	Yes
B (83-86)	3.0	Good	Yes	Yes
B- (80-82)	2.7	Good	Yes	Yes
C+ (77-79)	2.3	Satisfactory	Yes	Yes
C (73-76)	2.0	Satisfactory	Yes	Yes
C- (70-72)	1.7	Below Average	Yes	Yes
D+ (67-69)	1.3	Poor	Yes	Yes
D (63-66)	1.0	Poor	Yes	Yes
D- (60-62)	0.7	Poor	Yes	Yes
F (below 60)	0.0	Fail	No	Yes

### Appeal of Grades

Grades are part of the student's permanent record. In rare instances, there can be situations in which course grades may need to be changed. These include computational errors, clerical errors, or the discovery of overlooked components in a student's body of work. Students are able to view their final grades in Sonis and are responsible for checking their grades at the end of each semester. Students must appeal a final grade within one semester of the grade's issue date.

A student who believes that an error in grading has occurred may request a review by the instructor of the record until the end of the semester following the one in which the grade in question was earned. Students may appeal a grade by submitting a completed Grade Review Request available in the Registrar's Office. If the instructor believes the change is justified, the instructor will initiate the grade change, and the student will be notified. If the instructor does not agree with the grade change, the student may appeal the decision to the Dean within 15 days of the instructor's decision. If this process results in agreement that the grade should be changed, the instructor will initiate the grade change and notify the student. If the agreement is that a grade change is not justified, the Registrar will notify the student in writing with a copy to the instructor. All grade changes must be reported to the Registrar's Office.

### Academic Integrity

At Goodwin University, we value integrity as an essential component in our interactions with each other. We believe the purpose of a university education is for students to learn how to think critically and express their own opinions using their own ideas. The concept of academic integrity in all intellectual pursuits is a value that is fundamental to academic life and scholarly practice. Students at Goodwin University are obligated to uphold high standards of academic integrity in their scholarship and learning. It is expected that students take personal responsibility for their work and acknowledge the ideas of others. Academic integrity means doing one's own work and giving proper credit to others whose ideas and work a student is utilizing. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism.

Goodwin University defines academic dishonesty as including, but not limited to, (a) plagiarism: presenting, as one's own, the ideas or words of another person or persons for academic evaluation without proper acknowledgment and (b) cheating: providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations.

The policy can be found in the policy section of the website (<https://www.goodwin.edu/policies/>).

## **Satisfactory Academic Progress (SAP) for Goodwin University**

Federal Regulations (General Provision CFR 668.16 and 668.34) require Goodwin University to review the Satisfactory Academic Progress (SAP) of students who apply for and/or receive Title IV financial aid. However, SAP is measured for all students. The sanctions described in this policy are both for federal financial aid and academic purposes. **Generally, all periods of the student's enrollment count when assessing Satisfactory Academic Progress, even periods in which the student did not receive financial aid.** **Please note: SAP evaluations cannot take place until final grades have been posted each semester. Therefore, any financial assistance awarded prior to the academic evaluation is subject to cancellation if the minimum SAP standards are not met.**

All students must maintain SAP, achieve minimum academic standards, progress at a satisfactory rate toward program completion, and complete the program of study within the maximum time frame in order to remain enrolled in the University. Additionally, students receiving federal financial aid must meet the SAP standards to remain eligible for their funding. SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (PACE) towards completion at each evaluation point. Students must complete all requirements for graduation within the maximum time frame and have a CGPA of 2.0 or higher.

### **Evaluation Points**

A student's academic progress toward meeting SAP requirements is evaluated at the end of each semester. The student's cumulative grade point average and rate of completion are reviewed to determine satisfactory academic progress. The student must meet all of the minimum standards to be considered in good standing.

### **Histotechnician Program Academic Standing**

Each student must attend and pass every course offered by the program regardless of past academic achievement. The minimum passing grade for the core histology course is **77%**. In the event that a student is failing a course, it is her/his responsibility to request assistance from the appropriate instructor and/or Program Director. The HT program is designed as a full-time day program with a hybrid component available. Each class builds on the knowledge of the previous classes. Students must complete all program requirements to fulfill graduation requirements.

### **Dismissal from the University**

At the point it is determined that a student with a GPA less than 2.0 cannot achieve the minimum 2.0 CGPA needed for graduation, the student will be dismissed. At the point it is determined that a student cannot complete the required credits needed for graduation, within the maximum time frame, the student similarly must be dismissed. At this point a student is no longer eligible for financial aid. Students who are dismissed will be notified in writing by the Assistant Dean/Registrar.

### **Student Appeal Process for Mitigating Circumstances**

Students who lose their eligibility to receive federal financial aid funds may appeal to the institution for reinstatement of eligibility. The student may also appeal for exceeding maximum time frame. A written appeal must be initiated by the student and sent to the Academic Progress Coordinator. The deadline for the appeal will be emailed to students via Goodwin University email. The appeal must be based on mitigating circumstances, such as the death of a relative, injury or illness of student or family member, or other special circumstances that prohibited the student from making SAP. The appeal must provide information regarding why the student failed to make SAP and what has changed in the student's situation that will allow the student to meet the minimum SAP standards at the next evaluation point. Furthermore, the student must demonstrate that such circumstances will not continue to adversely impact his/her performance. The SAP Appeal Board will review and approve/deny all appeals.

If received in a timely fashion, all appeals will be responded to before the beginning of the next semester. Students will be notified of the outcome of their appeal via Goodwin University e-mail.

## Goodwin University Course Repeat Policy

Repeating courses can have an adverse impact on satisfactory academic progress (SAP). In addition to the standards set for minimum credits earned and grade point average in the evaluation of SAP, repeated courses will be counted as credit hours attempted when calculating the quantitative component.

Students are required to repeat any course in which they have received an "F", a "UG", or a "W" if that course is required in the student's program, or if they have not earned a grade that meets program or major grade requirements. Students may also choose to repeat a course to qualify for graduation status (2.0) or generally to improve their CGPA.

Students may repeat a **core program course** (designated by **HLT**) only once. If the student does not pass the core program course after repeating once, they will be dismissed from the program. Students may repeat a non-core course only once without permission. A request to take a non-core course for the third time requires students to formally request permission by completing a form available online. Permission to take a course for a third time is not guaranteed and may require a meeting with the Dean or Program Director (see Dismissal from the Program below). Decisions made via the request form are final and may not be appealed.

## Suggestions and Grievances

When questions or concerns arise which must be discussed and resolved, it is important to know the person with whom to speak and the procedure for obtaining resolution of issues. Goodwin University treats its programs as a form of on-the-job training for its students. For that reason, **any complaint or suggestion regarding a class should be discussed first with the instructor.** If a student in the Histology Program is unable to satisfactorily address the problem with the instructor, he/she should make an appointment with the Program Director first, and then the Department Dean if necessary. After that, appeals may be made in writing, to Goodwin University's Appeals Board (GCAB). All appeals should be sent to Danielle Wilken, Provost, Dean of Faculty, and Chair of the GCAB. Decisions will be rendered in writing within two (2) weeks. Please refer to the *Appeals and Grievances Policy* in the Goodwin University Catalogue for additional information.

## Student Conduct

Students are expected to conduct themselves in a manner that is consistent with the Mission, Philosophy, and Goals of Goodwin University as outlined in both the Goodwin University and Histologic Science Program student handbook. Part of the student's education focuses on preparing him/her for the work force. In order to meet this goal, a discipline policy, which is modeled after typical employment policies, is followed in order to facilitate the graduates' transition into the workforce. The Progressive Discipline process is meant for those who show unprofessional behaviors during their progress through the program.

It is critical that the program prepare students as professionals in order to achieve future success. Failure to meet certain standards may cause the student to enter into progressive discipline. Examples of behaviors that can lead to progressive discipline include but are not limited to:

Infractions of academic integrity:

**Academic Honesty** Students who are aware of issues of academic dishonesty who do not report these issues to their instructor will be held to the same degree of accountability as the student(s) who commit the infraction

**Academic Dishonesty** Goodwin University supports a "zero" tolerance for infractions and in cases where an issue can be proven, recommendations for expulsion from the program will be made. These issues may include:

- Removing exams from the classroom for any purpose
- Submitting another student's work as your own
- Utilizing another student's answers on an exam
- Deliberate misrepresentation of facts to faculty
- Utilizing cell phones to photograph exams

- Disrespectful/disruptive behaviors toward the instructor (clinical or classroom, service learning or externship)
- Perceived threatening behaviors to faculty or peers
- Failure to adhere to the dress code
- Failure to complete assignments
- Performance issues (on campus and at the clinical site)
- Attendance and tardiness concerns
- Violating HIPPA in the form of sharing or releasing information that constitutes as "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "protected health information (PHI).
- Falsifying clinical experience hours on attendance sheets.

## Progressive Discipline

The Histologic Science program follows a progressive discipline policy that typically consists of four steps. Depending on the seriousness of any situation, any step may be skipped with the approval of the Program Director. A student will enter progressive discipline whenever he/she fails to meet the expectations of the department. Typically, progressive discipline adheres to the following:

**Counseling** - Documented in the student's file documents verbal counseling and may include a performance improvement plan.

**1<sup>st</sup> Written Warning** - student has been counseled regarding the need to improve in a specific area and has failed to demonstrate improvement, or performance precludes the opportunity for counseling; a performance improvement plan will be implemented.

**2<sup>nd</sup> Written Warning** - occurs when the student has already received a 1<sup>st</sup> Written Warning and **new** issues or unresolved issues continue

**Recommendation for Dismissal** - This recommendation may be made when the student has received a 2<sup>nd</sup> written warning, continues to fail to meet the standards of the department and does not indicate the desire or willingness to change the behavior.

Although these steps usually follow a progressive pattern, **please note that at the discretion of the Program Director, any step may be skipped depending on the seriousness of the situation.** Please refer to the following section, which describes specific criteria that constitute dismissal from the program.

## Dismissal from the Program

The decision to dismiss a student from the program may result from a combination of behaviors that may have caused the student to enter the progressive discipline process. **Some** examples are listed below.

Examples of such behaviors include but are not limited to:

1. Following a second attempt, failure to successfully complete any core course (HLT) required in the Histologic Science Program curriculum, with a grade of "C+" or higher.
2. Unauthorized possession, use, sale or distribution of alcoholic beverages or of any illegal or controlled substance.
3. Unauthorized use, possession, or storage of any weapon.
4. Physical and/or psychological abuse, threat or harassment of any patient, visitor, agency staff, student or

faculty member.

5. Theft, abuse, misuse or destruction of another person's or agency's property.
6. Unauthorized disclosure, removal or misuse of confidential information about any patient, student or agency/externship or service learning site staff.
7. Violation of Externship and/or Service Learning site student conduct policies as stated on pages of this Handbook (including falsifying hours on attendance sheets).
8. Engaging in or prompting others to engage in conduct that threatens or endangers the health, safety or physical/psychological well-being of another person.
9. Leaving the externship site without authorization from practicum faculty.
10. Being on externship site property, in a student capacity, without proper authorization.
11. Repeated failure to contact Histologic Science faculty to give notice of lateness or absence; reporting on the wrong day to the externship site, despite counseling.
12. Unsafe practice in the clinical area.
13. Academic Dishonesty as previously defined.
14. Dismissal from an externship site for cause as noted previously.

Any student who is dismissed from the program has a right to appeal this decision. The appeals process may be accessed through the Goodwin University website as follows:

<https://goodwin.smartcatalogiq.com/2019-2020/Catalog/General-Policies/Appeals-and-Grievances>

### **AccessAbility Services**

Students with disabilities may be eligible to receive accommodations as mandated by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students may request accommodations by contacting the AccessAbility Services Coordinator. Accommodations become effective on the date that a Letter of Accommodation is delivered to the professor. Accommodations are not retroactive. Please visit the website for further details: <http://www.goodwin.edu/AccessAbility/>

### **Student's Right to Know**

Section 485 (a) of the Higher Education Act requires University that participate in any of the Title IV financial assistance programs to disclose information about completion rates to current and prospective students. Goodwin University's four-year average Student-Right-To-Know Graduation Rate is 29%.

### **Statement of Philosophy**

Histology is a diagnostic patient-focused health care profession. Histotechnicians incorporate their decision making, procedural and interpersonal skills with their knowledge of technology in the preparation of tissue specimens.

At Goodwin University, our goal is to help the student develop the clinical competencies, technical knowledge and attitudes that are required of the Histotechnician. The policies of the Program have been written to help the student in their development as a healthcare professional. It is the responsibility of the student to make sure she/he understands each policy. **If a student is unclear about any policy, she/he is responsible for getting clarification from the appropriate faculty or administrative member after receiving the policy.** It is the responsibility of each faculty member and administrator to enforce these policies as stated and to be consistent

in the enforcement. We strive to minimize the confusion and frustration of our students in regards to the behavior we expect them to follow throughout this program. Therefore, each one of us has to perform his/her responsibilities. If these responsibilities are not carried out, it will result in administrative action.

Since we deal in a healthcare environment, it is imperative that written, verbal and non-verbal communication skills be considered equally as important as clinical competencies and knowledge level. If you are knowledgeable and competent in the procedures but lack the ability to communicate in a clear, concise and appropriate manner, then the quality of your work will suffer.

Honesty, empathy, and integrity are also essential qualities that every healthcare professional must practice, we have a responsibility to document the specifics and act on each as stated in the policies. This statement of our philosophy is meant to be demanding to ensure that our graduates will be able to provide the quality of care that our patients expect.

### **Accreditation**

The National Accrediting Agency for Clinical Laboratory Sciences is an independent nonprofit accrediting agency ensuring the quality and integrity of educational programs that prepare professionals to work in the laboratory. NAACLS is a voluntary accrediting and/or approval process that contributes to the improvement of the public's health. NAACLS develops standards by which programs are evaluated, it monitors the program's progress toward improvement, and provides consultation and training to assure that graduates of accredited programs demonstrate entry level professional outcomes.

NAACLS  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119  
Phone: 773-714-8880  
E-mail [www.naacls.org](http://www.naacls.org)

### **Certification**

The American Society for Clinical Pathology (ASCP) Board of Registry (BOR) is a separate certifying body. Certification is the process by a non-governmental agency or association that grants recognition of competence to an individual who has met certain predetermined qualifications, as specified by that agency or association. Certification affirms that an individual has demonstrated that she/he possesses the knowledge to perform essential tasks in the histology laboratory. Students enrolled in the Goodwin University Histotechnician Program are entitled to free membership in the ASCP throughout the length of the program. Refer to the ASCP website- <http://www.ascp.org/Functional-Nav/Laboratory-Science-Students/Membership-for-Lab-Students/Membership-for-Laboratory-Students> and complete the short application form. Bring the application to your program director to be signed and faxed to the ASCP.

Graduates of the Goodwin University Histotechnician Program are eligible to apply for one of the BOR certification examinations. The Histotechnologist (HTL) and/or Histotechnician (HT) certification requires successful completion of the computer adaptive test. The cost of the computer adaptive examination can be found on the ASCP website.

American Society for Clinical Pathology  
35 West Monroe Street, Suite 1600  
Chicago, IL 60603  
Phone: 312-541-4999  
E-mail: [www.ascp.org](http://www.ascp.org)

Board of Certification (ASCP) 1-800-267-2727



## Professional Growth

The National Society of Histotechnology (NSH) is a non-profit organization, committed to the advancement of histotechnology, providing continuing and formal education programs.

National Society for Histotechnology (NSH)  
3545 Ellicott Mills Drive  
Ellicott City, MD 21043  
Phone: 443-535-4060  
Fax: 443-535-4055  
E-mail: [www.nsh.org](http://www.nsh.org)

## Student Responsibilities:

### I. GENERAL

- A. Instructors and preceptors are here to guide you on your way to becoming an excellent Histologic Technician. They can introduce you to new material, but it is up to you to learn. The more you put into the program, the more you'll get out of it. There are numerous sources of information available other than strict lecture material or reading assignments. The Library and computer lab are available for general use and are valuable learning tools. All instructional personnel are willing to help you. It is up to you to seek out the source.
- B. Active participation in class (lecture and lab) is strongly recommended. It is only through such feedback that the instructor can be confident that you understand the information presented without giving daily quizzes.
- C. Because of the organization of the program, the time allocated for each subject may be limited. The amount of material covered, therefore, is very concentrated. For this reason there will be frequent quizzes and tests, in addition to writing assignments, to provide you and us with feedback on the assessment of your progress in the program.
- D. All work (labs, exams, quizzes, etc.) is expected to be performed when scheduled. Only verifiable illness and/or permission of the instructor will permit make-up work.

### II. LECTURE

You will be given a syllabus for each course which includes course descriptions, learning outcomes, texts, instructor, teaching strategies, learning outcomes, grade calculation and course outline. You are expected to have reviewed and completed all assignments before lecture. During your preview you may find it helpful to jot down any questions or concepts that are unclear, so that you will remember to ask the instructor or lecturer to explain the point the following day in class.

### III. LABORATORY WORK

- A. The student lab and clinical sites are your working areas. It is your responsibility to keep the areas clean and neat. This entails care in handling chemical reagents, dyes, glassware, and specimens.
- B. The quality of your work is not only dependent on the quality of your technique, but also on the quality of the equipment used. It is your responsibility to help maintain such equipment (glassware, pipettes, instrumentation, etc.).
- C. All students are expected to work independently of each other. Asking questions is encouraged, although copying another work is not. Care in performing lab work is a desired trait, so is efficiency. The instructor is available to answer any questions you may have.
- D. All students are expected to read the laboratory procedure they are to perform the night before, so that they may begin and complete the procedure in an organized and systematic manner.

## Performance Rating Scale

### TECHNICAL KNOWLEDGE (Cognitive)

#### Outstanding

- A. Consistently (90% or >) assesses written/verbal order, identifies established procedure.
- B. Recognizes indications and contraindications, evaluates procedure effectiveness with minimal assistance from instructor.
- C. Consistently interfaces classroom to clinical by demonstrating an ability to answer questions without instructor assistance.

#### Very Good

- A. Almost always (80% or >) assesses written/verbal order, identifies established procedure.
- B. Recognizes specific indications and contraindications (70%) and evaluates procedure effectiveness with minimal assistance from instructor.
- C. Almost always (80% or >) interfaces classroom to clinical by demonstrating an ability to answer questions with assistance from instructor.

#### Acceptable

- A. Usually (70% or >) assesses written/verbal order, identifies established procedures.
- B. Recognizes general indications and contraindications of procedure (60%), but usually needs instructor assistance to identify specific indications.
- C. Usually requires some instructor assistance when demonstrating ability to answer questions interfacing classroom to clinical.

#### Failing

- A. Does not assess written/verbal order or identify established procedure.
- B. Does not recognize indications and contraindications of procedure, or evaluate procedure effectiveness. Requires constant instructor assistance.
- C. Does not demonstrate ability to answer questions interfacing classroom to clinical without constant instructor assistance.

### TECHNICAL PROFICIENCY (Psychomotor)

#### Outstanding

- A. Consistently (90%) performs established procedure and adapts (90%) techniques to clinical situation with minimal instructor assistance.
- B. Consistently (90% or >) demonstrates confidence when performing established procedures.
- C. Consistently (90% or >) demonstrates organization of daily activities while working with accuracy and neatness.
- D. Manages time efficiently (90%) in planning clinical assignment.
- E. Properly identifies patient material (90%)
- F. Leaves clinical setting orderly (90%).

#### Very Good

- A. Almost always performs (80%) established procedure and adapts (80%) techniques to clinical situation with minimal assistance from instructor.
- B. Almost always (80%) demonstrates confidence when performing established procedures.
- C. Almost always (80%) demonstrates organization of daily activities while working with accuracy and neatness.
- D. Manages time efficiently (80%) in planning clinical assignment.
- E. Properly identifies patient material (80%)
- F. Leaves clinical setting orderly (80%).

### Acceptable

- A. Usually performs (70%) established procedure and adapts (70%) techniques to clinical situation with minimal assistance from instructor.
- B. Almost always (70%) demonstrates confidence when performing established procedures.
- C. Almost always (70%) demonstrates organization of daily activities while working with accuracy and neatness.
- D. Manages time efficiently (70%) in planning clinical assignment.
- E. Properly identifies patient material (70%).
- F. Leaves clinical setting orderly (70%).

### Failing

- A. Does not perform established procedure or adapt techniques to clinical situation and requires direct supervision from instructor.
- B. Lacks self-confidence when performing established procedures and requires direct supervision from instructor.
- C. Total lack of organization of daily activities, inaccurate and sloppy. Needs direct supervision from instructor.

## **COMMUNICATION (Affective)**

### Outstanding

- A. Consistently (90%) elicits and identifies appropriate objective and subjective information without instructor assistance.
- B. Consistently (90%) communicates relevant subjective and objective information in an organized, clear, and concise manner to the instructor and/or hospital staff – including physicians and technical personnel.
- C. Consistently (100%) demonstrates discretion with patient information.

### Very Good

- A. Frequently (80%) elicits and identifies appropriate objective and subjective information with minimal instructor assistance.
- B. Usually (80%) communicates relevant subjective and objective information in an organized, clear, and concise manner to the instructor and/or hospital staff – including physicians and technical personnel.
- C. Consistently (100%) demonstrates discretion with patient information.

### Acceptable

- A. Elicits and identifies appropriate objective and subjective information (70%) with minimal instructor assistance.
- B. Communicates (70%) relevant subjective and objective information in an organized, clear, and concise manner to the instructor and/or hospital staff – including physicians and technical personnel.
- C. Consistently (100%) demonstrates discretion with patient information.

### Failing

- A. Frequently unable to identify appropriate objective and subjective information.
- B. Frequently has difficulty communicating information to the instructor and/or hospital staff.
- C. Breaks patient confidentiality (subject to dismissal).

## **DATA RECORDING (Cognitive)**

### Outstanding

- A. Consistently (90%) records pertinent objective data (logs, QC sheets, etc.).
- B. Consistently displays legibility and neatness in logs/record books.
- C. Consistently completes requested data appropriately.

### Very Good

- A. Usually (80%) records pertinent objective data (logs, QC sheets, etc.).

- B. Usually displays legibility and neatness in logs/record books.
- C. Usually completes requested data appropriately.

Marginal

- A. Usually records pertinent objective data (logs, QC sheets, etc.) but makes frequent minor accuracy errors.
- B. Sometimes displays illegible and sloppy recording.
- C. Sometimes needs to be reminded to complete requested data appropriately.

Failing

- A. Unable to record pertinent objective data.
- B. Sloppy and not legible in recording data.
- C. Rarely completes requested data appropriately.

**INITIATIVE (Affective)**

Outstanding

- A. Consistently (90%) willing to help others without being asked.
- B. Possesses a desire to learn by consistently doing additional research to better understand the technique.

Very Good

- A. Usually (80%) willing to help others without being asked.
- B. Possesses a desire to learn by usually doing additional research to better understand the technique.

Marginal

- A. Occasionally helps others, usually needs to be asked.
- B. Appears to possess a desire to learn but does additional research only when requested by the instructor.

Failing

- A. Make excuses when asked to help others.
- B. Lacks a desire to learn; does not perform additional research, even when requested by the instructor.

**PROFESSIONAL APPEARANCE AND ATTITUDE (Affective)**

Outstanding

- A. Consistently (90%) follows instructor's directions and is punctual.
- B. Consistently (100%) and willingly accepts constructive criticism.
- C. Consistently (100%) tactful with others (students, techs, instructors, staff).

Very Good

- A. Almost always (80%) follows instructor's directions and is punctual.
- B. Almost always (90%) accepts constructive criticism willingly.
- C. Almost always (90%) tactful with others (students, techs, instructors, staff).

Marginal

- A. Usually follows instructor directions but occasionally not punctual.
- B. Usually (70%) accepts constructive criticism without difficulty.
- C. Usually (70%) tactful with others (students, techs, instructors, staff).

Failing

- A. Frequently (60%) does not follow directions and frequently is not punctual.
- B. Becomes defensive when given constructive criticism.
- C. Frequently (30%) lacks tact with others (students, techs, instructors, and staff).

## **JUDGEMENT (Affective)**

### Outstanding

- A. Consistently asks an instructor or technician to assist them when faced with a problem outside their training.
- B. Consistently recognizes and admits errors to instructor as they occur.

### Very Good

- A. Usually asks an instructor or technician to assist them when faced with a problem outside their training.
- B. Almost always recognizes and admits errors to the instructor as they occur.

### Acceptable

- A. Often asks an instructor or technician to assist them when faced with a problem outside their training.
- B. Usually recognizes and admits errors to the instructor before being confronted.

### Failing

- A. Does not ask for help when faced with a problem unless confronted.
- B. Does not admit errors even after being confronted; unable to recognize errors.

**Goodwin University**  
**Histologic Science Program**  
**Policy for Advising/Guiding Students**

**Purpose**

The Program Director holds the responsibility to advise all students in the Histology Program. This policy provides a general guideline for advising and guiding students while enrolled in the Histology Program.

**Policy**

It is the student's responsibility to seek the help of faculty and the Program Director when needed. Each student in the Goodwin University Histology Program should meet with the Program Director/Advisor at least once a semester to discuss their progress, and if applicable, to discuss registration for the following semester. The following provides a general guideline for guiding and advising students in the Histology Program.

**General Guidance**

1. Program Director and Faculty communicate throughout the semester.
2. Students who are struggling, as demonstrated by student feedback or per the instructor, meet with the Program Director in a safe setting (Program Director office, with closed door to maintain confidentiality) and discuss options for tutoring, referrals to the NEST (Navigators Early Support Team) and in some cases, referrals for assistance outside the purview of the program (i.e., on site therapist, AccessAbility services).
3. Student meetings are noted in the Sonis database. In the event of a referral outside of the purview of the program, notes in Sonis include referral information only (i.e., student struggling, referred to "name of therapist", name of AccessAbility coordinator).
4. Program Director follows up with students to ensure progress and offer support.

**Advising**

1. Three to four weeks prior to the start of registration, an email announcement is sent to all students advising them to set up an advising appointment with the Program Director.
2. During this time, the Program Director reviews the student's initial Plan of Study and compares it to the student course load and transfer credits (if applicable) in Sonis, to ensure the student is on track and meeting the requirements of the program.
3. Program Director meets with the student to discuss their progress in the program, discuss registration requirements, and offer support.
4. A brief explanation of the discussion is noted in Sonis by the Program Director.

This policy is included in the Histology Program Handbook provided students at the program orientation. The Program Handbook is also available upon request for students seeking enrollment in the histology program. Request for this information is published on the University website via the following links: <http://www.goodwin.edu/majors/histology/> and <http://www.goodwin.edu/pdfs/one-sheets/histology-cert-onesheet.pdf>

## Course Descriptions

### **HLT 102 – Introduction to Histology – 3 credits** (PREREQUISITE: Human Biology, Chemistry, Math)

Principles and practices of quality management, laboratory safety, professional conduct, and laboratory information systems are outlined. This course orients the student to procedures, policies and manuals. Laboratory instruction will include explanation and demonstration of regulatory agencies, glassware, solution preparation, troubleshooting, quality control, safety procedures precautions to be taken while in the laboratory setting, care and use of a microscope, and basic tissue identification to include sectioning artifacts. This laboratory experience demonstrates a working knowledge of instrumentation, supplies, and solutions.

### **HLT 110 – Histologic Techniques – 3 credits** (COREQUISITE: HLT 102)

This course introduces students to the various methods employed in sectioning of tissue, bone decalcification, mounting media, and embedding in the following media: paraffin, celloidin, and plastic. Students also demonstrate writing proficiency as they are introduced to concepts of leadership.

### **HLT 113 – Concepts of Staining & Fixation – 3 credits** (PREREQUISITE: HLT 110)

This course builds on the foundation of Histologic Techniques and describes organic and inorganic chemistry in relation to histology. Theoretical and practical methods of basic nuclear and cytoplasmic staining and tissue fixation are presented. Students learn the classification of biological stains and their applications in succession with the principles and concepts that closely coincide with the laboratory content taught in the student lab. Fixation topics include the utilization of primary fixatives, modifiers, and mixtures necessary for optimum fixation of tissue specimens. Artifacts, oxidation, reduction, compatible staining procedures, and instruments employed during tissue fixation are discussed.

### **HLT 115 – Histology Laboratory Application – 3 credits** (PREREQUISITE: HLT 102; COREQUISITE: HLT 113)

Throughout this laboratory experience, the student acquires a working knowledge of sectioning biopsies, levels, serial and step sections, processing schedules, paraffin embedding of tissue, paraffin sectioning techniques, routine staining, mounting techniques, troubleshooting, cryostat use, and Mohs techniques. The opportunity to evaluate and present a scholarly journal article is also included.

### **HLT 210 – Staining II – 3 credits** (PREREQUISITE: HLT 110)

This staining course closely coincides with anatomy topics. Subject matter covers staining of: carbohydrates, microorganisms, nerve tissue, lipids, special cells, microincineration, eye techniques, hematopathology as well as primary reagents or dyes, mechanisms of actions and source of error in staining and appropriate corrections.

### **HLT 209 – Special Staining Laboratory – 3 credits** (PREREQUISITE: HLT 115, COREQUISITE HLT 210)

This course is offered concurrently with staining II lectures, hands on application of dyes, and microscopic evaluations demonstrating special staining and immunohistochemistry techniques.

### **HLT 230 – Histology Capstone & Seminar – 3 credits** (COREQUISITE: HLT 290)

Concurrent with HLT 290, principles and methodologies for all major areas commonly practiced in a modern histopathology laboratory are presented and performed. A seminar detailing the student's progression at the clinical site and summation project and portfolio will be presented by the students.

### **HLT 290 – Histology Clinical Experience – 7 credits** (PREREQUISITE: HLT 209)

Students master the procedures and hone their technical skills at a clinical site under the supervision of an experienced (HT/HTL, ASCP) technician and in the equipped student laboratory under the guidance of the course professor. Clinical significance of laboratory procedures in diagnosis and treatment is applied. Students perform various routine duties (cover slipping, sectioning, staining, decalcification, and gross tissue handling, etc.). This practical experience combined with techniques acquired in the student lab enables the student to

become accustomed to applying histologic procedures to a scheduled arrangement of duties with established deadlines.

**HSC 105 – Medical Terminology – 3 credits (PREREQUISITE: NONE)**

This 45-hour course teaches medical terminology through the presentation of root words, prefixes and suffixes. Correct spelling and pronunciation of these terms is stressed throughout. Introduction to common medical abbreviations, symbols and body systems will also be presented.

**HSC 111 – Medical Law & Ethics – 3 credits (PREREQUISITE: NONE)**

This 45-hour course addresses medical ethics, medical practice acts, legal responsibilities of the health professional, professional liability, and the civic duties of the health professional. The class makes use of the Internet, newspapers and other publications for the discussion of current events related to medical law and ethics.

**Weather**

Students are advised to consult the University website for general weather-related information. This information is found under Current Students.



**Goodwin University  
Histology Clinical Experience  
Student Work Policy**

**Purpose**

The purpose of this policy is to establish guidelines under which students during their clinical internships may work within.

**Policy**

Students must not be responsible in any significant way for the service functions of the clinical laboratory. Laboratory staff must be adequate to accomplish the work of the department without students being present.

**The following guidelines must be adhered to by students and clinical staff while the student is attending the clinical internship:**

- A. Students may not perform laboratory determinations without competent supervision.
- B. Students may not take the responsibility, nor the place of qualified technologists or technicians. It is recommended, however, that after demonstrating proficiency in laboratory procedures, students be permitted to perform some of the laboratory procedures **under careful supervision** to develop speed, confidence and ability to organize and work efficiently under pressure.
- C. Students may be employed in the clinical facility outside regular education hours provided the work is limited enough so it does not interfere with regular academic responsibilities. Students should not be allowed to work excessive hours to the detriment of their educational program. Work must be voluntary and should only occur after students have demonstrated sufficient competence to work in the area that they request.
- D. Students may be given a scholarship or subsidy, but they should not be required to work in return for this. If they are paid for any work, this must be for work outside normal program hours.

This Policy is housed in the Histologic Science Program Student Handbook provided to students and clinical site preceptors.

# Goodwin University

## Required Materials

**In preparation for your first day of class, please ensure you have the following items. Unless otherwise noted, items can be obtained through the Goodwin University Bookstore.**

1. Goodwin University Histologic Science scrub top (with logo) and slacks for all laboratory work
2. Safety glasses
3. Curved or needle nosed forceps for tissue sectioning
4. Thin paintbrush for obtaining tissue specimens\*\*

\*\*Bookstore does not carry – can be purchased online or at any arts & crafts store

# Goodwin University

## Histologic Science Program

### ESSENTIAL FUNCTIONS: PHYSICAL AND COGNITIVE PERFORMANCE FACTORS

#### JOB DESCRIPTION:

The Histotechnician is responsible for the preparation of sectioning of tissue for light microscopic examination by a pathologist. Routine duties include the fixation, processing, embedding, sectioning, and staining of human tissue obtained from surgery or autopsy. The Histotechnician also participates in the use of bone decalcification techniques, preparation of cell blocks from body fluids; use of special staining techniques for specific disease diagnosis; preparation of chemical solutions used daily; immunohistochemical and electron microscopic techniques. Because the diagnosis of life-threatening diseases depends upon the results obtained by the technician, Histotechnicians must be precise, dependable, and responsible.

#### PREPARATION:

1 year to 2 years  
American Society of Clinical Pathology (ASCP) certification or eligible

#### GENERAL EDUCATIONAL DEVELOPMENT: (Educational abilities required to perform the job)

Reasoning	(Grades 13-14)
Mathematics	(Grades 13-14)
Language	(Grades 13-14)

#### APTITUDE LEVELS BASED ON STANDARDS SCORES: LEVELS:

- I. The top 10% of the population. This segment of the population possesses an extremely high degree of aptitude.
- II. The highest third exclusive of top 10% of the population. This segment of the population possesses an above average or high degree of aptitude.
- III. The middle third of the population. This segment of the population possesses a medium degree of the aptitude ranging from slightly below to slightly above average.
- IV. The lowest third of the population exclusive of the bottom 10% of the population. This segment of the population possesses a below average or low degree of aptitude.
- V. The lowest 10% of the population. This segment of the population possesses a low degree of aptitude.

COGNITIVE — Level II – *Above Average aptitude*

PERCEPTUAL — Level II *Above Average aptitude*

## WORK SITUATIONS:

### ATTAINING PRECISE SET LIMITS, TOLERANCES & STANDARDS: Level II — Above Average Aptitude

Work situations that involve adhering to and achieving exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions. Complying with precise instruments and specifications for materials, methods, procedures, and technique to attain specified standards.

### REASONING DEVELOPMENT: Level II - Above Average aptitude

Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical, oral, diagrammatic, or written form. Deal with several abstract and concrete variables.

### MATHEMATICAL DEVELOPMENT: Level II — Above Average Aptitude

#### ALGEBRA:

Real number systems; linear, quadratic, rational, exponential, logarithmic, angle and circular functions, and inverse functions; related algebraic solution of equations and inequalities; limits and continuity and probability and statistical inference.

#### GEOMETRY:

Deductive axiomatic geometry, plane and solid, and rectangular coordinates.

#### LAB MATH:

Practical application of fractions, percentages, ratio and proportion, measurement logarithms, practical algebra, geometric construction, and essentials of trigonometry.

### LANGUAGE DEVELOPMENT: Level II — Above Average Aptitude

#### READING:

Read newsletter, textbooks, scientific and technical journals, abstracts financial reports, and legal documents.

#### WRITING:

Write editorials, journals, speeches, manuals, evaluations, and directions.

#### CLERICAL:

Perceive details in verbal or tabular material. Ability to observe differences in copy, to proofread words and numbers, and to avoid perceptual errors and perform arithmetic operations quickly and accurately.

#### SPEAKING:

Conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate. Ability to understand meanings of words and to use them effectively; to comprehend language, understands relationships between words and to understand meanings of whole sentences and paragraphs.

**PROBLEM SOLVING:**

Work situations that involve solving problems, making evaluations, or reaching conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experience, or quantifiable or factual data.

Modify technique and/or equipment to meet the patient's tissue specimen needs. Time management and prioritization skills.

**DEGREES OR CERTIFICATES REQUIRED:**

Histotechnician (HT) or eligible

Histotechnologist (HTL) or eligible (optional for students holding a Bachelor's degree or higher)

The following scale indicates the frequency rate for each variable:

Never

Occasionally (0-2.5 Hrs/Day)

Frequently (2.5 – 5.5 Hrs/Day)

Constantly (5.5+ Hrs/Day)

**PSYCHOMOTOR: Level I — Extremely High Aptitude**

PHYSICAL DEMANDS OF THE JOB		FREQUENCY	COMMENTS
1.	Strength	Light Work	20 Lbs. Occasionally; 10 Lbs. Frequently; or negligible amount constantly
2.	Mobile	Frequently	Mobile throughout the day moving to various work benches
3.	Climbing	Occasionally	Climbing steps (ex. short ladder); Filing/pulling blocks and/or slides in tight places
4.	Balancing	Never	
5.	Stooping	Occasionally	Filing/retrieving blocks and slides
6.	Kneeling	Occasionally	Filing/retrieving blocks and slides
7.	Crouching	Occasionally	Filing/retrieving blocks and slides
8.	Crawling	Never	
9.	Reaching	Frequently	
10.	Handling	Frequently	Extremely high aptitude needed to move hands easily and skillfully. The ability to work with hands in repetitive pacing and turning motions.
11.	Fingering	Frequently	Extremely high aptitude needed to move fingers and manipulate small objects with fingers rapidly and accurately.
12.	Feeling	Occasionally	
13.	Talking	Occasionally	
14.	Hearing	Frequently	Timers (Machines abnormalities, directions, etc.)
15.	Tasting/Smelling	Never	
16.	Near Acuity – 20 inches or less	Frequently	
17.	Far Acuity – 20+ feet	Never	
18.	Depth Perception	Frequently	
19.	Vision Accommodation (Adjust lens of eye)	Frequently	
20.	Color Vision	Frequently	Above average aptitude needed to match or discriminate between colors inters of hue, saturation, and brilliance; identify a particular color or color combination from memory and be able to perceive harmonious or contrasting color combinations.
21.	Peripheral	Occasionally	
22.	Twisting	Occasionally	

ENVIRONMENTAL CONDITIONS	FREQUENCY	COMMENTS
1. Exposure to Weather	Never	
2. Extreme Cold	Never	
3. Extreme Heat	Never	
4. Wet and/or Humid	Never	
5. Noise	Occasionally	Fume hoods, tissue processors, timers
6. Vibrations	Never	
7. Atmospheric Conditions <ul style="list-style-type: none"> <li>• Fumes</li> <li>• Poor Ventilation</li> <li>• Mists</li> <li>• Dust</li> <li>• Odors</li> <li>• Gases</li> </ul>	Occasionally	
8. Moving Mechanical Parts	Occasionally	Microtome
9. Electrical Shock	Never	
10. High, Exposed Places	Never	
11. Radiation	Occasionally	Uranyl Nitrate
12. Explosives	Occasionally	Picric Acids, Silver Nitrate, etc.
13. Toxic/Caustic Chemicals	Frequently	Formaldehyde, Acids Schiff reagent, etc.
14. Other Hazards	Occasionally	

OTHER REQUIREMENTS	FREQUENCY	COMMENTS
1. Motor Vehicles Driven	Never	
2. Protective Clothing	Constantly	Universal Precautions: lab coat, disposable gloves, eye protection, closed-toe, rubber-soled shoes, socks, or stockings.

**METHODS, TECHNIQUES, OR PROCESSES INVOLVED:**

Microtomy, Embedding, Staining, Processing of Tissue, Coverslipping, Microscope Work

**MACHINERY OR WORK EQUIPMENT USED:**

Microtome, Microscope, Tissue Processors, Embedding Center, Pipets, Glassware, Timers, Hydrometers, Thermometers, Cryostat, Computers, Decalcifiers, Hoods, Automated Equipment (Stainers, Coverslippers, etc.)

**GOODS PRODUCED, SERVICES RENDERED, OR MATERIALS USED:**

Paraffin Blocks, Microscopic Tissue Slides, Paraffin, Biological Dyes, Oxidizers, Mordants, Acids, Fixatives, Alcohol, Clearing Agents, Chemicals, Sharp Instruments (i.e. Microtome blade)

**Blackboard Orientation is offered online in each Blackboard Shell.**