



HISTOLOGIC SCIENCE PROGRAM
Student Handbook



Histologic Science Program

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THE COLLEGE 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 College.

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 college 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.

With Warmest Regards,

A handwritten signature in black ink that reads "Kelli Goodkowsky". The signature is fluid and cursive.

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

Director for Clinical Education Histologic Sciences



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Library 860-913-2042
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 College 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 above from a regionally accredited college, will be allowed to enroll to receive the certificate only. Students who do not hold an Associate Degree or above 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- 1st semester- HLT 102, HLT 110, HSC 105; 2nd semester HLT 113/114/ HSC 111; 3rd semester HLT 209/210; 4th semester HLT 230/290).

***Pre-Requisites: Human Biology 3 – 4 credits and Chemistry 3 – 4 credits with a grade of C+ or higher; Math 1XX**

1st Semester

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

2nd Semester

HLT 114	Histology Laboratory Experience	2
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) = 33 semester credit hours

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

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 certain clinical rotations. 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.

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.

If a student is removed from the clinical site, another site will not be offered to the student and the student will not pass 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.

All students are expected to attend all of the scheduled clinical days. If an unforeseen illness occurs the student is required to call in sick to the Instructor **and** their assigned clinical site.

Each student will be evaluated by her/his preceptor at the completion of each laboratory procedure. The evaluation will be written on a form provided by Goodwin College and will be discussed individually with the student by the evaluating preceptor when requested by the student. The Goodwin College Instructor and/or Program Director will review each completed form and will place the evaluation 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.

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 modalities 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

LifePath Partners, LLC

Springfield, MA 01104

Bridgeport Hospital

Bridgeport, CT 06610

Johnson Memorial Hospital

Stafford Springs, CT 06076

Baystate Medical Center

Springfield, MA 01199

Hartford Hospital (Clinical Laboratory Partners)

Hartford, CT 06102

Yale New Haven Hospital, St. Raphael Campus

New Haven, CT 06510

Yale Pathology

New Haven, CT 06510

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

It 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 C).

Parking/Transportation

The cost of parking varies with each clinical site. Students are responsible for their own transportation 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:

Olive Scrubs embroidered with:

White Embroidery beneath:



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. Requests for official transcripts must be made in writing, accompanied by a \$10.00 clerical fee.

Goodwin College uses the following academic grading system. The chart also describes the impact of each grade on a student's academic progress.

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

Grades appearing with an "R" in front of the grade indicate that the course has been repeated.

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, and the discovery of overlooked components in a student's body of work. Students are able to view their final grades on SonisWeb and are responsible for checking their grades at the end of each semester. A student who believes that an error in grading has occurred may request a review by the instructor of record up 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. If the instructor does not agree with the grade change, the student may appeal the decision to the Department Chair within 15 days of the grade posting. If this process results in agreement that the grade should be changed, the instructor will initiate the grade change. If the agreement is that a grade change is not justified, the Department Chair will notify the student in writing with a copy to the instructor. If the problem is still not resolved, the student may appeal the grade to the Goodwin College Appeals Board, the final arbitrator of all grievances.

Academic Integrity

At Goodwin College, we value integrity as an essential component in our interactions with each other. We believe that the purpose of a college education is for students to learn to think critically and to express their own opinions using their own ideas. The concept of academic honesty in all intellectual pursuits is a value that is fundamental to academic life and scholarly practice. Students at Goodwin College are obligated to uphold high standards of academic honesty in their scholarship and learning. It is expected that students take personal responsibility for their work and acknowledge the ideas of others. Academic honesty 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 College 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 entire Policy on Academic Misconduct is available through the office of the Dean of Academic Affairs.

Satisfactory Academic Progress (SAP) for Goodwin College

This policy applies to all students who receive federal financial aid.

Federal Regulations (General Provision CFR 668.16 and 668.34) require Goodwin College's Office of Student Financial Aid to review the Satisfactory Academic Progress of students who apply for and/or receive title IV financial aid.

Generally, all periods of the student's enrollment count when assessing SAP, 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 satisfactory academic progress, 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 at the College. Additionally, students receiving federal financial aid must meet SAP standards to remain eligible for title IV program funds. Satisfactory academic progress is determined by measuring the student's CGPA in their current academic program and the student's rate of progress toward completion of his/her academic program 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. ***For a more detailed explanation, please refer to the Satisfactory Academic Progress Policy in the Goodwin College Course catalogue.***

Evaluation Points

A student's academic progress toward meeting graduation requirements is evaluated at the end of each semester. The student's cumulative grade point average, the number of credits attempted, and the number of credits earned are reviewed to determine satisfactory academic progress.

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 College

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. A written appeal must be initiated by the student and must be received by the Academic Progress Coordinator by noon on the Thursday immediately preceding the start of the next semester. 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. It 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 demonstrate SAP at the next evaluation point. Furthermore, the student must demonstrate that such circumstances will not continue to adversely impact student performance. Faculty and student service representatives will review all appeals.

Goodwin College Course Repeat Policy

Repeating courses can have an adverse impact on satisfactory academic progress. In addition to the standards set for minimum credits earned and grade point average in the evaluation of satisfactory academic progress, 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. **They may repeat a course only once without permission. Only with the permission of the Department Chair or Program Director may the student take the course a third time.** Students receiving financial aid should check with that office regarding retakes of courses in which they have already earned a satisfactory grade. A student is not eligible to receive financial aid for repeating a course for the third time in order to achieve a better grade. The credits associated with the third repeat are not used in determining the student's enrollment status for purposes of financial aid.

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 College 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 Chair if necessary. After that, appeals may be made, in writing, to Goodwin College's Appeals Board (GCAB). All appeals should be sent to Ann Clark, 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 College Catalogue for additional information.

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 colleges that participate in any of the Title IV financial assistance programs to disclose information about completion rates to current and prospective students. Goodwin College'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 College, 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

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 College 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 College 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
2100 West Harrison Street
Chicago, IL 60612
Phone: 312-541-4999
E-mail: 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)
8850 Stanford Blvd, Suite 2900
Columbia, MD 21045
Phone: 443-535-4060
Fax: 443-535-4055
E-mail: 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, objectives, 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. Usually discrete (99%) with patient information, once had to be reminded about patient confidentiality by instructor.

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.

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).

Goodwin College
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 College 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 SonisWeb database. In the event of a referral outside of the purview of the program, notes in SonisWeb 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 SonisWeb 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 SonisWeb 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 college 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 114 – Histology Laboratory Experience – 2 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, and troubleshooting. 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 114, 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 college catalog for general weather related information. This information is found in the Facts and Information section/school closings.

<http://www.goodwin.edu/2016-2017-catalog/>



GOODWIN COLLEGE APPLICATION FOR ADMISSION TO THE HISTOLOGIC SCIENCE CERTIFICATE PROGRAM

APPLYING FOR: SEPTEMBER _____ JANUARY _____

PERSONAL INFORMATION (please print)

Name: _____ Male Female
Last First Middle

Address: _____
Street City State Zip

Home Phone: () - _____ Alternate Phone: () - _____ E-Mail: _____

For admission into the program, all prerequisites must be completed or in progress at the time of application. If courses are in progress, acceptance will be conditional upon submission of an official transcript immediately upon completion. In order to meet requirements, prerequisite courses must be completed with a grade of “C+” or higher. Satisfactory scores on the CLEP examinations are also acceptable in meeting these requirements. All requested documentation must accompany this application. Acceptable documentation is indicated for each prerequisite.

Prerequisite	Documentation
High school graduation (or GED program certificate)	Copy of high school transcript. Upon acceptance, student must submit an official transcript for their record.
Placement test scores that qualify applicant for English 099 or proof of completion of college-level English 099 equivalent or higher.	Copy of college transcript or placement test. Upon acceptance, student must submit an official transcript for their record.
Placement test scores that qualify applicant for MATH 101, algebra I, or higher or completion of College equivalent of MATH 101 or higher	Copy of college transcript or placement test. Upon acceptance, student must submit an official transcript for their record.
Chemistry – High school chemistry (within 5 years) or college equivalent.	Copy of high school transcript. Upon acceptance, student must submit an official transcript for their record.
Biology – High school biology (within 5 years) or college equivalent	Copy of high school transcript. Upon acceptance, student must submit an official transcript for their record.

Admission will also be based on the completion of an interview with the Histotechnician Program Director and the students’ attestation that he/she possesses the ability to perform the tasks as stated in the Essential Functions of a Histotechnician.



EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____

Address _____ Phone _____

Applicant's Statement

I, the undersigned, apply for admission to the Histotechnician certificate program at Goodwin College. I agree that the information given on this application is true to the best of my knowledge. I realize that failure to disclose fully and accurately all facts relating to this application could be grounds for dismissal. I understand that once accepted, it is my responsibility to familiarize myself with, and abide by, the policies, rules, and regulations of the program. Further, I hereby grant permission for me and/or my schoolwork products to be photographed or videotaped and used in college products. This application is made with my consent and I hereby guarantee the payment of all financial obligations incurred.

Signature of Applicant

Date

Parent or Guardian Statement

(Required if applicant is a minor) This application is made with my consent and I hereby guarantee the payment of all financial obligations incurred by the applicant.

Parent or Legal Guardian's Signature (if Applicant is a minor)

Date

Admissions Officer

Date

SIGNATURE

DATE

Goodwin College complies with the "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act". This report contains a summary of the Goodwin College Safety Department's policies and procedures along with crime statistics as required. Anyone wanting a copy of the report may obtain one by contacting Goodwin's Safety Department at (860) 528-4111 or by stopping by the office.

Goodwin College is an affirmative action/equal opportunity institution. All students are admitted irrespective of age, sex, race, religion, disability, or ethnic background. Providing information on marital status, age, sex, and citizenship status is optional. This information is collected for reporting purposes only and will not be used in the selection process for admission



Histologic Science Program Admission Acceptance Form

Please return via fax, email, mail, or in person to Heather Phillips

Email: hphillips@goodwin.edu
Fax: (860) 906-1801
Mail: 1 Riverside Drive
East Hartford, CT 06118

Name: _____

Address: _____

Phone: _____

E-mail: _____

Participation/Absenteeism

Attendance and punctuality are crucial factors in your future employment as a histotechnician. Many students initially believe that the courses will have a flexible schedule, and that they can work at their own pace, turning in assignments as they finish them. These courses do *not* operate in that manner. Everyone must be working on the same assignments at the same time. In addition to this you must submit work within the first two weeks of the semester to remain in the course(s). All Instructors report attendance on Census Day which occurs at the end of the second week of each semester. *Students who have not participated in their course(s) by Census Day will be withdrawn from the course(s) at the end of the second week, but will remain financially responsible for the course(s).*

Academic Standing

Each student must attend and pass every didactic course offered by the program regardless of past academic achievement. *The minimum passing grade 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.

I accept entrance to the Fall 2016 Histologic Sciences Program.

yes **no**

Signature

*Please note that passing and completing a drug screening and background check is required as part of acceptance into the program



**Goodwin College
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.



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 College Bookstore.

1. Goodwin College Histologic Science scrub top and slacks for all laboratory work – Olive with Histology logo
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



Student Confidentiality Statement

The clinical sites have a legal and ethical obligation to safeguard the privacy of all patients and to protect the confidentiality of their health information. As a student here, you may have access to confidential patient information, either on paper or through information systems. You are required to sign this confidentiality statement to ensure that you understand your obligations to keep patient information confidential.

1. I understand that federal and state regulations require that patient information be kept strictly confidential. This includes information that is spoken, written or in a computerized format. At no time should any form of social media (i.e., Facebook, Instagram, Twitter, Snapchat, LinkedIn, etc.) be used to share information relative to a patient regardless of its educational content.
2. I understand that patient information will be accessed, used and disclosed only on a need-to-know basis and only as part of my work or educational assignment. Patient information includes any information about a patient's physical or mental health, as well as their name, address, and other demographic information.
3. I will not discuss any patient information except as part of my educational program while at the hospital, especially at home with family members or friends.
4. I understand and agree that my obligation to keep patient information confidential extends beyond my time here at my clinical facility and lasts forever.
5. I understand that, in addition to termination of my educational program at my clinical site and from the Histology Program, there may be legal penalties for violating patient confidentiality which may include payment of fines or even imprisonment.

Signature: _____ Date: _____

Print Name: _____

School/Company: Goodwin College

Instructor Name: _____

Rev. 8 2016



Entrance Requirements for the Histologic Science Program

Please initial all spaces provided below

Documentation of:

_____ Hepatitis B series (3 doses) or immunity

_____ MMR series or titers

_____ Evidence of non-reactive 2-step PPD **within the past twelve months**

_____ Varicella zoster series or titer

_____ Tdap within the past 7 years

_____ Flu shot current for season

_____ Physical Exam (**documented using the attached form**)

Immunization records and statement of general health – All Histotechnician students must have a signed Physical Exam form on file before the start of the first semester (must be within 2 years) and begin the Hepatitis B series vaccine prior to their first semester. If a student’s time in the program is extended, an updated physical may be necessary before the student can enter the clinical site. 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.

Proof of:

_____ Health Insurance (please attach a copy of insurance card)

Program Requirements:

_____ I understand that I must earn a grade of **C+** in all Histologic Science (HLT) courses to be eligible for program completion and graduation. (Initial)

_____ I understand that the clinical internship hours are at the discretion of the sponsoring site.

_____ I understand that as a student in the Histologic Science program I am required to wear scrubs in all laboratory courses (HLT 102, HLT 114, HLT 209, and HLT 290).

_____ I understand that failure to provide the above by the semester start will result in my inability to participate in the Histologic Science Program and I will be in danger of losing my seat.

Any questions about program requirements may be routed to the Health & Natural Sciences Administrative Assistant, Heather Phillips at 860-913-2164 or hphillips@goodwin.edu

Student Signature

Date

Printed Name

Physical Examination for Histologic Science Students

Name _____ Date of Birth _____

Address _____

I, the above listed student, hereby give permission for this document to be released to Goodwin College. Furthermore, I give permission to share this document with the clinical sites to which I am assigned, upon request by the clinical site.

Student Signature _____

To Be Completed by Physician/Physician Assistant or Nurse Practitioner:

Physical Exam (must be within past 2 years)

Date Completed _____

Any physical limitations restricting clinical participation? Yes No

If yes, please explain. _____

Any history of medical problems or surgery that would affect the student's ability to complete this program? Yes No

If yes, please explain. _____

If Available, Please Attach a Copy of Immunization Record or Lab Results

2 Step PPD/Mantoux (must be within past 12 months and updated annually)

Test Result: _____ Date Read: _____

Test Result: _____ Date Read: _____

X-Ray Result: _____ Date Read: _____ **If PPD is positive, a chest x-ray must be taken*

Varicella

Date of Infection/Vaccination _____ Titer Result: _____ Titer Date _____

MMR*

*2 doses, 1st dose after age 1 and 2nd dose after 1980 if born after 1956

Date of 1st dose _____ Date of 2nd dose _____

Measles Titer Result: _____ Titer Date _____

Mumps Titer Result: _____ Titer Date _____

Rubella Titer Result: _____ Titer Date _____

Tetanus

Date of last tetanus _____

*If date of last tetanus is over 7 years old or unknown, a booster is needed

History of Hepatitis B Vaccination or Immunity

Dose #1 Date _____

Dose #2 Date _____

Dose #3 Date _____

Positive Titer Date _____

Influenza Vaccine

Date of last vaccine _____

Physician's Name (please print) _____

Physician's Signature _____

Address _____ Telephone _____

If there are any questions, please contact the Health & Natural Sciences Administrative Assistant at Goodwin College at (860) 913-2164 or hphillips@goodwin.edu.

***This form and any immunization records MUST be faxed to (860) 906-1801 directly from the doctor's office to: Goodwin College, One Riverside Drive, East Hartford, CT 06118 - Attention: Heather Phillips**

Goodwin College

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:

Over 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 9-12)
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	(HLT) or eligible

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	Standing Walking Sitting	Frequently Mobile throughout the day moving to various work benches
3.	Climbing	Stairs Ladders Scaffolds	Occasionally Climbing steps (ex. short ladder); Filing/pulling blocks and/or slides in tight places
4.	Balancing	Moving Surfaces Narrow Surfaces Slippery Surfaces	Never Frequently Floors are slippery due to the use of paraffin
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	Above shoulder Chest to shoulder Below knees Waist to knee Waist to chest	Frequently
10.	Handling	Wrist twisting Simple grasping Power grasping Pushing & pulling	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	Fine manipulation	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	Upper Trunk Lower Trunk	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"> • Fumes • Poor Ventilation • Mists • Dust • Odors • Gases 	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, Knife Sharpener, Microscope, Tissue Processors, pH Meter, Analytical Balance, Embedding Center, Hot Plate, 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, Bunsen Burners, Sharp Instruments (i.e. Microtome Knife).

Goodwin College
Essential Requirements
Histologic Science Program

The National Accrediting Agency for Clinical Laboratory Sciences requires us to define and publish specific academic standards and essential functions required for admission to the program and to determine that the applicants or students health will permit them to meet the written essential functions of the program.

You have received the *Essential Function Requirements* for the Histologic Science Program.

Please sign this form to indicate that you have read and understood the Histologic Science Program Requirements and believe that you can meet them.

Applicant's Signature

Name (printed)

Date

Goodwin College Histology Students
CLN Core Background Check Screening

Student Authorization and Consent Release

Please complete and sign the form below which follows, authorizing without reservation, any party, including but not limited to, schools, law enforcement agencies, state agencies, institutions, private information bureaus or repositories, contacted by Employers Reference Source to furnish any or all of the above listed information.

Your authorization releases Employers Reference Source (ERS) and the Connecticut League for Nursing (CLN) from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, it releases and discharges all liability from all companies, agencies, officials, officers and employees and other persons, who, in good faith, provide Employers Reference Source the above mentioned information as requested, in order to successfully complete a background investigation.

I certify that all statements made on this application are true and that I have not knowingly withheld any fact or circumstance.

Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.

1. Print Full Name: _____

2. Have you used any other name within the last 5 years? Yes No

If yes, what name did you use? _____

3. Have you lived or worked outside Connecticut within the last 5 years? Yes No

If yes, please list states: _____

4. Social Security #: _____

5. *Date of Birth: _____

6. Driver's License #: _____ State Issued: _____

7. Please provide the date for any motor vehicle convictions: _____

8. High School: _____ Year of Graduation: _____

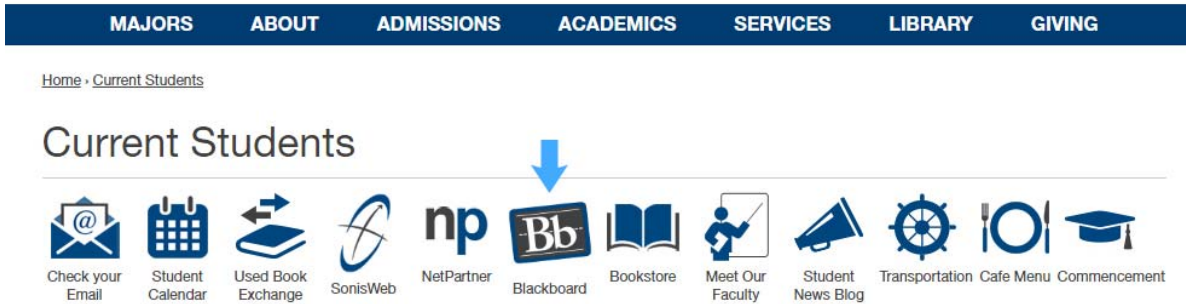
9. College: _____ Year of Graduation: _____

Applicant Signature: _____ Date: _____

Date of birth is being requested only for purposes of identification in obtaining accurate retrieval of records and it **will not be used for discriminatory purposes.*

Accessing Blackboard

1. If you are taking an online or hybrid class (indicated by a section number preceded by an O or H) there will be a Blackboard portion to the class
2. Log on to www.goodwin.edu/current-students and click on the **Blackboard** icon



3. Enter your student identification number as both the **Username** and **Password** and click **Login**

The image shows the Blackboard login page. At the top left is the Blackboard logo. At the top right are links for "Change Text Size" and "High". The main content area has a yellow background and contains the following text: "Have an account?", "Please enter your credentials and click the Login button below:", "Username: [STUDENT ID #] ←", "Password: [STUDENT ID #] ←", "[Forgot Your Password?](#)", and a "Login" button. A large "Blackboard" watermark is visible at the bottom of the page.

- Click on the course name (as shown below) to access the Blackboard Learning Community for your course

The screenshot shows the Blackboard Learning Community dashboard. At the top, there is a green navigation bar with 'My Institution', 'My Courses', 'Bb Tutorials', and 'Technical Support'. Below this, a 'Welcome,' message is displayed. On the left, there is a 'Tools' sidebar with links for Announcements, Calendar, Tasks, View Grades, Send Email, User Directory, Address Book, and Personal Information. The main content area is divided into three panels: 'Quick Tutorials Catalog', 'My Announcements', and 'My Courses'. The 'My Courses' panel is highlighted with a red box and an arrow, showing a list of courses. The first course, '1010141025663262: Medicine and Society (HSC 110) - 201011 Spring 01', is highlighted with a red box. Below it, there are two other courses listed: '1010147192273102: Microbiology (BIO 235) - 201011 Spring 10' and another one partially visible.

- Utilize the menu on the left hand side of the page to navigate your way through the course materials

The screenshot shows the Blackboard Learning Community course page. At the top, there is a green navigation bar with 'My Institution', 'My Courses', 'Bb Tutorials', and 'Technical Support'. Below this, the course name 'MEDICINE AND SOCIETY (HSC 110) - 201011 SPRING 01 (1010141025663262) > ANNOUNCEMENTS' is displayed. The main content area is divided into two sections: a navigation menu on the left and the course materials on the right. The navigation menu is highlighted with a red box and a bracket, showing links for Announcements, Syllabus, Course Information, Staff Information, Course Documents, Assignments, Tests, Communication, Discussion Board, External Links, Tools, Information, and Library. The course materials section shows the 'Announcements' page with a 'VIEW TODAY' button and a date range of 'February 10, 2011 - February 17, 2011'.