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- Students are required to treat their classmates and all EVMS faculty, students, and staff with respect.
- Students with concerns regarding classroom activities should first endeavor to resolve the issue with the course director or instructor, and if the circumstance cannot be resolved at that level, then the student should approach the program director.
- Students with concerns regarding clinical rotations should first endeavor to resolve the issue with their preceptor/site and/or contact the educational coordinator or clinical liaison coordinator.
- If concerns are not satisfactorily addressed or resolved by the course director, instructor, or preceptor, then the student should address the issue with the educational coordinator, clinical liaison coordinator, or program director as appropriate.

### **POWERPOINT PRESENTATIONS, OTHER ELECTRONIC OR PRINTED MATERIALS, IN THE CLASSROOM AND ON BLACKBOARD**

Printed matter, videos, and other electronic materials to include all PowerPoint presentations viewed on Blackboard or in the classroom can be deemed to be copyrighted materials owned by the original author(s) and/or Eastern Virginia Medical School. These materials are never to be copied or transferred electronically outside of the program or the school for any reason without the written permission of the author(s) of the presentation(s). Videos are used with “creative commons” understanding of fair use and teaching purposes. This material is intended for the exclusive use of educational purposes, and is not intended to be used for commercial or for direct compensation or profit generating activity. Doing so risks violation of US copyright laws which will result in legal action or other reasonable sanctions from the program or school.

### **PLAGIARISM**

Students are expected to do their own work. Turning in a written assignment that is believed to be another person’s work will be considered cheating or plagiarism. The student will be referred to the EVMS Honor Council.

Faculty members may utilize online resources, like *Turnitin*, to evaluate writing assignments for evidence of improper use of another’s words or ideas.

### **HONOR CODE VIOLATIONS**

Please follow the school’s process for Honor Council reporting. If you are aware of an Honor Council infraction, please report it directly to your class Honor Council Representative or to the Honor Council Chair for the school. It is not necessary to involve faculty in the reporting process. Direct reporting by students is preferred. A conviction by the Honor Council will be handled in accordance with existing rules for any academic or non-academic result of the conviction. In the case of a course failure related to an Honor Council conviction, the student may receive a suspension or be dismissed from the program, depending on the nature of the honor council findings and penalties.

### **CLASSROOM BEHAVIOR**

#### **CELL PHONES**

Cell phone use should conform to courteous and professional conduct in a classroom setting. Cell

phones must be off or on vibrate mode in class. If a cell-phone rings during class, the student should quietly gather their belongings if necessary and leave the classroom. If the nature of the call is such that the student cannot return to the classroom, then the student must inform the course director or instructor the reason for their departure and inability to return to the classroom.

### **FOOD IN THE CLASSROOM**

The only times that food is allowed in the classroom is when the program provides food for some function or celebration. Otherwise, you may not eat in the classroom during class sessions. You may bring small snacks and liquids (coffee, tea, soda, or water) to the classroom. Eating a meal in the context of a class is strongly discouraged. When the classroom is available before or after scheduled classes, you may utilize the classroom to eat, but please be courteous and clean up after yourself.

### **RECORDING CAPABLE DEVICES**

- Recorders and recording capable devices (cellphones, etc.) may only be used in a very transparent manner (i.e., visible to those being recorded).
- Students may not record meetings with faculty, staff, or other students without their consent or expressed permission. Any recording of conversations without the permission of all parties will be considered a breach of professionalism and may be a breach of the EVMS Code of Conduct.
- Lectures may be recorded for the student's personal use EXCEPT when a lecturer asks that you not record.

### **TESTING, HOMEWORK, ORAL PRESENTATIONS, AND ANY WRITTEN ASSIGNMENTS**

- In the case of any testing situation, homework assignments, oral presentations, or write-ups that will be graded, a student obtaining unauthorized information about scenarios or test content in advance of their own test is an honor code violation.
- In the case of any testing situation, homework assignments, oral presentations, or write-ups that will be graded, any student sharing information about scenarios or test content prior to another student's test or turning in their assignments is considered an honor code violation.
- In the case of any testing situation, homework assignments, oral presentations, or write-ups that will be graded, the work that you turn in is meant to be your own. Collaboration, without the expressed direction to do so by the course director, constitutes an honor code violation.

### **HISTOTECHNOLOGY PROGRAM TECHNICAL STANDARDS**

The Histotechnology (HTL) program publishes technical standards for admission, defined as “physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the curriculum and for entry into the profession.”

The technical standards for admission establish the expectations and abilities considered essential for students admitted to the EVMS Histotechnology (HTL) program to achieve the level of competency required for graduation and competency in the practice for a Histotechnologist. Applicants to the program must possess independent ability, aptitude, and skills in the following areas – observation, communication, critical reasoning, motor & sensory functions, and behavioral & social attributes – as outlined below. It is expected that students also have sufficient computer skills and are comfortable with electronic communication and media to function as a Histotechnology student successfully and professionally.

## **OBSERVATION SKILLS TECHNICAL STANDARD**

Demonstrate sufficient attention and proficiency in observation skills (visual, auditory, and tactile) in the lecture hall, laboratory, and clinical rotations and setting.

Indicators include, but are not limited to, the following examples:

- Accurate observation and participation in the lecture hall, laboratory, and during clinical rotations at affiliated hospitals and other clinical settings.
- Accurate identification of appropriate pathology in frozen and fixed surgical specimens and gross findings in autopsy cases.
- Accurate visualization and discrimination of text, numbers, patterns, graphic illustrations, and findings in academic and clinical settings.

## **COMMUNICATION SKILLS TECHNICAL STANDARD**

Demonstrate effective verbal and non-verbal communication skills with other students, faculty, pathologists, surgeons, and other healthcare providers from different social backgrounds, cultural backgrounds, and varying personalities.

Indicators include but are not limited to the following examples:

- Clear, efficient, and intelligible articulation of the English language.
- Legible, efficient, and intelligible written of the English language.
- Ability to prepare and communicate concise oral and written summaries of protocols and procedural steps for slide preparations from specimens.
- Ability to provide appropriate descriptions of histological findings.
- Record laboratory procedures and provide clear, accurate, and precise descriptions of histological preparations.

## **CRITICAL REASONING SKILLS TECHNICAL STANDARD**

Demonstrate critical reasoning skills required to undertake the full curriculum, achieve the level of competency required by the faculty, and meet the demands of a fully competent Histotechnologist. These skills include, but are not limited to, intellectual, conceptual, integrative, and quantitative abilities.

Indicators include, but are not limited to, these examples:

- Accurate and efficient reading skills (English language).
- Demonstrate ability to measure, calculate, reason, analyze, integrate, and synthesize information.
- Comprehend the spatial relationships of structures (e.g., three-dimensional relationships).
- Demonstrate the ability to acquire, retain, assimilate, and apply large amounts of complex, technical, and detailed general medical, specific pathological, and non-medical information.
- Demonstrate the ability to synthesize and apply concepts and information from various disciplines to deliver appropriate technical support.
- Demonstrate appropriate judgment in processing of cases, including planning, time management, extraction of critical information from review of staining protocols, and use of resources to obtain relevant information.

## **MOTOR AND SENSORY FUNCTION TECHNICAL STANDARD**

Demonstrate sufficient motor and sensory function to perform typical functions of a Histotechnologist, including, but not limited to: physical examinations and assessment of specimens, tissue preparation and fixation techniques, and general functions that pertain to a career as a Histotechnologist. Indicators include, but are not limited to, the following examples:

- Functional and sufficient sensory capacity (visual, auditory, and tactile) to adequately perform a complete examination of slide preparation results and elicit information gained from proper use of procedural protocols and maneuvers.
- Execute fine and gross motor movements with sufficient coordination, postural control, equilibrium, and hand-eye coordination to safely participate in laboratory sessions, use standard medical/laboratory instruments, provide appropriate summary and findings, and participate in performing basic and advanced histological and cytological procedures.
- Execute motor movements that demonstrate safety and efficiency in the various learning settings (i.e., classroom, laboratories, and clinical rotations, including appropriate negotiation of self in various clinical support environments).
- Physical stamina sufficient to complete the rigorous course of didactic and clinical study, which may include prolonged periods of sitting, standing and/or rapid ambulation.
- Coordination of motor skills necessary to respond to “on-call” emergency situations quickly and appropriately as may be needed for the medical or Allied-Health discipline.

## **BEHAVIORAL AND SOCIAL ATTRIBUTES TECHNICAL STANDARD**

Demonstrate the behavioral and social attributes vital to participation in a professional program and service as a practicing professional Histotechnologist.

Indicators include but are not limited to the following examples:

- Possess personal qualities that facilitate effective peer interactions (e.g., compassion, empathy, integrity, honesty, benevolence, confidentiality).
- Possess the emotional health required for full utilization of mental faculties (including judgment, orientation, affect and cognition).
- Ability to establish rapport and develop mature and effective professional relationships with faculty, professional peers, the public, and other members of the medical profession team.
- Demonstrate impartial motives, attitudes and values in roles, functions, and relationships.
- Communicate and interact with, in a non-judgmental way, persons who differ from oneself and one’s beliefs in a variety of ways, including but not limited to: gender, age, race, ethnicity, socio-economic status, culture, creed, military status, sexual orientation and identity, and religious or spiritual beliefs.
- Ability to monitor and react appropriately to one’s own emotional needs and responses.
- Display appropriate flexibility, adaptability, composure, and emotional stability during periods of high stress or uncertainty associated with didactic and clinical encounters and environments.
- Ability to accurately follow oral and written directions with prompt completion of all responsibilities in the classroom and clinical setting.
- Compliance with standards, policies, and practices set forth in the program handbook.

These standards will serve as prerequisites for entrance, continuation, promotion, and graduation from the Histotechnology program. Students and applicants to the Histotechnology program must be prepared to meet the technical standards, with or without reasonable accommodation, to complete

the program, and indicate possession of such ability prior to their matriculation into the program and during registration for each semester.

**Note that the use of an intermediary (a person trained to perform essential skills on behalf of the student) is not permitted.**

EVMS must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a Histotechnologist, and cannot compromise the health and safety of other students or health officials.

Inquiry by the program faculty and staff regarding disability is strictly prohibited. The Histotechnologist Program, in accordance with EVMS policy and as delineated by federal and Virginia law, does not discriminate in admissions, educational programs or employment against any individual based on that individual's disability, and will make good faith efforts at providing reasonable accommodation as required. However, the program reserves the right not to admit or register students who cannot meet the technical standards, or who would constitute a direct threat to the health and safety of others.

Histotechnology Program applicants or students who may have questions regarding these technical standards, or who believe they may need to request reasonable accommodation to meet the standards, are encouraged to contact the EVMS Disability Officer by email at [studentdisability@evms.edu](mailto:studentdisability@evms.edu) or by phone at 757-446-7261.

Revealing a disability is voluntary; however, such disclosure is necessary before any accommodations may be made in the learning environment or in the program's procedures. Information regarding disabilities is handled in a confidential manner.

## **DISABILITY AND ACCOMMODATION**

### **REQUESTING AN ACCOMMODATION**

To begin the accommodation process, a student must self-identify to the EVMS Student Disability Committee through the Student Disability Officer, declare the disability (or suspected disability) in writing, request accommodations, and complete an intake meeting with the Student Disability Officer. The student must submit documentation that meets the criteria as outlined in the **Student Guide to Disability Accommodations**: Section IV, General Disability Documentation Guidelines and Accommodations History. This documentation should be submitted with the **Educational Accommodations Request Form**, or as soon after as possible. Failure to provide the required documentation could result in a prolonged accommodation process due to insufficient documentation. Inactive files are closed at the end of each semester.

All requests for accommodations and supporting documentation are reviewed by the Student Disability Committee to determine a student's eligibility for new or continued accommodations.

### **ACCOMMODATIONS FOR TESTING**

EVMS Students with an approved accommodation for testing from the EVMS Disability Officer will take all computer-based and written exams in the testing room in Lewis Hall. These exams will be proctored. Examination procedures will be distributed once the accommodation notice is received by the Histotechnology Program.

## TESTING PROCEDURES

Computer based examinations using web-based testware (such as ExamSoft and ExamMonitor™):

- All tests and graded materials are sequestered throughout the Histotechnology program. Students will be given the opportunity to review their test or quiz entries under direct supervision, then the material will be collected and archived.
- All students must have a laptop computer meeting the EVMS minimum requirements for computer-based examinations.
- Minimum computer requirements are published on the EVMS website and will be periodically reviewed and revised. Course directors will make examinations available for download by students at least 24 hours before the scheduled test time.
- Students must download the examination to their laptop computers as instructed before the time that the examination is scheduled to begin.
- If a student experiences any difficulty with the exam or ExamSoft, the proctor must be notified.
- Once the exam has been completed, students must ensure that their examination is uploaded to ExamSoft successfully before leaving the examination room. Failure to upload the exam prior to leaving the exam room may be considered an honor code violation.
- During testing on the computer, as with any testing, the desktop must be cleared of all unauthorized materials. All unauthorized papers, bags, recording devices, phones, or other materials are to be removed from the desktop. The desktop should be clear except for limited materials authorized by the course director.

Use of “scrap paper” during computer-based exams:

- Scrap paper will be provided by the course director for each exam where it would be useful. The student will not provide their own paper.
- Any scrap paper authorized during a test must remain blank until the student begins their computer-based examination, and the test software is running.
- Any writing on the scrap paper before the student’s individual test has been started (other than student name) may be considered an honor code violation.
- At the conclusion of the computer-based examination, the scrap paper will be collected in a manner determined by the course director. The student may not keep the scrap paper for any reason.
- Once the student has completed the exam and the exam has successfully been uploaded, the scrap paper must be turned in to the proctor and the student must exit the exam room.
- Use of the scrap paper for reasons other than calculations, remembering short lists, or diagramming, may be considered an unauthorized testing aid and reported to the Honor Council.

## EXAMINATION RESCHEDULES

### ANTICIPATED RE-SCHEDULE:

Any request to take an exam at a time other than the regularly scheduled date and time should be submitted in writing at least 2 weeks prior to the scheduled exam date. There must be documented extenuating circumstances that prevent the student from taking an exam on the scheduled date, as well as justification for requesting a re-scheduling of the exam. The student must contact the program director and course director in writing.

- There are no exams that are scheduled “early” to accommodate personal schedules.
- The student **MUST** be prepared to take the exam on the day they return to classes.
- This is a confidential process.
- No exams will be returned to students for review of entries or content discussed until all re-scheduled exams have been completed. However, obtained grades can be released.

### **UNANTICIPATED RESCHEDULE:**

Requests to take an exam late due to an unanticipated absence (acute illness, injury, or immediate family emergency) on the date of the exam must be initiated by the student and submitted in writing to the program director and course director as soon as feasible.

- The program director and course director will determine scheduling (time & location) of the make-up exam.
- The student **MUST** be prepared to take the exam on the day she/he/they return to class.
- This is a confidential process between the student, program director, and course director.
- An unanticipated emergency that affects the teaching faculty could result in an unanticipated exam or quiz rescheduling.

### **GRADES FOR RESCHEDULED EXAMINATIONS:**

Rescheduled exams will be recorded as outlined below for written exams (or pass/non-pass for competency assessments):

- EXCUSED: Students who miss an exam because of illness, injury, or family emergency must provide a reasonable form of proof to the course director and/or program director to be allowed to take the exam at 100%.
- UNEXCUSED: By default, the maximum recorded score for re-scheduled exams is 85% of the total points allocated for that exam.
- Students who miss an exam for reasons other than illness, injury, or family emergencies must explain their situation to the program director who may (in extraordinary circumstances) convene a faculty meeting to render a decision as to whether the student should be granted the ability to take the make-up exam at 100% of possible points, or be granted the default maximum recorded score of 85% of the total points for the rescheduled exam.
- Rescheduled exams with excused absences may contain 10 to 20% new questions at the discretion of the course director. Rescheduled exams for unexcused absences can have 100% new questions at the discretion of the course director.

### **LATE CLASS ASSIGNMENTS:**

The maximum recorded score for assignments received after the original due date is 85% of the total points allocated for that assignment in any course unless the course director or program director has granted an extension. Submission of late assignments as a tactic to gain study time for exams is discouraged and enforced by implementation of the following policy:

A pattern of late assignments (second offense or greater frequency) in the same course will result in additional decrements in the allocated total points awarded for the graded assignment with the following breakdown:

- 1<sup>st</sup> unexcused late assignment = 85% total points maximum
- 2<sup>nd</sup> unexcused late assignment = 80% total points maximum



- 3<sup>rd</sup> unexcused late assignment = 75% total points maximum
- 4<sup>th</sup> unexcused late assignment = 70% total points maximum
- 5<sup>th</sup> or greater number of unexcused late assignment = no points awarded.

## EXAMINATION REVIEW POLICY

For some courses in the Histotechnology program, review sessions for summative examinations are an integral component of the course. These review requirements and scheduling are subject to change at the discretion of the course director and may necessitate changes on short notice. These tend to be courses that are shared with other programs at EVMS. The review sessions will be scheduled by the course director within *one week* of the examination date, allowing the course director to evaluate exam results and performance of individual test items prior to the conducting of the review. Only in extenuating circumstances, as deemed by the course director(s), will an examination review be given outside of the scheduled examination review time. Review sessions will not occur for summative (final) exams.

The goal of the review session is for each student to review the questions again, and determine how their personal thought process may have led to a correct or incorrect answer choice. Faculty may also use the exam review as a time to revisit key concepts.

When review sessions are held, they will be conducted as follows:

- All books, food, writing implements, paper, backpacks, phones, and **any recording capable devices** will be left in the hallway. No recording capable devices may enter the classroom.
- For a scheduled review at any point during the academic day, each individual student will be responsible for moving all personal belongings out of the room, even if you will not personally be attending the review. Drinks may be allowed at the discretion of the course director.
- Each student will check into the exam review by obtaining their personal answer sheet from a faculty member and will not be allowed to leave the exam review at any point prior to the completion of the review. Check out will be by returning the personal answer sheet to a faculty member. All answer sheets should be accounted for at the end of the review.
- The only access to paper you will have is your individual test answer sheet. No marks may be made on the sheet.
- The review will serve as an opportunity to initially view the questions and answers to gauge your thought process regarding how you answered each question. Additional concept discussion by a faculty member, to aid the understanding of a particular subject, may occur. New material will not be introduced during exam review sessions.
- Inquiry regarding a test item or a request for additional discussion must follow the following algorithm:
  - **Step 1.** Consult your notes.
  - **Step 2.** Consult your book and/or assigned readings.
  - **Step 3.** If a lack of clarity or questions remains, wait a minimum of 24 hours from the conclusion of the exam review, then email the course director(s) to schedule an in-person discussion regarding any questions or concerns regarding the material. Emails must be sent no later than 5 business days following the 24-hour period after the exam review. Except in rare circumstances, this process should occur in the timeframe of 1-7 days following the review session.
  - Inquiry and discussion outcome will be at the discretion of the course director.

- Professional behavior is always expected during the review session, email communication, and during any post-review discussions. Any deviation from this standard may result in dismissal of the student from the review/meeting and a written letter of counseling in the student record.
- Attendance at the scheduled review session:
  - Is highly recommended for students attaining a score less than or equal to 80%.
  - Those scoring less than 70% MUST attend the examination review sessions AND participate in the Learning Improvement Process (LIP) described in the student handbook. Failure to attend the expected review sessions will be viewed as insufficient student engagement in the educational process, may result in a professionalism discussion, and may be considered in deliberations by the academic progress committee (should this be necessary).

## **HISTOTECHNOLOGY PROGRAM CORE COMPETENCIES**

Upon completion of the Histotechnology Program, students will be able to perform the following **tasks and functions** at the level of a graduate Histotechnologist:

1. **Academic:** Embedding, sectioning, H&E, special stains, surgical pathology, microtomy, cytotomy, and frozen sections. Administrative & managerial duties.
2. **Professionalism:** Basic knowledge and skills in medical ethics and practice of professionalism. Knowledge of confidentiality requirements (HIPAA), standards of practice, and legal parameters for practicing as a Histotechnologist.
3. **Educational Teaching:** Basic knowledge and skills in educational methodologies.
4. **Specimen and Tissue Processing:** Students will demonstrate the ability to prepare, describe, dissect, and process human tissue including: Accessioning, gross description and dissection of simple surgical or biopsy specimens, processing of tissues for histology and microscopic analysis, specimen imaging, and processing of tissue for ancillary/special studies.
5. **Staining (Routine & Special):** Students will demonstrate the ability to treat tissues for histologic processing. Identify and apply histochemical analysis using routine and any special staining techniques or procedures necessary for completion of tissue examination for histopathological analysis.
6. **Frozen Sections:** Students will demonstrate the ability to submit tissues for histologic processing. Identify and apply frozen section techniques and procedures to be used in assistance of a pathological intraoperative diagnosis including histochemical analysis, and any special histochemical procedural requirements for investigative and/or clinical evaluation.
7. **Immunohistochemistry:** Applications, including principles and methodologies, performance on tests, problem solving, troubleshooting techniques, and the interpretation of procedures and results of laboratory services for all major areas practiced in the contemporary histopathology laboratory.
8. **Molecular Diagnostic Markers:** The student will develop knowledge of immunohistochemical reagents and antibodies that can provide adjunctive diagnostic information or can be used as determinants of cell differentiation. The student will acquire familiarity with commonly used analytes in immunohistochemical techniques that can provide prognostic data not available from routine histological procedures. The student will be capable of testing proper controls and conducting semi-quantitative assessment of the analyte.
9. **Surgical Specimens:** Students will demonstrate the ability to prepare, describe and dissect small biopsies from human tissue and simple gross surgical specimens including: accessioning, gross description and dissection of surgical specimens, processing of tissues for histology and microscopic analysis, specimen imaging, and submission of tissue for ancillary/special studies.

10. **Cytology:** Cytopreparations and morphology interpretation skills are required. Knowledge of basic histology, staining and immunohistochemistry applied to cytology specimens. Familiarity with the use of a cyto-spin instrument. Process specimens acquired by FNA technique.
11. **Cell Culture:** Aseptic techniques, use of a laminar flow hood and incubator, development and understanding of the physiochemical properties of various media, selection and propagation of cell lines, preparation and sterilization of apparatus, reagents, media.
12. **Laboratory Administration & Management:** The student will have knowledge of practices pertaining to quality assurance/quality improvement and will have working knowledge of equipment used in the histology laboratory including digital slide scanners, processors, embedding stations, microtome, cryostats, light microscopes and stainers. The student will have basic knowledge and essential skills in the areas of laboratory safety, information systems, and laboratory administration/management. She/he/they will have the skills to perform duties related to administrative maintenance of a histology laboratory as it applies to protocols, reports, budgetary matters, and data management. The student will maintain adequate laboratory inventory, cleanliness, and governmental regulatory adherence. The student will learn principles of interpersonal and interdisciplinary communications and practices of administration, problem-solving, supervision, and team-building skills.

### **HISTOTECHNOLOGY PROGRAM UNIQUE STANDARDS:**

Upon completion of the Histotechnology Program students will be able to perform the following **tasks and functions** at the level of a graduate Histotechnologist:

1. Graduates shall have a solid foundation of knowledge supportive of practice as a Histotechnologist to include the areas of embedding, sectioning, routine H&E, special staining, surgical pathology, and frozen sections. Graduates shall understand the histotechnology laboratory techniques and operations, including pre-analytic, analytic, and post-analytic functions. Graduates shall be able to execute the duties of preparation, performance, and reporting of technical requirements pertaining to the histotechnology laboratory.
2. Graduates will conduct themselves in an ethical manner consistent with professional guidelines and will adhere to a professional code of conduct. Exhibit personal conduct in a manner consistent with professional requirements and reflecting an understanding of the scope of practice for histotechnologist.
3. Students will exercise the principles and practices of professional conduct and role-modeling. Apply principles of interpersonal and interdisciplinary communications and skills.
4. The student should have proficiency to process pre-analytical variables such as tissue handling and treatment, fixation, decalcification, sectioning, treatment of glass slides, and regulation of water bath. Determination of proper analytical variables such as section thickness, selection of antibody clones and determination of proper concentration, immunohistochemical detection protocols, antigen retrieval protocols, and incubation times. Students will exercise postanalytical skills of interpretation, and reporting of positive and negative results, design of appropriate controls, interpretation of immunoreactivity test results, and the ability to troubleshoot immunostaining results.
5. The students will exhibit functional knowledge and proficiency in the application of standard H&E stain as well as a variety of specialty stains to include: selective connective tissue, hematologic, lipids, carbohydrates, and nervous tissue.
6. Students shall be able to conduct the comprehensive steps necessary to process a frozen section. This involves cutting sections on a cryostat and performing hand H&E staining for pathologists in the surgical setting or dermatologists for MOHS procedure.

7. The student will acquire a high level of autonomous proficiency in the following: laboratory calculations, tissue fixation, specimen orientation and processing, embedding, microtomy, staining of hematoxylin and eosin (H&E), mounting media, slide refurbishing and repair, use of laboratory instrumentation, decalcification methods, enzyme histochemistry, immunohistochemistry, in situ hybridization techniques, and various conjugation methods for antigen detection.
8. Graduates shall understand basic theory, diagnostic/prognostic utility of commonly employed immunochemical markers, and shall have proficiency in basic procedural elements to use selected antibodies for evaluating tissue immunoreactivity using required laboratory standard guidelines set by College of American Pathologists (CAP) and FDA.
9. The student should have proficiency in the ability to prepare, dissect, process, and grossly describe biopsies of human tissue while appropriately documenting findings and facilitating additional testing as indicated.
10. The student will have knowledge of specimen collection, cytology stains, and slide preparation. The student will be trained for on-site microscopic review and photo-digitization of specimen. The student will have the ability to recognize basic cytopathological features.
11. The student will have working knowledge of aseptic techniques to generate and/or propagate a cell line and standardization of culture conditions including cell counting by hemocytometer, preparation, quantitation of reagents, and protocol for cell cryopreservation.
12. Graduates shall understand basic theory and regulatory requirements of a histology laboratory, and shall have proficiency in basic elements of required laboratory standard guidelines as set by the College of American Pathologists (CAP) and the American Society for Clinical Pathologists (ASCP).

## CURRICULUM

### HISTOTECHNOLOGY (HTL) PROGRAM CURRICULUM

FALL SEMESTER		
COURSE NUMBER	COURSE NAME	CREDITS
HTL 500	Intro to Anatomical & Histological Laboratories	2
HTL 501	Medical Ethics (online component)	2
HTL 504	Anatomical Foundations (online component)	5
HTL 512	Histotechnology I	2
HTL 513	Histology for Health Professions	2
HTL 517	Laboratory Methods in Histotechnology	3
		<b>16</b>
SPRING SEMESTER		
COURSE NUMBER	COURSE NAME	CREDITS
HTL 514	Pathology & Histological Terminology (online)	2
HTL 600	Clinical Clerkship Histotechnology Practicum 1	3
HTL 518	Special Histologic Staining Methods Lab Practicum	2
HTL 510	Pathophysiology	4
HTL 519	Advanced Lab Methods in Histology and Pathology	3
HTL 604	Lab Management University Cert Program (LMU) (online)	2
HTL 602	Practicum in Clinical Research Techniques	2
		<b>18</b>

SUMMER SEMESTER		
COURSE NUMBER	COURSE NAME	CREDITS
HTL 603	*Clinical Clerkship Histotechnology Practicum 2	4
HTL 601	ASCP Leadership Course (online)	2
HTL 608	ASCP Certificate Exam Prep (online)	3
		9
Total Program Credits		43

## DESCRIPTION OF CLINICAL CLERKSHIP

\*The sequencing of clinical clerkship rotations varies from student to student.

Clinical electives available to students include student selected clinical sites when an affiliation agreement can be established and the program director, educational coordinator, and preceptor have determined that the clinical site will provide adequate training for the student to meet program standards.

Arrangements for clinical electives requires **proper planning on the part of the student well in advance to allow the establishment of appropriate collaborative affiliation agreements.**

Students should consult the *Histotechnology Supervised Clinical Practice (SCP) Guidebook* for details regarding student-initiated elective rotations and be familiar with the steps required to pursue such electives.

## COURSE DESCRIPTIONS

### FALL SEMESTER:

**HTL 500 Intro to Anatomical & Histological Laboratories (2 credit hours) Instructor: Mr. Kerwin Kolheffer, Ms. Alayna Gibbs:** This course serves as an introduction to laboratory environments commonly seen in the practice of pathology and histotechnology, and fulfills training requirements necessary for continued study in the Histotechnology Program. Training will address blood-borne pathogen safety, laboratory safety, and handling of biohazardous materials and waste. Proper use of Personal Protective Equipment (PPE) and laboratory regulations of the College of American Pathologists (CAP), OSHA, and the Joint Commission will also be addressed. Training in human subjects' research regulations and requirements (via CITI training) will also be a component of this course. As a requirement for completion of this course, students will attain a 2-year certification (by the American Heart Association) in Basic Life Support for Healthcare Providers (BLS-P). This course will also serve as an introduction to the functional, operational, and administrative aspects of laboratories including the histotechnology laboratory and surgical pathology suite.

**HTL 501 Medical Ethics (online) (2 credit hours) Instructors: Georgetown Faculty YouTube Videos & Dr. Jorge Jacot:** This is a hybrid course having both an online component and face-to-face classroom discussions. The course was developed by edX Inc., in collaboration with the faculty of Georgetown University, Kennedy Institute of Ethics. The course content and videos are equivalent to the PHLX101-03X course offered at Georgetown University. The in-house utilization of the course has supplemental features that include periodic interactive face-to-face classroom discussions on

selected topics and themes. These discussions, conducted either as Blackboard postings or as classroom exchanges, personalize the course content. The course presents five major themes of bioethics and each of the five major themes is highlighted by a classroom discussion on the topic. Each week, a new unit will become available to the students either online or via Blackboard. Presented in this course are the following themes: autonomy, bioethics and the human body, bioethics as it pertains to the beginning and end of life, and bioethics that have a global impact.

**HTL 504 Anatomical Foundations (5 credit hours) Instructor: Dr. Paul Aravich:** The course is divided into 4 modular units of learning which include: back & upper extremities, head & neck, thorax & abdomen, and pelvis & lower extremities. This course affords the student a coherent, sequential approach to the study of human anatomy at the gross level with applied clinical relationships. The general objective is for the experience of a visual concept of the human body to relate this to future *professional* settings. This experience is extrapolated by way of a virtual lab providing the student with the anatomical basis for understanding and appreciating the variations and complexities of the human body. Students should be able to demonstrate to each other all the different normal structures detailed in the student learning objectives for specific modules. Students should be able to integrate materials in a particular module to talk about clinical/surgical functions. These objectives are evaluated by clinical scenario types of questions on exams.

**HTL 512 Histotechnology I (2 credit hours) Instructor: Dr. Jorge Jacot, Dr. Alberto Musto, Dr. Richard Conran, Ms. Alayna Gibbs, & Ms. Lauren Yoho:** This course focuses on the laboratory skills required to function in a clinical or research histology facility including specimen acquisition and fixation, tissue processing, embedding, sectioning, and staining. Paraffin-based techniques with H&E/special stains are introduced. Essential laboratory calculations and problem-solving approaches are presented. The student is expected to gain experience in cryomicrotomy (frozen section) and microtomy. The student is introduced to the fundamental principles and mechanical steps of immunohistochemistry. Chemical and environmental safety issues are covered in-depth and emphasized. Proper record-keeping practices including quality control and quality assurance requirements are also reinforced. Responsible lab management procedures are emphasized including essential inventory control concerns, as well as instrumentation, care, quality assurance and maintenance.

**HTL 513 Histology for Health Professions (2 credit hours) Instructors: Dr. Ambrozewicz, Dr. Lonart, Dr. Elzie, Ms. Lauren Yoho, Ms. Taylor Roten, Ms. Madison Barber, Ms. Lane Fortney:** This course provides students with an understanding of the normal architecture of cells and an opportunity to gain an appreciation of how cellular components specialize to form primary tissues, and how these tissues give rise to organs and organ systems. The course allows for the evaluation of the structure-function relationships in normal cells, tissues, and organs. Students will acquire morphological pattern recognition and cell/tissue/organ identification skills at the light microscopic level and to a lesser extent at the electron microscope level through a lecture-lab combination, systems-based approach. Students will be introduced to proper use of a light microscope and essentials of microscopy. Utilizing light microscopes in a laboratory setting and on-line tutorials to recognize the morphology of structures, students will relate these structures to their function.

**HTL 517 Laboratory Methods in Histotechnology (3 credit hours) Instructors: Dr. J. Jacot, Mr. Kerwin Kolheffer, Ms. Alayna Gibbs:** This course focuses on essential laboratory skills, and prepares the student to obtain working knowledge of trouble-shooting skills and to develop skills for quality assurance and management. Topics such as grossing of small samples and specimen orientation are

emphasized. Students develop the necessary skills to oversee the budget management and inventory maintenance of a histology laboratory. Problem-solving skills are augmented by learning techniques in slide refurbishing and repairs.

### **SPRING SEMESTER:**

#### **HTL 514 Pathology & Histological Terminology (online) (2 credit hours) Instructor: Dr. Jorge Jacot:**

This is an interactive online and self-paced guided course conducted using Quizlet. The course provides the student with an extensive vocabulary-building set of exercises in pathology as well as histology terminology. The course is constructed with multiple sets of self-educational exercises that instruct the student in: general rules governing medical nomenclature, general rules pertaining to plurality and pronunciation, exposes students to common medical, pathological and histological terminology, presents prefixes and suffixes of commonly used terms, and covers the AAPA suggested list of medical terms derived from the Robbins Pathology textbook and terminology employed in the Histotechnology: A Self-Instructional Textbook.

#### **HTL 518 Special Histologic Staining Methods Lab Practicum (3 credit hours) Instructor: Ms. Alayna Gibbs:**

The course highlights theory and protocols on special staining techniques for histopathology. The student develops theoretical and functional knowledge for preparation of tissue with various methods of fixation with an understanding of the characteristics of certain agents. Methods for decalcification and chelating agents are presented with procedures to determine proper endpoint. Laboratory practicum on the processing of tissue including dehydrating, clearing, impregnating, and embedding are conducted. Preparation of sections and developing microtomy skills are integral components of the laboratory practicum. Routine and special staining techniques and protocols are taught in detail and include methods for connective tissue, cytoplasmic granules, hematologic and nuclear elements, fats and lipids, carbohydrates and mucoproteins, pigments and minerals, nerve cells and neuronal fibers.

#### **HTL 519 Advanced Lab Methods in Histology and Pathology (3 credit hours) Instructor: Dr. Lonart, Dr. Jorge Jacot, Dr. Richard Conran, Ms. Alayna Gibbs:**

The techniques described and discussed are procedures in immunohistochemistry and in situ hybridization. Preparatory techniques for quantitative staining methods, enzyme histochemistry, and preparatory methods in cytopathology are stressed. The methods are taught in detail with conceptual principles of the technique and background material presented for each topic. Various methods for antigen detection are presented including avidin-biotin complex (ABC), peroxidase-antiperoxidase method and chromogen alternatives. Interpretation of results and problem-solving approaches are presented along with aids for troubleshooting. Antibody selection and quality control elements are discussed. Specialty enzymatic reaction stains, tissue preparation protocols, and direct smears for cytology are covered.

#### **HTL 600 Clinical Clerkship Histotechnology Practicum 1 (3 credit hours) Instructor: Ms. Alayna Gibbs:**

This course is the first Supervised Clinical Practice (SCP) component of the EVMS Histotechnology Program. This course consists of immersive clinical experiences in histology and histotechnology disciplines. Students will function under the direct supervision and guidance of site preceptors (Pathologists, Histotechnologists, or other appropriate laboratory professionals). These rotations include experiences in tissue processing, embedding, staining, immunohistochemistry, laboratory instrumentation, and exposure to the dynamics of laboratory management. The settings for these experiences could include local hospitals, community hospitals, larger private hospital complexes, and academic medical centers. Students will apply the knowledge and the skills

developed in previous didactical courses to develop skills necessary for clinical practice. This course will introduce the student to the demands of the working environment, and the expectations of a practicing Histotechnologist.

**HTL 602 Practicum in Clinical Research Techniques (2 credit hours) Instructors: Dr. Jacot, Ms.**

**Alayna Gibbs:** The student will develop working knowledge of laboratory techniques that are prevalent in a clinical research environment. The student will develop working knowledge of flow cytometry principles and methods for specimen preparation. Fundamentals of cell culture aseptic techniques, including primary cell isolation from tissue or propagation of established cell line, will be covered. Principles of microscopy and photo-documentation of micrographs and gross images, introduction to EM and confocal microscopy, laser capture microdissection techniques, and fundamentals of PCR are all included in the practicum.

**HTL 604 Lab Management University Certificate Program (online) (2 credit hours) Instructor: Dr.**

**Jacot:** This course uses the Lab Management University (LMU) self-paced online certificate program that improves competencies in laboratory management. It will teach the student practical, day-to-day skills needed to function successfully in a laboratory environment. All core concepts of laboratory management are introduced. The Fundamentals Certificate of Completion in Laboratory Management is awarded on completion of 25 courses across six core competencies: Leadership, Personnel Management, Operations, Financial Management, Informatics, and Compliance. Students select and complete 25 courses under the Fundamentals program at their own pace, receiving their Certificate of Completion in Laboratory Management upon successful completion. The certificate, however, is not a requirement for graduation from the program.

**PATH 510 Pathophysiology (4 credit hours) Instructor: Dr. Conran, Dr. Jacot, Dr. Heise:** A study of the cellular, organ, and system changes associated with human disease processes, and the physiologic responses associated with selected human pathologies. The course introduces students to clinical medicine by reviewing the pathophysiologic basis of the symptoms and signs of prevalent diseases.

**SUMMER SEMESTER:**

**HTL 601 ASCP Leadership Course (online) (2 credits) Instructor: Dr. Jacot:** Students will hone their leadership skills through 12 online on-demand courses. Through an advanced self-assessment and a self-paced program, participants gain insight into their current viewpoints on leadership topics, identify areas of growth, and use the knowledge gained to develop advanced leadership skills. Courses include a pre-course self-assessment to help participants discover insights into their own leadership behavior, styles, and preferences. Participants can download their self-assessment results for future reference. The course covers multiple areas of leadership, including: communication skills, self-awareness and feedback, leadership styles, organizational effectiveness, team dynamics, conflict resolution, stress coping skills, diversity, and inclusion. The courses can be taken in any order and all topics build upon each other to give deeper insights into participants' own leadership styles. Upon completion of the course, participants will receive a leadership certificate. The certificate, however, is not a requirement for graduation from the program. Students are expected to improve their leadership effectiveness through assessing and/or validating current knowledge or skills; acquiring and implementing new knowledge, skills, and techniques; acquiring and utilizing valid and reliable self-assessment tools and materials for self-study, performance assessment, and applying what they learned about their leadership styles, strengths, and growth opportunities.



**HTL 603 Clinical Clerkship Histotechnology Practicum 2 HTL 603 (4 credit hours) Instructor: Ms. Alayna Gibbs:** This course is the second Supervised Clinical Practice (SCP) component of the EVMS Histotechnology Program. This course consists of immersive clinical experiences in the various disciplines where Histotechnologists may serve. Students will function under the direct supervision and guidance of site preceptors (Pathologists, Histotechnologists, or other appropriate laboratory professionals). These rotations include experiences in tissue processing, embedding, staining, immunohistochemistry, laboratory instrumentation and exposure to the dynamics of laboratory management. Students will continue to develop and refine the skills and abilities of a practicing Histotechnologist; an emphasis will be placed in functioning with greater autonomy and efficiency. Students will expand their repertoire of histotechnology skills and perform technical procedures of progressively increasing complexity while exhibiting independence. Learning objectives addressed in prior courses or clinical rotations will be reinforced and emphasized. This course will prepare the student to meet the demands of the working environment and expectations of a practicing Histotechnologist. Upon completion of this course, students will be fully competent in all essential duties of a Histotechnologist.

**HTL 608 ASCP Certification Exam Prep (3 credit hours) Instructor: Ms. Alayna Gibbs:** This course is designed as a comprehensive review, study guide, and self-evaluation tool with the goal of preparation for the American Society for Clinical Pathology Board of Certification (ASCP-BOC) in Histotechnology certification examination. Students will have access to pre-course and post-course practice examinations, and interactive study material. Appropriate reference texts will be available as well as other review material. This course will provide the opportunity for students to synthesize material from multiple courses and disciplines to prepare for the national exam. The course will begin with a pre-course practice test to evaluate individual strengths and weaknesses in preparation of review for the ASCP-BOC Histotechnology Examination. Students will then be assigned additional study material covering various specific technical areas to include: fixation, processing, microtomy, staining, and laboratory operations. Practice examinations will allow the student to track their progress and identify points of weakness. **The ASCP Certification Exam is administered by the American Society for Clinical Pathologists (ASCP).**

## **ABOUT ACADEMIC DEVELOPMENT AT EVMS**

Academic Development helps learners in the EVMS Community develop and enhance their range of academic skills, strategies, and behaviors needed to perform in competitive academic and dynamic professional environments.

## **SERVICES AND RESOURCES**

Academic Development provides resources and services for students to promote academic success and to balance the demands of academics, research, clinical activities, personal life commitments, and service to their community through:

- **Academic Counseling:** Academic Counseling helps learners in the EVMS Community acquire more effective and efficient academic skills.
- **Peer Tutoring:** Content-specific peer tutoring is coordinated through Academic Development with authorization by the course director.

## **LOCATION AND HOURS**

Academic Development is centrally located in Student Affairs inside Lewis Hall:

700 W Olney Road, Norfolk, VA 23507

Academic Development services are available by appointment Monday through Friday during normal business hours. Resources can be accessed on the EVMS intranet 24/7.

## WORKSHOPS

Workshops are held throughout the year and each one focuses on specific skills and strategies to maximize student success.

Students who are experiencing difficulties in their courses, or who are experiencing life events that impact their progress or performance in the program, may schedule an appointment with the course director or the program director whenever the need arises.

Students must be aware of the importance of self-monitoring their GPA in order to ensure they will meet academic progress and/or graduation requirements.

## GRADES

### DIDACTIC YEAR GRADES

Histotechnology Program DIDACTIC GRADES		
PERCENTAGE	GPA	LETTER GRADE
100 – 94	4.00	A
93 – 90	3.67	A-
89 – 87	3.33	B+
86 – 84	3.00	B
83 – 80	2.67	B-
79 – 77	2.33	C+
76 – 74	2.00	C
Percentages below this level are not passing grades:		
73 – 70	1.67	C-
69 – 67	1.33	D+
66 – 64	1.00	D
63 – 60	0.67	D-
59 or less	0.00	F
An exam score of less than 70 requires the Learning Improvement Process (LIP) with the course director- see the pertinent section in this student handbook.		

For those courses in the curriculum that are designed pass/fail the following scale will apply:

Code	Description	Percentage
<b>H</b>	Honors	91%-100%
<b>HP</b>	High Pass	81%-90%
<b>NP</b>	Non-Pass	0%-69%
<b>P</b>	Pass	70-80%

Mathematical rules for rounding to the nearest whole number based on two decimal places apply. For example, a final grade of 93.45 would round to a 94 (A). A final grade of 93.44 would round to a 93 (A-).

Performance in didactic courses is commonly assessed by written exams, quizzes, assignments, small group assignments, or oral presentations.

During the didactic coursework of the program, grades for cognitive performances will be recorded as a raw score and a percentage. At the end of each course the percentage scores will be converted to a grade, A - F, for each of the core Histotechnologist courses.

To remain in good academic standing, all Histotechnology students must maintain a minimum semester GPA of 3.00, receive a C or better in all letter-grade rated courses, and a P (pass) or better in all pass/fail related courses. Failure of maintaining a semester term GPA of 3.00 will place the student in *term probation*. Two consecutive *term probations* (GPA below 3.00) without demonstrable trend towards academic improvement could result in dismissal from the program. For the student to be retained in the program an overall cumulative GPA of 3.00 must be maintained.

A grade of D, F, or NP in any course may result in academic dismissal from the program. Additionally, a student may not progress to the clinical portion of the program with an overall cumulative GPA of less than 3.00 at the end of the 2<sup>nd</sup> (spring) semester of the program.

### **CHALLENGING A GRADE**

- **Erroneous Grade Recorded:** If a student receives an incorrect final course grade, he/she should immediately contact the academic director to verify the error. Errors will be changed by a change of grade form completed by the course instructor and the program director. A change of grade form will be submitted to the Registrar for proper notification and correction of the grade on the student's record.
- **Inappropriate Grade Reported:** If a student feels that they have been unfairly graded in any course in the didactic or clinical portions of the program, they must initially report their concerns to the course director(s) in writing. In the case of the clinical clerkship, that would be the educational coordinator or preceptor. If this does not resolve the issue for the student, the grade result may be appealed to the program director in writing within 7 days of receiving the initial grade report. The program director will investigate the grade report and any concerns expressed by the student, then decide about whether the grade should be changed. If desired, the student may appeal the program director's decision about a grade to the dean of the School of Health Professions in writing and within 7 days of the report of a decision by the program director. The dean's decision will be final.

### **SATISFACTORY ACADEMIC PROGRESS**

Standards of acceptable performance for courses are communicated to students in writing via the syllabus and orally reviewed at the introduction of the course.

A student must achieve and maintain the required 3.00 semester Grade Point Average (GPA) to remain in good academic standing and graduate from the Histotechnology program. As always, GPAs will be rounded to 2 decimal places.

The policy of 3.00 or better in a graduate professional program has been adopted to better ensure student's preparation for future sequential course work. Additionally, any course grade of D, F, or NP will indicate unsatisfactory academic progress. In most instances, a student will not progress in the program after earning one of these grades.

### **REQUIRED STUDENT ACADEMIC PROGRESS MONITORING AND CONSULT SESSIONS WITH THE PROGRAM DIRECTOR:**

A progress analysis is conducted with the student to provide guidance on academic performance and mid- semester progress monitoring. Term grade and cumulative GPA analysis are conducted along with speculative projections to provide the student with concrete metrics of required and expected performances. Student self-assessment and reflection of projected performance is requested and compared to actual outcome performance. Speculative projections of GPA scenarios are discussed, and an impact analysis conducted regarding academic probation, requirements for remediation, and eligibility of student's progress to the 3rd semester clinical clerkships. Problematic areas are identified, and the student is counseled to seek specific guidance from the course directors or other resources that could assist the student.

When required, a plan-of-action is implemented to foster student success during the didactical coursework year. The frequency of the consult is individualized and conducted on a case-by-case basis and upon student request. At minimum, each student is consulted near mid-term of a semester and re-evaluated at completion of the semester. Speculative projections of required minimal performance for the upcoming semester are drawn based on cumulative GPA.

### **REMEDIATION**

#### **DIDACTIC COURSES OF THE PROGRAM**

- Learning Improvement Process (LIP): When a student earns a score of less than 70 on an examination, the student will be required to complete the Learning Improvement Process.
- The purpose of the LIP is to attempt to ensure that students who perform poorly on an exam can address or correct any apparent deficiency in knowledge or comprehension of the material so that this deficiency does not carry forward to other exams or future coursework. The Learning Improvement Process is not a process that changes a score on the completed exam.
- The LIP will encompass specific concepts related to course content, lecture materials, and objectives in which the student's knowledge was deficient. The method or procedure for mastering the material will be left to the discretion of the course director/Instructor in consultation with the program director.
- Once the student receives their exam grade, **it is the student's responsibility** to seek out the course director to initiate the LIP session(s). If the student does not engage in the LIP, this is considered a professionalism infraction and will be placed in the student's file.
- This process may take one of several forms:
  - instructor and student may review exam questions to determine areas of misunderstanding and/or how to approach test questions,
  - a group or individual oral presentation that demonstrates competence in the areas tested, OR
  - some combination of the above

- the method(s) employed in the LIP will be selected based on the needs of the student and are at the discretion of the course director
- **TIMING:** Except in unusual circumstances, this process must be started and completed within five (5) school days after the grades of the test or assignment have been posted.
- **END OF 2nd SEMESTER:** In the event a student must participate in the Learning Improvement Process at the end of the second semester at the completion of the didactical courses, he/she/they may not start their clinical rotations until the course director and program director determines that the student has sufficient grasp of the tested material.
- **APPEALS:** Any student who does not agree with the assessment of the course director or program director during the Learning Improvement Process may appeal directly to the Dean of the School of Health Professions.
- **COMPLIANCE:** Failure to comply with the Learning Improvement Process requirement may be grounds for disciplinary action, up to and including, dismissal from the program. Non-compliance with the Learning Improvement Process may be documented by the course director and sent to the student's academic record for consideration by the Histotechnology Program Student Progress Committee.

## **HISTOTECHNOLOGY STUDENT PROGRESS COMMITTEE**

The Histotechnology Student Progress Committee is comprised of the Histotechnology Program's full-time faculty designated by the course director(s), the program director, educational coordinator, and if required, the preceptor. A simple majority of members is required to form a quorum and a simple majority vote is required to obtain a judgment. Minority views are expressed as well.

This committee will convene when requested by program leadership to determine an appropriate plan for students who earn a D, F, or NP (Non-Pass) in any course or when they meet criteria for potential dismissal for cumulative GPA or recurring probation status. The committee may also convene when dismissal is being considered for any non-academic reasons.

Student progress is discussed at each faculty meeting to alert faculty and academic advisors to student academic or non-academic (behavioral) issues. At the end of each semester, if necessary, the Student Progress Committee will meet to discuss academic progress issues for individual students. The program director, or a designee, will present relevant information contained in the student's academic and advisor records for the committee to consider. When dismissal is being considered, a secret ballot will be employed for committee members to indicate their vote for the options being considered.

## **ACADEMIC AND NON-ACADEMIC PROBATION**

Any student who fails to achieve the required 3.00 semester GPA will automatically be placed on academic "term probation". Once a student is placed on academic term probation, they must achieve a 3.00 or better GPA in the following didactic semester, or they will be at risk of academic dismissal from the program. Two consecutive semesters with a semester GPA of less than 3.00 (without measurable improvement) may result in academic dismissal from the program.

Any course grade of D, F, or NP may result in academic dismissal from the program. When there are extenuating circumstances leading to the failure, the student may be invited to repeat the course in the following academic year at the discretion of the Student Progress Committee.

The Student Progress Committee can review and recommend one of the following options to the program director:

- Dismissal from the program
- If there are extenuating circumstances, the committee can recommend a remediation plan tailored to the student's individual weaknesses, and if successful in remediation, will be allowed to continue in a probationary status.

Students on probation or at risk for probation must meet for scheduled consults with the course director to discuss academic progress, study habits, and test-taking skills. Students who have been found to be in violation of the academic integrity standards or the honor code during the didactic portion of the program may be academically dismissed from the program, depending on the results of the Honor Council process and any imposed penalties.

Non-academic probation may be imposed by the Histotechnology Student Progress Committee or the dean of the School of Health Professions after review of relevant non-academic issues relating to a student. A student placed on non-academic probation during the program will remain on probation for the remainder of the program.

### **CLINICAL CLERKSHIP GRADES**

Based on total composite performance scores, SCP grades will be recorded on the transcript as follows:

Percentile	Grade	GPA
100 - 94	A	4.00
93 - 90	A-	3.67
89 - 87	B+	3.33
86 - 84	B	3.00
83 - 80 (80 minimum Passing)	B-	2.67
79 - 77	C+	2.33
76 - 74	C	2.00
73 - 70	C-	1.67
69 - 67	D+	1.33
66 - 64	D	1.00
63 - 60	D-	0.67
59 or less	F	0.00

*Please note that 80-83% will yield a grade of B- and a resulting GPA of 2.67.*

*A cumulative 3.0 GPA is required for graduation.*

## **REMEDICATION IN THE CLINICAL CLERKSHIP**

- Refer to SCP Guidebook for complete guidance.
- Note that grading of clinical rotations remains the responsibility of the program with guidance provided by the clinical preceptor. The circumstances surrounding a failure of a Supervised Clinical Practice (SCP) experience will be thoroughly investigated by program personnel prior to posting an official grade.

## **ENTERING THE CLINICAL CLERKSHIP(S) ON PROBATION**

A student may enter the clinical clerkship on probation if they earned a 2nd semester GPA of less than 3.00, but continued to maintain a cumulative GPA of 3.00 or if they advanced to the clinical clerkship after a period of remediation.

A student entering the 3<sup>rd</sup> semester clinical clerkship on probation for any reason is subject to the following:

- They will remain on probation for the entire clinical clerkship.
- They MAY be subject to dismissal as the result of a single failure (non-pass) grade on a clinical rotation after review of the circumstances and a determination by the educational coordinator, clinical preceptor, program director, and Student Progress Committee.

Probationary status will be considered in all cases of academic or non-academic failures and subsequent review by the Student Progress Committee.

## **PROBATION IN THE 3rd SEMESTER CLINICAL CLERKSHIP(S)**

If a student receives a grade below 80% for a clinical rotation in the clinical clerkship, the following will occur:

- The reason for the grade will be thoroughly investigated by the EC. The student may be referred to the Student Progress Committee of the Histotechnology program for consideration of dismissal from the program if deemed appropriate by the EC & PD.
- If granted the opportunity to repeat the rotation, the student shall repeat the SCP at a different site. All grades will be averaged to yield a final semester grade.
- The student will immediately be placed on academic probation for the rotation at a different site. Probationary status will continue for the remainder of the clinical remediation.
- Any subsequent grade below 80% on any remaining clinical rotation will be grounds for dismissal from the program. The student's situation will be reviewed by the Student Progress Committee and a recommendation to the program director will be made.
- If the student chooses to challenge the grade received, the procedures outlined below for challenging a grade will apply.

A grade below 80% in the repeated rotation or any subsequent rotation may result in dismissal from the program. Additionally, in accordance with Histotechnology program requirements, a 3.00 GPA must be maintained.

## **REPEATING A COURSE**

Didactic coursework of the program:

Because the courses of the program are provided in sequence and each course is only taught once per year, it is possible that the required course will have to be remediated simultaneously with other ongoing courses at the discretion of the course director and program director. Not all courses lend themselves to be readily or instantly remediated.

Therefore, if a student is granted the opportunity to repeat a course, it may have to be with the next class of students. This would require the student to become a member of the class following their original graduating class.

### **ACADEMIC DISMISSAL**

Academic dismissal will be considered by the Histotechnology Program Student Progress Committee in the following circumstances:

- D, F, or a non-Pass grade in any course in the didactic courses of the program.
- Two consecutive semesters with a GPA less than 3.00
- An Honor Council conviction resulting in a penalty of course failure or dismissal from the school.

### **NON-ACADEMIC PENALTIES OR DISMISSAL**

Students are expected to always comply with all EVMS policies, including but not limited to: the EVMS Code of Conduct, Code of Student Conduct, Standards of Conduct for the Teacher-Learner Relationship, Honor Code, and program technical standards. Disciplinary action related to non-academic matters may include warning, counseling, a corrective action plan, probation, and/ or dismissal based on the circumstances and judgment of the program director.

### **DISMISSAL**

In each of the cases where a student is at risk for dismissal, the Histotechnology Program Student Progress Committee will meet to discuss and deliberate the student's situation. They will then make a recommendation to the Histotechnology program director, which can also render a deliberation.

### **APPEALING DISMISSAL**

Students should be thoroughly familiar with School of Health Professions' grievance and appeals policies and procedures. Students may appeal academic and non-academic program decisions to the dean of the School of Health Professions.

### **READMISSION POLICY**

A student may be readmitted to the program for one of the following reasons:

- Student Progress Committee recommendation to the program director (typically this return would be in a probationary status).
- Students who request and are granted a leave of absence from the program for a valid reason, and who are granted permission to return to the program.
- Life events that required an extended absence from the program.
- As a result of the appeals process through the dean's office.



In all cases above, the student must have written permission to return to the program from the Histotechnology program director.

## **STUDENT PROGRESS AT THE END OF SECOND SEMESTER**

### **REMEDIATED PROGRESSION TO THE CLINICAL CLERKSHIP**

The program requires a cumulative grade point average (GPA) of 3.00 to graduate from the program (as is customary at most graduate training programs). Therefore, to progress to the clinical clerkship of the program, the cumulative GPA must be 3.00 or higher at the conclusion of the 2nd semester. The following outlines procedures for remediation in preparation for the clinical clerkship:

1. Decision for remediation or dismissal from the program: Note: GPAs will be rounded to 2 decimal places by Excel.
  - a. Students whose cumulative GPA rounds to 2.94 or less will be dismissed from the program.
  - b. Students whose cumulative GPA rounds to 2.95 to 2.99, would be considered for a remediated progression if the progress committee agrees that:
    - i. Extenuating circumstances exist(ed) for the student.
    - ii. The progress committee agrees that the student has (or will have) the requisite skills and knowledge to progress despite of their grades, after a period of remediation.
    - iii. Students that elected to work concomitantly during the didactic portion of the program and were counseled to discontinue work to improve academic standing complied with the request to discontinue work (termination of employment must be verified).
    - iv. The student has taken advantage of opportunities for recommended student support services.
2. Student academic records will be reviewed for efforts by faculty advisors to support the student during all didactic semesters.
  - a. Students who have documented referrals for tutoring, study and testing evaluations, or other student support services will be evaluated by the progress committee in terms of whether they took advantage of available student support services.
  - b. Failure to follow through on recommendations may be viewed unfavorably by the committee when determining eligibility for remediation.
1. The individual remediation plan will outline the following in detail:
  - a. Subjects and skills to be remediated
  - b. An instruction and study plan
  - c. How each component will be assessed
  - d. A schedule for each activity
  - e. A schedule for each assessment
  - f. Grade criteria for each form of assessment, and
  - g. What the result of unsatisfactory remediation would be (i.e., dismissal)

Students who successfully progress to the clinical clerkship by remediation will also enter the 3rd semester clinical clerkship on probation. This probationary status would be taken into consideration if the student were to receive a non-passing grade on a clinical rotation.

Remediated progression to the 3rd semester clinical clerkship of program is meant to be a rare occurrence based on the judgments of the Histotechnology Program Progress Committee's best efforts to evaluate and acknowledge the strengths and weaknesses of individual students. It would not be offered to students who have struggled throughout their training or had two semesters on probation.

The GPA parameters outlined above would trigger a review of a student's record and consideration for remediation. The standard of performance for students in this program is to maintain a 3.00 GPA or better. Students will not be automatically offered an opportunity to remediate. The outlined criteria must be met. It is essential to maintain a cumulative GPA of 3.00 or higher to successfully progress to the clinical clerkship of the program.

*Disclaimer: This process does not change the student's ability to appeal academic decisions made by the Histotechnology Student Progress Committee. A student may still appeal academic decisions to the dean of the School Health Professions as indicated elsewhere in the student handbook.*

## **PREPATORY WORK FOR ASCP EXAMINATION**

This preparatory examination is utilized to evaluate students during the last phase of their Histotechnology education, and to better prepare students for taking the ASCP certification examination. This is a formative PASS or FAIL assessment and is NOT included as part of your GPA grade.

**It is important for students to understand that it is the policy of the EVMS Histotechnology (HTL) Program that granting the Master's in Science degree is NOT contingent upon passing the ASCP certification exam.**

**The first administration of the preparatory work for the ASCP examination will be during the last semester of the program prior to graduation.** This test will demonstrate strengths and weaknesses in each student's basic science and clinical knowledge. The results will be used by the student to direct his/her/their studying for the ASCP certification examination. This is a formative evaluation meant to serve as a self-reflective evaluation of your current level of knowledge and understanding. Administration of the exam should be used to guide study prior to taking the ASCP Examination.

## **HISTOTECHNOLOGIST PROGRAM CLINICAL GUIDEBOOK**

### **CLINICAL CLERKSHIP EXPECTATIONS AND POLICIES**

Complete guidelines for planning rotations and all clinical clerkship policies are contained in the Histotechnology Program Supervised Clinical Practice (SCP) Guidebook. The current version is made available to students on Blackboard well before the clinical clerkship commences for each class. It outlines clinical rotations, scheduling, and expectations during the clinical clerkship in full detail.

## LIST OF CLINICAL SITES

Clinical Site	Address	City, State, Zip	Preceptor	Email
EVMS Dermatology	721 Fairfax Avenue	Norfolk, VA 23505	Dr. Alice Roberts	<a href="mailto:RobertAA@evms.edu">RobertAA@evms.edu</a>
Sentara Norfolk General	600 Gresham Dr	Norfolk, VA 23507	Rob Kline	<a href="mailto:RGKLINE@sentara.com">RGKLINE@sentara.com</a>
Portsmouth Naval Hospital	620 John Paul Jones Cir	Portsmouth, VA 23708	Michelle Treadwell	<a href="mailto:michelle.l.treadwell.civ@mail.mil">michelle.l.treadwell.civ@mail.mil</a>

## CODE OF ETHICS

The [Code of Ethics of the American Society for Clinical Laboratory Science](#) sets forth the principles and standards by which medical laboratory professionals and students admitted to professional education programs practice their profession. As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable, and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.
- Changing conditions where necessary to advance the best interests of patients.

## APPENDICES FORMS

1. Office of the Registrar [http://info.evms.edu/registrar\\_html](http://info.evms.edu/registrar_html)
  - a. Address Changes Form
  - b. Request for transcript of record Form
  - c. Request for Name Change Instructions and Form
  - d. Student Status Change Form
  - e. Release of Directory Information Form
  - f. Request for Release of Information/Enrollment Verification Form
  - g. Request to Inspect and Review Education Records Form
  - h. Request to Amend Education Records Form
  - i. Request for Tutor Form
  - j. Annual FERPA Notice
2. Office for Student Affairs <http://www.evms.edu/student-resources/office-of-student-affairs.html>

3. Occupational Health Department <http://www.evms.edu/occ-health/students.html>
  - a. Student Health Requirements Form

## **PROFESSIONAL SOCIETIES**

1. [The National Society for Histotechnology \(NSH\)](#) provides you the opportunity to become part of a community of histology professionals who are passionately dedicated to supporting each other through collaboration, knowledge sharing, career enrichment, and skills development. Networking opportunities and events help to increase your knowledge and achieve your career goals, which will improve patient outcomes.
2. [The American Society for Clinical Pathology \(ASCP\)](#) is the world's largest professional membership organization for pathologists and laboratory professionals. Their mission is to provide excellence in education, certification, and advocacy on behalf of patients, pathologists, and laboratory professionals across the globe. With more than 100,000 members, the society's influence has guided the application and evolution of the pathology and laboratory medicine specialty since 1922.
3. [The National Accrediting Agency for Clinical Laboratory Science \(NAACLS\)](#): The EVMS Histotechnology program is under review for accreditation under this agency. Additionally, it provides resources for HTL faculty and students.