

**BAPTIST HEALTH COLLEGE
LITTLE ROCK**

**SCHOOL OF
HISTOTECHNOLOGY**

**CERTIFICATE STUDENT
HANDBOOK**

Fall 2018 - Spring 2019

Baptist Health College Little Rock
SCHOOL OF HISTOTECHNOLOGY
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**BAPTIST HEALTH COLLEGE LITTLE ROCK
SCHOOL OF HISTOTECHNOLOGY
WELCOME**

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

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

The contents herein pertain to training at Baptist Health College Little Rock or Online, and will apply to your performance as a professional Histology Technician in any institution.

Read this Student Handbook thoroughly and carefully, as you are accountable for the information herein contained. If at any point in the program you need clarification of the contents of the handbook, please contact me ((501)202-6700).

Again, welcome to the Baptist Health College Little Rock School of Histotechnology. We look forward to teaching and learning with you for the next twelve (12) months.

Yours truly,

Shane Jones BS, HT (ASCP)
Program Director

MISSION

The School shares the philosophy and mission of Baptist Health, preparing students to become professional Histology Technicians who provide the highest level of patient care while personifying the Christian Values of Service, Honesty, Performance, Respect, and Stewardship.

PHILOSOPHY

The BHCLR – School of Histotechnology came into existence to meet the demand for highly skilled and competent Histology Technicians within Baptist Health, as well as the healthcare community as a whole. The BHCLR – School of Histotechnology supports the philosophy and exemplifies the values of Baptist Health by encouraging trust, teamwork, responsibility, creativity, openness and enjoyment in the workplace. Christian ideals and attitudes as they apply in the service to the ill are emphasized in the school as well as personal and professional conduct and team relationships.

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

We believe that a competent individual in the healthcare field today must not only prove proficient in the field of Histotechnology but possess an appreciation of his/her professional role within the work and demonstrate an understanding of the organizational culture affecting the environment.

The School of Histotechnology is committed to providing job ready graduates for its employer customers, including Baptist Health and the community, through the highest standards of education, training and professional development opportunities for students.

SCHOOL GOALS

The BHCLR – School of Histotechnology graduate is prepared to function in a professional entry level position with the following goals:

1. Perform the professional role of a Histological Technician at a beginning level in an entry position,
2. Encourages participation in the professional organization of Histotechnology,
3. Exemplify Baptist Health Values and Code of Ethical Conduct.

GENERAL INFORMATION

The BHCLR School of Histotechnology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), The Accrediting Bureau of Health Education Schools (ABHES). The program of study consists of twelve (12) months combined Theory and clinically demonstrated competency. Upon completion of the program and graduation, a diploma and pin, is awarded by the School. Successful graduates are eligible to apply for the certification

examination offered by the Board of Registry of the American Society of Clinical Pathologists (ASCP).

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

For Non-Residential students the prerequisite of 1080 hours of previous lab experience in an accredited histology lab under a Licensed Pathologist, Licensed Histotechnologist, or a Certified Histology Technician provides the clinical experience. The school requires a clinical check sheet to be completed before starting the program.

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

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

Arkansas Department of Higher
Education (ADHE)
423 Main St.
Little Rock, AR 72201
Phone (501) 371-2000

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
Tel (703) 917-9503
Fax (703) 917-4109
info@abhes.org

APPLICATION

Residential Tract:

Selection for entry to the BHCLR School of Histotechnology is selective and competitive because of the limited number of spots available. Applicants who are motivated, responsible, mature, and ready to accept the challenge of a rigorous and intensive program of study make excellent students. Selection is based on meeting the application requirements and an overall assessment of each applicant rather than on any single characteristic.

Non-Residential Track:

Selection into the program is based on the applicant having experience in the last 5 years in an accredited (CAP, CLIA, or COLA) histology laboratory having worked at least 1080 hours under

the direct supervision of a Certified HT, HTL and/or Licensed Pathologist. They must also meet the other application requirements listed below.

Both Tracks: (Required by NAACLS)

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

If courses were not taken in high school, college is acceptable.

APPLICATION REQUIREMENTS

1. American College Test (ACT) results: a minimum score of 18 is required with emphasis put on the Math and Science subscores. A Scholastic Aptitude Test (SAT) may be submitted in lieu of the ACT, providing the score is 870 or higher. The SAT is evaluated utilizing an ACT/SAT (Critical Reading + Math) concordance scale available on the ACT website.
2. A completed application by March 1, and completed file by March 15. Selection of qualified applicants may continue past posted deadlines until the respective class has reached its maximum capacity.
3. Personal interview with the selection committee for residential track applicants.
4. Submission of official transcript(s) and diploma/degree from high school and college(s) attended if applicable, or GED if applicable. If you have a GED then a high school or college biology is required prior to start date.
5. Selection of qualified applicants may continue past posted deadlines until the respective class has reached its maximum capacity.

TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS

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

Essential Functions

1. VISION

Ability to perform these minimum visual requirements:

- a. Read orders, policies, procedures, test results, charts, graphs, instrument printouts, number sequence, lecture materials, computer monitors, and all other printed material.

- b. Be able to differentiate colors both macroscopically and microscopically: e.g., test results, color codes.
- c. Be able to differentiate microscopic structures
- d. Possess the visual acuity to recognize problems in a timely manner to avoid accidents

2. BEHAVIORAL

Ability to perform at the minimum behavioral requirements:

- a. Remain calm and exercise good judgment under stressful and/or rushed situations
- b. Maintain a cooperative and productive working relationship with patients, fellow students, and healthcare workers
- c. Remain flexible, creative and adaptive to professional and technical change
- d. Manage use of time and organizational skills to effectively complete professional and technical task
- e. Practice honest, compassionate, ethical, and responsible conduct as expected of a Baptist Health Student.

3. MOTOR SKILLS

Ability to perform these minimal motor function requirements:

- a. Pour and measure specimens and reagents precisely
- b. Manipulate reagents, materials, and instruments and analytical equipment according to established protocol
- c. Stand and/ or sit for prolonged periods of time
- d. Reach laboratory bench tops, shelving at all levels, able to lift up to 50 lbs.
- e. Access/utilize elevators and stairways
- f. Perform lifting task; e.g., reagents and chemicals
- g. Perform duties requiring manual dexterity; e.g., regulating and adjusting gauges, operating specialized equipment, using microscopes, manipulating very small pieces of tissue using forceps, operating electronic technology

4. HEARING

Ability to perform these minimum hearing requirements:

- a. Respond appropriately to alarms, pagers, and telephones
- b. Hear conversations at a distance of 10 feet.

5. INTELLECTUAL/COGNITIVE

Ability to perform the minimum intellectual/cognitive requirements:

- a. Possess minimal intellectual skills such as: comprehension on a 12th grade (or equivalent) level, ability to take measurements, perform mathematical calculations, reasoning, integration, analysis, comparison, self-expression, and criticism
- b. Exercise sufficient judgment to recognize and correct performance deviations

- c. Prepare, review, and evaluate papers, laboratory reports, reagents and materials in order to meet the needs of various procedural standards

6. SAFETY

Ability to perform the minimum safety requirements:

- a. Must be able to adhere to organizational policies to maintain safety in the environment for the patient, self and others.
- b. Comply with laboratory safety regulations: e.g., potential exposure to infectious organisms, body fluids, toxic chemicals, mechanical hazards, and other laboratory related substances

7. COMMUNICATION

Ability to perform at the minimum communications requirements:

- a. Communicate (written or verbal) in a professional manner with patients, fellow students, visitors, and healthcare workers by giving and receiving instructions, test results, and other types of communications
- b. Communicate via electronic communication effectively, i.e. text, social media.

ORGANIZATIONAL STRUCTURE

Administration Personnel

Troy Wells, FACHE President & CEO, Baptist Health(501) 202 2274
 Doug Weeks, FACHE, Executive Vice-President, Hospital Operations(501) 202 2567
 Greg Crain, MHSA, FACHE, Vice President & Administrator, BHMC-LR(501) 202 2287
 Greg Stubblefield, MPH, Vice-President, Baptist Health Clinical Services..... (501) 202 2767
 Judy I. Pile, Ed.D, Assistant Vice President,
 Education Baptist Health College Little Rock.....(501)202 7433

Baptist Health Support Center Personnel

Allied Health Coordinator, PD, Radiography	Karen James	(501)202 7942
PD, Histotechnology	Shane Jones	(501) 202 6700
School Counselor & Chaplain	Hope Coleman	(501) 202 7721
BHMC-LR, Library	Rita Reed	(501) 202-1109
BHCLR Learning Resource Center Coordinator	Melanie Strawn	(501) 202-6057
Faculty Assistant	Garrett Gray	(501) 202 7740
Campus Security Officer		(501) 202 7963
	Beeper Number	(501) 202-6975

Residential Track:

Clinical Laboratory Management

Director, BHMC-LR	Paula Bowen	(501) 202 1738
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Baptist Medical Center-LR

Section Head BHMC-LR., Histology Laboratory	Rick Breckinridge	(501) 202 1858
Tissue Lab Supervisor Pathology Laboratory of AR	Steve Evans	(501) 202 1745
Medical Director Pathology Laboratory of AR	Dr. Maria C. Porter	(501) 202 2888

Baptist Health Pathologists

Dr. Rex Bell, MD
Dr. Amy Hudson, MD
Dr. Dianne Johnson, MD
Dr. Gary Markland, MD
Dr. Hal Palmer, MD
Dr. Maria C. Porter, MD, Medical Director HT School
Dr. Brian Quinn, MD
Dr. Michelle Nelson, MD
Dr. Rick Ryals, MD
Dr. Robert Shaver, MD,
Dr. Gene Singleton, MD, Chief Pathologist
Dr. John Slaven, MD, Medical Director LMS School
Dr. Staggs, MD
Dr. Nestrud, MD

SCHOOL PERSONNEL

P. Hope Coleman, PhD., MA, CPE Certified, CBC, BHCLR Counselor & Chaplain
(501)202-7721
Jamie Clark MBA, Coordinator Campus and Financial Services (501)202-7436
Thekla Baugh, Faculty Assistant/Receptionist (501)202-6200
Rita Reed, MLS, BHMC-LR Library (501) 202-1109
Natalie Martin, Financial Aid Administrator (501)202-7986
LaQuinta Fleming, Financial Aid Counselor (501)202-7457
Campus Security Offices (501)202-6200
Melanie Strawn, MPA, Learning Resource Center (501) 202-6057
Stewart Farquhar, Senior Systems Administrator (501)202-7965

PROGRAM OBJECTIVES

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

Cognitive Domain

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

Affective Domain

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

Psychomotor Domain

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

PROFESSIONAL CURRICULUM

The program of study consists of forty-four (44) weeks of instruction in experience. Time spent in each educational experience is designed to enhance educational studies and develop technical skills competency.

The professional curriculum contains a total of forty-nine (49) credit hours. The curriculum is organized into two (2) semesters, semester I and semester II, leading to a diploma after successful completion of the program of study and fulfillment of graduation requirements.

Non-Residential Track students will be offered a registry review module Non-Residential following HT 2004, Techniques II. This module is not a graded course but is available for the students to take advantage of for review of material for the registry exam. This material will be available for a month after graduation.

Residential Track		
Semester I		Credit Hours
HT 1003 Medical Terminology		3
HT 1004 Anatomy & Physiology		4
HT 1102 Instrumentation		2
HT 1202 Introduction to Chemistry		2
HT 1104 Techniques I		4
HT 1201 Medical Ethics & Law		1
HT 1204 Histology		4
HT 2004 Techniques II		4
HT 2007 Clinical Practicum I		<u>7</u>
Subtotal Credit Hours		31
Semester II		
SP 0001 Spiritual Perspective in Healthcare		1
HT 3007 Clinical Practicum II		7
HT 3110 Clinical Practicum III		<u>10</u>
Subtotal Credit Hours		<u>18</u>
Total:	Courses - 13	Credit Hours - 49

Non-residential Track:		
Semester I		Credit Hours
HT 1003 Medical Terminology		3
HT 1004 Anatomy & Physiology		4
HT 1102 Instrumentation		2
HT 1202 Introduction to Chemistry		2
HT 1201 Medical Ethics & Law		1

Subtotal Credit Hours Semester 1		12
Semester II		
SP 0001 Spiritual Perspective in Healthcare		1
HT 1204 Histology		4
HT 1104 Techniques I		4
HT 2004 Techniques II		4
Subtotal Credit Hours Semester II		13
Clinical Credit Hours Earned by Validation		24
Total: Semesters 2	Courses - 9	Credit Hours - 49

Course Numbering System

The numbering system for program of study in Baptist Health Schools provides the following information: the first number is the curriculum level of study; the second number differentiates between courses in the same level with the same credit hours; and the fourth number is the credit hour.

COURSE DESCRIPTIONS

HT 1003

Medical Terminology

3 Credit Hours

A study that teaches word building system of medical terminology; prefixes, suffixes, root, or stem words relating to the body and its systems. The course includes the following number of contact hours: Classroom (theory) - 45 contact hours.

[The above course is a distance education course as defined in the Academic section of this catalog.]

HT 1004

Anatomy & Physiology

4 Credit Hours

A thorough knowledge of human anatomy is provided with emphasis on the systems of the human body. The relationship of the various organs and their physiology is studied. The course includes the following number of contact hours: Classroom (theory) - 60 contact hours.

[The above course is a distance education course for Non-Residential Track students as defined in the Academic section of this catalog.]

HT 1102**Instrumentation****2 Credit Hours**

Historical aspects and use of histology laboratory equipment, including safety precautions as well as proper maintenance and care of the equipment is studied in this course. The course includes the following number of contact hours: Theory - 30 contact hours.

[The above course is a distance education course as defined in the Academic section of this catalog.]

HT 1202**Introduction to Chemistry****2 Credit Hours**

Emphasis centers on chemistry at an introductory level, emphasizing formulas and conversions used in the histology laboratory. The course includes the following number of contact hours: Theory - 30 contact hours.

[The above course is a distance education course as defined in the Academic section of this catalog.]

HT 1104**Techniques I****4 Credit Hours**

General staining procedures as well as the advantages and disadvantages of the reagents used in the histology laboratory. The course includes the following number of contact hours:

Residential Theory - 51 and Skills Lab – 30; for a total of 81 contact hours. Non-Residential Track contact hours: Theory- 60 for the Skills Lab component will be earned by previous lab experience.

[The above course is a distance education course for Non-Residential Track students as defined in the Academic section of this catalog.]

HT 1201**Medical Ethics and Law****1 Credit Hour**

Ethics, law, confidentiality and professionalism as it apply in the healthcare field. The course includes the following number of contact hours: Theory – 16 contact hours.

[The above course is a distance education course for Non-Residential Track students as defined in the Academic section of this catalog.]

HT 1204**Histology****4 Credit Hours**

Learn to identify organs and microscopic structures utilizing histological keys. The course includes the following number of contact hours: Theory - 60 contact hours.

[The above course is a distance education course as defined in the Academic section of this catalog.]

HT 2004**Techniques II****4 Credit Hours**

This course is an in-depth study of special stains. In addition to theory, the stains are microscopically evaluated and critiqued to determine whether the cellular contents have been

properly stained. The course is presented in the first semester and includes the following number of contact hours: Classroom-60; a total of 60 contact hours.

[The above course is a distance education course for Non-Residential Track students as defined in the Academic section of this catalog.]

***HT 2007**

Clinical Practicum I

7 Credit Hours

An introduction to Clinical Laboratory setting which includes processing, microtomy, staining, and special procedures. The course includes the following number of contact hours: 350 clinical hours; Non-residential Track contact hours for this course will be earned credit by validation.

SP 0001

Spiritual Perspectives in Health Care

1 Credit Hour

This course is a study of the concept of spiritual perspectives of the whole person and the relationship of this to health care practice. It is examined from the perspective of an individual's quest for purpose and meaning as well as an examination of the major religions as avenues of spiritual expression. The course includes the following number of contact hours: Theory - 15 contact hours.

[The above course is a distance education course for Non-Residential Track students as defined in the Academic section of this catalog.]

***HT 3007**

Clinical Practicum II

7 Credit Hours

A continuation of Clinical Laboratory setting which includes processing, microtomy, staining, and special procedures. The course includes the following number of contact hours: 337 clinical hours; Non-Residential Track contact hours for this course will be earned credit by validation.

***HT 3110**

Clinical Practicum III

10 Credit Hours

An advanced level in the Clinical Laboratory setting in which the student will work under minimal supervision. Registry Review Exams and a comprehensive final is part of this rotation. The course includes the following number of contact hours: Theory - 66 contact hours, Clinical - 260 contact hours; for a total of 326 contact hours. Non-residential Track contact hours for this course will be earned credit by validation.

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

Residential Track:

Total Number of Courses:	12
Total Number of Credit Hours:	49
Contact Hours (Theory):	433
Contact Hours (Clinical Laboratory):	947
<u>Contact Hours (Skills Laboratory):</u>	<u>30</u>
Total Contact Hours:	1410

Non-residential Track:

Total Number of Courses:	9
Total Number of Credit Hours:	49
(25 program credit hours plus 24 credit hours by validation)	
Contact Hours (Theory):	367
Contact Hours (Clinical Laboratory):	Earned by validation
Contact Hours (Skills Laboratory):	Earned by validation
Total Contact Hours:	397

Residential Track:

Baptist Health Little Rock, Histology Laboratory: a minimum of approximately 740 hours shall be spent performing diagnostic procedures at this institution. The histology technician of each rotation is responsible for the student's clinical training as well as overseeing and completing the evaluations of the student. The student rotates through each section at BHCLR on a scheduled basis. Every week the student may be rotating with a different technologist to give him/her a more varied clinical experience and education enrichment.

Non-residential Track:

The student already having a minimum of 1080 hours of laboratory experience is expected to have a basic understanding of the technical ability of the diagnostic procedures to function as a bench technician. The Clinical Mentor will complete clinical competencies check sheets that assess the Non-Residential student's abilities before entering the program. Thus ensuring the quality and standards the Non-residential student needs to possess in order to have success during the program.

CLINICAL PRACTICUMS

(Requirements for Residential Students in Clinical Practicum)

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

Embedding Requirements

1. Embed histology blocks (These can include but are not limited to: Student blocks, Autopsy blocks, and surgical blocks.)
2. Completing necessary paperwork to document blocks for the laboratory
3. Clean-up and preventive maintenance of embedding center
4. Demonstrate proper embedding methodology
5. Demonstrate embedding speed that ensures not only quantity but quality

Slide Preparation

1. Coverslipping of stained sections (resinous and aqueous mounting medias)
 - 1.1 Proper cleaning up and maintenance of coverslipping area or automated coverslipper if applicable.
 - 1.2 Demonstrate the importance of removing air bubbles and why
2. Demonstrate proper slide preparation for Pathologist examination

Processing Clinical Competencies

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

Hematoxylin and Eosin Clinical Competencies

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

Microtomy Clinical Competencies

1. Sectioning of blocks. (These can include but are not limited to: Student blocks, Autopsy blocks, and surgical blocks.)
2. Preventive maintenance of microtomes.

3. Preventive maintenance of water baths.
4. Accurate slide labeling.
5. Evaluation of stained sections for:
 - 7.1 knife marks
 - 7.2 air bubbles
 - 7.3 wrinkles
 - 7.4 The Venetian blind effect
 - 7.5 holes
 - 7.6 folds
6. Applications of sectioning troubleshooting techniques.
7. Performance of re-cuts, if necessary.
8. Sectioning of slides for special stains and/or immunoperoxidase stains if applicable.
9. Demonstrate microtomy skills with minimal errors.
10. Performance of additional sectioning as requested by the physician.

Special Stains Clinical Competencies

1. Demonstrate a technical knowledge of special stains*.
 - 1.1 Acid Fast Bacteria
 - 1.2 Gormori's Methanmine Silver
 - 1.3 Alcian Blue
 - 1.4 Masson's trichrome
 - 1.5 Gram stain
 - 1.6 Periodic Acid Schiff
 - 1.7 Periodic Acid Schiff with and without digestion
 - 1.8 Congo Red
 - 1.9 Reticulum
 - 1.10 Jones method
 - 1.11 Phosphotungstic Acid Hematoxylin
 - 1.12 Verhoff - Van Gieson
 - 1.13 Oil Red O
 - 1.14 Gomori's Prussian Blue
 - 1.15 Von Kossa
 - 1.16 Alizarin Red S
 - 1.17 Fontana – Masson

1.18 Luxol Fast Blue

1.19 Holmes method

1.20 Dieterle

1.21 Churukian- Schenk

*This is not a comprehensive list, there are additional stains discussed in each chapter in Techniques II.

2. Preparation of laboratory solutions for special stains.
3. Demonstrate proficiency in the performance of special stains.
4. Demonstrate proficiency in solutions preparations.

Residential Students Responsibilities in Histology Laboratory

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

Tissue Laboratory Clinical Competencies

1. Grossly and microscopically identify major organs.
2. Gain proficiency in cutting frozen sections.
3. A basic understanding of anatomy and the application of anatomical principles to surgical specimens.

SCHOOL POLICIES

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

DISCIPLINARY ACTION

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

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

The School employs a disciplinary system that progressively utilizes more serious actions for successive violations.

PROGRAM WITHDRAWAL AND DISMISSAL POLICIES

Student performance, behavior and conduct are important in healthcare. Patients in healthcare expect and deserve the very best in care. Therefore, clear guidelines for students are imperative for their academic success and future continued employment. We use two terms to identify the status of a student. A student may be academically withdrawn from the program permitting re-entry at some time in the future. A student may be dismissed and not be permitted to re-enter a program at BHCLR. Dismissal is reserved for serious, repeated infractions, and failed progressive counseling. The list below is to serve only as an example list for students as they enter the program and modify their behavior. See Student Handbook General Section and School Specific for additional BHCLR policies.

Examples of Grounds for Academic Withdrawal

1. Failure to attain academic required levels (77%) in each course.
2. Failure to attain competency during Internship courses (77%) on the final evaluation.
3. Failure to attain Internship checklist criteria levels after remediation.
4. Excessive errors in the laboratory after counseling.
5. Excessive absenteeism.

Examples of Grounds for Dismissal

6. Positive drug test (drugs of abuse, including medical marijuana).
7. Positive findings on a criminal background check (CBC) or Child and Adult Maltreatment Check (CAMC).
8. Criminal Activity.
9. Serious non-compliance with the Health Insurance Portability and Accountability Act.
10. Refusal to follow BH policies and procedures after counseling.
11. Repeated insubordination toward clinical staff that may jeopardize patient result quality or safety.
12. Significant failure to comply with the Baptist Health Corporate Compliance Policy.

13. Significant failure to comply with Baptist Health values after coaching and counseling.
14. Failure to repeatedly respect patients, staff, or guests while on campus.
15. Revealing patient data or images on social media.
16. Endangering the welfare of a patient, fellow employee or reputation of the hospital.
17. Non-exemplification of the Baptist Health Values.

This lists serve only for examples for students. They are not meant to be an all-inclusive list of incidents that may lead to a student being withdrawn or dismissed.

Student Expectations (of School)

Accountability

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

Fair Practices

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

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

School Expectations

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

1. **Attention:** the clinical instructors are Histology Technicians with duties to perform, which may under certain circumstances, come before their teaching duties. Listen closely

and ask questions at appropriate times.

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

ACADEMIC PROGRESS

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

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

Classroom Theory Grading Scale

Grade	Range	Value
A	94 - 100%	4
B	86 - 93%	3
C	77 - 85%	2

D	70 - 76%	1
F	below 69%	0
W	Withdraw	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
I	Incomplete	0
AW	Administrative Withdrawal	0

Course evaluations may be conducted to assess the student's academic progress. No letter grade is given for these evaluations:

1. Course evaluations are conducted during the theory period, and clinical evaluations are done during the clinical rotations.
2. A minimum grade of 77% "C" is required to be maintained during a course at evaluation time. Failure to do so and the student will be placed on Academic Probation.
3. Academic Probation status shall continue until course completion or until students grade rises above a 77%.
4. The resolution of the Academic Probation is based on the student's ability to comply with the probation terms. If the student has not complied by the end of the probation period, the student will fail the course.
5. A final grade of 76% or less in a course will result in failure of the course. The student cannot proceed any further in the program and can choose to remediate, withdraw, or be Academically Withdrawn.
6. Students can choose to remediate in a course that has been completed with a grade below 77%. Students will be allowed to remediate a maximum of 2 courses for the school year. If a passing grade of 77% or higher is not reached by the end of remediation then the student will be Administratively Withdrawn.
7. Grades are rounded to the nearest whole number by going to the one hundredth place (.00) Example = 93.45 = 94% or 92.62 = 93%. Anything above a .50 is raised.
8. A final comprehensive examination is given during the last month of the clinical internship rotation. The student must make a minimum grade 77% "C" or higher, in order to complete the program, regardless of final course and clinical grades.
9. As Incomplete (I) grade, may be made up at the discretion of the Program Director. The student must complete the incomplete course work within an established time frame, or the incomplete grade, automatically converts to a final grade of "F."

CLINICAL GRADING

Residential Students Clinical Laboratory Performance

1. Students are required to be in the department at all times other than when in class, on break, or at lunch, or when performing an assigned responsibility that requires being out of the department.
2. Students are expected to participate in all phases of clinical studies as scheduled. Students are not allowed to exchange clinical rotations with another student. If a problem arises within the clinical area concerning rotations, the problem must be discussed with the Program Director and the Section Head of the student's rotation in order for a solution to be determined. This does not mean that it will change but that all points will be considered to evaluate if anything needs to be changed.
3. Clinical Evaluation Forms are to be filled out for each clinical rotation by the clinical staff or supervisor. These clinical evaluations are used to determine the progress of the student and identify any areas of difficulty. A student failing to receive a 77% "C" or higher on any Clinical Evaluation is counseled by the Program Director.
4. If there is a failure or lack of progression in the subsequent evaluations, the student will receive a verbal counseling and then put on Academic Probation. Completing the course with a grade below a "77%" results in failing the course. Students will be given the chance to remediate if they have not reached the 2 course maximum, and because of the speed of the course remediation terms must be signed within 2 weeks of end of failed course. If the student fails to make contact with the program director within the stated time frame, then the student will be Administratively Withdrawn from the program. If student fails to meet all the requirement terms for remediation this will cause the student to be Academically Withdrawn.

Non-residential students Clinical Laboratory Competency Check Sheet

1. Clinical Mentors will be asked to complete clinical competency check list before the start of the program. This list gives the student an idea of where they are and the areas that need improvement prior to graduating from the program.
2. If a student cannot be checked off in any area, this should be a concern for the student and laboratory if currently employed. Failure to meet any of the basic requirements could result in difficulty in the students' comprehension of course material and in turn passing the registry exam.

STUDENT CLASSIFICATION

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

1. Students in Semester I from July thru October are classified as freshman.

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

PROGRESSION AND PROMOTION (510.0, 808.0, 814.0)

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

1. A student must satisfactorily fulfill requirements for each course as outlined in the course syllabus and packet in order to progress within and promote through the Program of Studies.
2. The minimum final grades in a course for progression are a 77% “C” in theory and in the clinical laboratory.
3. A student may only progress if a final grade of a 77% “C” has been received in all scheduled courses.
4. A Senior may only graduate if all requirements of the school are met to the satisfaction of the Program Director.

RESIDENTIAL STUDENTS ATTENDANCE POLICIES

1. The School’s Values of Service, Honesty, Respect, Performance, and Stewardship are demonstrated through good attendance. Students are expected to attend classes including lectures and examinations. In the clinical laboratory students are expected to report on time, in proper dress, ready to perform in their assigned areas. Continued absences and/or tardiness will not be tolerated and disciplinary action will be taken which will result in Administrative Withdrawal.
 - 1.1 The Student Attendance Record will reflect each time a student is tardy or absent. This will be filled in by the Program Director. A student should never badge in for another student if that student forgets or is tardy. Clocking in for another person or asking someone to do it for you is dishonest and you can be Administratively Withdrawn.
 - 1.2 Excessive absences and tardiness result in counseling, written warning and

ultimately Administrative Withdrawal from the program.

2. Absence is defined as exceeding one (1) hour of the scheduled class day (clinical and/or Theory).
 - 2.1 Excused Absences are defined as giving notification **prior** to the absence to the Program Director, and the clinical lab if scheduled to be in clinicals.
 - 2.2 An unexcused absence is defined as not giving the proper notification prior to absence or the scheduled time for class or clinicals.
3. Tardy is defined as arriving late **within** the first clock hour of a scheduled class day (clinical and/or Theory) or not being present within the last clock hour of the scheduled class day.
4. The Program Director (always) and the Histology Department (when in clinicals) must be notified **prior** to the tardiness or absence. Each occurrence (absence or tardy) is documented on the student's attendance record.
5. In addition to the vacation and holidays observed by the School, the student is allowed 8 days absence during the school year. Absences in excess of the 8 days could result in a written warning and ultimately Administrative Withdrawal from the program.
 - 5.1 If more than the allowed days are missed, each day there after is recorded as an unexcused absence.
 - 5.2 If three (3) consecutive days are missed, the clinical rotation must be rescheduled and repeated.
 - 5.3 The student is required to make-up all absences in excess of the allowed days.
6. Three (3) or more documented tardys are counted as one (1) absence.
7. If the student is ill and unable to attend a scheduled clinical rotation, the student must contact the Program Director and the Histology Department before the scheduled arrival time.
 - 7.1 If the student is scheduled for classroom only that day, the Program Director must be contacted **prior** to the beginning of the first class session of that day.
8. When more than the allowed days are missed in a clinical practicum the student is required to make-up the excessive absent time during Christmas and/or Spring break or, at the end of the Class Year. This time can only be made up if Histology Personnel are present and the make up time has been approved by the Program Director.
 - 8.1 Students making up time at the end of the Class Year are allowed to go through

Commencement Ceremony, however, the School Diploma and Pin is withheld along with the Registry Graduation Verification until all excessive time is made up.

9. All absences in excess of the allowable days must be made up within two (2) weeks of the absence unless other arrangements have been made with the Program Director.
10. The School provides the student with the following holidays scheduled as “off”:
 - 10.1 Labor Day
 - 10.2 Fall Break (one week)
 - 10.3 Thanksgiving Day
 - 10.4 Day after Thanksgiving
 - 10.5 Christmas Break (three weeks)
 - 10.6 Memorial Day
 - 10.7 Spring Break (one week in March)
 - 10.8 Professional Exempt Day*

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

11. There is no scheduled vacation time included in the Program of Study. This is primarily due to the short length of the program. Attention is called to the six (6) weeks scheduled as “off” plus the excused allowable absences that student is not engaged in contact hours with the school. This amount of time is equal to more than seven (7) weeks.
12. A student who is absent from classroom or scheduled clinical learning experiences due to illness, accident or medical condition which interferes with ability to perform essential functions will be required to provide official documentation of clearance, from an intervening professional, prior to resuming studies. Students with limitations or restrictions which interfere with the ability to perform essential functions will not return to class and/or clinical until clearance documentation, from an intervening professional, is received. Students with stated limitations or restrictions may not return to class/clinical until these limitations or restrictions are lifted or “if reasonable accommodation” can be made as determined solely by the school

*Professional Exempt Day given “off” if the student attends the annual meeting of the Professional Organization. This day is taken on the Monday following the annual meeting.
Note: All absences, including partial days are recorded and can be reported to VARO.

NON-RESIDENTIAL STUDENTS ATTENDANCE POLICIES

1. The Non-Residential student's attendance is based on the amount of times that a student logs in and spends on each homework/assignment/quiz/exam that is posted for each week. The instructor in addition to the aforementioned things will post objectives and outlines that can be printed out for study purposes, also power point presentations and/or videos will be posted for the student to utilize.
2. The School's Values of Service, Honesty, Respect, Performance, and Stewardship are demonstrated through good attendance. Students are expected to utilize the online material made available by the school. Non-Residential student's time in Moodle is monitored to evaluate that the student is utilizing the material that has been posted.
3. Students will have a discussion assignment each week of each course. Failure to participate in full in any assignment (i.e. discussion assignments, exams, etc.) will constitute an absence. Also note that not completing the discussion assignment will affect the students' grade.
4. Students are allowed one absence per course. Some of the courses are shorter than others and failure to complete the discussion assignment will result in a loss of points for the class and possibly loss of a letter grade or more.
5. The Non-Residential student needs to realize the importance of each of the items listed below and that their success rest on utilizing each one of the items.

Objective

Outline

Power point

Video

Discussion Assignment (note that you may have to log back in more than once to respond to other students and/or instructor)

Homework

Quiz and/or Exam

It is understood that each week may not have every one of the items listed above or for some courses these items could be divided over two weeks.

6. The time spent with the material and the discussion assignments are crucial to the student's success and that time is monitored for attendance for all students.
7. The school recognizes the holidays and days off below. The Non-Residential student will not have an assignment due or exams on these days.

3.1 Labor Day

3.2 Fall Break (one week in September or October, corresponds with NSH National Convention)

3.3 Thanksgiving Day

- 3.4 Day after Thanksgiving
- 3.5 Christmas Break (three weeks)
- 3.6 Memorial Day
- 3.7 Spring Break (one week in March)

8. In addition to the vacation and holidays observed by the School, the student is allowed 8 days absence during the school year. Absences in excess of the 8 days will result in written warning and ultimately Administrative Withdrawal from the program.
9. A student who is unable to complete Non-Residential course work assignments and/or exams due to illness, accident or medical condition which interferes with ability to perform essential functions will be required to provide official documentation of clearance, from an intervening professional, prior to resuming studies. Students with limitations or restrictions which interfere with the ability to perform essential functions, as pertaining to the course work, will not return to clinical until clearance documentation from an intervening professional is received.

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

CLASS AND CLINICAL ROTATIONS

Residential

1. Classes begin in July and are completed in June of the following year. Residential student classes are scheduled on a regular basis and may be scheduled either in the morning, afternoon, or all day, depending on the courses being taught at that time. A schedule of classes is handed out at the beginning of the program.
2. Residential student courses can have clinical laboratory experiences taught concurrently with the lecture topics. This allows the student to receive hands-on experience and visual reinforcement of the principles in the classroom.
3. The residential student is required to participate in the clinical laboratory setting during the total amount of time as scheduled during the 12 month program. The student is not to exchange rotations or ask to switch rotations at any time.
4. It is the responsibility of the student to make sure that the Clinical Evaluation is completed during their clinical experience.
5. If a student is released from an enrichment site early, that student is not allowed to be in another clinical site as a visitor, student, or employee until after end of day that is scheduled.
6. If there is a situation that arises that concerns any clinical rotation is must be addressed with the Program Director before any action may be taken.

Non-Residential

1. Non-Residential students will receive a master calendar of courses for the year and each Moodle course will be laid out by weeks.
2. Non-Residential students will have clinical competencies check sheets that are performed before enrollment and can be used by the student to check their progress throughout the year in the program.
3. The Non-Residential student will receive credit earned by validation and will receive a grade for each clinical competency that is completed.

RESIDENTIAL STUDENT CLINICAL HOURS

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

NON-RESIDENTIAL STUDENT CLINICAL EXPECTATIONS

The Non-Residential student will have competency check list to do before the school year starts. This serves as a guideline for the student and the school. Areas that cannot be checked off could be areas that will be harder for the student to learn. The school will pay closer attention to the areas and the student should understand this areas may be more difficult to learn.

PROGRAM EFFECTIVENESS

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

Students evaluate course content as they progress through the program. The evaluations are carried out according to BHCLR policy and established processes. The student is assured of anonymity, thus encouraging participation in the evaluations. If a student is of the opinion that the process should be improved, the director of BHCLRHT welcomes suggestions for improvement.

The summary tables present an objective process through which students provide subjective data in the measurement of teaching behaviors and course evaluations. At course end, evaluation forms are sent via email to each student and the results are tabulated by the online company. The results are held until final grades have been determined, posted and recorded. The School's secretary then submits the results to the BHCLRHT Program Director for review and processing.

Calendar 2017-2018

Fall Semester

Class Begins	July 11, 2017
Labor Day	September 4, 2017
Fall Break	September 18 – 22, 2017
Thanksgiving Break	November 23 & 24, 2017
Fall Semester Ends	December 9, 2017

Spring Semester

Class Begins	January 2, 2018
Spring Break	March 26-30, 2018+

Memorial Day	May 28, 2018
Spring Semester Ends	June 6, 2018
Commencement and Graduation*	June 11, 2018+

+ Dates subject to change

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

STUDENT DRESS CODE

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

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

1. The student is required to report for clinical at the assigned time and in dress code uniform for that area. If a student is not in dress code, he/she shall be sent home, counted absent and the missed time shall be made up. The school color for uniforms is black.
2. Uniforms are neat, clean, and in good repair at all times.
3. Matching top and bottom scrubs are worn.
 - 3.1 Black lab coat (*knee-length*) only.
4. The BHCLR School of Histotechnology student is required to wear their appointed colored scrubs any other questions should refer to section 1 of the Handbook.
5. For additional inquiries for clinical dress code refer to the student handbook or the specific histology laboratory policy.
6. Black colored scrubs are the official color for the Baptist Health College Little Rock School of Histotechnology and are to be worn in the classroom as well as the clinical lab. Any other color will be considered as out of Dress Code.
7. Denim fabric of any color or fabric of a denim-like appearance, such as chambray, is not allowed in any Baptist Health facility, including Baptist Health Medical Center-LR.
8. Lab coats should be worn at all times while in the Histology Department.
9. Hair is neat, clean and well groomed at all times. Long hair is pulled back when in clinicals. Only natural occurring hair colors are allowed. Only conservative hair style and

hair ornaments are worn. Your appearance is expected to exemplify professionalism at all times.

10. Student I.D. Badges are worn, photo showing, at all times in the upper left chest area, whenever on Baptist Health property. No other pins are worn except professionally related ones pre-approved by Baptist Health Administration. Stickers and other adornments are not worn or placed on the name badge.
11. The student must have I.D. Badges on in order to enter classroom, clinical, or receive discounts in the Baptist Health Cafeteria(s) and Medical Towers drugstore.
12. Only watches and rings are allowed. It should be small enough not to interfere with the equipment or job duties. Necklaces are worn inside uniform.
 - 12.1 For students, no more than one pierced earrings per ear lobe and no other pierced jewelry on any other visible part of the body.
 - 12.3 Tattoos must not be visible.
13. Fingernails clean and short in length, not to interfere with clinical practice. No nail art or colors are worn.
14. All clothing shall reflect a professional appearance. Advice to student: “If you question, should I wear this, don’t wear it”.
15. Noncompliance with the dress code is subject to disciplinary action.
16. Note that this dress code applies to non-residential students if they are on a Baptist Health campus, otherwise it does not.
17. The Non-Residential student is always expected to maintain a level of professionalism in their dress whenever they are in the laboratory and at a minimum abide by the laboratory’s dress code. The Non-residential students although they are not on campus still represent BHCLR in their appearance.

ARKANSAS SOCIETY OF HISTOTECHNOLOGY CODE OF ETHICS FOR HISTOTECHNOLOGISTS

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

1. Histotechnologists shall conduct themselves in a manner compatible with the dignity of their profession.

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

* Arkansas Society for Histotechnologist, 1980

**BAPTIST HEALTH COLLEGE LITTLE ROCK
AND CLINICAL HISTOTECHNOLOGY
CODE OF ETHICS**

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

1. We do not carry on personal conversations with fellow students or employees in the presence of patients or visitors.
2. We do not discuss our personal affairs or problems with patients, their families or friends.
3. We do not receive gratuities from patients, or families, or friends in the form of gifts or money or any other gratuity.
4. We do not discuss patients or confidential hospital affairs with fellow workers, visitors, or outsiders.
5. We do not approach patients or employees for the purpose of selling anything or asking for donation.

6. We respect the religious beliefs of patients and fellow workers.
7. We do not entertain personal visitors while in the clinical laboratory.
8. We do not criticize the hospital policies publicly or to fellow students or employees. A legitimate complaint is discussed with both the Program Director and Clinical Supervisor.
9. We do not argue or disagree with patients or family members. When there is difficulty, the Program Director or Supervisor is contacted to adjust the situation.
10. We stay in the area in which assigned, unless some legitimate business requires us to go to other parts of the facility.
11. Smoke only in the designated smoking areas when on break or at lunch. All Baptist Health facilities are a Smoke Free Environment. No smoking allowed on any Baptist Health Property.
12. The lounge, canteen and cafeteria are designated eating areas, thus all eating should be restricted to these areas only. We do not eat in hallways, waiting rooms, stairways, or elevators.
13. An employer or student may be terminated for such causes as insubordination, intoxication, theft, dishonesty, inefficiency, or too frequent absences. Any such action of an employee or student which may endanger the welfare of a patient, a fellow employee or the reputation of Baptist Health or the School shall be cause for dismissal.

GUIDELINES FOR CLINICAL and/or CLASSROOM STUDENT CONDUCT AT BAPTIST HEALTH

1. Refrain from eating, while in clinical rotation or in class.
2. Eat or drink in designated areas, not in the department.
3. Do not leave the department before telling the technologist with whom you are rotating.
4. Disposable gloves are always worn whenever handling reagents or body fluids.
5. Personal phone calls are not to be made except during break or lunch. Personal mail should not be received at the department. The use of cellular devices in the classroom or clinical setting is prohibited. If these are brought to the classroom they must be set on a non-audible setting and students are not to leave during class to use their cell phones unless there is an emergency situation. Absolutely no cell phones/blue tooth devices or smart watches are to be brought into the classroom during any examination or examination review. See Student Handbook. Students neither make nor receive personal telephone

calls during scheduled classroom or clinical time and never from a client's room or Nurses' station. These calls may be made during break time or lunch.

6. Personal visitors are not entertained within the department. If a student has a parent or friend interested in school work, schedule a time with the Program Director in order to show the department.
7. Report any accident or incident, no matter how minor it may seem. If you are accidentally cut, stuck, or hurt in the clinical laboratory, it is essential that an Occurrence Form be completed by the Clinical Section Head, and the Program Director is notified immediately.

TELEPHONE CONDUCT GUIDELINES (STUDENT IN CLINICAL ROTATION)

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

REQUIREMENTS FOR GRADUATION

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

1. successful completion of the Program of Study;
2. attendance of the required number of contact hours for the clinical and/or theory

component as outlined in the section titled “Classroom and Theory Hours”;

3. complete the clinical component or competency check offs as evidenced by rotation evaluations documented by Clinical Technicians, Section Head, or Program Director (if applicable);
4. satisfactory demonstration of the course objectives as evidenced by the overall evaluation process completed by the Program Director;
5. completing the Comprehensive Final with a 77% C or higher;
6. and completion of the Student Clearance Process.
7. Non-Residential students that want to participate in graduation ceremony must pay the graduation fee (not originally charged to Non-Residential students) and be present for Graduation Walk though that morning, in order to participate in graduation that night.

ACCREDITING BODIES

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

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

Arkansas Department of Higher Education
423 Main St.
Little Rock, AR 72201
Phone (501) 371-2000

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
Tel (703) 917-9503
Fax (703) 917-4109
info@abhes.org