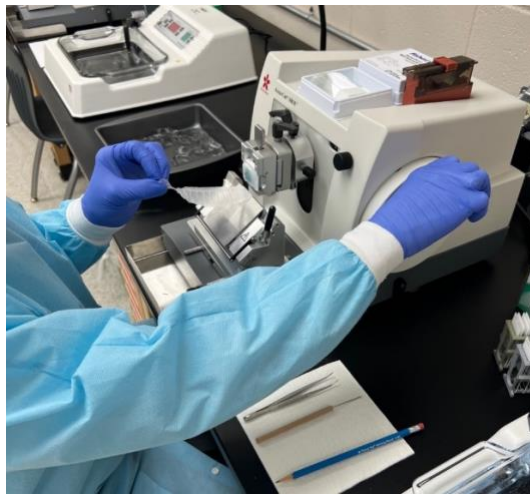




**CENTER FOR PROFESSIONAL, CAREER & TECHNICAL EDUCATION
HISTOLOGIC TECHNICIAN PROGRAM**

Histologic Student Handbook



It is the official policy of Jefferson State Community College, a postsecondary institution under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, sex, religion, national origin, disability, age, or sexual orientation be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity or employment.

**The HST Program at Jefferson State Community College is accredited
by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road Suite 720 Rosemont, IL. 60018-51, Tele: 773 – 714 – 8880 FAX: 773 – 714 – 8886
Email: www.naacls.org**

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INTRODUCTION

This handbook is intended to provide you with information regarding the HST Program. It is intended to serve as a guide while you are enrolled in the program. Please read it carefully and thoughtfully and ask questions if you do not understand what is meant. We welcome your questions. We want you to be successful in reaching your educational destination. We hope this handbook will assist you in achieving your goals.

PROGRAM MISSION

The mission of the Histologic Technician Program at Jefferson State Community College is to promote and maintain standards of quality for the services and the environment necessary for students to achieve their educational goals and to enhance the social, cognitive, and professional skills required for entry level employment as histologic technicians (HTs) in the healthcare community.

Our philosophy is to strive to be totally committed to giving students the resources needed to continue their education in Histotechnology and to instill in them the desire to uphold the highest standards of performance.

PROGRAM GOALS

The Histotechnology program seeks to provide a quality education for students by:

- providing a program which is of excellent quality and which meets the Guidelines and Essentials prescribed by the National Accrediting Agency for Clinical Laboratory Science (NAACLS).
- providing competent, well qualified faculty to guide, instruct, and train students through basic and advanced clinical laboratory practice.
- providing an atmosphere and example of performance among the faculty which portrays the laboratory professional as an honest, caring, highly qualified professional, and the field of laboratory medicine as a needed and respected profession.
- helping students develop an awareness that quality patient care is our most important objective.
- creating in the student a personal responsibility to provide quality patient care while performing as a student Histotechnician and later as a professional.

It is also our purpose and goal to help each student discover and develop his/her own integrity as

a person and a Histotechnician, and to aid in the realization of his/her potential in the field of Histotechnology.

PROGRAM OUTCOMES

The HST Program at Jefferson State will:

- 70% of students admitted to the HST program will complete the program as technically competent individuals ready to enter the laboratory workforce.
- Graduates will take the ASCP BOR national certification exam with a pass rate at or above the national average of 75%.
- Within six months of graduation, 70% of graduates seeking employment in the laboratory field will be employed.
- Employers and graduates returning surveys will report 85% satisfaction with educational preparation.

HST PROGRAM BENCHMARKS

Will begin upon completion of our first graduating class and calculated using the 2023 NAACLS survey.

STUDENT LEARNING OUTCOMES

Upon graduation and initial employment, the Histotechnician should be able to:

1. Perform laboratory procedures safely.
2. Integrate legal and ethical principles into job responsibilities.
3. Recognize, analyze, and solve problems related to laboratory procedures.
4. Demonstrate the academic knowledge and technical skills for entry-level histologic technicians.
5. Perform mathematical calculations related to generating laboratory results.
6. Read and understand laboratory manuals and related technical materials.
7. Use current technologies to access and process information.
8. Demonstrate effective written and oral communication skills with consumers and coworkers.
9. Display professionalism by projecting a positive attitude, working as a team member, and showing initiative and responsibility.

AFFECTIVE DOMAIN PROGRAM OBJECTIVES

1. Comply with biosafety regulations by practicing proper disposal of biohazardous materials, as evidenced by complying with established safety regulations.
2. Exhibit interest in the laboratory assignments and lecture discussions by participating.
3. Help maintain a neat, clean, and orderly work area in all the labs without being asked.
4. Demonstrate proper care and use of the lab equipment, as evidenced by lack of breakage.
5. Attend class regularly and be punctual.
6. Demonstrate preparedness for the lab by following directions and completing the tasks assigned with little need for additional instructions.
7. Cooperate by communicating with and helping other students.
8. Exhibit assurance and confidence in performing lab tasks.
9. Demonstrate integrity by recognizing and repeating questionable tests.
10. Act responsibly.
11. Accept instruction and constructive criticism maturely.
12. Show respect for other students, instructors, and patients.
13. Comply with the stated dress code.
14. Comply with all program policies as outlined in the HST Student Handbook, the JSCC College Catalog, and each course syllabus. This includes the HST Program Performance Standards.

These objectives are evaluated as part of the coursework using student evaluation tools in the didactic and clinical components throughout the Histotechnology Program. Specific course objectives as well as a copy of the evaluation tool used are provided to each student at the beginning of each HST course.

DESCRIPTION OF THE PROFESSION

The Histotechnician is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The Histotechnician must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a Histotechnician. He/she must demonstrate ethical and moral attitudes and principles that are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained.

PROGRAM DESCRIPTION

The Jefferson State Community College Histotechnology Program provides students with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures. Students' complete general education course work (Biology, English, Math, Psychology, Chemistry and Humanities) prior to beginning the major Histologic Technician (HST) courses.

HST major courses needed for the degree in Histotechnology are offered at the Main Campus of Jefferson State Community College and online. Students must complete required first semester general education coursework before enrolling in the HST courses. The entire program can be completed in 5 Semesters.

The program, through online synchronous lectures, campus-based student laboratory and clinical experiences, prepares graduates to use dyes and stains in combination with tissue composition to reveal the secrets held by tissue structures with color and clarity. The Histotechnician works under the supervision of a histologist. Upon successful completion of program requirements, the student will earn the Associate in Applied Science degree. Granting the degree is not contingent upon the student passing any external certification examination.

Jefferson State Community College Essential Functions for Histotechnology Students

Purpose: In addition to JSCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of medical assisting.

The foundations for the Essential Functions for Histotechnology Students in the JSCC program are as follows:

- The faculty has authority for the course as described in the Faculty Handbook.
- The instructor is to be treated with respect and has the right and authority to direct the class in whatever manner he/she determines will best facilitate the student's learning based upon the instructor's education and experience.
- Mutual respect is an essential component to effective education. It is important that all positions of a discussion are treated with equal respect and courtesy.
- The instructor's obligation is to design a learning opportunity and present it effectively.
- It is the student's responsibility to attend all components of the course and take responsibility for his/her performance in the course.

These Essential Functions are to be used as a guide:

- For admission, retention and graduation policies
- For comprehensive evaluation of subjectively and objectively measured skills, behaviors and attributes
- To articulate a set of standards for students and faculty to refer to for identification, reflection upon and correction of unsatisfactory behavior
- To assist students to reflect on, understand and accept accountability for the overt and subtle aspects of their behavior and how it impacts the learning environment, clients, colleagues, and the academic and health care environments.
- To assess the reasonableness of requests for special accommodations that would allow the student to perform according to the medical laboratory scope of practice without fundamentally altering the program of study

The Essential Functions are referenced in the following manner:

- Intent Form/Application Packet
- Program Orientation
- Course Syllabi
- HST Student Handbook
- JSCC General Catalog and Student Handbook

PROCESS

The Histotechnology Student Handbook is distributed and reviewed with students at the onset of the program. Once a variation in Essential Functions is initiated, it will remain in effect throughout the student's continuous progress through the program. To communicate between semesters, probation status will be documented with all Histotechnology Personnel.

The Essential Functions for **HISTOTECHNOLOGY** Students in the JSCC program are outlined below. These functions include but are not limited to the following:

I. Motor Skills

- A. Sufficient motor function to execute movements required to perform necessary tasks in a laboratory setting and to perform necessary procedures to patients both in-house and in an ambulatory setting.
 1. Manipulate equipment to perform procedures
 2. Lift and transport containers weighing up to 25 pounds
 3. Ability to organize and manage laboratory inventory including the processing and dispersing of laboratory supplies and reagents.

B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.

1. Participate completely in classroom activities.
2. Participate fully in required activities in clinical setting including extended periods of sitting, standing, and lifting laboratory equipment.

II. Sensory

A. Hearing sufficient to assess health needs.

1. Hear and identify an alarm on a clock or laboratory instrument and to respond in an appropriate manner.
2. Hear a cry for help or sounds of distress.

B. Vision sufficient for assessment necessary to deliver appropriate care.

1. Accurately interpret non-verbal communications.
2. Read the scales on pipettes and syringes in order to make necessary dilutions and to calibrate instrumentation.
3. See a change in color that is necessary for interpretation of a laboratory procedure.
4. Ability to see adequately when using a microscope that all cellular detail is clearly visible.
5. Ability to see and interpret miller disks and micrometers microscopically.

C. Sense of touch sufficient to perform a lab procedure requiring fine motor skills needed to pick up slides and coverslips

III. Cognitive

A. Ability to measure, calculate, reason, analyze, integrate and synthesize information.

1. Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.
2. Apply broad class concepts to unique client situations.
and document appropriately in the often distracting and noisy, clinical setting.
3. Make correct judgments on seeking consultation or supervision in a timely manner.
4. Respond appropriately to constructive feedback.

IV. Communication

A. Appropriate interpersonal interaction with other students, faculty, staff, patients, family, and other professionals.

1. Establish and maintain a professional relationship with patients and colleagues.

B. Effective communication with others, both verbally and in writing.

1. Explain procedures and treatments, document actions, record patient responses to treatment in a professional manner.
2. Convey information in a clear, professional and timely manner.

3. Listen and respond to others in an accepting and respectful manner.
4. Ability to make and receive phone calls from physicians and other health care professionals.

V. Professional Conduct

- A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
 1. Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.
 2. Maintain mature, sensitive and effective relationships with patients, colleagues, faculty, staff and other professionals.
 3. Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.
- B. Incorporate professional standards of practice into all activities.
 1. Work effectively with a team in an academic or ambulatory care setting.
 2. Use correct and appropriate grammar in written and oral communication, always being culturally sensitive and professional.
- C. Demonstrate integrity and accountability in clinical and academic setting.
 1. Complete all assignments in a timely manner while adhering to the JSCC code of ethics.
 2. Respond appropriately to constructive feedback.
- D. Present self in a professional manner in clinical and academic settings.
 1. Attend clinical following uniform policy, including appropriate hygiene with no detectable scents or odors.
 2. Wear appropriate clothing that is not distracting or offensive when in the learning environment.

TEACHING AND LEARNING

Learning is a life-long process that takes place inside and outside educational institutions. It is an active process controlled by the learner. Learning is facilitated in an atmosphere that encourages learners to be active, emphasizes the uniquely personal nature of learning, promotes

personal discovery of ideas, and emphasizes self-evaluation, goal-setting, and self-respect.

The role of the teacher is to facilitate the learning process. This is done by designing learning activities and by providing resources, reinforcement, feedback, and role modeling. The teacher models the role of learner. The learning environment includes experiences that bring students to discover and construct knowledge and to solve problems. Such an environment encourages the development of critical thinking skills essential for successful application of knowledge.

Self-direction and accountability for one's own learning are essential. The teacher should foster the development of the learner's ability to identify his/her own learning goals and to seek appropriate methods of reaching those goals. Since students have different styles of learning, the inclusion of a variety of learning strategies can best assist students to meet their educational goals.

PROGRAM OFFICIALS, FACULTY AND STAFF

Program Coordinator

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HISTOTECHNOLOGY ADVISORY COMMITTEE

The program annually reviews its goals and outcomes with input from an advisory committee. Members represent specific communities of interest served by the educational program and include the following: Program Director, Education Coordinator, Faculty, Student, Graduate, College Administration, and Employers. Changes to the program are discussed and implemented in response to the committee's recommendations.

The 2023-24 HST Advisory Committee members

- Nekia Barns, HT(ASCP)^{CM} – Committee Chair, Adaptive Biotechnologies Corp.
- Amanda Adkinson, HTL (ASCP)^{CM}, Children's Hospital of Alabama
- Danitra Blevins, BS, HTL(ASCP), MSHA Histology Laboratory, UAB Medicine.
- Melissa Freeman, MEd, MS, MLS(ASCP)^{CM}, Program Coordinator, Medical Laboratory Technology/Histologic Technician, Jefferson State Community College
- M. Lamar Jones, BS, HT/HTL(ASCP), Education Coordinator, Histologic Technician, Jefferson State Community College
- Tamia L. Boykin, BS, HT(ASCP), Laboratory Instructor. Jefferson State Community College.
- Stephen Bayles, HT(ASCP), Skin Diagnostics Group PC
- Monica Davis, HT(ASCP), Laboratory Corporation of America
- Debra Horton, MT(ASCP), Cunningham Pathology
- Matthew Lurken, PA(ASCP)^{CM} UAB Medicine/Hospital Labs
- Laterryl Marbury, BS, Cunningham Pathology
- Tara Pope, HT/HTL(ASCP) Huntsville Hospital
- Michelle Posey, MS, HTL(ASCP)^{CM}, LSSGB, Lab Services UAB Medicine
- Lavinia Ray, HT (ASCP)^{CM}, QLS(ASCP)^{CM}, LSSGB, Southern Research
- Yolanda Stoves, HTL(ASCP)^{CM} Children's Hospital of Alabama

- Jawana Williams, BS, CT(ASCP), Grandview Medical Center
- Student Representative

ACCREDITATION

The Histotechnology Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018.

GENERAL INFORMATION

Please take the time to familiarize yourself with the following College Policies that govern student's rights, privileges, and responsibilities in a general fashion located in the Jefferson State Catalog and Student Handbook online at: <http://www.jeffersonstate.edu>

Statement of Academic Freedom

Statement of Equal Opportunity

Americans with Disabilities Act of 1990

Harassment

Complaint Resolution Policy

AIDS Policy

Computer Crime Act

Policies and Procedures for Information Technology Resources and Systems

Family Educational Rights Privacy Act of 1974

Recycling

Student Right-to-Know and Campus Security Act of 1990

Drug and Alcohol-Free Campus

Smoke-free Campus

STUDENT SERVICES

A number of services are available to enhance the learning environment and to assist students in achieving their educational goals. The following link will take you to Student Services:

<https://www.jeffersonstate.edu/studenthub/>

PIONEER BOOKSTORE

The Pioneer Bookstore, located on the third floor of the Fitzgerald Student Center, offers new and used textbooks, school supplies, study aids, computer software, paperback books, college emblematic clothing, gifts, as well as scrub suits and school sleeve patches for clinical students, and other items. Bookstore prices are competitive with other college bookstores. Hours of operation are designed to accommodate the student population and are subject to change as appropriate to class scheduling, orientation, and book buy-back. Hours during registration are flexible and are announced by the bookstore manager. Online textbook information may be found at: <https://www.jeffersonstate.edu/bookstores/>

Books may be purchased at other online stores please check the online bookstore for current textbook information.

TEXTBOOKS

1. **Histotechnology A Self-Instructional Text**, Carson, FL, Cappellano, C., ASCP Press, 5th edition, 2020. ISBN: 978-089189-6760.
2. **Theory and Practice of Histological Techniques**, Suvarna, KS, Layton, C., Bancroft, JD., El Sevier, 8th edition, 2019, ISBN: 978-0-7020-6864-5.
3. **Histology: A Text and Atlas: With Correlated Cell and Molecular Biology**, Pawlina, W., Ross, M., 9th edition, Wolters Kluwer Health, Philadelphia, 2018. ISBN: 978-1975181512.
4. **ASCP Board of Certification (BOC) Study Guide, Histotechnology Certification Examination**, 3rd Edition, ASCP Press, 2022, ISBN: 978-089189-6869.

HISTOTECHNOLOGY PROGRAM POLICIES

The following policies apply to all students enrolled in each Histologic Technician (HST) course at Jefferson State Community College. Students enrolled in the HST program have increased responsibilities due to their direct contact with patients and patient specimens in health care settings. Therefore, certain additional standards for admission and progression through the HST curriculum, as well as regular college admission and progression standards, are required. Refer to the general requirements and standards that apply to **all** Nursing and Allied Health programs in the Center for Health and Biological Sciences, to the specific HST requirements sections of the college catalog, and to the Essential Function Verification form on HST application for complete details.

PROGRAM DELIVERY

The HST program is delivered in a hybrid format. A synchronous online lecture/discussion will

be held during evening hours per designated on the JSCC class schedules. Typically, these will begin at 6pm on designed days. Many of the HST courses have a required laboratory component that students will attend on campus. Due to our laboratory space and time required for a laboratory experience, students labs are offered during the week nights beginning around 5pm and on Saturdays from 8:30 until around 3pm. **Due to class size it may be necessary that you will be required to attend laboratory sessions on each Saturday throughout the semester.** Clinical experience will be at one of our designated clinical affiliates.

FINANCIAL CONCERNS

Listed below are some of the expenses anticipated for students enrolled in the Histologic Technician Program. All prices are estimated, and fees are subject to change without notice.

***Note: The tuition is due at the time of registration but if necessary you have until the first week of class. If you have financial aid the student needs to be sure that the financial aid is available for their tuition to be paid on time. If the tuition funds are not available to be paid the first week of class then it is the student's responsibility to pay the tuition in order to avoid missed classes and being dropped. If the student is dropped then class time is missed, exams may be missed and will have to be made up. Financial responsibility is the responsibility of the student.**

Tuition: In State Tuition \$164 per credit hour for courses. Total cost will vary with course load.
Out of State Tuition \$297 per credit hour

Books and Subscriptions: Approximately \$500 for program.

Diploma Fee: \$20 - paid during the final semester of the program.

Drug Screen: \$43.00 paid directly to the vendor upon second semester to be collected prior to clinical rotations. All Histologic Technician Students must submit to a random drug screening at the students' expense. A ten (10) panel urine drug screen as well as alcohol testing will be provided by a third-party vendor Agent's Choice prior to clinical rotations. This will be performed on campus during the Spring semester.

Background Check: \$19.00 paid directly to the vendor upon entering the Spring semester to be collected prior to clinical rotations. Jefferson State Community College's clinical partners may not accept students who have been convicted of certain crimes in a clinical learning environment. Therefore, students must undergo a Criminal Background Check conducted by a third-party vendor Agent's Choice.

Graduation: The college has one graduation ceremony each May for those who complete degree requirements following the previous ceremony. Students are strongly encouraged to participate in this special event. Rental cost for cap, gown, and tassel is \$55.25 + tax, to be paid during spring semester prior to the May graduation ceremony.

Financial assistance is available from a number of sources. Students may obtain information and applications from Enrollment Services in Allen Library 104 or may have forms mailed to them. The Free Application for Federal Student Aid is used to determine financial need for such programs as the Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loan. The financial aid award year begins with the fall semester. To continue to receive aid, students must re-apply annually. Those students who apply before May 1 receive priority consideration. Before financial aid is awarded, a student must be accepted for admission to the college. All financial aid awards are contingent upon the availability of federal, state, and local funds.

SECURITY

The college cannot be responsible for personal property of students. You are advised to conceal all books, supplies, etc. in your car when possible. All valuable articles should be locked in the trunk. A record of all serial-numbered items, such as tape recorders, should be kept on your person. Female students are reminded to keep purses, handbags, etc., in personal possession at all times.

MOTOR VEHICLE INFORMATION

Students must register motor vehicles (license tag number, make, and model) with the Office of Safety and Security when registering to attend classes. If a motor vehicle is brought on campus after registration for classes, the motor vehicle must be registered immediately. **REGARDLESS OF OWNERSHIP, ANY VEHICLE THAT IS TO BE OPERATED ON THE CAMPUS BY A STUDENT MUST BE REGISTERED.** The fee for a decal tag is included in the Institutional Fee. If an additional decal tag or replacement tag is needed, a non-refundable \$5.00 fee will be charged.

The time the motor vehicle is registered, an identification decal tag is issued. This decal must permanently hang from the inside driver mirror. Tags expire on the last day of Summer Semester.

If a temporary vehicle (without a decal tag) must be driven, a temporary parking permit must be obtained from the Office of Safety and Security. License tag number of the vehicle must be provided in order to obtain a temporary permit.

A parking permit will not guarantee parking space. Since space is limited, parking is on a first-come basis. For Parking and Traffic Regulations and Fines and Disciplinary Action, refer to the Jefferson State Community College Catalog.

Information about parking during clinical experiences and special parking permits required by affiliating agencies, if needed, will be given at the beginning of each semester as appropriate.

JEFFERSON STATE COMMUNITY COLLEGE HST CURRICULUM COURSES

Associate in Applied Science Degree Program HISTOLOGIC TECHNICIAN

HST Major Courses

Major Courses (Semester System of Credit)

HST 110	Intro to Histotechnology
HST 120	Histology
HST 130	Histotechniques
HST 140	Histochemistry
HST 210	Histopathology
HST 220	Histotechnology Clinical
HST 230	Professional Issues

General Education Courses (Semester System of Credit)

BIO 201	Principles of Biology or Anatomy & Physiology I
BIO 220	General Microbiology
CHM 104	Introduction to Chemistry
**SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking
ENG 101	English Composition
MTH 100	Intermediate College Algebra
PSY 200	General Psychology
HUM	Elective (Humanities course) ex. Art, music, theater or religion

** English 102 can be substituted for the speech elective

***All General Education courses must be completed before going to the Clinical Rotation.

Course Sequence				
	Course #	Course Name	Sem. Hours	Contact Hours
Summer	ENG 101	English Composition	3	3
	BIO 103 or 201	Principles of Biology or Anatomy and Physiology I	4	4
	MTH 100	Intermediate College Algebra	3	3
		Total Credits	10	10
Semester 2				
Fall	CHM 104	Introduction to Chemistry	4	4
	BIO 220	General Microbiology	4	4
	PSY 200	General Psychology	3	3
	HST 110	Intro to Histotechnology	3 lecture	3
		Total Credits	14	14
Semester 3				
Spring	SPH 106 or 107	Fundamentals of Oral Communication or Fundamentals of Public Speaking	3	3
	HST 120	Histology	5, 3 lecture, 2 lab	7
	HST 130	Histotechniques	5, 3 lecture, 2 lab	7
		Total Credits	13	17
Semester 4				
Summer	HST 140	Histochemistry	5, 3 lecture, 2 lab	7
	HST 210	Histopathology	4 lecture	4
	Humanities	Elective	3	3
		Total Credits	12	14
Semester 5				
Fall	HST 220	Histotechnology Clinical	8	8
	HST 230	Professional Issues	3	3
		Total Credits	11	11
		Total Hours Required for Degree	60	66

POLICIES REGARDING HST ADMISSION WITH ADVANCED STATUS

The general admission requirements of the college and of the HST program apply to persons seeking admission into the HST program with advanced standing. Those applying for advanced standing must have attended a formally accredited program. The procedure for these applicants follows the college procedure for granting transfer credit except for HST course credit.

Transfer Credit for HST Courses

The decision regarding transfer credit for HST courses is made by the Program Director in consultation with other HST faculty members. Syllabi for the courses for which credit is requested will be required.

Credit by Examination for Transfer HST Courses

A student may request course credit by challenge examination for a 100-level HST course. Specific information regarding challenge examination for these courses will be provided to applicants upon request. In general, if the student successfully completes the challenge exam and meets performance standards, then, course credit may be granted.

ATTENDANCE

General Statement of Policy:

It is expected that students will be in attendance at every class and clinical lab. **There are no cuts in this program.** Because reliability in attendance is highly valued in health care, potential employers frequently inquire about students' attendance patterns during their educational experience. Detailed records of attendance are kept throughout enrollment and are included in our response to those seeking a reference from us.

Students are responsible for meeting the objectives of the course in both the theory and clinical components. It is not possible to remediate or repeat learning experiences in most instances. Students are responsible for the knowledge and skills expected at their level whether or not they have been present in class or clinical labs when that content and/or skill was taught. Although faculty are willing to work with students in situations which are beyond the student's control, it is not always possible to achieve the objectives of a course when absences are frequent. Students must be present in class, on-campus labs and clinical labs for sufficient time to permit valid evaluation of performance and to demonstrate achievement of the course objectives.

Illness or Emergencies:

When illness or emergencies arise which necessitate a student's absence from any scheduled class, lab, or other scheduled activity, the instructor should be notified in advance. When the absence is from a scheduled clinical lab, the student must also notify the assigned clinical agency at least one hour prior to the time at which he/she was scheduled to begin the clinical lab. Failure to do so will result in a negative evaluation.

Missing Scheduled Tests/Exams:

A student who is absent on the day of a scheduled test or examination must contact the instructor prior to the end of the time scheduled for the test or exam in order to receive full credit when it is taken. The student should be prepared to take the test on the first day he/she returns to class or at the earliest convenience of the instructor.

Late Written Assignments:

The grade on written assignments presented late without prior permission of the instructor will be lowered ten percentage points for each school day late.

Promptness and Early Departure:

Students are expected to be on time for class and clinical assignments and to remain for the entire session scheduled. Students who anticipate being late for a clinical assignment are responsible for notifying the clinical unit to which they are assigned as soon as possible.

Absences for Labs/Clinicals:

A student who must be absent from a scheduled lab or clinical session is expected to attend an alternate section or make arrangements with the instructor to make up any missed work. It is not always possible to make up missed labs or clinical sessions. Therefore, it is important to attend all sessions. A student who must be absent from a scheduled clinical session must notify appropriate program personnel or it may result in dismissal from the program.

Accommodation Plans:

As stated in the college catalog in “Provisions for Persons with Disabilities,” it is the student’s responsibility to request academic adjustments or auxiliary aids to the Vocational Rehabilitation counselor in the Enrollment and Career Services Center or the Dean, Student Services and Enrollment Management, or Associate Dean, Jefferson State Campus. When the student receives an accommodation plan, it is the student’s responsibility to request the use of the accommodation plan. The Department of Education, Office of Civil Rights publication describing rights and responsibilities concerning students with disabilities states: postsecondary “school is not required to lower or waive essential requirements.” Accommodation plans may be used on tests involving content but not on practical skills assessments or in the clinical setting

Electronic Communication Devices

Any electronic communication devices (cell phones, iPads, etc) that are taken into the classroom must not be audible to others in the room. These devices must be turned off and put away during any testing. An instructor may add other stipulations for his/her classroom in addition to these guidelines and they must be adhered to as well. Any electronic communication device is prohibited in the clinical setting.

Dress Code:

- a. **On Campus:** Usual clothing may be worn to campus classes. Students may choose to wear scrubs to all student laboratory experiences.
- b. Classroom dress should be appropriate for laboratory sessions. Leather shoes with closed toes and heel should be worn (OSHA requirement). Lab gowns will be provided for on-campus labs. Hats should not be worn in the classroom, laboratory or clinical areas.

Shoes:

Shoes must be leather and as plain as possible. Canvas shoes are not allowed. No large logos, no open toes, no open heels/back, no sling backs are allowed. Invest in good quality shoes.

Hair:

Hair must be styled out of the eyes and confined neatly near the head so that it does not fall forward when the neck is flexed. No hair ornaments may be worn with uniforms. Beards and mustaches must be neatly trimmed.

ACADEMIC HONESTY

Academic dishonesty is defined as cheating; working with another person(s) without permission; copying; use of notes or books on examinations; giving or receiving information on quizzes or examinations, classroom, lab or other assignments without instructor approval; or plagiarism.

Unless the instructor specifically indicates otherwise, all student work is to be done independently if it is to be submitted for a grade.

Instructors may change a grade, require another measure of competency, or deny academic credit in cases of academic dishonesty if due process is given to the student. The student may appeal the sanction of the instructor by following the College's Grade Appeal Procedure.

GRADING POLICY

Final grades for all HST courses with the **exception of HST 220** (see below) will use the following grading scale:

A	90-100
B	79-89
C	75-79
D	60-74
F	59 and below

HST 120, 130 and 140 consist of both a class and a lab component. Course grades in these courses will be determined by the grades earned in the class and lab component of the course, but in order to pass the course, the grade in the lab component of the course must be satisfactory. A listing of criteria necessary to achieve a satisfactory lab grade will be provided in each course syllabus.

HST 210 and 230 do not have a lab component but will follow the grade scale above.

The grade for **HST 220 Histotechnology Clinical**, which consist of clinical practicum only, will be determined based on clinical performance evaluation criteria established that course as well as tests, quizzes and any other assignments. A score of 80 or higher on this clinical performance evaluation is required to pass the course. The following scale is used for this clinical course:

A	100-94
B	93-87
C	86-80
F	79 and below

A more detailed explanation of the grading policy for each course may be found in the specific course syllabus.

See Probation Policies for further explanation of the grading policy as it applies to progression in the HST Program.

PROGRESSION POLICIES

Histologic technician student progression policies apply to all HST students. These policies are in addition to any existing policies of the college. HST policies supersede campus policies with regard to all HST-prefix courses.

A grade of “C” or higher in all HST-prefix courses is required for progression in the HST Program.

A student is placed on **suspension status** from the program for the following reasons:

- a. fails to consistently abide by safe practice standards as judged by the faculty.
- b. fails to consistently practice in a legal, ethical and professional manner.
- c. receives a final grade below “C” in any HST-prefix course.
- d. receives a final grade below “C” in any BIO or CHM prefix course prior to the 200 level HST prefix courses.

Students who are suspended from the program are ineligible to continue in HST-prefix courses. Since requirements for progression in the program are in addition to the general requirements of the admitting college, a student suspended from the program is not necessarily suspended from the admitting college. Students who are eligible to do so may continue in their support courses and apply for readmission to the program at a later time or may elect to change their major. Readmission to the HST program is limited to one time only. (See the section on Readmission to the HST Program)

Student rights and responsibilities in decisions regarding academic performance and discipline or suspension in HST courses are addressed in the JSCC College Catalog.

POLICIES REGARDING RE-ENTRY INTO THE HST PROGRAM

Jefferson State Community College recognizes that circumstances may cause a disruption in the progress of a student toward the completion of his/her course of study and that the student may find it necessary to withdraw from the program of study or from the College. The student is encouraged, when the circumstances, which caused the disruption in academic progress, have been corrected, to apply for readmission to the program and/or college in order to successfully complete his/her course of study.

Readmission into the HST program is limited to one time and is contingent upon space being available in the component of the program at the appropriate point of re-entry. Enrollment is limited by the regulations of the college and its accrediting agencies, budgetary limitations, the size of clinical facilities, and the availability of adequate clinical experiences.

Qualified applicants re-enter the program at a point determined by the applicant's prior academic record and/or HST curriculum changes. A comprehensive exam covering previously completed HST course work may be required prior to enrollment in any clinical component of the curriculum to assure competence in curriculum content. A passing score of 70% on the exam is required to re-enter and continue in the program. In general, the following guidelines are used to determine the appropriate point for re-entry:

1. **Students who withdraw in good academic standing-**
(Good academic standing is defined as GPA 2.00 or above, grades in HST courses "C" or better, and clinical evaluations "satisfactory" or better.)
 - a. **and are re-admitted within one calendar year:**
re-enter at the point of exit unless curriculum changes have occurred.
 - b. **and are re-admitted more than one year later:**
are admitted at a point judged appropriate by the Program Director based upon elapsed time and curriculum changes.

2. **Students who withdraw in academic difficulty-**
(Academic difficulty is defined a GPA below 2.00; or grade below "C" in any required course in the last semester attended; or clinical evaluation less than "satisfactory" in the last semester attended.)
 - a. **and are readmitted within one calendar year:**
are re-admitted at a point following the last semester previously completed with a satisfactory grade. Audit of earlier courses may be advised based on individual academic record.
 - b. **and are re-admitted more than one year later:**
are re-admitted at a point judged appropriate by the Program Director based upon elapsed time, curriculum changes, and academic record.

RE-ENTRY ADMISSION PROCEDURES - HST PROGRAM

In order to apply for readmission to the HST program the procedures below are to be followed:

1. The applicant will write a formal letter to the program director requesting readmission to the program. In this letter, the student will discuss the reasons the student was unsuccessful previously, and the circumstances that have changed or have been modified that will allow their future success.
2. The Program Director will review the re-admission letter and will make a recommendation to the Education Coordinator regarding the appropriateness of re-entry. The Program Director may request an interview with the applicant if more information is needed. If the applicant is recommended for re-entry, the Program Director of the HST Program will notify the applicant of the appropriate point for re-entry in written form.
3. After the applicant has completed the re-admission process and has been favorably recommended for re-admission, and **if space is available** at the required point of re-entry, the qualified applicant will be accepted for re-entry. In the event two or more applicants are eligible for re-entry at the same point in the curriculum, and insufficient space is available for all, selection will be based upon the students' GPA.

DISCIPLINARY PROCEDURES FOR STUDENTS IN CLINICAL AFFILIATE ROTATION

Disciplinary actions against students enrolled in clinical courses in the Histologic Technique Program may proceed as follows:

1. Professional Disciplinary Warning:

When, in the opinion of the clinical faculty, a student is behaving in a manner which is contrary to the best interests of the HST Program, the Education Coordinator will inform the student and the Program Director of his or her concern and warn the student that disciplinary action may follow if the student

shows no improvement in attitude or behavior. At this time, the Education Coordinator and/or the Program Director will discuss the student's undesirable conduct and explain, or review, what the department expects of students. A written confirmation of this interview will be placed in the student's file and copies will be sent to the student and appropriate faculty members.

2. Professional Disciplinary Probation:

When a student who has been previously given a "professional disciplinary warning" continues to behave in a manner which is considered by the Education Coordinator/Program Director to be detrimental to the best interest of the program, and after that student is interviewed and is determined that the student lacks insight into the problem, cannot readily accept criticism, or is unresponsive to suggestions concerning the behavior or attitude in question, that student may then be temporarily suspended and/or placed on probation. A summary of the events leading to this status will be placed in the student's file. Notification of the student's probationary status will also be sent to the student and the Dean of this division. A student wishing to appeal the decision of the Program director may do so through the Division Dean.

A student may be removed from probation by the program Director after one semester if the problem is corrected. Notice of such removal shall be in writing. If not removed, the student may appeal through the Division Dean at this time.

3. Professional Disciplinary suspension:

When a student who has been placed on probation continues or increases the conduct or attitude which brought about the original probation, the Program Director may take either or both of the following actions:

- a. Recommend to the appropriate clinical agencies that the student be suspended from the agencies, as is their prerogative under the contractual agreement with Jefferson State Community College.
- b. Recommend to the Dean that the student be considered for disciplinary suspension from the college as outlined in the Student or College Handbook.

Under either option, the student will be removed from that clinical site and, in most cases, he or she will not be accepted by another affiliate. This will result in the student being dropped from the program.

POLICIES REGARDING ROLE OF STUDENT IN CLINICAL SETTING

Policy regarding clinical placement in the HST program (Alternate Status)

As a part of the Histotechnician curriculum, students are assigned to a clinical rotation that will be completed in the second year of study. The HST program has a number of affiliate hospitals in which students spend the last semester in Clinical Practicum. In order to provide quality one on

one instruction, affiliates have agreed to take a limited number of students per semester. In the event that more students are prepared for this final phase than there are clinical openings, the following criteria will be implemented.

1. Students will be placed in clinical assignments based on HST ranking system for clinical placement. (see below). The number of students placed will be based on the number of available clinical sites.
2. Students that are not placed in a clinical experience will be placed on an alternate list. As clinical space becomes available, these students will be given preference to progress to the clinical assignments in order of GPA in HST prefix courses.
3. If a tie occurs, preference will be given to the student with the higher overall GPA.

HST Ranking System for Clinical Assignment

The following criteria will be used to rank students for clinical assignments. However, the Clinical Coordinator, with the approval of the Education Coordinator, retains the right to assign students to specific locations in certain circumstances based on student success as related culture of clinical site and student driving distances. Any student who has been given a Warning Notification or a Disciplinary Action will be ranked last for clinical placement.

1. GPA on all HST coursework to date. (2.0-4.0) _____
2. Submitted TB skin test (two-step) result by the deadline (0 = no, 4 = yes) _____
3. Attendance (0 = Unsatisfactory on Affective Evaluations in majority of HST courses; 1 = Needs Improvement in majority of HST courses; 4 = Satisfactory in majority of HST courses). _____
4. Punctuality (0 = Unsatisfactory on Affective Evaluations in majority of HST courses; 1 = Needs Improvement in majority of HST courses; 4 = Satisfactory in majority of HST courses). _____
5. Laboratory skills in HST courses as determined by coordinators (0 = Unsatisfactory, 1 = Poor; 2 = Needs Improvement, 3 = Average; 4 = Better Than Average). _____

TOTAL (out of 25) _____

If a tie occurs, preference will be given to the student with the higher overall GPA.

ORDERLY ACADEMIC PROGRAM SHUTDOWN OR SUSPENSION

In the event that the administration of Jefferson State Community College or the Alabama Community College System should decide to discontinue the HST program, every effort will be made to follow the following teach out plan:

1. No new students will be admitted to the program
2. All students currently participating in the program will be allowed to finish
3. Only courses needed for the completing students will be offered
4. Students may decide to transfer to another HST program. Acceptance of any coursework completed at JSCC will be up to the accepting institution.
5. Students may choose to leave the HST program.

EMERGENCY SHUTDOWN PLAN

In the event that an emergency occurs, such that, Jefferson State Community College deems that the campus be closed, or the HST lab specifically must be closed, immediately on an emergency basis for an indeterminate amount of time, for any reason, the following plan will be put into place:

**Jefferson State Community College
Histologic Technician Program**

Student Handbook Agreement

I understand that it is my responsibility to read the HST Program Student Handbook. Failure to do so does not excuse me from the rules and procedures described therein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and regulations.

I have had an opportunity to ask questions about this material and have had those questions answered to my satisfaction. My signature verifies my understanding of all policies from the Program Orientation Verification handout.

I am able to comply with the listed Essential Functions found on the program application

The HST Student Handbook document contains official policies and procedures for the HST Program at Jefferson State Community College. It is intended as a resource for academic program students and faculty within this document are the rules and regulations for the HST Program and/or the course specific syllabi.

Student Signature: _____

Student Printed Signature: _____

Date: _____

HST Student and Clinical Handbook January 2023
Revised March 2023

