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Welcome to the Histotechnology Program at the University of Mississippi Medical Center (UMMC). We are excited that you have chosen a career in Histotechnology. Your admission to the program represents the first step in your chosen career path. While in the program, you will be trained by a group of excellent faculty who will teach you the fundamentals of Histotechnology and prepare you for a career as a laboratory professional.

The purpose of this handbook is to overview the rules and regulations of the Histotechnology Program and to serve as a guide to assist you during your enrollment in the Histotechnology program. To provide additional instruction and guidance during your time as a student at UMMC, each of you will receive the School of Health Related Professions (SHRP) Handbook and syllabi for each course within the curriculum. The UMMC Bulletin is available electronically from the UMMC website and contains information regarding all educational programs on campus. We sincerely look forward to working with you and reiterate that we are here to assist you in any way possible to ensure that you receive an exceptional education in the program.

About the Program

The Bachelor of Science in Histotechnology (HTL), part of the Department of Clinical and Diagnostic Sciences, is located in the School of Health Related Professions (SHRP) on the campus of the University of Mississippi Medical Center (UMMC) in Jackson, MS. In November 2016, the Board of Trustees of the State Institutions of Higher Learning voted to approve the request for the Bachelor of Science in Histotechnology, the first ever in the state of Mississippi. The program consists of 61 semester hours over a 21 month (5 semester) period of continuous didactic, laboratory and clinical education. While enrolled in the HTL program, students will learn standardized laboratory skills and methods such as tissue fixation, processing, embedding, sectioning and staining to achieve entry-level competencies. Students who successfully complete the requirements of the HTL program will be eligible to take a national certification exam to become a certified histotechnician (HT) and/or histotechnologist (HTL).

Accreditation

The Bachelor of Science in Histotechnology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS serves as the accrediting body for Histotechnology programs in the United States. All documentation regarding the accreditation process is reviewed and approved by NAACLS. Eligibility to take certification exams may depend on whether the program achieves "serious applicant" status. Contact information for NAACLS is as follows:

The National Accrediting Agency for Clinical Laboratory Science  
5600 North River Road, Suite 720  
Rosemont, IL 60018-5119  
(773) 714-8880  
www.naacls.org
FACULTY AND STAFF

Program Administration

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Professor

Program Director.................................................. Renee Wilkins, PhD, MLS(ASCP)CM
Professor

Education Coordinator.............................................. Beivilyn Perkins, MS, HTL(ASCP)CM, CT(ASCP)
Instructor

Additional Program Faculty

Jana Bagwell, PhD, MLS(ASCP)CM MB, Associate Professor
Amber Reulet, M.S.Ed., MLT, M(ASCP)CM, Assistant Professor
LaToya Richards-Moore, PhD, MLS(ASCP)CM, Professor
Stacy Vance, PhD, MLS(ASCP)CM, Professor

Staff

Administrative Assistant......................................................... Sharran Johnson

Program Clinical Affiliates & Clinical Liaisons

Delta Pathology Group (Shreveport, LA)
Merit Health – River Region (Vicksburg, MS)
Methodist LeBonheur Healthcare (Memphis, TN)
University of Mississippi Medical Center (Jackson, MS)
MISSION AND GOALS

Mission

The mission of the Histotechnology Program is to train students to become competent and professional histotechnologists. In addition, the Histotechnology program shares the mission of the University of Mississippi Medical Center to improve the health and well-being of patients and the community through excellent training for health care professionals, engagement in innovative research, and the delivery of state-of-the-art health care.

Goals

The Histotechnology Program strives to offer a rich curriculum that will produce graduates who meet the requirements for certification as a histotechnologist and to provide potential employers with individuals who are both competent and qualified to function as histotechnologists in a variety of settings.

The Histotechnology program is responsible for providing an education and learning experience that will prepare students that meet the following programmatic goals:

- Perform entry level competencies with laboratory skills, knowledge, and attitudes which will increase the number of qualified and credentialed histotechnologists in the state.
- Participate in continuing education programs and advanced graduate studies for continued professional growth.
- Construct research and research methods for the continued refinement and improvement of laboratory services provided by a variety of health care facilities.
- Incorporate habits for life-long learning into education, management, and supervision into the laboratory profession.
- Generate appropriate professionalism to work with a health care team.

Objectives

The UMMC Histotechnology Program is based upon principles essential for preparing students who can achieve the ideals of the profession. The program objectives are to:

- Prepare graduates who demonstrate entry level competencies to be able to enter the workforce as a histotechnologist.
- Provide training and learning experience in the preparation of microscopic, stained specimens for the diagnosis and prognosis of disease by a pathologist.
- Develop student’s ability to critically think in the didactic and clinical setting.
- Prepare students to be professional and ethical members of a healthcare team.
**MSH Code of Ethics**

The Code of Ethics of the Mississippi Society for Histotechnology (MSH) is a set of principles and standards by which histology professionals should practice their profession. The Histotechnology program expects our students and graduates to abide by the same principles and standards established by the MSH:

1. To conduct professional life with dignity, pride, and respect for all medical professionals.
2. To be sensitive and take personal responsibility for the patient’s best interest.
3. Be trustworthy and loyal to the profession, the institution, and fellow co-workers.
4. To conduct my work with motivation and willingness to expand my knowledge of new techniques.
5. To be supportive of fellow co-workers.
6. To share knowledge and give personal time where it is needed.
7. To accept responsibility for the ethical practices of fellow members by cooperating with the Society in any efforts of investigation, counsel, or expulsion of violators.
8. To support educational and scientific programs which encourage professional growth and advancement of Histotechnology.

**Technical Standards (Essential Functions)**

The overall goal of the Histotechnology program is to prepare each student to become a competent histotechnologist with the capability to work in diverse environments and to meet the healthcare needs in the state of Mississippi and abroad. In an effort to achieve this goal, students must successfully complete the rigorous program requirements which includes didactic, clinical, and research experiences to achieve entry level competencies, certification, and employment. It is essential that students possess certain technical abilities and skills to be successful histotechnologists. Therefore, the program has established technical standards that represent the essential non-academic abilities and skills required for admission and progression in the program. The following technical standards are required of students in the Histotechnology program (with or without reasonable accommodation):

**Behavioral and Social Skills:**
- Follow oral and written instructions to correctly perform laboratory procedures.
- Possess both time management and organizational skills to complete professional and technical tasks within realistic timeframes.
- Display emotional maturity and intellectual stability necessary to exercise appropriate judgement.
- Maintain a professional attitude and successfully perform procedures while in stressful situations (e.g., task-related uncertainty, emergent demands, and distracting environment).
• Recognize potentially hazardous materials, equipment, and situations and respond in a manner that prevents injury to self and others.
• Adapt to working with biological and chemical agents.
• Demonstrate sufficient interpersonal skills and have the ability to function and collaborate well with a team.
• Take initiative for self-learning.
• Behave with integrity, objectivity, and confidentiality when participating in all aspects of the program.
• Demonstrate compassion, empathy, and respect for others regardless of differences.

**Conceptual, Integrative, and Quantitative Skills:**
• Possess the ability to measure, calculate, analyze, integrate, interpret, synthesize, evaluate, and record data.
• Adapt, apply, and transfer knowledge from one situation to another.
• Apply critical thinking skills to solve challenging problems.
• Comprehend three-dimensional and spatial relationships of biological structures.

**Communication Skills:**
• Communicate in English with faculty members, fellow students, staff, and other healthcare professionals in oral and written form.
• Obtain and maintain information and material for didactic and clinical learning experiences.
• Articulate effective instruction to others.
• Establish rapport with peers, faculty, and other members of a healthcare team.
• Have knowledge of basic computer skills with the ability to learn new technologies.

**Physical and Motor Skills:**
• Possess fine motor skills to cut, stain, and mount biological material on slides.
• Have dexterity with fingers, wrists, hands, and arms.
• Operate a compound light microscope.
• Maneuver freely and safely in a laboratory and around instruments.
• Perform continuous physical work, often requiring repetitive movements and/or prolonged sitting or standing.
• Operate and troubleshoot laboratory equipment (e.g., microtome) to perform laboratory procedures.
• Use an electronic keyboard or keypad on instruments to calculate, record, evaluate, and/or transmit laboratory information.

**Sensory and Observational Skills:**
• Observe laboratory demonstrations of diagnostic procedures in which biological specimens and chemicals are used.
• Use visual ability to distinguish color, consistency, and clarity sufficient to analyze specimens and reagents.
• Observe and discriminate among fine structural and color differences of specimens using a microscope.
• Read and comprehend alphanumeric text and color graphs displayed in print and on a video monitor.

**Academic Accommodations**

UMMC provides reasonable academic accommodations to students on campus who request accommodations and who meet eligibility criteria. For more information or to request academic accommodations, individuals should go to the Office of Academic Support webpage and complete the Request Academic Accommodations online form.

The Office of Academic Support provides the following University of Mississippi Medical Center support services:

• [Academic Consulting Services](#)
• [Academic Success Kiosk](#)
• [University Tutoring Services](#)
• [Writing Support Services](#)
• [Academic Accommodations](#)

For more information regarding each of these services, refer to the SHRP Student Handbook or click on the link provided for each service. Contact information for the Office of Academic Support is provided below.

**Office of Academic Support**
University of Mississippi Medical Center
Office of the Associate Vice Chancellor for Academic Affairs
Verner Holmes Learning Resource Center, U155-A
2500 N. State Street
Jackson, MS 39216
Phone: (601) 815-5064
Fax: (601) 815-5828
[AcademicSupport@umc.edu](mailto:AcademicSupport@umc.edu)
Admission Requirements

The application process for the University of Mississippi Medical Center (UMMC) Histotechnology (HTL) program begins when the applicant completes and submits the electronic application for admission for the B.S. in Histotechnology. Applications are submitted through Workday and the deadline is April 1. General admission requirements for the HTL program are listed below.

1. Have completed a minimum of 60 semester hours of academic credit from a regionally accredited institution of higher learning;
2. Have completed a total of 12 semester hours in required science courses before the application is submitted;
3. Have an overall cumulative grade point average of 2.50 on a 4.00 scale; and,
4. Have successfully completed (a grade of C or better) in the following minimum prerequisite requirements:

<table>
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<tr>
<th>Prerequisite Courses</th>
<th>Number of Courses</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>English Composition</td>
<td>2</td>
<td>6</td>
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<tr>
<td>College Algebra or Higher Mathematics</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Social or Behavioral Science</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Humanities and Fine Arts</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Anatomy and Physiology with Lab</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Microbiology with Lab</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>General Chemistry with Lab</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Prerequisites</strong></td>
<td><strong>8</strong></td>
<td><strong>60</strong></td>
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</table>

General Admission Policy

The HTL designated Academic Admissions Officer in the Office of Enrollment Management reviews each application and classifies them as “incomplete” or “complete”. Applicants must successfully complete the general admission requirements as set by the HTL program before being further evaluated by the HTL Admissions Committee. Applicants who have incomplete applications are not further evaluated until their application status is upgraded to complete. The HTL Admissions Chair routinely checks Workday for any updates to HTL applications.

The HTL Admissions Committee consists of six faculty and one ex-officio faculty from the Department of Clinical and Diagnostic Sciences in addition to one council member. Each applicant is interviewed by an interview team, which consists of at least one member of the HTL faculty and one or more HTL or non-HTL faculty member(s). Each applicant receives an oral
interview score, which is an average of the score assigned by each member of the interview team. Additional interview parameters such as the weighted GPA, written communication, and previous work experience are used to calculate the overall interview score.

**Weighted GPA**
After the student’s transcripts are submitted, the HTL Admissions Officer in the Office of Enrollment Management will document the overall, required, and science GPAs. An explanation of each of the GPAs can be found below:

- **Overall** – the cumulative GPA from all courses.
- **Required** – the GPA of the prerequisite courses.
- **Science** – the GPA of the required biological science, chemistry, microbiology and math courses.

Applicants must have an overall GPA of 2.50 or higher in order for the application to move forward. A “weighted” GPA is used by the HTL Admissions Committee as part of the interview score. The weighted GPA is calculated using the math/science GPA and cumulative GPA. This serves to “weight” the GPA in favor of the math/science courses. The weighted GPA is used as part of the interview evaluation.

**Written Communication**
Two written assignments are given to the applicant as part of the interview process: pre-interview questions and a short essay. Once the applicant has been invited for an interview and confirmed their interview time, they are asked to complete a brief set of pre-interview questions to assess their knowledge of the profession and prepare them for any career-related questions that may arise during the oral interview. The second assignment is a one page, single-spaced essay on topic related to the profession. Both the essay and the pre-interview questions are evaluated using a rubric based on the following categories: clear introduction/topic, content, organization and language (spelling and grammar).

**Previous Work Experience**
Work experience is factored into the interview score because it demonstrates that applicants are motivated and responsible. Gaining experience in the healthcare setting, particularly in a laboratory related field, gives the applicant: 1) a realistic awareness of the everyday realities, 2) knowledge about his/her abilities and limitations, and 3) communication experience. Applicants are evaluated by the type of work experience and the length of their employment/volunteerism. Special consideration is also given to those students who may have previously been enrolled in an accredited histotechnician/histotechnology program and maintained an adequate GPA during enrollment.

**Oral Interview**
The oral interview is conducted by the interview team and lasts 30 minutes. Each interviewer is given an evaluation form that contains the interview questions, scores, and a space for comments
and recommendations. At the end of each interview, the scores from each interviewer are averaged and factored into the applicant’s overall interview score.

**Notification of Status**

After the qualified applicants are interviewed and ranked, they are accepted or denied in Workday. Notification of the applicant’s classification is conducted in accordance with the School of Health Related Profession’s acceptance protocol.

**Competitive Admission and Mississippi Residents**

Due to a limited class size, the Histotechnology program involves a competitive admissions process. In addition, the general admission requirements for both the institution and the school must be met. Admission preference will be given to applicants who are legal residents of the state of Mississippi. Applicants who are non-residents will be considered only if there are available positions after all qualified Mississippi applicants are accepted.

**Test of English as a Foreign Language (TOEFL)**

Since verbal and written communication skills are vital to success in the academic programs at the School of Health Related Professions, all applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) examination and to demonstrate competence in written and spoken English. Information on the TOEFL examination may be obtained from the Educational Testing Service, Princeton, NJ 08541 (Phone: 1-609-771-7100 or 1-877-863-3546).

**Statement of Policy**

The University of Mississippi Medical Center, a teaching, research, and medical care institution for the entire state, is committed to a policy of equal employment opportunity for all persons.

The University of Mississippi Medical Center has an obligation to make available all its educational programs, employment opportunities and physical facilities without regard to race, color, age, religion, national origin, sex, marital status, veteran status or handicap. Also, as a federal contractor, the University of Mississippi Medical Center is regulated by federal statuses and executive orders pertaining to equal employment opportunity.

The Affirmative Action Program has been developed to satisfy the moral responsibilities and moral responsibilities and obligations of this institution, and to insure compliance with all applicable federal statutes and executive orders including Executive Order 11246 as amended by Executive Order 11375; the Equal Pay Act of 1963; title VII of the Civil Rights Act of 1964, as amended; Title IX to the Educational Amendments for 1972; the Age Discrimination and Employment Act of 1973; the Rehabilitation Act of 1973; and the Vietnam Era Veterans Readjustment Assistance Act of 1974.
Program Expenses

Program expenses include tuition and fees which are valid for the 2021-22 Academic Year only and are subject to change pending information from the Institutions of Higher Learning (IHL). Students should contact the Department of Student Accounting at (601) 984-1060 for further information or refer to the 2021-22 Estimated Cost of Attendance summary.

Tuition for the Bachelor of Science Histotechnology is $374.58 per semester hour, up to a maximum charge per semester of $4,494.96 for Mississippi residents. Non-resident surcharge is $723.95 per hour, up to a maximum of $8,687.40 per semester. In addition to tuition, students should be prepared to spend an estimated related cost of $3,600 the first year and $1,700 the second year.

Curriculum

<table>
<thead>
<tr>
<th>JUNIOR YEAR</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
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<tr>
<td>HTL 300 Introduction to Histology</td>
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<td>HTL 305 Basic Clinical Biochemistry</td>
<td>2</td>
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<tr>
<td>HTL 310 Medical Terminology</td>
<td>2</td>
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<tr>
<td>MLS 311 Basic and Clinical Immunology</td>
<td>3</td>
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<tr>
<td>MLS 313 Clinical Bacteriology</td>
<td>3</td>
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<tr>
<td>MLS 327 Laboratory Operations</td>
<td>2</td>
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<td></td>
<td>15</td>
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<td><strong>Spring</strong></td>
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<tr>
<td>HTL 320 Histotechniques I</td>
<td>4</td>
</tr>
<tr>
<td>HTL 330 Staining Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>MLS 312 Essentials of Hematology</td>
<td>3</td>
</tr>
<tr>
<td>MLS 340 General Pathology</td>
<td>2</td>
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<td></td>
<td>12</td>
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<tr>
<td><strong>SENIOR YEAR</strong></td>
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<td><strong>Summer</strong></td>
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<tr>
<td>HTL 410 Ethics and Professional Issues</td>
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<td>MLS 323 Mycology, Parasitology and Virology</td>
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<tr>
<td>MLS 405 Introduction to Molecular Diagnostics</td>
<td>3</td>
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<td>MLS 416 Research Design and Statistics</td>
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<td><strong>Fall</strong></td>
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<tr>
<td>HTL 420 Histotechniques II</td>
<td>4</td>
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<tr>
<td>HTL 425 Seminar</td>
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<tr>
<td>HTL 430 Staining Techniques II</td>
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<tr>
<td>MLS 310 Body Fluid Analysis</td>
<td>3</td>
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<tr>
<td>MLS 417 Principles of Management and Education in CLS</td>
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<tr>
<td><strong>Spring</strong></td>
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<tr>
<td>HTL 435 Histotechnology Capstone</td>
<td>2</td>
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<tr>
<td>HTL 440 Histotechnology Practicum I</td>
<td>5</td>
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<tr>
<td>HTL 445 Histotechnology Practicum II</td>
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Total Required Hours: 61
Course Descriptions

HTL 300. INTRODUCTION TO HISTOLOGY. An introductory course designed to familiarize the student with the study of basic histology. The course will focus on the care and use of a microscope and basic tissue identification. Structure and identification of tissue systems and organs is emphasized at the cellular level. (Lecture) (3 semester hours)

HTL 305. BASIC CLINICAL BIOCHEMISTRY. An introduction to the fundamental aspects of biochemistry with an emphasis on the relationship between structure and function of the major classes of macromolecules in living systems. (Lecture) (2 semester hours)

HTL 310. MEDICAL TERMINOLOGY. The study of basic medical terminology as it applies to the structure, function, and diseases of the human body. (Lecture) (2 semester hours)

HTL 320. HISTOTECHNIQUES I. A systematic lecture and laboratory study of the theory and practical applications of tissue fixation, processing, embedding, sectioning, microtomy, and routine staining. Students will learn the basic principles, components, and use of instruments in the histology laboratory. (Lecture/Lab) (4 semester hours)

HTL 330. STAINING TECHNIQUES I. The theoretical and practical aspects of routine and special stains. Quality control of routine and special stains is also covered. Staining techniques for identifying nuclear and cytoplasmic structures, carbohydrates, and amyloid will be presented. (Lecture/Lab) (3 semester hours)

HTL 410. ETHICS AND PROFESSIONAL ISSUES. A review of legal and ethical concepts affecting healthcare professionals. (Lecture) (1 semester hour)

HTL 420. HISTOTECHNIQUES II. A lecture and laboratory focusing on the theory and practical applications of routine and advanced techniques in histology such as: immunohistochemistry, enzyme histology, microwave technology, in situ hybridization and electron microscopy. (Lecture/Lab) (4 semester hours) Prerequisite: HTL 320

HTL 425. SEMINAR. This course provides an overview of various topics in Histotechnology. (Lecture) (1 semester hour)

HTL 430. STAINING TECHNIQUES II. A continuation of routine and special stains with an emphasis on connective, muscle, and nerve tissues. Pigments, minerals, and cytoplasmic granules will be differentiated and identified. (Lecture/Lab) (3 semester hours) Prerequisite: HTL 330

HTL 435. HISTOTECHNOLOGY CAPSTONE. This course provides a review of histology theory and practice through use of assessment modules focusing on: fixation, processing, embedding, staining, immunohistochemistry, flow cytometry, in situ hybridization, electron microscopy, lab operations, gross dissection and description, cytology, and lab safety. (Lecture) (2 semester hours) Prerequisite: HTL 420

HTL 440. HISTOTECHNOLOGY PRACTICUM I. Supervised rotations through clinical sites, to include histopathology, autopsy pathology, immunohistochemistry, and electron microscopy. (Clinical) (5 semester hours) Prerequisite: HTL 420

HTL 445. HISTOTECHNOLOGY PRACTICUM II. Supervised rotations through clinical sites, to include advanced techniques and special stains and procedures in histopathology, autopsy pathology, immunohistochemistry, and electron microscopy. (Clinical) (5 semester hours) Prerequisite: HTL 420

MLS 310. BODY FLUID ANALYSIS. A study of the qualitative and quantitative changes in the renal system based on anatomical and physiological alteration. (Lecture/Lab) (3 semester hours)

MLS 311. BASIC AND CLINICAL IMMUNOLOGY. A study of the principles of in vivo and in vitro immunological responses and immunologic testing, theory and practice in relation to disease in man. (Lecture/Lab) (3 semester hours)

MLS 312. ESSENTIALS OF HEMATOLOGY. A study of blood and blood forming organs and basic diagnostic procedures. (Lecture/Lab) (3 semester hours)
MLS 313. CLINICAL BACTERIOLOGY. A study of pathological bacteria with an emphasis on techniques of isolation and identification. (Lecture/Lab) (3 semester hours)

MLS 323. MYCOLOGY, PARASITOLOGY AND VIROLOGY. A study of pathological microorganisms with an emphasis on techniques of isolation and identification of fungi and viruses, medically significant protozoan and helminth parasites and their vectors, and various culturing techniques. Prerequisite: MLS 313 (Lecture/Lab) (3 semester hours)

MLS 327. LABORATORY OPERATIONS. A study of laboratory math, basic statistics and quality assurance programs in the clinical laboratory. (Lecture) (2 semester hours)

MLS 340. GENERAL PATHOLOGY. A study of the etiology and symptomatology of the general pathological conditions affecting the body. (Lecture) (2 semester hours)

MLS 405. INTRODUCTION TO MOLECULAR DIAGNOSTICS. An introductory course in molecular terminology, the basic anatomy of a gene, the components of DNA and RNA, and the role of DNA and RNA in a cell. Principles of basic molecular techniques used in research and clinical laboratories will be introduced. (Lecture) (3 semester hours)

MLS 416. RESEARCH DESIGN AND STATISTICS. A study of basic research and statistics with emphasis on analyzing and researching issues through literature reviews (Lecture) (3 semester hours)

MLS 417. PRINCIPLES OF MANAGEMENT AND EDUCATION IN CLINICAL LABORATORY SCIENCES. An introduction to the principles of management and education as applied to the profession of medical laboratory science. (Lecture) (1 semester hour)

Academic Calendar

The School of Health Related Professions academic calendar is for all programs. NOTE: Clinical activities of students vary and may not conform to the calendar.

<table>
<thead>
<tr>
<th>SHRP 2021-2022 Semester Academic Calendar</th>
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<tbody>
<tr>
<td>May</td>
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<tr>
<td>7</td>
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<tr>
<td>10</td>
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<td>11</td>
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<td>27</td>
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</tbody>
</table>

**SUMMER 2021**

| June  | 1 | Tuesday | Orientation for new students and classes begin |
| 11 | Friday | Last day to register or add a course |
| 14 | Monday | Last day to withdraw from a course or from school without receiving a withdrawal grade and to receive a tuition refund |

| July | 5 | Monday | Registration begins for 2021-2022 fall semester |
| 5 | Monday | Independence Day holiday observed |
| 6 | Tuesday | Classes resume |
| 7 | Wednesday | Mid-term grades due |
| 12 | Monday | Last day to withdraw from a course and receive only a “W” grade if failing |

<p>| August | 2 | Monday | Final examinations begin |
| 6 | Friday | Final examinations end; Last day of summer term |
| 9 | Monday | Final grades due in Workday by 5:00 p.m. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>FALL 2021</strong></td>
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<tr>
<td>August</td>
<td>12, 13</td>
<td>Thursday, Friday Orientation for new students</td>
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<tr>
<td></td>
<td>16</td>
<td>Monday Classes begin</td>
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<td></td>
<td>20</td>
<td>Friday Last day to register for fall semester</td>
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<td></td>
<td>27</td>
<td>Friday Last day to add a course</td>
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<td></td>
<td>27</td>
<td>Friday Last day to submit an application for December degree</td>
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<td></td>
<td>29</td>
<td>Sunday Last day to withdraw from school or from a course without receiving a withdrawal grade and to receive a tuition refund</td>
</tr>
<tr>
<td>September</td>
<td>6</td>
<td>Monday Labor Day holiday observed</td>
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<tr>
<td></td>
<td>7</td>
<td>Tuesday Classes resume</td>
</tr>
<tr>
<td>October</td>
<td>13</td>
<td>Wednesday Mid-term grades due</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Monday Last day to withdraw from a course and to receive only a “W” grade if failing</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>Monday Registration begins for 2021-2022 spring semester</td>
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<tr>
<td></td>
<td>19</td>
<td>Friday Fall break begins at 5:00 p.m.</td>
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<td></td>
<td>29</td>
<td>Monday Classes resume</td>
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<tr>
<td>December</td>
<td>6</td>
<td>Monday Final examinations begin</td>
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<tr>
<td></td>
<td>10</td>
<td>Friday Final examinations end</td>
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<tr>
<td></td>
<td>10</td>
<td>Friday Christmas and New Year’s holidays begin at 5:00 p.m.</td>
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<td></td>
<td>13</td>
<td>Monday Final grades due in Workday by 5:00 p.m.</td>
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<td></td>
<td>14</td>
<td>Tuesday EOS reports due to the Dean</td>
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<td></td>
<td>18</td>
<td>Saturday End of fall semester</td>
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<tr>
<td><strong>SPRING 2022</strong></td>
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<tr>
<td>January</td>
<td>10</td>
<td>Monday Classes begin</td>
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<td></td>
<td>14</td>
<td>Friday Last day to register for spring semester</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Monday Martin Luther King, Jr. holiday observed</td>
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<td></td>
<td>18</td>
<td>Tuesday Classes resume</td>
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<td></td>
<td>21</td>
<td>Friday Last day to add a course</td>
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<td></td>
<td>21</td>
<td>Friday Last day to submit an application for May 2022 degree</td>
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<td></td>
<td>23</td>
<td>Sunday Last day to withdraw from school or from a course without receiving a withdrawal grade and to receive a tuition refund</td>
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<tr>
<td>March</td>
<td>9</td>
<td>Wednesday Mid-term grades due</td>
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<td></td>
<td>11</td>
<td>Friday Spring Break begins at 5:00 p.m.</td>
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<td></td>
<td>20</td>
<td>Sunday Last day to withdraw from a course and receive only a “W” grade if failing</td>
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<td></td>
<td>21</td>
<td>Monday Classes resume</td>
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<tr>
<td>April</td>
<td>11</td>
<td>Monday Registration begins for 2022-2023 summer term</td>
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<td></td>
<td>14</td>
<td>Thursday Easter holiday begins at 5:00 p.m.</td>
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<td>19</td>
<td>Tuesday Classes resume</td>
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<td></td>
<td>22</td>
<td>Friday Last day to submit an application for August 2022 degree</td>
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<tr>
<td>May</td>
<td>2</td>
<td>Monday Final examinations begin</td>
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<td>6</td>
<td>Friday Final examinations end; Last day of spring semester</td>
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<td></td>
<td>6</td>
<td>Friday SHRP Honors Day</td>
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<td>9</td>
<td>Monday Final grades due in Workday by 5:00 p.m.</td>
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<tr>
<td></td>
<td>10</td>
<td>Tuesday EOS reports due to the Dean</td>
</tr>
</tbody>
</table>
Program Regulations

- Students are responsible for notifying the Office of Enrollment Management and also the departmental administrative assistant immediately of any change in name, address, or telephone number.
- Students should provide their families with the departmental office telephone number for emergency calls (601)-984-6309.
- Students must be in the assigned area at all scheduled periods unless excused by the program director, course instructor, or clinical coordinator.
- All laboratory regulations, including dress codes, must be observed during student performance in didactic/clinical rotation assignments in affiliated laboratories.
- Student hours for didactic/clinical rotation courses are determined by the clinical instructor in each department and must be strictly observed.
- Students must arrange to conduct all personal business at hours which do not interfere with didactic classes and student assignment hours.
- Make-up tests are given for excused sicknesses or emergencies. All make-up tests must be scheduled with the instructor within one week of the original test. Failure to take the make-up within this time will result in an automatic grade of zero. Missing an exam for any other reason will result in an automatic zero.
- Eating or drinking is not allowed in the student laboratories. Smoking is strictly prohibited while on campus.

Program Honor Code

The Histotechnology Program holds that there is an unwritten contract of mutual trust between students and the faculty. Each student promises integrity in work submitted, and the faculty members, in turn, presume the honesty of the student. Faculty members do not routinely monitor tests and examinations to apprehend violators. Faculty members who remain in examination rooms are there primarily to give assistance. The honor system is important because it provides an atmosphere of trust essential to the fulfillment of the program's purpose of educating individuals of professional character. The faculty members regard a breach of honor as a serious breach of their principles, purpose, and the academic enterprise.

The benefits of the honor system, the atmosphere of mutual understanding with the faculty and the challenge toward self-fulfillment, are too great to sacrifice for those who would compromise the good name of the class to secure academic success dishonestly.

All work submitted as a part of the course requirements is assumed and expected to be the product of the student submitting it unless credit is given by the student using proper footnoting and bibliographic techniques or as prescribed by the course instructor. Cheating, plagiarizing,
falsifying results of study, or any action designed to deceive any member of the faculty are prohibited. The system applies not only to examinations but also to all work handed in such as papers, lab reports, solutions to problems, practical exams, etc. Each instructor has the prerogative to include or exclude what will be covered by the honor code in their course.

The Honor Code of the Histotechnology program specifically prohibits actions deemed as breaches of the mutual trust for which the honor system stands. Violations of provisions of the Honor Code are cause for disciplinary actions imposed by the School of Health Related Professions Academic Affairs Committee.

It is the duty of all students to show their appreciation of the trust placed in them not only by their own conduct but also by their insistence on the integrity of their fellow students. Students may feel this is a burden, but it is a much more serious situation when they allow themselves or a fellow student to begin the process of dishonor which destroys both the individual and the community. It is, therefore, the duty of every student to behave in a manner that will discourage their fellow students from violating the honor code.

**Entry Level Competencies**

The Histotechnology program builds upon certain competency statements and guidelines as outlined by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The following competencies are provided in didactic courses and expanded upon during clinical rotation experience. Histotechnology students are assessed by quizzes, examinations, review questions, competency lists, and case studies.

Upon successful completion of the School of Health Related Professions Histotechnology program at UMMC, a student will possess the following entry level competencies:

- receiving and accessioning tissue specimens;
- preparing tissue specimens for microscopic examinations, including all routine procedures;
- performing more complex procedures for processing and staining tissues, including enzymes, and immunohistochemistry;
- assisting with and/or performing gross examination and frozen section procedures in histopathology as well as cytology specimen preparation methods;
- identifying tissue structures, cell components, and their staining characteristics, and relating them to physiological functions;
- recognizing factors that affect procedures and results, and taking appropriate action within predetermined limits when corrections are indicated;
- developing, testing, implementing, evaluating, and selecting new techniques, procedures, instruments and methods in terms of their usefulness and practicality within the context of a given laboratory's personnel, equipment, space, and budgetary resources;
• making decisions concerning the results of quality control and quality assurance measures and instituting proper procedures to maintain accuracy and precision;
• confirming abnormal results, verifying quality control procedures, executing quality control procedures, and developing solutions to problems concerning the generation of laboratory data;
• establishing and performing preventative and corrective maintenance of equipment or instruments, as well as identifying appropriate sources for repair;
• exercising and applying principles of safety, management and supervision;
• demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
• recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence;
• recognizing the responsibilities of other laboratory and healthcare professionals and interacting with them with respect for their jobs and patient care;
• leading supportive personnel and peers in their acquisition of knowledge, skills and attitudes; and providing leadership in educating other health personnel and the community;
• applying principles of education methodology;
• applying principles of current information systems;
• applying principles of in-situ hybridization, plastic, and electron microscopy.

At entry level, graduates will have the following basic knowledge and skills in:

• Application of safety and governmental regulations and standards as applied to histotechnology;
• Principles and practices of professional conduct and the significance of continuing professional development;
• Communications sufficient to serve the needs of patients, the public and members of the health care team;
• Principles and practices of administration, supervision, and safety as applied to histotechnology;
• Education techniques and terminology sufficient to train/educate users and providers of laboratory services.

**Affective Domain**

All students will be evaluated regarding professional/ethical behavior and organizational skills while enrolled in the Histotechnology program. The objectives and evaluation instrument are shown below. During the first semester, the first failure to meet an affective domain objective will result in the student receiving a verbal warning from the instructor, an e-mail confirmation of this warning, and an evaluation of "satisfactory" will be given for that objective. There will be no deduction for a first offense.
The second failure will result in a written/e-mail warning and an evaluation of "needs improvement" (1) will be given for that objective. All subsequent failures to meet the same objective will result in a written/e-mail warning and an evaluation of "unsatisfactory" (5). During the second semester, the first failure to meet an affective domain objective will be evaluated as "needs improvement" and all subsequent failures as "unsatisfactory". The instructor reserves the right to immediately evaluate as "unsatisfactory" any failure to meet an affective domain objective that is viewed as flagrant or dangerous. The procedure by which the Affective Domain will be factored into final course grades will be explained to the students during orientation and at the beginning of each semester. THE FINAL SCORE FOR THE AFFECTIVE DOMAIN EVALUATION, IF >0, WILL BE DEDUCTED FROM THE FINAL COURSE AVERAGE IN EACH COURSE IN WHICH THE STUDENT WAS EVALUATED. THESE ADJUSTED AVERAGES WILL BE USED TO DETERMINE THE FINAL LETTER GRADE FOR THOSE COURSES. Please refer to Appendix A for the complete affective domain evaluation.

**Teach Out Plan**

According to 34 CFR 600.2 [Title 34 – Education; Subtitle B -- Regulations of the Offices of the Department of Education; Chapter VI -- Office of Postsecondary Education, Department of Education; Part 600 -- Institutional Eligibility under the Higher Education Act of 1965, as Amended; Subpart A – General], the term teach-out plan refers to “a written plan developed by an institution that provides for the equitable treatment of all students if an institution, or an institutional location that provides 100 percent of at least one program, ceases to operate before all students have completed their program of study.”

In the event that a decision is made to close the Histotechnology program at the University of Mississippi Medical Center’s School of Health Related Professions, the UMMC ensures that students are afforded every opportunity to complete their training. The following circumstances indicate provisions for generating a teach-out plan:

- Program was denied accreditation by the National Accrediting Agency for Clinical Laboratory Science (NAACLS)
- Program sponsor withdraws, suspends, or terminates the operations of the Program and/or laboratory
- A natural disaster has occurred which renders the Program unable to maintain educational responsibilities

The Histotechnology program ensures that the students who were enrolled prior to the circumstances that led to the need of utilizing the Teach-Out Plan will complete the education/clinical rotation phases of the program within a reasonable period of time and will conform to one of the two options:

1. Teach out currently enrolled Histotechnology students, no longer admit new students to the program, and terminate the program upon graduation of the current students.
2. Enter into a Teach-Out Agreement with another institution/facility to teach out certain or all portions of the program until enrolled students have graduated.
   a. The Teach-Out Institution/facility must be NAACLS accredited, meet all
applicable state and federal regulations, and can provide students access to the necessary program/service without requiring them to move or travel substantial distances.

b. The Teach-Out Institution/facility has the necessary resources and support services to provide an educational program that is of acceptable quality and is reasonably similar in content, structure, and scheduling to that provided by the closing program.

c. The Teach-Out Institution/facility provides students with reasonable opportunities to complete their education without additional charges.

Confidentiality/Advising

The HTL program assures that appropriate confidentiality and impartiality will be maintained for any meetings which occur with the student, faculty/staff, and clinical affiliates.

After admission, students are assigned to a faculty advisor for assistance and guidance while enrolled in the program. Students are encouraged to meet with their advisors when issues arise which could interfere with the students’ progress in the program. The HTL program provides academic and affective behavior counseling committed to enhancing the success of HTL students in both the didactic and clinical setting. A copy of the counseling/advising form can be found in Appendix B. Academic and personal concerns are managed in a hierarchical manner by the HTL/MLS faculty, program director, department chair, and Dean’s office on an in-house basis. On-going personal, psychological, emotional or medically-related issues are typically handled by referral to the Student Counseling and Wellness Center or Student Assistance (LifeSync). Students can find contact information for the aforementioned resources in the SHRP Student Handbook or on the SHRP website under Campus Resources.

Dress Code

Based on professional standards, general safety, and infection prevention, certain guidelines are designed to help promote a positive and professional image at UMMC. In the healthcare arena, appearance always counts; therefore, uniforms and professional attire should be chosen with care to identify an individual’s role on the health care team. Personal grooming and cleanliness are important as well as essential in environments in which infection prevention and chemical hazards are of concern.

Histotechnology students represent the school, the university, and the profession at all times; therefore, appropriate attire must be maintained in clinics, classrooms, laboratories, and elsewhere deemed necessary on the UMMC campus and within the hospital. Students are expected to comply with the SHRP dress code when performing educational activities in the school. The SHRP Professional Appearance Policy can be found at the following: https://documents.umc.edu/ViewPolicy.aspx?pid=E-SHRP-GEN-GEN-PO-00008.
During didactic training, students work in a laboratory setting and certain health and safety requirements must be maintained to be compliant with the laboratory environment. It has become a consensus of the department that all Histotechnology students be required to wear scrubs, close-toed shoes, and disposable lab coats (provided by program) for all courses involving a laboratory session. Since students usually present to a laboratory daily, it will be opportune for students to wear the aforementioned attire daily to alleviate an instructor requiring their dismissal from class for inappropriate attire. The Histotechnology program requires that all students purchase a minimum of one set of solid navy blue scrubs and any additional scrubs in the student’s color of choice to be worn while on campus or while attending off-campus activities. Dress codes may differ during the clinical practicum since students must abide by the policies of the clinical affiliate in which they are assigned.

**Grading Policy**

1. Student records will be maintained in the department files and in the Office of Enrollment Management.
2. Final grades in Histotechnology courses will be determined by the instructor of record for each course. The final grade will be calculated according to the “Academic Regulations” established by the School of Health Related Professions, which are listed in the online UMMC Bulletin. Grades will be reported in the Canvas grade center. The student’s final grade in Canvas, truncated to two (2) decimal places, is entered into Workday following the final examination. As such, final grades will stand as calculated and are not rounded to the nearest whole number (ex. 89.98 = B).
3. Because of the concern for performance of tasks as well as demonstration of knowledge, it will be necessary for the instructor to make a judgment of competency of the student to perform each task. Such intangible qualities as organizational ability, manipulative ability, leadership, initiative, integrity of results, and professional judgment must be factors that the instructor includes in his/her assessment of competency. Specific objectives planned by the instructor must be met by each student for each didactic course or laboratory session.
4. In case of extenuating circumstances a grade of incomplete (I) may be given and specific make-up work assigned. Incompletes must be finalized or removed before entering the next course in the same subject and before entering the clinical practicum(s).

**Attendance**

Enrollment in the School of Health Related Professions obligates students to attend all scheduled classes, laboratories, conferences, seminars, clinical experiences, testing, and other course activities. No right or privilege exists which permits a student to be absent from any given number of class meetings, or to collaborate on any assigned course work or exams unless given permission from the course instructor. View the full SHRP Attendance and Registration Policy for the School of Health Related Professions in the UMMC Document Center (policy E-SHRP-GEN-GEN-PO-00014).
The Histotechnology Program is considered a professional degree program. Students are expected to attend class and clinical activities, just as they would their professional job. Class attendance is regarded as an obligation and a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize students’ scholastic standing. Students who demonstrate patterns of tardiness or absenteeism should note that these issues will be documented in all course attendance records, reported to the Department Chair, and will be conveyed as a weakness when faculty complete letters of recommendation for potential employers. Habitual tardiness or absenteeism will impact the final course grade as outlined in the *Affective Domain* policy and could result in dismissal from the Histotechnology Program.

**Absences and Tardies in the Clinical Practicums**

Refer to the *Clinical Practicum* section of this manual for attendance policies and procedures related to the clinical courses.

**Tardies in Didactic Courses**

Students should be in the classroom and ready to begin when attendance is recorded. Failure to report to class within five (5) minutes after the assigned start time equals a tardy. Three tardies equal one absence. Any student missing more than fifteen (15) minutes of a class, lab, or clinical will be counted as absent for the entire class regardless of when the time was missed. Students may receive permission to leave lecture or lab during emergencies. See example below:

- **Class Start Time:** 9:00 AM
- **Student Arrival Time:** 9:03 AM—Present
- **Student Arrival Time:** 9:05 AM—Tardy
- **Student Arrival Time:** 9:15 AM—Absent

**Absences in Didactic Courses**

- Students are expected to be punctual and to attend all classes. If a student is going to be late or must be absent, they should notify the instructor of record and the Program Director.
- Three (3) tardies are equal to one (1) absence.
- Three (3) absences are equal to a five (5) point deduction on the final course average. Each subsequent absence will incur an additional two (2) point deduction.
- Students are responsible for all classwork missed, regardless of the reason for the absence.
- Students are responsible for arranging the allowed make-up of any missed work.
- If a student is unable to take a test on the scheduled date, the student must notify the instructor prior to the test administration. A written medical excuse will be expected if a scheduled test is missed. If extenuating circumstances occur (for example: surgery, car accidents, death in the family), the course instructor may make accommodations on an individual basis. Refer to the *Make-up Examinations* and *Late Work Policy* rules below.
- It is the student’s responsibility to regularly monitor his/her attendance (i.e., absences and tardies) in each course as this information is readily available in Canvas.
Absences Related to Lab Exercises
The laboratory component will be treated as an extension of the course. An absence or tardy in lab will be treated as an absence or tardy in the course. Any student who misses a lab will be counted as absent for the entire class. Due to specimen availability and laboratory preparation time, make-up sessions will be given only under extraordinary circumstances, at the discretion of the instructor.

- Make-up opportunities for laboratory exercises will be determined on a case-by-case basis.
- Because laboratory experiences are designed to meet clinical expectations and accreditation requirements regular attendance is required.
- It is the responsibility of the student to inform the instructor prior to the lab meeting.
- Any missed lab must be made up at the first available time since the skills will be necessary for student progression and future lab exercises.

Make-Up Examinations
Scheduled examinations will be administered on the dates indicated in the course outline provided to the students on the first day of class. Make-up exams will be given at the discretion of the instructor and are only in case of illness or emergency. In these cases, it is required that a written doctor’s excuse or appropriate documentation be provided. If these are not provided, the student will receive a “0” for the exam.

The course instructor must be notified prior to the exam date and contacted as soon as possible to schedule the make-up exam. Retakes are not permitted. The examination must be made up within seven (7) days of the student’s return. If the student misses the scheduled make-up exam, the recorded grade will be a zero.

Late Work Policy
Deadlines for assigned work in the courses will be strictly followed. Failure to turn in any assigned work (i.e., assignments, quizzes, etc.) by the required deadline may result in a grade of “0” being assigned for that work, without the possibility of make-up, unless excused. The instructor must be notified in the event of an excused absence so that the assigned work can be made available in Canvas and/or a deadline for submission can be established.

Anything submitted after the deadline will not be graded and a grade of “0” will be given. Regular attendance is the student’s responsibility and the student is responsible for all assigned work. The Instructor of Record must approve all absences.
**Grading**

Letter grades are assigned according to the policy and procedures of the School which are listed below. In all courses, the final grade is determined using the following grading scale:

- **A** - Excellent, 90-100
- **B** - Good, 80-89
- **C** - Satisfactory, 75-79
- **D** - Below average, 70-74
- **F** - Failure, below 70

**Student Promotion and Dismissal**

Student Promotion is contingent upon successful academic performance, including demonstration of professional attributes. Recommendations for promotion and graduation are made by the program faculty to the dean. The process of promotion in the School of Health Related Professions may be found in the UMMC Student Handbook. The granting of the degree is not contingent upon passing an external certification or licensure exam. The probation, leave of absence (LOA), withdrawal, and dismissal criteria for the department are listed below:

**Student Probation**

Upon the recommendation of the Histotechnology program faculty, a student may be placed on probation when either the student’s semester or overall cumulative grade point average falls below 2.00 or the student has failed to meet professional expectations. Satisfactory completion of the program requires a minimum cumulative grade point average of 2.00.

**Student Leave of Absence**

Upon the recommendation of the department chair and the approval of a dean, a student in good academic standing may be granted a leave of absence (LOA) for both legitimate medical or military reasons. The request for leave of absence must be appropriately documented, and in the case of medical leave, must be reviewed by the director of the Student-Employee Health Service. Leave may not exceed one (1) calendar year. Upon return from a LOA, the student will re-enroll and pay all tuition and fees appropriate for the period of re-enrollment. If more than one year has lapsed since a Histotechnology course has been taken, the student will be automatically withdrawn from the program and receive a letter grade of “F” for any assigned courses. For more information, refer to the SHRP Leave of Absence Policy.

**Student Withdrawal**

Registration in the Histotechnology program makes the student responsible for completion of the course of study or until, with the permission of the dean or designee, the student withdraws from the curriculum. Official withdrawal is facilitated by the dean or designee submitting official notice of withdrawal to the Offices of Enrollment Management, Student Financial Aid, and Student Accounting. An approved withdrawal, if completed on or before the last day specified in the academic calendar, will not be recorded on the student’s record. Withdrawals authorized
after this date will be recorded as a “W” unless the student has completed the course, in which case the final grade in the course will be recorded. Withdrawals authorized after the three quarters point of the semester, specified in the academic calendar, will be recorded as an “F” if failing a course at the time of withdrawal. Failure to officially withdraw will result in the recording of a failing grade in the course(s) in which the student is registered.

**Student Dismissal**

Upon the recommendation of the program faculty, a student may be dismissed and not permitted to continue enrollment when the student has received a grade of “F”; the student’s overall cumulative grade point average is less than 2.00 on all course work completed at the University of Mississippi Medical Center; the student’s grade point average is less than 2.00 in each of two consecutive grading periods; the student has failed to meet professional expectations; or the student incurs an unexplained or unexcused absence from all classes and school and departmental activities for a period of two continuous weeks.

Any of the following actions are considered a just case for immediate dismissal:

1. Unauthorized (must have written authorization) removal, destruction, or theft of any property of the program, UMMC, clinical affiliates, employees, peers, or patients.
2. The use or unauthorized possession of any intoxicants, illegal drugs, or narcotics on the grounds of the UMMC or its affiliated laboratories.
3. The use, possession, or distribution of firearms, explosives, fireworks, or knives on the grounds of the UMMC or its affiliated laboratories.
4. Willful submission of false information or alteration of any records or reports.
5. Dishonesty (cheating, forgery, plagiarism, etc.).
6. Disclosure of confidential information or discussion of any patient information with unauthorized personnel.
7. Negligence or misconduct in the performance of duty.
8. Guilty of unethical behavior.
9. A student receives a grade of "F" in a professional level course.
10. Disobedience or insubordination (any complaint concerning an employee or instructor should be brought to the program officials).
11. Drawing blood, performing laboratory procedures, or entering laboratory results without the knowledge of the education coordinator, clinical instructor, or teaching technologist.
12. Abusing a patient, employee, fellow student, faculty member, or staff (including use of abusive language).

**Student Appeal**

A student has a right to appeal his or her dismissal if he or she believes the dismissal was an arbitrary or capricious action or for other reasons not related to academic performance. The student must submit a written request for appeal to the dean within five calendar days from the time the email notice of dismissal is sent. Failure to make a written appeal within the five day calendar time period may constitute a waiver of the appeal right and shall result in the sanction becoming final as recommended. The dean may uphold, deny, or appoint a committee to hear
the appeal. The committee will be composed of administrators and faculty members from other disciplines other than the one from which the student is appealing.

In all cases of student appeals, students are free to present pertinent information and material, to have an attorney present or to bring faculty and other appropriate spokespersons to the appeal hearing. The faculty and administration reserve the right to make changes in curricula regulations when such changes are determined to be in the best interest of the student, the school and the institution.

**Health and Safety**

All Histotechnology students, as well as students in other disciplines, are required to have hospitalization health policies offered through the University or an acceptable substitute. Students must report any injury (s) that occurs during class hours to the instructor and the student health physician; this rule is a precautionary measure and will be strictly followed.

During School and Department Orientation, Histotechnology students are informed about student health services, emergency medical care, and general laboratory health and safety concerns. All Histotechnology incoming students submit a signed copy of the essential functions/technical standards and the handbook signature page during the first week of school, verifying they understand and are able to meet the functions outlined in the document.

Select faculty discusses safety and provides a detailed safety training during the first week of school, emphasizing blood borne pathogens, biohazardous materials, safety symbols and equipment, biosafety cabinets, personal protective safety equipment, laboratory spills, material safety data sheets, and work practice safety and control. At the completion of the training, students are quizzed and sign documentation verifying they have been provided safety education and understand the materials provided to them. The signed documents are submitted to the Institutional Biosafety Committee. The program director also keeps copies of these documents within the departmental office for a period of three years; files are then discarded. Histotechnology students also complete a required online safety training module(s) during program enrollment.

**Student Health Services**

Student and Employee Health serves as the primary resource for occupational-health services such as immunization, tuberculosis screening, and non-symptomatic COVID-19 screening, when needed for academic purposes, such as documentation required for clearance to participate in learning activities at other institutions. Student and Employee Health is also the preferred option for initial assessment of non-emergency occupational health related injuries that occur on weekdays between the hours of 7:00 am to 4:30 pm. Student and Employee Health does not charge for provider or nurse actions in providing services to students, but charges may be incurred for laboratory or imaging services. Student and Employee Health can be contacted for appointments or questions about services by calling (601) 984-1185.
If there is a severe occupational injury or a situation, such as a blood or body fluid exposure, that requires urgent treatment at night or on a weekend, students should seek care at the UMMC Emergency Department and notify Student and Employee Health afterward. Students in Mississippi are not covered by Workers Compensation and so may incur costs related to workplace injuries. Normal healthcare procedures, such as billing insurance, will take place as appropriate.

Students may access primary care services through UMMC’s Quick Care clinic, which is operated by the Department of Family Medicine in the Lakeland Medical Building at 764 Lakeland Drive, Jackson, MS. Quick Care is a full-service primary care practice in a private, confidential setting, and will provide students a large spectrum of services, including sick visits, preventive services, and care for chronic conditions. The physician and other providers at the Quick Care clinic do not teach, evaluate, or make recommendations for student advancement. Quick Care is available Monday through Friday from 7:40 am to 4:20 pm and offers both in person and telehealth visits. To schedule an appointment at Quick Care students may call (601) 984-6800. Additionally, if students prefer to obtain primary care services elsewhere, they are free to do so.

The Student Counseling and Wellness Center assists students with managing the stresses and difficulties of daily life – life inside and outside the classroom. Mental health services for students are provided by a psychiatrist or nurse practitioner and clinical psychologists who do not have any role any student’s academic assessment or evaluation. Students should call (601) 815-1136 or (601) 815-5588 or email scwc@umc.edu to make appointments at the SCWC.

Humana EAP and Work-Life Services is the UMMC student and employee assistance program. These services are confidential, and there is no cost to UMMC students or employees. To access these services, call 1-866-219-1232 (TTY:711) or visit eapwl.com (username: ummc, password: ummc).

The Employee and Student Employee Assistance Program offers short-term counseling, up to three visits per issue per year, to help UMMC students and employees and members of their households manage everyday life issues. Examples of available assistance include: emotional issues, relationship concerns, coping with a serious illness, weight control, sleeping difficulties, loss of a loved one, workplace concerns, and smoking cessation.

Work-Life Services include extensive assistance, information, and support to achieve a better balance between work, life, and family. Assistance with the following is available: Housing options, Educational services, Child/Elder care, Consumer education, Legal services, and financial services.

**Student Health Insurance**
Health insurance is mandatory for students attending the University of Mississippi Medical Center. Students may enroll in the group plan offered by the Medical Center, or must demonstrate comparable coverage under another provider. Students not enrolled in the Medical Center’s Student Group Health Insurance Plan will be required to sign a waiver card specifying
the name of their insurance carrier. All applications, changes in coverage, and deletion requests must be submitted to the Office of Student Accounting.

For additional information regarding student health insurance and enrollment forms, contact the Office of Student Accounting at (601) 984-1060 or visit the website.

**Student Immunizations and Vaccinations**

Upon admission to the program, students are required to provide documentation of immunizations/vaccinations. Students admitted to health education programs that have potential exposure risk to infectious diseases are required to provide proof of hepatitis B vaccination. The Hepatitis B vaccine series must be completed prior to school entry. A standardized report of a recent physical examination is also required for admission to any UMMC educational program.

All students are required to obtain the influenza vaccine annually. The influenza vaccine is free to students. The Tetanus/Diphtheria/Pertussis (Tdap), MMR, Varicella, and Hepatitis B vaccines are administered at a cost. An annual TB skin test or blood test is required of all students. Students who have had prior BCG vaccinations should submit a TB blood test report obtained three months prior to entry.

For a complete list of requirements, please refer to the Student/Employee Health website and the UMMC Policy regarding Immunization Requirements for UMMC Students.

**Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome**

Acquired Immune Deficiency Syndrome (AIDS) is a condition which destroys the body's immune (defense) system and allows life-threatening infections to develop. There is no known cure or vaccine for prevention, and an individual can transmit the HIV virus even in the absence of symptoms. Current medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease Control, contracting the disease from an individual's daily activities is not known to occur.

The Medical Center does not routinely screen students, faculty, or staff for antibodies to HIV or ask if they are HIV positive. However, students who know they are HIV positive are encouraged to report this fact to the Director of Student and Employee Health Service so they can obtain appropriate medical care, consultation, and counseling for their own protection and that of others. The information will remain confidential as a part of the student's medical record. Students with AIDS, and those with other manifestations of HIV infection, are deemed to have a handicapping condition as defined in the Rehabilitation Act of 1973. Selection of applicants for the University of Mississippi Medical Center's educational programs is made on a competitive basis, without regard to race, sex, color, religion, marital status, age, national origin, disability, or veteran status.

**HIV Accommodations**

The school in which the student is enrolled will make every reasonable accommodation to enable
a student who is HIV positive to successfully complete the requirements of his/her educational program. The school also will make available career counseling should the student wish to review his/her educational objectives in light of the realities of HIV infection. HIV infected students may have their educational program modified by their school to limit any potential risk of disease transmission.

Restrictions on any clinical assignments and/or off-campus clinical rotations or externships will be made on a case-by-case basis. Immunizations: Students who have HIV infection are not exempted from Medical Center requirements for non-live virus vaccinations. However, because of potentially serious consequences for HIV-infected persons receiving live virus vaccines, HIV infected students who are required to receive such immunizations should consult the Student and Employee Health Service or the Hinds County Department of Health for current recommendations.

Testing and Care: Students who wish to receive HIV antibody testing will be referred to the Mississippi State Department of Health or the Student/Employee Health Clinic. Students who become HIV positive during enrollment may get appropriate medical care, consultation, and counseling through the Student and Employee Health Service.

Confidentiality: Medical, personal, or academic information will NOT be released to any person, group, agency, insurer, employer, or institution without specific written consent of the patient or legal guardian except as required by law. Every effort will be made to preserve the confidentiality of the medical record of a student who is HIV positive. Knowledge of a student’s HIV status will be limited to those with an absolute necessity to know.

Public Health Reporting Requirement: The Medical Center complies with all public health reporting requirements of the Mississippi State Department of Public Health and the Centers for Disease Control. Students who are known to be HIV positive are reported to the State Department of Health.

Personnel: Since HIV infected individuals are not identified in advance, universal precautions - as defined by the Centers for Disease Control and by OSHA guidelines-implies these personnel precautions should be utilized when handling blood and body fluids of any student, employee, or patient. Questions regarding these safety guidelines should be directed to the Director of Student and Employee Health Services, or to the dean of the school in which the student is enrolled.

Student Drug Policy
Pursuant to the Anti-drug Abuse Act passed in October 1988 and the Drug-free Schools and Communities Act Amendments of 1989 (public law 101-226), the University Medical Center is committed to maintaining a drug-free work place and to prevent the illicit use of drugs and the abuse of alcohol by students and employees. All students are to abide with this policy.
COVID-19 Information

While the COVID vaccine is subject to Emergency Use Authorization ("EUA") by the United States Food and Drug Administration ("FDA"), all individuals subject to the COVID vaccination policy will be required to receive the COVID-19 vaccination or wear an N95 mask provided by UMMC at all times while at any UMMC facility or clinic, except when eating or drinking and staying six feet apart from others both indoors and outdoors. Once the FDA fully approves a vaccine(s), the COVID-19 vaccination will be mandatory. Refer to COVID-19 Vaccination Policy for more information.

COVID-19 vaccination appointment scheduling is open to ALL UMMC faculty and staff and to UMMC students who regularly participate in patient care activities or regularly come in contact with patient fluids or tissue as a part of their educational requirements. Visit the COVID-19 employee vaccination website for more information.

If a student experiences any symptoms associated with COVID-19 infection, including fever (or feeling feverish, chills or sweats), cough, sore throat, shortness of breath, newly developed loss of taste/smell or other symptoms, or if the student currently has a COVID-19 positive contact at their place of residence (e.g. child, partner, relative, or roommate) visit the employee/student COVID-19 hotline at https://www.umc.edu/empcovidhotline.

Student Complaints

Any student seeking to resolve an academic or misconduct complaint should seek resolution through the school’s published administrative channels, entering at the appropriate level and proceeding in the order stated. All decisions by the school’s dean or executive faculty concerning academic matters are final. Procedural appeals may be filed to the associate vice chancellor for academic affairs. In the case of the procedural violation, the case will be returned to the point of the procedural issue and then readdressed.

Students who have complaints about the educational program, school policies, incidents in the classroom or other academic or non-academic matters are asked to notify the faculty member or the department chair, the student services officer, or a member of the administration in the office of the dean. The complaint can be made verbally followed by written comments describing the issue or concern, or the complaint can be made in writing in a form comfortable for the student. A complaint can also be made anonymously using the suggestion box located adjacent to the student mailboxes at SHRP or online. At a minimum, the complaint should give a complete description of the situation or incident, the date of the occurrence, and the person or persons involved.

Issues involving such matters as sexual harassment, discrimination, disability, employment, or mistreatment fall under the institutional polices that are handled by specific offices, such as the Office of Human Resources, Title IX coordinator or the Equal Employment Opportunity Office. In the event that a student believes a non-academic or non-misconduct complaint has not been resolved satisfactorily, he/she may file a written grievance with the chief student affairs officer.
Current students at UMMC may file a written grievance with the chief student affairs officer through the Office of Student Affairs. Students may also submit concerns, leave complaints, make comments, offer suggestions, or request assistance through the Office of Student Affairs. UMMC and its dedicated professionals are engaged in fostering an environment that promotes academic success and student development. Students are encouraged to provide candid feedback.

Students may choose to contact the Office of Student Affairs in writing (University of Mississippi Medical Center, 2500 N. State St., Jackson, MS 39216-4505; phone (601) 984-5012) or may choose to use the form provided below. Form submissions will be sent to an email account that is checked daily. If a return email address is provided, the Office of Student Affairs will respond within 2 business days. If the name and email address fields are blank, the submission will be anonymous, and the Office of Student Affairs will not respond. However, all submissions will be reviewed and addressed.

More information on the complaint policy can be found online in the UMMC Document Center (policy E-AA-SA-GEN-PO-00003) the UMMC Bulletin, or on the Student Comments and Complaints website.

The privacy rights of students will be protected at all times during the complaint process.

Student Access to Records and Release of Information

Student Access to Records
Each year, UMMC informs new incoming students of their rights of access to their official records as stated in the law. By written request to the Office of Enrollment Management, Histotechnology students who are or who have been in attendance may review recorded information maintained by the institution for use in making decisions about them. Recorded information includes grades, copies of correspondence sent to the students by the Histotechnology program and other institutional offices, and completion of licensure applications.

Recorded information may also include an electronically stored transcript of courses and grades as well as a folder containing application materials and supporting documents, such as transcripts from previous schools and supplementary material submitted with the Histotechnology application. Confidential letters or statements of recommendation to which Histotechnology students have waived access rights are not available for inspection. As defined by law, Histotechnology students do not have access to medical, psychiatric, or comparable records. Histotechnology students do not have the right to see parents’ financial records submitted to the institution. Neither do HTL students have access to instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual; campus security records exclusively for law enforcement purposes; and employment records except when such employment requires that the person be a student.


**Release of Information**

The institution is prohibited from releasing educational information or personally identifiable information other than director information about the Histotechnology students without their written consent except to specified agencies and persons such as school officials and certain federal or state offices as defined in the law. Directory information includes: Histotechnology students’ names, Histotechnology educational program of enrollment, and Histotechnology classification. Histotechnology students must file a written request with the Office of Enrollment Management to obtain any of this information. Under the law, Histotechnology students may not see confidential letters or statements of recommendation written prior to January 1, 1975, and may but are not required to, waive the right of access to future confidential letters of recommendation. The institution secures from students their instructions regarding their access rights to confidential letters or recommendation statements written on their behalf while enrolled at UMMC. These signed statements are permanently filed in the Histotechnology students’ folders. Any questions concerning student access to records should be directed to the Office of Enrollment Management.

**Academic Support (Consulting and Tutoring Services)**

In the event that any student needs assistance with developing the skills and behaviors essential to academic success and professional development such as time management, stress management, testing strategies, interpersonal and communication skills, or peer tutoring, the Office of Academic Support provides these and other services at no charge. For more information or to request academic consulting or tutoring services, students can visit the Office of Academic Support webpage at [http://www.umc.edu/academic_support/](http://www.umc.edu/academic_support/).
Clinical Affiliates

Clinical education experiences in Histotechnology are provided in conjunction with the following health care facilities:

- Delta Pathology Group, Shreveport, LA
- Methodist LeBonheur Healthcare, Memphis, TN
- Merit Health – River Region, Vicksburg, MS
- University of Mississippi Medical Center, Jackson, MS

Clinical Assignment Policy

Student clinical assignments to affiliated laboratories will be made according to the following procedure:

1) All affiliated sites will be listed in such a fashion that available student slots will be assigned one at a time. Unassigned students will be randomized according to name. Following this randomization, in order to ensure that each clinical site is utilized equally, the student having the number one (1) will be assigned to affiliate Number 1, Slot 1. The number two student will be assigned to affiliate Number 2, Slot 1, etc., until all clinical sites have been assigned one student. This process will then be repeated, with an additional student assigned to affiliate Number 1 Slot 2, etc., until all students have been assigned to an affiliated hospital. This process will ensure that each clinical affiliate will receive at least one student each year during the clinical rotation period.

2) The affiliation agreement specifies in writing the maximum number of students which a given affiliate will be able to take. During the “round robin” process of assignment described above, once the maximum number of students has been reached for an affiliate, that hospital will be skipped during the assignment process, and the student will be assigned to the next available affiliate.

3) The assignment process described above is random, with no preferential treatment given to a specific student, nor affiliated hospital. Students will not have a choice of going to a specific affiliate, except in the following circumstances:

   a. A student, who is the primary caregiver of an adult next of kin, or the parent of a minor child, will be assigned to a local affiliated clinical site, if a formal request is received by the Clinical Coordinator no later than September 1 of the semester prior to their clinical rotations.

   b. A student having financial hardship, as documented by a valid FAFSA on file in the Financial Aid Office reflecting an annual Expected Family Contribution (EFC) of less than 5000 for the current academic period, will be assigned to a local affiliated clinical site, if a
formal request is received by the Clinical Coordinator no later than September 1 of the semester prior to their clinical practicums, providing there are local slots available. Students will be able to file a Professional Judgment form with the office of Financial Aid to qualify for additional aid to offset expenses required for relocation.

c. Students whose home address is near one of the affiliated clinical site OUTSIDE the metropolitan area of Jackson may request to do their clinical rotations in the affiliated clinical site near their home, and those assignments will be made first. This request must be in writing and received by the Clinical Coordinator no later than September 1 of the semester prior to the student’s clinical rotations.

4) Rotation assignments will be made during the fall semester of each year, to allow students and facilities time to make necessary preparations. Students will be notified of their clinical assignments and will indicate their acceptance by submitting a completed Clinical Assignment Acceptance Form to the Clinical Coordinator. If a student forfeits his/her assignment, the student will become an alternate, and will be placed at an affiliate when the next slot becomes available. This could delay the student’s completion of the HTL program.

5) The number of clinical rotation slots may change unexpectedly due to circumstances beyond the control of the Histotechnology Program. If an affiliate is unable to keep its commitment for training a student, the student will be allowed to select a vacant slot at another affiliate. If there are more students eligible for clinical rotations than slots available, assignments will be made based on overall GPA at the time assignments are made.

6) This policy will remain in effect until modified or terminated in writing by the Histotechnology Education Coordinator and/or Program Director, and will be provided to all students and to clinical affiliates.

Clinical Attendance & Schedule

Students are expected to conform to the established daily work routine and schedules at the clinical rotation site. Tardiness will not be tolerated. The student must contact the clinical instructor and clinical coordinator if he/she is tardy. Absences will be recognized only in the event of extenuating circumstances when pre-approved by the clinical liaison and/or clinical education coordinator. Students must inform the clinical faculty at the rotation site and the clinical education coordinator no later than the time scheduled for arrival at the clinical site in the event of an absence. Medically necessary absentee time must be made up before the end of that term in which the absence occurs and before a grade will be recorded. Any unexcused absences may result in a grade of zero (0) for that day’s work.

The length of time required for clinical practicums has been calculated using the credit hour policy developed by the School of Health Related Professions (SHRP). During the final semester of enrollment in the Histotechnology program, students will enroll in 10 credit hours of clinical practicum coursework. Using the credit hour calculation, students will attend clinical practicum
for 30 hours each week during the semester or 7.5 hours per day, 4 days a week.

After the clinical site has been assigned, all clinical practicums (days, times, and sites) are scheduled and confirmed by the clinical education coordinator in consultation with the clinical liaison. No further schedule changes will be made unless: 1) the student is able to demonstrate that attendance at an assigned rotation site has created undue or unreasonable hardship, or 2) the clinical education coordinator or clinical liaison must alter the schedule. Under no circumstances is the student permitted to change scheduled rotation days, times, or sites, without prior written request and approval from the clinical faculty and the clinical coordinator. Non-compliance with this policy may result in repetition of the entire rotations course or result in a failing grade for that academic term.

**Service Work**

Students may not perform laboratory work without qualified supervision and will not take the place of technologists during the clinical practicum experience. Students will perform only the work defined by the clinical objectives and only during the hours of the clinical assignment. After demonstrating proficiency, students are allowed to perform laboratory procedures under careful supervision.

Service work is considered work for pay, students are not allowed to be employed during clinical practicum hours. Students are allowed to be employed in the clinical site outside of clinical education hours as long as the work does not interfere with academic responsibilities.

**Clinical Responsibilities**

**Clinical Liaison Responsibilities**

One clinical liaison, who is employed by the clinical site, is designated at each clinical site affiliated with the program to coordinate experience for students. The clinical liaison must be a medical laboratory professional who holds discipline appropriate certification and professional licensure (if required by state) in the program discipline; must demonstrate proficiency in and adequate knowledge of the program discipline; and, have at least one year experience as a practicing professional in the program discipline. The clinical liaison must be responsible for:

- Coordinating and ensuring effectiveness of clinical instruction at the site
- Evaluating effectiveness of clinical instruction
- Monitoring and evaluating students’ clinical performance
- Maintaining effective communication with the program director and clinical coordinator

**Clinical Instructor Responsibilities**

Clinical instructors at each clinical site are expected to:

1. Provide learning experiences that include the necessary content and activities to enable students to achieve entry level competencies in each major discipline.
2. After demonstrating competency, clinical instructors will evaluate student’s performance using the provided clinical practicum documents.

3. Clinical instructors in each major discipline/department will complete the following evaluations for the student and provide the grades to the program’s Education Coordinator:
   - Clinical quizzes/exams
   - Practicum competency check list
   - Slide sets (evaluated by pathologist)
   - Affective Domain evaluation

**Student Responsibilities**

Histotechnology students are expected to:

1. Review student clinical rotation procedures and guidelines.
2. Maintain the professional expectations required by the School of Health Related Professions, the Histotechnology Program, and the affiliate site.
3. Obey all rules and regulations of School of Health Related Professions (SHRP Student handbook), the Histotechnology Program, and the affiliate site including, but not limited to those concerned with academic honesty, attendance, schedules, dress, safety, patient confidentiality, and professional conduct. Disobedience to any of the rules and regulations could result in dismissal.
4. Report to clinical facility at scheduled time and attend class or perform work assignments scheduled by clinical faculty.
5. Process and analyze laboratory specimens as assigned by clinical instructor.
6. Evaluate and interpret results of laboratory tests performed.
7. Observe and perform quality control and quality assurance procedures.
8. Assist in the data entry of laboratory specimens and reports.
9. Complete the clinical instructor evaluation forms honestly, accurately, and objectively, and return them to the clinical coordinator.
10. Communicate with the clinical instructors and clinical education coordinator concerning problems that may arise.
11. Assume responsibility for personal expenses, housing, transportation, and uniforms as needed.
12. Accept financial responsibility for housing, transportation, personal illness, and off-the-job injuries.
13. Inform, in advance, the clinical site as well as the clinical coordinator of any absence during the clinical rotation.
14. Provide the clinical site with documentation of good health and current vaccinations (specifically, but not limited to HBV) and a negative TB skin test or chest x-ray, as needed.
15. Satisfactorily pass all courses in the Histotechnology Program curriculum prior to the clinical rotations.

**Clinical Practicum Competencies**

During the clinical practicum, students must satisfactorily meet the requirements and clinical
clinical competencies for each major discipline of the rotation. Clinical competencies have been developed by the Histotechnology program in an effort to enhance the student learning experience and to contribute to their knowledge of entry level competencies. While in the clinical practicum, students must demonstrate satisfactory knowledge and performance of the following disciplines in a histology laboratory while under qualified supervision:

- **Specimen Handling**
  - Receiving of specimens
  - Accessioning of specimens

- **Fixation**
  - Identify commonly used fixatives.
  - Troubleshoot fixation problems.

- **Processing**
  - Discuss routine processing procedures.
  - Perform routine processing techniques.
  - Troubleshoot problems that occur with automated processors.

- **Embedding**
  - Embed various tissues in blocks.
  - Organize blocks according to laboratory protocols.
  - Maintain and clean the embedding center.

- **Microtomy**
  - Section blocks for routine or special stains with minimal errors.
  - Properly use and maintain a microtome.
  - Properly use and maintain a water bath.
  - Troubleshoot sectioning problems.
  - Perform a re-cut if necessary.

- **Staining and Slide Preparation**
  - Accurately label slides.
  - Properly coverslip slides using manual and/or automated methods.
  - Maintain the coverslipping area or automated instrument.
  - Prepare stain solutions.
  - Evaluate stained sections for any errors that may have occurred during the sectioning and/or staining process.
  - Describe or demonstrate knowledge of the following special stains*:
    - Acid Fast Bacilli
    - Carbol Fuchsin
    - Alcian Blue
    - Aldehyde Fuchsin
    - Argentaffin
    - Bielschowsky
    - Colloidal Iron
    - Congo Red
    - Crystal Violet
- Diff Quik™
- Enzyme Histochemistry
- Giemsa
- Gram Stain
- Grocott/Gomori Methenamine Silver (GMS)
- Fontana Masson (Melanin)
- Melanin Bleach
- Hall’s Bile
- Hematoxylin/Eosin (H&E)
- Immunohistochemical Stains
- Iron-Prussian Blue
- Luxol Fast Blue (LFB/Cresyl Echt Violet)
- Mucicarmine
- Oil Red O
- Papanicolaou
- Periodic Acid Schiff (PAS)
- Periodic Acid Schiff with and without digestion
- PAS - Hematoxylin (PASH)
- Periodic Acid Methenamine Silver (PAMS)
- Reticulin/Reticulum
- Spirochete
- Thioflavin T
- Toluidine Blue
- Trichrome
- Verhoeff Van Gieson (VVG)
- Von Koss

*The Histotechnology program understands that each clinical site is different and may not perform all stains listed. If certain stains are not performed, then the clinical site will be advised to discuss the staining procedure, review images of the stain, and/or perform a similar stain.

- **Special Areas** – Electron microscopy and immunohistochemistry (IHC)
- **Laboratory Operations**
  - General laboratory safety
  - Quality control procedures
Clinical Practicum Evaluation

At the end of each of the clinical practicum courses, the student will receive a grade based on the following grading format:

<table>
<thead>
<tr>
<th>Components</th>
<th>Overall Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Checklist (Psychomotor Evaluation)</td>
<td>50%</td>
</tr>
<tr>
<td>Student Slides</td>
<td>20%</td>
</tr>
<tr>
<td>Clinical quizzes/Exams (Cognitive Evaluation)</td>
<td>10%</td>
</tr>
<tr>
<td>Clinical Log Sheet</td>
<td>10%</td>
</tr>
<tr>
<td>Professional Capabilities (Affective Evaluation)</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Affective Domain Evaluation**
Professional attitude is especially critical in the health care occupations. This component is rated on a subjective scale of 100 points by the clinical instructors. Failure to achieve an adequate evaluation on attitude will result in counseling. Severe or repeated problems with attitude could lead to dismissal of the student from the Histotechnology program under the provisions of professional misconduct. Please refer to Appendix C for the Professional Capabilities form.

**Student Evaluations**
After completion of the clinical practicum, students are asked to complete a clinical evaluation form regarding each of their clinical instructors. At the completion of the Histotechnology program, students also submit an Exit Interview form asking for feedback about their junior and senior years in the program. Feedback from the students contributes to the ongoing evaluation process for the Histotechnology program.
By signing this form, I acknowledge that I have read and understand the technical standards and policies for progression and completion of the Bachelor of Science in Histotechnology program as stated in the 2021-22 Histotechnology Program Student Handbook at the University of Mississippi Medical Center (School of Health Related Professions).

_________________________________________  ____________________________________________
Student Name (Please Print)                  Student Signature

_________________________________________
Date
APPENDIX
APPENDIX A
Histotechnology Program
Affective Domain Evaluation

Choose the phrase in each category that most closely represents your evaluation of the student’s performance:

Key:
S = Satisfactory 0 Points
I = Improvement needed 1 Point
U = Unsatisfactory 5 Points
NA = not applicable

1. Time Management
The student:
(S) Is punctual, begins work in a timely manner, completes assignments within assigned time frames.
(I) Is usually punctual, usually begins work in a timely matter, completes most assignments within assigned time frames.
(U) Is often late, has difficulty "getting started" on work, consistently fails to meet assignment deadlines.
(NA) Not applicable.

2. Workload Management
The student:
(S) Can organize work and produce required quantity of work with accuracy within the allotted time.
(I) Usually can organize work, usually produces required quantity of work with accuracy within the allotted time.
(U) Consistently requires help with organization, cannot complete required quantity of work with accuracy within allotted time.
(NA) Not applicable.

3. Facilities Management
The student:
(S) Leaves work area clean and restocked, properly uses and maintains equipment, adheres to all published safety regulations in the laboratory.
(I) Usually leaves work area clean and restocked, usually properly uses and maintains equipment and is not willful negligent, usually adheres to all published safety regulations.
(U) Does not leave work area clean and restocked even with reminding, willfully damages equipment, willfully violates published laboratory safety regulations.
(NA) Not applicable.

4. Professionalism
A. The student:
(S) Willingly follows instructions and accepts professional constructive criticism regarding work; interacts with faculty, and students in a professional manner (e.g., is polite, considerate, pleasant, patient).
(I) Usually follows instructions and accepts professional constructive criticism with little resistance; usually interacts with faculty and other students in a professional manner.
(U) Is willfully disobedient and insubordinate; acts unprofessionally, (e.g. is abusive toward faculty members or other students).
(NA) Not applicable.

B. The student:
(S) Handles work in logical sequence, is fully aware of own limitations, and seeks help when needed.
(I) Usually handles work in logical sequence, is somewhat aware of own limitations, and usually seeks help when needed.
(U) Has difficulty handling work in logical sequence, even after direction, does not recognize limitations even after limitations are pointed out, refuses to seek help.
(NA) Not applicable.

Student Name: ____________________________ Date: ____________________________

Instructor: ________________________________
APPENDIX B
SCHOOL OF HEALTH RELATED PROFESSIONS
Histotechnology Program Counseling Form

☐ Academic Counseling  ☐ Affective Behavior

Student Name: ___________________________  Date: ___________________

Incident/Complaint(s): ________________________________________________________

Student Counseling Policy:
In the Histotechnology (HTL) Program, faculty members are well aware that students at the University of Mississippi Medical Center (UMMC) are required to master a large body of knowledge and clinical skills. It is generally recognized that balancing these professional educational demands with the daily issues and realities of personal life can be difficult at times.

The HTL program provides academic and affective behavior counseling committed to enhancing the success of HTL students in both the didactic and clinical setting. Academic and personal concerns are managed in a hierarchical manner by the HTL/MLS faculty, program director, department chair, office of the Associate Dean for student affairs on an in-house basis. On-going personal, psychological, emotional or medically-related issues are typically handled by referral to the Student Counseling and Wellness Center or Student Assistance (LifeSync).

Please Identify (if possible) the nature of academic or affective behavior difficulties:

<table>
<thead>
<tr>
<th>Difficulty</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study skills assessment and training</td>
<td></td>
<td></td>
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<tr>
<td>Transition to professional school</td>
<td></td>
<td></td>
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<tr>
<td>Time management and organizational skills</td>
<td></td>
<td></td>
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<tr>
<td>Test-taking strategies</td>
<td></td>
<td></td>
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<tr>
<td>Tardiness</td>
<td></td>
<td></td>
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<tr>
<td>Relationships with students/faculty</td>
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</tr>
</tbody>
</table>

Has student received counseling prior to this deficiency? ☐ Yes ☐ No

Comments:

Recommendations to Overcome Deficiencies:

__________________________________________  ________________________________
Student Signature/Date                     Program Director/Signature/Date

__________________________________________
Instructor of Record Signature/Date
APPENDIX C

Evaluation of the Student's Professional Capabilities (Affective Domain)

Directions: Check one box in each of the following rows which corresponds most closely to the student's behavior. Check only one box in each row. When finished there should be 20 total check marks. Add the number of check marks in each column (1-5) and place the total in the space provided at the bottom of each. The final percentage calculation may be performed manually using the instructions at the bottom of this page, or will be done automatically if done as a spreadsheet. When printing, select “Print Entire Workbook” to print both pages of this document.

<table>
<thead>
<tr>
<th>Student rating (see page 2 for explanation)</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative</td>
<td>F D C B A</td>
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<tr>
<td>Performs routine assigned tasks</td>
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<tr>
<td>Seeks unsolicited tasks</td>
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<tr>
<td>Interest</td>
<td></td>
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<tr>
<td>Asks relevant questions</td>
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<tr>
<td>Is alert and attentive</td>
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<tr>
<td>Responsibility</td>
<td></td>
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<tr>
<td>Completes required assignments</td>
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<tr>
<td>Informs instructor when leaving area</td>
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<tr>
<td>Reaction to Criticism</td>
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<tr>
<td>Accepts constructive criticism</td>
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<tr>
<td>Applies constructive criticism as positive information</td>
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<tr>
<td>Interpersonal Relationships</td>
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<tr>
<td>Works well as a team member/Helps willingly</td>
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<tr>
<td>Functions well with others in a teacher/student setting</td>
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<tr>
<td>Professional Performance</td>
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<tr>
<td>Maintains work quality and quantity under stress</td>
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<tr>
<td>Maintains professional composure</td>
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<tr>
<td>Integrity</td>
<td></td>
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<tr>
<td>Admits to errors or mistakes</td>
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<tr>
<td>Shows attention to procedure details/no shortcutting</td>
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<tr>
<td>Cleanliness and Orderliness</td>
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<tr>
<td>Leaves working area clean and neat</td>
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<tr>
<td>Replenishes supplies and reagents</td>
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<tr>
<td>Promptness</td>
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<tr>
<td>Arrives on time</td>
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<tr>
<td>Begins work promptly</td>
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<tr>
<td>Confidence</td>
<td></td>
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<tr>
<td>Displays confidence after instruction</td>
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<tr>
<td>Recognizes limitations</td>
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</tbody>
</table>

Total marks in Column (should total 20):

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

Multiply Above Number by: 1 2 3 4 5

Result:

Sum Results, Columns 1-5 (TPV*):

* Total Point Value

Final Percentage Score:  

\[
\text{Final Percentage Score} = \frac{\text{TPV}}{100} \times 100
\]

Continued on next page
Clinical Instructor

*Please rate the student according to observed, terminal behaviors. Mark an X in only one box for each task in the list.*

**Explanation of Ratings:**

- **F** - Student has difficulty in grasping important functions and tasks in the laboratory. Consistently makes errors, displays an unacceptable attitude, or both.
- **D** - Student functions inconsistently in the laboratory. Requires constant and detailed instruction to achieve acceptable performance.
- **C** - Student demonstrates acceptable performance with supervision. Requires assistance with evaluation of situations and solutions.
- **B** - Student demonstrates good performance, is careful, and shows adequate attention to detail. Requires minimal supervision.
- **A** - Student demonstrates superior performance with an above average level of skill. Rarely requires assistance with evaluation of situations and solutions.

**Please comment on the student’s strengths:**

**Please comment on the student’s weaknesses, or areas that need improvement:**

Student Name: _____________________________  Student Final Score: _________

Student Signature: _________________________  Instructor Signature: ________________

Clinical Affiliate: _________________________  Department: _______________________

Additional Student Comments:

**Affiliate Education Coordinator’s Signature**  _____________________________