

Histotechnology Program (HT)



Student Handbook

Vance-Granville Community College
Henderson, NC

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Program Accreditation Status: *The Vance-Granville Community College Histotechnology Program is seeking NAACLS accreditation and has reached Serious Status in the process. A Site Visit from NAACLS representatives is scheduled in the fall of 2020 in anticipation of being granted accreditation.*

MISSION STATEMENT FOR ASSOCIATE IN APPLIED SCIENCE STUDENTS

Mission Statement

The mission of the Vance-Granville Community College (VGCC) Histotechnology Program is to provide students with a comprehensive education in histotechnology to prepare them to enter the histology profession as a competent entry-level histotechnician.

The Histotechnology Associate in Applied Science (AAS) (**A45370**) at Vance-Granville Community College (VGCC) seeks to provide qualified students with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures. Students will gain hands-on experience by studying the microscopic anatomy of cells and tissues, detect tissue abnormalities, and learn the appropriate testing for tissue samples to ensure proper diagnoses. Graduates may be eligible to apply to take the national examination given by the Board of Registry of the American Society for Clinical Pathology which leads to certification as a Histotechnician (HT).

Note: Granting the AAS degree in Histotechnology is not contingent upon students passing any type of external certification or licensure examination.

PURPOSE:

The Histotechnology Program (HT) seeks to provide our service area with qualified students who have the technical skills and knowledge base needed to as certified histotechnician.

HISTOTECHNOLOGY PROGRAM OUTCOMES:

1. Students will demonstrate the use of innovative technologies in both the lab and clinical setting.
2. Provide students with an education that promotes the recognition, sensitivity, and appreciation of the diverse culture that is inherent throughout the healthcare community.
3. Provide the students with an education that promotes ethical and professional behavior.
4. Provide the students with an education that promotes effective communication skills, critical thinking skills, and quantitative reasoning through analyzing, synthesizing, and evaluating a variety of situations.
5. Provide students with an education that promotes competence in basic skills and application of those skills to the field of Histotechnology.
6. Graduate entry-level Histotechnicians to meet the needs of the community.

HT ENTRY-LEVEL COMPETENCIES AS OUTLINED BY NAACLS ACCREDITATION STANDARDS:

Upon successful completion of the program students will be able to enter the field of histotechnology being able to perform routine histological procedures such as:

1. Receiving and accessioning tissue specimens;
2. Preparing tissue specimens for microscopic examinations, including all routine procedures to include:
 - a. Fixation
 - b. Processing
 - c. Embedding/Microtomy
 - d. Staining - basic and special
 - e. Lab Operations;
3. Assisting with gross examination and frozen section procedures in histopathology;
4. Identifying tissue structures and their staining characteristics;
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs;
6. Recognizing factors that affect procedures and results, and taking appropriate action within predetermined limits when corrections are indicated;
7. Performing and monitoring quality control within predetermined limits;
8. Applying principles of safety;
9. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
10. Recognizing the responsibilities of other laboratory and healthcare professionals and interacting with them with respect for their jobs and patient care;
11. Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence;
12. Exercising principles of management, safety, and supervision, as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of criteria values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service, and patient education.

Note: The levels of analysis range from routine tissue processing to complex histopathology laboratory procedures in the various major areas of anatomic pathology. The histotechnician will have diverse functions in areas of pre-analytic, analytic, and post-analytic processes. The histotechnician will have responsibilities for information processing, training, and quality control monitoring wherever histologic procedures are performed.

JOB OPPORTUNITIES FOR DIPLOMA DEGREE HISTOLOGY TECHNICIANS

Career opportunities for histotechnicians are excellent, as histology remains a growing field. The current need for certified histology technicians far exceeds the supply of trained professionals nationwide.

Employment is widely available in clinical pathology and private laboratories. Some may work in research, veterinary, pharmaceutical and forensic laboratories. Advancement is also possible into areas such as education, test development, quality assurance and management.

EXPECTED SALARIES FOR HISTOLOGY TECHNICIANS

According to the 2015 American Society for Clinical Pathology Wage Survey, the median average wage of a histology technician is \$57,438 annually. 2018 www1.salary.com estimates an entry level HT (ASCP) can expect around \$48,000 annually depending on location.

Goals of Histotechnician (HT) Model Curriculum

Personal/Interpersonal Knowledge and Skills

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of histology in appearance and behavior.
3. Communicate clearly when speaking and in writing.
4. Demonstrate a respectful attitude when interacting with diverse patient populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply interpersonal skills, including negotiation skills, conflict resolution, and teamwork.
7. Apply critical thinking skills, creativity, and innovation to solve problems.

Foundational Professional Knowledge and Skills

Able to use theoretical knowledge to calculate results, and correlate reactions/patients result to histology.

Able to select/preform appropriate laboratory methods, evaluate laboratory reaction/results, and follow quality assurance protocols.

I. FIXATION

A. Tissues

1. Morphology/anatomy
2. Cell/component preservation

B. Procedures

1. Light microscopy
2. Electron microscopy

3. Special stains
 4. Frozen sections/tissues
 5. Enzyme histochemistry
 6. Immunohistochemistry
 7. Artifacts/precipitates/pigments
 8. Quality control
 9. Cytologic specimens
 10. In-situ hybridization
- C. Parameters
1. Size of specimen
 2. Volume of specimen/fixative
 3. Time of fixation
 4. Temperature of specimen/fixative
 5. Other (e.g., pH)
- D. Reagents
1. Types/components
 2. Properties/functions/actions
 3. Quality control
 4. Chemistry principles/theories (HTL ONLY)
- E. Instrumentation (e.g., microwave)
1. Components
 2. Use
 3. Maintenance
 4. Troubleshooting

II. PROCESSING

- A. Tissues
1. Morphology/anatomy
 2. Cell/component preservation
- B. Procedures
1. Light microscopy
 2. Frozen sections/tissues
 3. Enzyme histochemistry
 4. Calcified/decalcified tissue
 5. Immunohistochemistry
 6. Quality control
 7. Cytologic specimens
 8. In-situ hybridization
- C. Instrumentation
1. Components
 2. Use
 3. Maintenance
 4. Troubleshooting
 5. Quality control
- D. Reagents
1. Types/components

2. Properties/functions/actions
3. Quality control

III. EMBEDDING/MICROTOMY

A. Tissues

1. Morphology/anatomy
2. Cell/component demonstration

B. Procedures

1. Paraffin
2. Frozen section
3. Gelatin/adhesive
4. Quality control

C. Instrumentation

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

IV. STAINING

A. Tissues

1. Morphology/anatomy
2. Cell/component demonstration
3. Function

B. Procedures

1. Nucleus/cytoplasm (e.g., H&E)
2. Bone marrow
3. Carbohydrates
4. Connective/supporting tissue
5. Lipids
6. Microorganisms
7. Nerve
8. Pigments/minerals/granules
9. Tissues/cells/components (e.g., fibrin, mast cells)
10. Quality Control
11. Cytological stains (e.g., Papanicolaou)

C. Instrumentation

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

D. Reagents/Dyes

1. Types/components
2. Properties/functions/actions
3. Quality control
4. Chemistry principles/theories

E. Mounting Procedures

1. Media
2. Coverslip

V. LABORATORY OPERATIONS

A. Safety

1. Storage
2. Disposal
3. Hazards
4. Regulations
5. Procedures
6. Quality control

B. Laboratory Mathematics

1. Metric system
2. Percent solutions/dilutions
3. Molar solutions

C. Ancillary Equipment/Instruments (e.g., microwave, computers, pH meter, solvent recovery)

1. Components
2. Use
3. Maintenance
4. Troubleshooting
5. Quality control

D. Management

1. Theories
2. Procedures
3. Ethics

F. Regulations

1. Federal government
2. Accrediting agencies
3. HIPPA

PROFESSIONAL ORGANIZATIONS

Histotechnology students are encouraged to join a professional Histology organization. Most organizations have reduced rates for students. Professional organizations include but are not limited to:

1. ASCP (American Society of Clinical Pathologist),
<https://www.ascp.org/content>
2. NSH (National Society for Histotechnology), and
<https://www.nsh.org/home>
3. NCSH (North Carolina Society of Histotechnology)
<https://ncsh.info/>

HISTOTECHNOLOGY COURSE DESCRIPTIONS

Core Course

HTO 110 Introduction to Histotechnology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an introduction to histology laboratory operations and the professional responsibilities of the histologic technician. Emphasis is placed on organization, terminology, specimen accession, record keeping, quality assurance, OSHA regulations, quality improvement, principles and concepts of medical ethics, and legal issues. Upon completion, students should be able to describe the requirements and responsibilities of the daily operation of a histology laboratory.

HTO 120 Histology

Class 4 Lab 3 Clinical 0 Work 0 Credit 5

This course provides an overview of the microscopic arrangement and identification of cells and tissues in the human body. Emphasis is placed on classification and relationships of the structure and function of microscopic systems. Upon completion, students should be able to microscopically identify cells, tissues, and organs of the human body.

HTO 130 Histotechnology

Class 4 Lab 3 Clinical 0 Work 0 Credit 5

HTO 140 Histochemistry

Class 4 Lab 3 Clinical 0 Work 0 Credit 5

This course covers enzyme and immunological reactions as they relate to tissue staining. Emphasis is placed on basic, special, and immunohistochemical staining. Upon completion, students should be able to produce basic and special stains and be able to stain high quality tissue sections.

HTO 210 Histopathology

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course provides students with the correlation between histologic procedures and disease processes. Emphasis is placed on changes in tissue associated with various disease states and the use of selected special stains and techniques in identifying disease processes. Upon completion, students should be able to process tissue samples or apply stain, and prepare tissue to be viewed under a microscope.

HTO 220 Histotechnology Clinical

Class 0 Lab 0 Clinical 24 Work 0 Credit 8

This course provides the entry-level histotechnician clinical experience in an approved clinical histology laboratory. Emphasis is placed on learning and performing routine laboratory operations and the production of a slide set for the practical component of the certification examination. Upon

completion, students should be able to demonstrate proficiency in histologic techniques and be prepared to apply to take the Histology Technician certification exam.

HTO 230 Professional Issues

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides the practical application and integration of histology theory and practice using case studies. Topics include laboratory operations and accreditation processes, professional and ethical issues, laboratory management principles, and preparation for the certification examination. Upon completion, students should be able to demonstrate beginning level skills as a histotechnician and be prepared to apply to take the histotechnician certification exam.

Related Courses

BIO 163 Basic Anatomy and Physiology

Class 4 Lab 2 Clinical 0 Work 0 Credit 5

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 271 Pathophysiology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology.

BIO 275 Microbiology

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

CHM 130 Gen, Org, and Biochemistry

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon

completion, students should be able to demonstrate an understanding of fundamental chemical concepts.

CHM 130 A Gen, Org, and Biochemistry Lab

Class 0 Lab 2 Clinical 0 Work 0 Credit 1

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130.

CIS 110 Introduction to Computers

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

COM 120 Interpersonal Communication

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

ENG 111 Writing and Inquiry

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

ENG 112 Writing Research in the Disc

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

HUM (3 credits from any-ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240)

MAT 110 Math and Measurement Literacy

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

OR

MAT 143 Quantitative Literacy

Class 2 Lab 2 Clinical 0 Work 0 Credit 3

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

PSY 150 General Psychology

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

REGULATIONS AND PROCEDURES

Students enrolled in the Vance-Granville Community College Histotechnology Program will be responsible for observing College rules and regulations as stated in the current college catalog, student handbook, and Code of Conduct. In addition, the clinical affiliates used by the program each have their

own rules and regulations that the student is expected to follow. Clinical affiliates, while located away from the college campus, are considered an integral part of the program for student clinical assignments. Students will rotate through some of these affiliates during their matriculation through the program.

The regulations and procedures stated in this handbook represent a contractual agreement between the College and the Histotechnology student. Failure to comply with the regulations and procedures in this *Histology Program Student Handbook* or *Student College Catalog* may result in adverse administrative actions. Each student will sign a statement of agreement confirming that the handbook has been read and each policy and procedure will be followed during the training period. If the student refuses to sign the statement of agreement, he/she will be required to withdraw from the program (*See Student Handbook Agreement.)

FERPA--Release of Information: Family Educational Rights & Privacy Act

Vance-Granville Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without the written approval from the student. Exceptions to this practice are those types of information defined by law as “directory information.”

The directory information may be published or made available without the consent of the student. However, any student not wishing any of these types of information released may request in writing to the Dean of Student Development that it not be released

ATTENDANCE

The faculty believes that anytime a student is not in attendance of a class, laboratory, or clinical rotation, he/she is not able to receive the full benefits of a presentation or experience even if competencies are eventually met. Therefore, full-time attendance is required for classes, laboratories, and clinical rotations. At the same time, the faculty recognizes that students may contract illnesses that incapacitate them and cause them to be hazardous to patients and others. In this event, the student must follow the following guidelines:

ATTENDANCE POLICIES:

The faculty believes that anytime a student is not in attendance, he/she is not able to receive the full benefits of the experience and/or lecture. Therefore, attendance at all classes is expected and the 15% absence guideline explained in the attendance policy in the *Student College Catalog* will be followed. At the same time, the faculty recognizes that the students may contract illnesses that incapacitate them and cause him/her to be hazardous to others. In the event this occurs, the student should use his/her best judgment whether to attend class or not.

Please note that if a faculty member and/or clinical site believes that the student is contagious, he/she may be asked to leave for the protection of others and be counted as either tardy or absent, whichever is warranted. If the student is absent three (3) consecutive days due to illness, then he/she must return with a doctor’s release. These absences will be recorded as absences. A doctor’s note will not excuse an absence unless an extenuating circumstance is granted by the Program Director.

CLASSROOM ATTENDANCE REGULATIONS

1. If an absence will result in a missed quiz, test, student project, student assignment, or student presentation, the instructor must be notified prior to the meeting time of the missed class to determine if the assignment can be made up. **Informing faculty that one will be tardy or absent does not excuse the tardiness or absence.**
2. Students are responsible for all material covered in scheduled classes even if they are not in attendance. They assume the task of obtaining the material they need from classmates or the instructor. If a test is missed, the student is expected to take the test on his/her first day back to campus. Once on campus students are expected to meet with instructor to coordinate the time to take the missed test. Any delay in taking a missed test will result in a 10% grade reduction for each day of procrastination. Make-up tests may vary in format from the test given to the rest of the class.
3. Students shall not miss more than 15% of the total classroom time per semester. After the 15% point is reached, the student may be asked to withdraw passing unless extenuating circumstances prevail. This policy is in accordance with the *Student College Catalog*.
4. Anytime a student misses more than three consecutive days of class, the student must obtain a doctor's excuse, a police report or note from the court for the missed time before returning to class.
5. Students may be excused from class for 3 consecutive class days for the death of an family member. Students will need to provide documentation for this absence to be excused.
6. There are no make-up labs in HTO 120, HTO 130, HTO 140, and HTO 210. If a student misses a lab in any of these classes, a grade of zero will be recorded for the validation portion of the missed lab. Other lab work completed on time as part of the lab may be turned in for credit. Because lab activities include the application of curriculum concepts, any student missing more than 2 labs in a semester will be asked to withdraw from the program unless extenuating circumstances prevail.
7. If a student has an illness that will prevent him/her from completing his/her clinical assignment, the student will receive a grade of "incomplete" for the clinical rotation site. Once the student has made up the missed time the instructor will change the grade.

Extenuating Circumstances Regulation:

Extenuating circumstances are traumatic, uncontrollable events that prevent the student from attending class and/or clinical rotations for an extended period of time. Events such as having unexpected surgery, (other than cosmetic surgery); prolonged hospitalization, school closed because of weather and classes were cancelled; or death of a spouse, child or parent/guardian maybe consider as some examples of extenuating circumstances.

A death in the student's immediate family will be an excused absence and will not be considered as part of the attendance policy. The student is recorded absent, but the absence is not reflected in the clinical and/or class hours. Immediate family is defined as wife, husband, son, daughter, mother, father, brother, sister, guardian, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, great grandmother and great grandfather. The student must provide, in writing, full details to the Program Director and faculty instructors regarding the death and verification of relationship to the deceased.

Students who have required jury duty (personal court cases will be reviewed by the Program Director and handled on an individual basis) or National Guard duty must be recorded as absent on the official attendance roster, but the absence will not be reflected in the clinical and/or class hours. Written validation of a court appearance, jury duty, and/or National Guard duty is required and must be submitted upon the student's first day back to class.

If the student experiences an event such as any of those listed above, he/she should contact the Program Director. Official documentation will be required within 24-48 hours upon the student's return.

Each extenuating circumstance will be reviewed on an individual basis by the Program Director.

Religious Observance Policy - VGCC Board Policy

The Board of Trustees grants each student two days of excused absences per academic year for religious observances. In order for the absence to be an excused absence, students must notify the College in writing within two weeks of the beginning of any class and/or course, in which they are enrolled, of the dates of any religious observance for which they request an excused absence. For the purpose of this policy, an excused absence is an absence for which the student is held harmless for their failure to attend a scheduled class, and for which the instructor provides the student a reasonable opportunity to make up any tests, exams, assignments, or other work missed as a result of the absence. Academic year is defined as beginning the first day of fall semester and ending the last day of the summer semester. Should the student fail to complete the tests, exams, assignments, or other work missed during the excused absence, after the instructor has given a reasonable opportunity to complete them, the instructor is authorized to give no credit for any tests, exams, assignments, or other missed work. North Carolina General Statute 115D-5(u); SL 2010-112, 5.2.

SERVICE WORK POLICY

Students enrolled in the HT program at VGCC are not permitted to participate in any service work arrangement or capacity during clinical experience assignments. All clinical hours must be documented and signed off by their assigned preceptor or their site delegate/representative.

During school hours, students in clinical experiences are under supervision of faculty and/or assigned preceptors and are not employees for their assigned facility. Students are not allowed to engage in hours of service that are not documented and verified on the clinical time sheet for the purpose of meeting clinical requirement.

Students are not to be utilized as agents, servants or employees of hospitals or laboratories and are present solely as students of Vance-Granville Community College.

Students may be employed in a clinical facility, but this employment is outside of school hours and is to be noncompulsory and will not count towards college credit. The College assumes no responsibility for work performed by students when they are not in the student role.

TARDINESS

Students are expected to be in class on time. Grade reductions for tardiness are described in each class syllabus. **Keep in mind that calling because you are running late does not excuse you from the tardiness.**

PROLONGED ILLNESS

Students must notify the instructor each day of an absence until it is established how long the student will be out of classes and clinical. Any student who misses more than three consecutive school days of class and/or clinic must obtain a doctor's excuse for the missed time. The student is responsible for obtaining all information covered during the missed classes and for making up missed requirements (tests, quizzes, etc.). Failure to do so will result in a zero (0) on each missing assignment.

INCIDENT REPORTS

Vance-Granville Community College strives to ensure students are safe whether on campus or at a clinical site. However, accidents do sometimes arise. Anytime the student is present during an incident, whether it is a patient injury, equipment malfunction, or injury to self on campus (ex: hit leg on desk, paper cuts, fall on wet surface, etc.) or in clinic, the student IS REQUIRED to complete an incident report within 24-48 hours. This incident report is solely for the protection of the student. The incident should be reported to the appropriate faculty member (clinical coordinator if the incident occurred at a clinical site, Histology faculty member if the incident occurred on campus). The incident report will be completed on-line by the appropriate faculty member and forwarded to Sean Newton, VGCC security.

COMMUNICABLE DISEASE REGULATION

During the duration of the Histotechnology program, a student may contract a communicable disease. In order to protect patients, staff, and other students, the following rules must be followed:

1. The student must notify the Program Head immediately upon being diagnosed with a communicable disease.

2. The student must submit written documentation from the diagnosing physician indicating how contact with patients, staff and students should be limited.
3. The faculty will remove the student from clinical and classroom instruction in accordance with the recommendation of the diagnosing physician.
4. The student may return to the clinic, classroom and/or lab after receiving a written release from the physician.
5. Classroom and clinical absences will be handled according to the previously described attendance policies.

In recognition of the possibility of coming into contact with patients who carry a communicable disease capable of being spread by blood or bodily fluids, Histology Technology students at Vance-Granville Community College should follow these guidelines:

1. Hands should be properly washed before and after each patient contact.
2. Gloves should be worn when the possibility of exposure to blood, mucous membrane, body fluids, or secretions exists. Gloves should also be worn when handling items soiled with blood or equipment contaminated with blood or other body fluids. Gloves should be changed if there is a break in the glove either by needle stick or tear. Gloves must be changed between patients.
3. Needles, scalpel blades, and other sharp instruments should be considered as potentially infective and handled with extraordinary care to prevent accidental injuries. They should be disposed of in biohazard, puncture-resistant containers located in designated areas at each clinical affiliate.
4. To prevent needle stick injuries, needles should not be re-capped, bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-to-mouth masks should be used in accordance with affiliate procedure.
6. Blood, body fluid spills, contaminated surfaces, and re-usable items should be cleaned with a 1:10 bleach solution and other appropriate disinfectant.

SUBSTANCE ABUSE REGULATION

Students may not possess, use or be under the influence of any narcotic or illegal drug in violation of state or federal law (*Student College Catalog*).

Substance abuse and addictive illness, can lead to serious physical, psychological, and social problems for the individual. Affected student(s) may have impaired judgment which can pose a serious threat to the lives of patients in their care. Substance abuse not only compromises patient care but also compromises the educational process. Vance-Granville Community College Histotechnology program is committed to the identification of abuse, intervention, and referral for treatment of any student abusing substance(s) which may cause impairment or addiction.

Drug testing is a method of identifying recent use of alcohol or drugs. It is not a diagnosis of substance abuse or addiction. A violation of hospital clinical policy will likewise be considered a violation of college policy. Test results will be kept confidential with access allowed only for those who “need to know.” If clinical sites impose testing requirements that affect students and faculty, the school will uphold the clinical site’s policy in requiring testing. The student will be responsible for the cost of testing.

Identification of abuse

Any Student:

1. Found to possess (consumed or carried on one’s body) any alcoholic beverage, mind-altering chemical or non-prescribed controlled substance on the Vance-Granville Community College campus or at any clinical facility.
2. Who diverts a controlled substance or potential abused substance from a clinical facility.
3. Whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances, under the influence of chemicals that alter cognitive functions, and/or abusing prescribed medications. (*Student College Catalog*)

Intervention is defined as

Any student:

1. Identified according to identification of abuse #1 and/or #2 (as cited above) will be dismissed from the Histotechnology without opportunity for readmission.
2. Identified according to identification of abuse #3 (as cited above) may be required to submit to a breath analysis, saliva test, urinalysis, or blood analysis. Histotechnology faculty may make the determination that reasonable suspicion exists. Refusal to offer the required sample will be grounds for dismissal from the program without opportunity for readmission. A positive test indicating use of controlled substance, mind-altering chemicals, or alcoholic beverages will be grounds for dismissal from the Histology Technology program without opportunity for readmission. The student will be responsible for the cost of testing.

REFERRAL FOR TREATMENT

Individuals who have been identified will be referred to the appropriate local or state agencies for assistance. All individuals will be afforded the right of confidentiality in all contacts consistent with local, state, and federal laws and the general welfare of the school, its students, faculty, and staff.

DRUG SCREENING

The Histotechnology program clinical affiliates require that students have a negative drug screen before working at the clinical site. The actual test must be performed by the agency designated by the college no later than 10 days before the first day of clinical. Any student testing positive to the required drug screen and has been refused admission to a clinical site due to the positive drug screening will be dismissed from the histology program without opportunity for readmission.

US Info Group will provide directions for drug screening.

CRIMINAL BACKGROUND REGULATION

Histotechnology students are required by clinical sites to have a criminal background check prior to clinical rotations. By applying for admission to any health education program, a student consents to a criminal background check. A written consent form must be signed by each student prior to the performance of a criminal background check. The student is responsible for paying any fees associated with the criminal background check. *Refusal or withdrawal to consent to the criminal background check will disqualify a student from clinical participation, thereby resulting in dismissal from the Histology Technology Program without opportunity for readmission.*

Information obtained within the criminal background check will be provided only to the clinical facility prior to clinical rotations. Faculty will not have access to this information. A criminal background check may reveal information that will prevent a student from clinical participation and therefore will result in dismissal from the Histotechnology Program without opportunity for readmission. VGCC does not guarantee the admission of any student to a clinical facility or clinical site.

A student's acceptance, participation and continuation at any clinical site are subject at all times to the approval and consent of the clinical site. For these reasons, all Histotechnology students must understand that it is critical that they comply with all regulations and procedures of these clinical sites. Additionally, students must satisfactorily perform professionally and conduct themselves appropriately at any clinical site.

Beginning June 1st, 2013 US Info Group will provide continuous monitoring of a student's criminal background check. If new charges are found, the updated criminal background check will be sent to the clinical facility the student is attending and the clinical facility will decide if the student can remain in clinical or not.

RECOMMENDATION FROM HISTOLOGY TECHNOLOGY FACULTY

Students who have any felony charge on their criminal background check will not be able to complete clinicals.

VGCC-HISTOTECHNOLOGY

Student Online Criminal Background Check/Drug Screen Request Procedure

- a. Go to: www.usinfogroup.com
- b. Click on the University/Community Colleges Student Access picture box.
- c. Enter the following USERID and Password.

School User ID: VGCCHIST

School Password: student

- d. Click on “Secured Login”
- e. If this is your first time requesting through our system you must “CREATE AN ACCOUNT”. Please note you must have a valid email address to create an account. Click on the “Create New Account” button and fill in all the fields. After you have finished click the save button, then click on the “Return to Login button.
- f. Enter your email address and password then click the “Secure Login” button.
- g. If you are ordering a drug screen you will receive an email with a drug screen registration form. Print the form and go to the drug testing facility location listed on the form.
Drug screens must be completed no later than 48 hours from the date the online registration is created, (this does not include weekends or holidays). The expiration date and time is notated at the top of the form.
- h. Your Criminal Background Check/Drug Screen will be processed upon successful processing of your credit/debit card.
- i. Upon completion of your Criminal Background Check/Drug Screen, you will receive an email from USInfoGroup notifying you of the completed request(s).
- j. To view your completed request(s), follow the steps above for a, b, c and d. Follow the instructions for *returning* students.
- k. USInfoGroup will send an electronic copy to your clinical site(s) prior to starting your clinicals.

If you do not have access to a computer please call (919) 570-9861 and one of our customer service representatives will be available to assist you.

LEGAL LIABILITY INSURANCE

Accident insurance is available through the College for all students who pay an activity fee. This insurance covers the student while in classes and clinic. This insurance is only active on the days and times that the college is in session. If classes are not in session, students should not attend clinical. **If a student is injured while in the clinical area, the clinical site will require the student to receive appropriate medical care at the student's own expense or using this coverage.** Students should have an incident report filled out for an injury they incur while attending clinical. To ensure accuracy of the incident, the Incident Form should be filled out as soon as possible. (no more than 4 hours after the incident) The students should submit a copy of the report and the bill for medical care after their insurance has paid to the Program Head and Business Office for reimbursement. An incident form is included in the back of the Histotechnology Student Handbook.

CONDUCT/PERFORMANCE STANDARDS

The act of enrollment at Vance-Granville Community College indicates an acceptance by the student of published rules and policies of the college. Each enrolled student is considered to be a responsible adult, and Vance-Granville Community College assumes and requires that men and women who enroll in various programs and classes will maintain standards of conduct appropriate to the collegiate atmosphere of Vance Granville Community College.

Students may be suspended or dismissed for conduct that is considered in violation of the student Code of conduct while on campus or while participating in school-sponsored activities with on or off campus. (Student College Catalog) Conduct unbecoming of a Histotechnology professional will not be tolerated. Abuse of the standards may be grounds for dismissal. All Histology students must be aware of the increased amount of responsibility toward personal and professional conduct as a member of a health care team. They are expected to maintain the ethical standards of the medical community as well as any additional standards set by the program. They must understand that they not only represent the medical profession, but also Vance-Granville Community College, as well as the sponsoring histology site affiliates. Whether they are in the classroom, a hospital, a professional meeting, or in the community, students must continue to practice professionalism. Remember, students' individual or group behavior is representative of their ethical standards.

Histotechnology Professional Guidelines

1. Proven disrespect to a patient, clinical representative, or faculty member will be grounds for immediate dismissal. See the back pages of this handbook regarding additional information on Grounds for Dismissal.
2. Excluding academic standing, probation status may be granted at the discretion of program faculty for any infraction including but not limited to;
 - A. insubordination
 - B. failure to accomplish clinical assignments and objectives
 - C. unprofessional conduct including use of all electronic devicesRefer to the back pages of this handbook regarding additional information on Grounds for Dismissal.

3. Immaturity is not tolerable in our profession.
4. Patient confidentiality must be adhered to. Never discuss a patient's history with anyone, especially the patient.
5. Appropriate titles will be used as: Dr., Mr., Mrs., Miss, etc.

DISCIPLINARY ACTIONS

The Histotechnology Program strives to produce an entry-level graduate who has been taught the skills needed to work as a professional. Therefore, appropriate student conduct is an essential component to fulfilling this task. There may be times during the program that a student finds himself/herself in violation of certain policies and/or procedures. The Histology Program's goal is to redirect a student so that the student may remain on the path of success.

For this reason, the Histotechnology Program has incorporated tiered disciplinary actions as a guide to assist a student in appropriately redirecting his/her behaviors. The violation will be reviewed by the Histotechnology faculty, and then a meeting will be held with the student to discuss the violation. At this time, the student will have the opportunity to address the faculty and provide his/her defense. The Histotechnology faculty will then determine the actions to be taken to correct the behavior. The choice of the disciplinary action taken will be based on the infraction of the respective policy/procedure. *Example* (infraction was a repeated offence, total disregard for direction or did not understand the directions and need additional counseling.) There is no specific order in which the disciplinary actions may be given. The disciplinary actions that may be implemented are as follows:

Reprimand:

A written communication which gives official notice to the student that he/she has violated one or more of the Histology Program's policies/procedures and/or Student Code of Conduct within the *Student College Catalog* and that any subsequent violation may carry heavier penalties.

Reprimand with assignment:

A reprimand as stated above in addition to an assignment and/or presentation.

Counseling:

If the student does not understand policy and procedure, student may be directed to go to seek counseling.

Point deductions:

The student may receive a point deduction penalty from his/her final grade for the course if corrective measures have not been achieved by the student.

Dismissal:

The student is dismissed from the program with the right to an appeal. Students will follow the appeals process as outlined in the *Student College Catalog*.

If a student displays appropriate behavior for the remainder of the program, no more penalties will be incurred. If another violation occurs, the previous violation may be factored into the subsequent disciplinary action.

DRESS CODE

Proper dress code attire is a requirement for the Histotechnology Program. Students are required to wear approved scrubs and name badge to clinical sites. Students should wear closed toe, black shoes. Solid black athletic shoes are acceptable. NO jewelry is allowed to be worn. Classroom attire will be discussed at orientation. All Histotechnology students are required to adhere to the proper dress code whenever attending any portion of their training, which includes classroom, lectures labs and clinical.

HOLIDAYS AND VACATIONS

Histotechnology students are committed to classes that they are taking within the program. Within this time students are eligible for holidays recognized by the college and vacation time during semester breaks. The student should consult the academic calendar which is published in the college catalog for the dates of recognized holidays and semester breaks. Vacation time should not be scheduled during the academic semesters. Class time, labs and clinical days missed because of vacation will not be excused. Students missing tests, quizzes, class work, labs or clinical will not have an opportunity for makeup of missed time or missed assignments.

THE CLOSING OF VANCE AND/OR GRANVILLE COUNTY SCHOOLS DOES NOT MEAN THAT THE COLLEGE WILL BE CLOSED.

In the event that students are not able to verify a school closing prior to 7:00 a.m., they are encouraged to use their judgment in determining whether or not to drive in the existing conditions. *IF NO ANNOUNCEMENT IS MADE, THE SCHOOL WILL OPERATE ON THE NORMAL SCHEDULE.*

INCLEMENT WEATHER

Should it appear that adverse weather or other factors would necessitate closing of Vance-Granville Community College, the President, or the President's representative, shall make the final decision. Classes missed as the result of the closing of the College due to adverse weather or other factors shall be made up using a method to be determined by the President of the College. Notice of the College closing will be made on local television and radio stations and on a taped message at (252) 492-2061 and on the VGCC website (www.vgcc.edu).

ACADEMIC ADVISING

Vance-Granville Community College takes pride in its commitment to academic advising. The focus of this commitment lies in the great educational value of faculty and professional advisors helping students to set meaningful, self-directive goals. Academic advising assists students in the planning and the development of their educational and career goals.

Courses selected by students must be approved by their advisor prior to registration. The advisor must also approve all registration changes, such as dropping and adding courses.

All students are encouraged to meet with their advisor throughout each semester and discuss their academic progress. Although advisors are available to assist students in a variety of ways, the final responsibility for meeting all academic requirements for graduation rests with the student.

In order to receive a diploma or associate in applied science degree, **students must maintain a grade of "C" or better in all of their major and related courses.** Students receiving a grade less than a "C" during the course of the semester will receive a notification of low course average. Students will then be required to meet with an advisor to discuss their progress, identify potential barriers to their success and create a plan to address individual education and support needs. Faculty strongly suggests that students seek assistance and counseling at the first sign of any academic difficulty.

Any student who receives a grade less than a "C" in any of their major and related courses will receive a written communication which gives official notice that they have not maintained the requirements for participation in the Histotechnology Program and will be withdrawn from the program.

Students who are unsuccessful in the Histotechnology Program may reapply for admission. Please see Returning Students Regulation for more information.

ACADEMIC EVALUATION

TESTS

Tests remain the property of Vance-Granville Community College's Histology Technology Program. Each student is given the opportunity to review tests once they are graded. The college catalog provides the academic information and is to be reviewed by all students. Grading scales and rounding of grades will be provided in Course Outlines (syllabi) given to students on the first day of class.

OTHER REQUIREMENTS

To be successful in the histology courses, students must have their own computer as many of the courses in the program are provided in a distance education format. Many courses require students to have high speed access to complete assignments in the internet portions of their classes.

REPEATING COURSES

A course taken at Vance-Granville Community College may be repeated in order to raise the grade only if the previous grade was below a "C." In the case of a course which has been repeated, only the grade points and credit hours earned in the most recent attempt will be used in the computation of the grade point average to determine eligibility for graduation. All grades on the transcript are used in the computation of the cumulative GPA.

RETURNING STUDENTS

Students who are dismissed from the program for **academic reasons** or who withdraw for **personal reasons** may be eligible to re-enter the following academic year provided:

1. They meet the admissions requirements for the year they want to return. If admission requirements differ from when they were originally accepted, they must meet the new requirements.
2. Their academic record is adequate to warrant re-entry.
3. There are adequate clinical slots to accommodate them when they re-enter. The program will not "save" a clinical slot.

Students who have been dismissed from the program for disciplinary reasons or who have been unsuccessful in on previous academic readmission will not be considered for readmission. Students, who request readmission later than the academic year following their release, must reapply to the program and compete with other applicants in the admissions process.

Academic Grievance/Grade Appeals Policy

See the VGCC College Catalog

Health Sciences Students Standards of Progress

See the VGCC College Catalog

Disciplinary Appeals Procedures

See the VGCC College Catalog

GROUND FOR DISMISSAL-CLINICAL/CLASSROOM

The grounds for immediate dismissal from the Histotechnology Program at Vance-Granville Community College are listed below:

I realize I can be dismissed from the program at any time during training for violation of any one of the grounds listed below. Violations 3 – 15 noted below will result in dismissal from the program without opportunity for readmission.

1. Any grade in the required Histology curriculum below a “C”.
2. Failure to accomplish clinical assignments and objectives.
3. Insubordination.
4. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
5. The possession and/or use of alcoholic beverages before or during Classroom or clinical experiences.
6. Unprofessional conduct including the inappropriate use of ALL electronic devices.
7. Unethical conduct.
8. Cheating in any courses.
9. If a clinical affiliate refuses to allow a student on site due to violations such as theft, misconduct, poor performance or any other reason, the student will be dismissed from the program without opportunity for re-admission.
10. Falsification of clinical records.
11. Violation of HIPAA guidelines or regulations.
12. Abuse of any lab equipment.
13. Removing or consuming medications, chemicals, or equipment from the histology lab.
14. Use of profanity or foul language in the classroom or in or around the clinical sites.
15. Falsification of any documents associated with any aspect of the Histology Technology Program. This would include but not be limited to timesheets, evaluations, assignments or health information.

Signed

Date

STUDENT

CLINICAL

HANDBOOK

ADMISSION TO CLINICAL SITES

Any student refused by a clinical site because of a positive drug screen, adverse criminal background check or any other reason will not be assigned to another clinical site. Being refused by a clinical site is grounds for dismissal from the program without opportunity for readmission.

CONDUCT

Students may be suspended or dismissed for conduct that is considered in violation of the student Code of conduct while on campus or while participating in school-sponsored activities with, on or off campus. (Student College Catalog). The clinical affiliates reserve the right to refuse admission to any histology technician student who is involved in any activity not considered professional or conducive to proper patient care. **Any student refused admission to any clinical affiliate is subject to immediate dismissal from the Histotechnology program without opportunity for readmission.** The following guidelines are published to aid the student in determining proper professional conduct.

ALL Program Students May Not:

1. Come to clinic unprepared for assignments.
2. Report to the clinical rotation in a lethargic condition.
3. Report to the clinical rotations in proper complete professional attire.
4. Possess drugs, or liquor or engage in their use before or during clinical assignments.
5. Sleep at during any portion of their clinical rotation.
5. Engage in the theft of any articles from a clinical affiliate.
6. Engage in immoral conduct, as defined by the Clinical Affiliates rules and regulations, and the student handbook, while on clinical assignment.
7. Engage in habitual or excessive tardiness and/or absenteeism from the clinical assignment.
8. Violate guidelines as published by the college for initiation of grievances concerning any aspect of clinical coursework. This includes maintaining a professional attitude when in the presence of other students, staff, clinic coordinators, program faculty, physicians, and patients.
10. Smoke in areas where it is prohibited while on clinical rotation or campus.
11. Chew gum while on clinical rotation.
12. Eat in areas not specifically designated for that purpose during clinical rotation.
13. Leave or clock in early or late for meals.
14. Use the clinical affiliate's telephone for personal use. Pay telephones are available in close proximity for use during breaks and meals.
15. Use personal cell phones while working at the clinical sites.
16. Loiter in the facility of the clinical affiliate at times not specified for clinical assignment.
17. Refuse to accept assignments from a Clinical Preceptor or an individual designated by the Clinical Preceptor.
18. Leave their assigned area within the Histology Department without specific permission.
19. Accept any type of gratuity or "tip" from a patient or a patient's family.
20. Use profanity or other foul language on campus, in the classroom, lab, and clinical site or around a clinical site.

21. Deviate from all histology regulations while participating in classroom, lab, clinical, or any activity outside of school.

Any student guilty of not following the rules of conduct will be counseled by the program faculty. Each infraction will be handled by the program faculty according to the seriousness of the situation and in accordance with the published current College Code of Conduct and the Histology Technology Handbook.

ATTENDANCE

Clinical Rotation is a required portion of the curriculum. Students **MUST** attend their clinical on their scheduled rotation days and times. Students are assigned clinical hours that they must complete. If students are unable to attend a clinical day, they must contact the Clinical Instructor and the rotation site Preceptor prior to the scheduled shift.

Failure to properly contact the clinical site and the Clinical Faculty will result in a student review.

- First offence of student failure to properly contact the site and instructor will result in mandatory counseling. Student will be required to meet with clinical instructor to review and recommit to compliance with the clinical guidelines.
- Any subsequent offense will result in dismissal from the Histology Technology Program.
- Documentation the student understands the clinical guidelines and the consequences of subsequent failures will be placed in the student file.
- Absences must be made up at the convenience of the clinical site.
- Students are required to bring documentation for the reason of the absence such as a doctor's note, police report or a note from the court.
- A copy of this document should be attached to the time sheet for that rotation. Students should refer to their Course Outlines (syllabi) for information about missed time in clinical.

MAKING UP CLINICAL HOURS

Clinical hours must be made up when VGCC classes are in session. Students are not allowed to make up clinical time on holidays. All make up hours **MUST** be approved by clinical faculty before the hours are made up.

Documentation of make-up hours should be made on the "*Clinical Make-Up Card*". Cards must be signed by the clinical instructor and the clinical coordinator at the site. Make-up Cards should be obtained from the clinical instructor. The white copy of the Clinical Make-Up Card should be attached along with the note for the absence to the time sheet for which the absence applies.

Failure to have Clinical Instructor and Preceptor approval and documentation for a clinic make-up day will result in no credit for the made up hours. Clinical days not made up will result in an incomplete for HTO 220. Once the student has made up the clinical hours the incomplete will be waived. If the student does not make up the hours they will be dropped from the course.

Service Work Policy : Please See Service Work Policy on Page 15-16

THE CLOSING OF VANCE AND/OR GRANVILLE COUNTY SCHOOLS DOES NOT MEAN THAT THE COLLEGE WILL BE CLOSED.

If the school is closed, students do not need to contact the instructor. Students should not report to class or clinical if the school is closed. Students assigned to a clinical site on a date that the school is closed **MUST CONTACT THE COORDINATOR AT THE CLINICAL SITE** and explain that the school is closed and that they will not be in attendance that day. Clinical sites should be called as soon as the site is open. Messages concerning attendance or any other matter should **NOT** be left on answering machines or with staff other than the clinical coordinator.

If the college is open but announces a delay in classes, the delay should be based upon the 8:00 a.m. hour. For example, if a two (2) hour delay is announced, students should report to the 10:00 a.m. class or rotation at 10:00 a.m. The clinical coordinator at the clinical site should be notified of the scheduled delay as soon as the site is open. Clinical hours missed must be made up before the end of the semester. The college will schedule make-up time for the missed 8:00 and 9:00 classes at a later date. If a student feels that he/she cannot meet the delayed time then the instructor should be notified according to the attendance policies for the absence to be excused. As with all absences, students are responsible for the material covered in class and for making up the missed clinical time during the semester.

CONFIDENTIAL INFORMATION

All histology and patient records are strictly confidential. Requests for information concerning a patient should be referred to the Clinical Site Preceptor or designee. Students should **NEVER** access a patient's information if they are not directly involved with that patient's care. Students are expected to maintain the confidentiality of all histology records according to HIPAA regulations and policies of the clinical facility. (*per conduct in Student College Catalog*)

HIPAA TRAINING

Students will be required to complete an HIPAA training as part of its curriculum. Most clinical sites provide their own HIPAA training with certificates of completion. Copies of HIPAA certificates will be kept in the students files. Students are also required to have a copy of their HIPAA certification in their clinical folder all times during clinical rotations. The clinical site may require a copy for their records.

IDENTIFICATION

Students will wear an identification name tag during all clinical assignments and in the classroom when required. The program will inform the student during orientation as to the type of tag they should purchase and the proper format of the name tag.

PREGNANCY POLICY

It is the goal of the Histotechnology program to allow students to rotate through a variety of clinical histology settings. Some clinical sites may provide a working environment that could facilitate exposure to hazardous substances. However, should any student suspect pregnancy, it is recommended that she voluntarily disclose it to the Program Director. For this reason, students may require additional instructions concerning their assignments, tasks and duties during clinical rotation. This must be in writing and indicate the expected date of confinement (delivery). In the absence of this information, a student cannot receive considerations related to pregnancy.

MEALS

Lunch schedules will be assigned at the discretion of the Clinical Preceptor at each clinical site. The student is provided a half-hour lunch break during each clinic day. **The student is not allowed to work through his/her lunch period so that he/she can leave the clinical site early.**

STUDENT PERFORMANCE EVALUATIONS

Students' performance evaluations are completed by the clinical preceptor at the clinical site. Students are evaluated as entry level technicians and evaluations are intended to provide the student with feedback and opportunities for improvement. At the end of the clinical rotation, evaluations should be placed in the sealed envelope provided in the clinical packet and returned to a faculty member during the next class day on campus.

TIME SHEETS

Students are provided with a time sheet for each rotation. The time sheet is to be filled out daily and signed or initialed by a clinic coordinator or clinic instructor. If an error is made on the time sheet, a single line should be crossed through the error and initialed by the coordinator or clinic instructor. Copies of time sheets will not be accepted. **If a time sheet is altered or falsified, the student will be immediately dismissed from the program without opportunity for readmission. Students will turn in the top white copy to Clinical Faculty and keep the yellow copy for their records.**

PERSONAL APPEARANCE

The personal appearance and demeanor of Histotechnology students reflect both the college and program standards and are indicative of the students' interest and pride in his/her profession.

The dress code is one mutually agreed upon by VGCC, the advisory committee and the clinical affiliates. Student attire should be clean, pressed, and include proper identification. Shoes must be clean and polished at all times.

Any student reporting to the clinical affiliate in improper attire will be sent home by the Clinical Preceptor or Program Faculty. The time missed will be unexcused and count towards the student's attendance grade.

DRESS CODE

1. Clean, pressed lab jackets and scrubs along with name tag should be worn while working at any clinical site.
2. No jeans, sweat suits or wind suits.
3. Closed toe shoes are required. Athletic shoes are acceptable but must be black and kept clean at all times. Black athletic shoes with bright colors and high-tops are not acceptable.
4. Make-up, perfume and aftershave should be applied conservatively.
5. NO jewelry is to be worn.
6. Hair must be clean and out of the face at all times. Hair ornaments should be small and discreet. Facial hair should be clean shaved or kept neat and professional in appearance.
7. Fingernails must be kept short and clean without polish or acrylics in clinical settings where sterile products are being prepared.
8. Tattoos MUST be covered at all times.

If in doubt, the student should ask the program faculty prior to wearing questionable attire to the clinical site.

RELATIONSHIPS WITH INSTRUCTORS

Instructors are people. They are an integral part of your education. Here are some suggestions for forming a good working relationship with them.

1. Form your own opinion about each instructor. Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
2. Be attentive. Daydreaming, sleeping or having side conversations in class will insult your instructor. Besides, you miss what's happening. Side conversations also disturb other students.
3. We all have mental pictures about instructors. Perhaps they are unapproachable, brilliant, boring, demanding, eccentric, etc. Assume nothing. Get to know your teacher first-hand. Take advantage of their office hours. Some teachers' best express their love and enthusiasm for their subject in private conversations rather than lectures.
4. Many instructors have special office hours. Most are delighted to talk to students. That's why they are teachers. Talking to one student allows them to focus on the area that's critical to that student and their enthusiasm can be contagious. What sounded incomprehensible in class may become clear in a one-to-one exchange.
5. Arrive early for classes. You can visit with your instructor or classmates, review notes, or spend a few minutes relaxing. Being on time demonstrates your commitment and interest.
6. Participate in class discussions. Ask questions. Provide answers. Be ready to debate and discuss. Your instructor will know you are interested and prepared. Asking questions to sidetrack your teacher or just to get noticed, however, wastes everyone's time.
7. Accept criticism. Learn from your teacher's comments on your work. It is a teacher's job to correct. Don't take it personally.
8. Submit professional work of high quality in both content and form. Prepare papers as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work.

Academic Calendar

Vance-Granville Community College operates on the semester system. The fall and spring semesters are 16 weeks (80 days) in length. The summer term includes 8 weeks (40 days) and 10 weeks (48 days) sessions. In addition, mini-terms are offered during Fall and Spring semesters. These include 12, 10, 8, and 4 week terms. Each mini-term has a census date, add/drop period, and withdrawal dates that are published in the College registration bulletin (ARCHES).

The academic calendar is available on the Vance Granville Community college website.

<http://www.vgcc.edu/academics/academic-calendar>

CLINICAL ROTATION ATTENDANCE REVIEW PROCEDURE

Clinical Rotation is a required portion of the curriculum. Students **MUST** attend their clinical on their scheduled rotation days and times. If students are unable to attend a clinical day, they **MUST CONTACT** the Clinical Rotation site and their Clinical Instructor prior to their scheduled shift. **Failure**

to properly contact the clinical site and the Clinical Faculty will result in a student review.

Absences must be made up at the convenience of the clinical site. Students are required to bring documentation for the reason of the absence such as a doctor's note, police report or a note from the court. A copy of this document should be attached to the time sheet for that rotation. Students should refer to their Course Outlines (syllabi) for information about missed time in clinical.

Student _____ on ___ / ___ / ___ date failed to properly contact the Clinical Faculty and Clinical Instructor prior to scheduled shift. Today ___ / ___ / ___ student met with Clinical Faculty _____ and review the attendance policy.

Student affirms that the attendance policy has been fully explained and he/she has been informed that any subsequent offense will result in dismissal from the Histology Technology Program.

By signing below _____ attests to his/her recommitment to full compliance with the attendance policy as stated. He/she also confirms understanding of the consequence of subsequent failure is dismissal form the Histology technology Program.

Student Signature

Date

DIVISION OF HEALTH SCIENCES

CLINICAL INCIDENT REPORT

NAME OF PROGRAM _____

STUDENT AND/OR FACULTY MEMBER INVOLVED IN INCIDENT

CLINICAL FACILITY AND DEPARTMENT OR UNIT _____

DATE OF INCIDENT _____

TIME OF INCIDENT _____ A.M. P.M.

DESCRIPTION OF INCIDENT _____

ACTION TAKEN _____

WITNESSES: NAME/ADDRESS/PHONE _____

INSTRUCTIONS: Contact Department/Program Head Supervisor at the time of the incident and prepare an incident report. Make two copies of the report and distribute to the Dean of Health Sciences. Report is to be submitted within 24-48 hours of the incident.

Histotechnology Student Checklist

<i>Histology students should make sure that the following forms or information has been completed and/or turned in prior to completing an application for graduation</i>	<i>Date Completed</i>
Copy of Histology Technology Acceptance Letter on file.	
Returned Response letter on file.	
Copy of Certificate for Health Science Admission Information Session on file.	
Documentation of Attendance of the Histology Technology Program Orientation on file.	
Copy of Student Program requirement grid on file (instructor will provide).	
Copy of completed Medical Form on file including required/updated vaccine record.	
Copy of current CPR card on file.	
Histology Technology Program handbook signed pages (NC Histology Law, Grounds for Dismissal, Student handbook agreement, honor code statement and Checklist) on file.	
Copy of Drug Screen results. (prior to going to clinical)	
Complete Criminal Background Check (complete prior to going clinical)	
Copy of HIPAA Training (prior to clinical)	
Copy of Student Curriculum Plan for each semester	
Complete the Curriculum Application for Graduation form Pay Fee and return form to VGCC registrar.	

Histotechnology Program

The clinical sites used by the Histotechnology Program will not accept students who have prior criminal convictions on their criminal background check. Any student refused admission to any clinical affiliate will be dismissed from the Program without opportunity for readmission.

For these reasons, the faculty of the Histotechnology Program strongly advises that students not choose to enter into the Histology Program if they have felony on their criminal background check.

Student Signature

Date

GROUND FOR DISMISSAL-CLINICAL/CLASSROOM

The grounds for immediate dismissal from the Histotechnology Program at Vance-Granville Community College are listed below:

I realize I can be dismissed from the program at any time during training for violation of any one of the grounds listed below. Violations 3 – 15 noted below will result in dismissal from the program without opportunity for readmission.

1. Any grade in the required Histology curriculum below a “C”.
2. Failure to accomplish clinical assignments and objectives.
3. Insubordination.
4. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
5. The possession and/or use of alcoholic beverages before or during classroom or clinical experiences.
6. Unprofessional conduct.
7. Unethical conduct.
8. Cheating in any courses.
9. If a clinical affiliate refuses to allow a student on site due to violations such as theft, misconduct, poor performance or any other reason, the student will be dismissed from the program without opportunity for re-admission.
10. Falsification of clinical records.
11. Violation of HIPAA guidelines or regulations.
12. Abuse of any lab equipment.
13. Removing or consuming medications, chemicals, or equipment from the histology lab.
14. Use of profanity or foul language in the classroom or in or around the clinical sites.
15. Falsification of any documents associated with any aspect of the Histology Technology Program. This would include but not be limited to timesheets, evaluations, assignments or health information.

Signed

Date

Clinical Make-Up Plan

The purpose of the clinical make-up plan is to ensure that the clinical site and the student mutually agree upon set dates and times that the student will complete this missed due to clinical tardies. The student and the Clinical Instructor will use this document as a worksheet to create a plan which they student must abide by.

Tardy time must be made up during semester breaks or at the end of the semester as agreed upon by the student and the clinical site. Tardy time must be made up at the site in which time was originally missed. In the event the student does not complete all necessary make-up time before the last day of the semester, he/she will receive an incomplete until all time is made up and make-up timesheets submitted to the clinical coordinator. For more information about Incomplete grades, please see the College Catalog.

Student: _____
 Clinical Site: _____

Semester: _____
 Make Up Time Needed: _____ hr

Complete the grid below with suggested dates and time frames to be completed on each day you will be making up time. If dates or times need to be changed, please indicate "not approve" and write in a better suited date and time in a different block.

Date	Time Frame	Approve (Complete by CI)	Not Approve (Completed by CI)

Notes:

By signing below, all parties agree to accept and follow this clinical make-up plan as written. Failure on the student's part to follow this plan will result in a 10-point grade deduction from the corresponding clinical education course final grade. The student must adhere to all policies and procedures as written in the Histology Student Handbook at any time he/she is in the clinical setting.

Student Signature: _____
 Clinical Instructor: _____
 Clinical Coordinator: _____

Date: _____
 Date: _____
 Date: _____

Student Make-up Time Form

Semester: _____

Student: _____

Clinical Site: _____

Total time to be made up: _____

Date	Time made up (hr, min)	CI Signature

Please note: Any make up time must be made up after regularly scheduled clinic hours.

Total Time Made Up: _____

By signing below, all parties hereby acknowledge that all time documented above has been made up in full.

Clinical Instructor

Student

Clinical Coordinator

STUDENT HANDBOOK AGREEMENT

I have read the Student Handbook for the Histotechnology Program at Vance-Granville Community College in its entirety. I understand its content and agree to abide by the policies and procedures set forth during my two-year period. The program reserves the right to alter policies, procedures, and content.

Signed

Date

HONOR CODE STATEMENT

By signing below, I agree to uphold the honor code at all times while in school.

I will not give or receive assistance with any test, nor will I observe any exchange of information among others without reporting this to the instructor.

Signature _____

Date _____

**VANCE-GRANVILLE COMMUNITY COLLEGE
HISTOLOGY PROGRAM**

PHOTOGRAPHY, VIDEOGRAPHY & QUOTE RELEASE FORM

Vance-Granville Community College regularly seeks students and alumni to feature in marketing and promotion materials. Your image and/or quotes may be used in print and electronic media for Vance-Granville Community College, including, but not limited to newspaper and magazine publications, billboards, radio and television advertisements, and the college Web site.

Please complete and sign the following release form:

I, _____ hereby authorize Vance-Granville Community College to use my image and/or quotes for any use the college deems appropriate in the promotion and marketing of Vance-Granville Community College.

I understand that my image and/or quotes may be used in various media, including, but not limited to, newspaper, radio and television advertisements, billboards and the college website.

I understand that my quotes may be edited for content, but will not deter from the true spirit of the quotation.

I understand that my image may be altered (blemishes removed, red-eye reduction, etc.).

I understand my name and identity may be revealed.

I understand that these materials may also be used by the North Carolina Community College System Office to further promote community colleges throughout the state and these materials may appear in state-wide publications including, but not limited to, billboards, Web sites, radio, television, newspapers, magazines, etc.

I fully discharge Vance-Granville Community College, its parent and affiliated companies and the respective officers, directors, trustees, employees, agents of each, including subcontractors, from any and all claims, monetary and otherwise, that I may have against Vance-Granville Community College, its parent, affiliates or subcontractors, arising out of the use of my image or quote.

I understand there is no financial or other remuneration for the use of my image and/or quote.

If a current student, I declare that I have read the Vance-Granville Community College Student Code of Conduct, and that I will do my best to uphold the Code and exhibit behavior that portrays a positive image as a Vance-Granville Community College student.

Printed Name _____

Signature _____

Date _____

****Applicants under the age of 18 must have a parent or guardian sign for them.***

Current List of Clinical Sites 2020

Duke University Clinical Labs

Duke Health
2301 Erwin Rd.
Durham, NC 27710
Histology Lab/ Hudson Bulding
Preceptor: Kathryn Perkinson

Duke Raleigh Hospital

3400 Wake Forest Rd.
Raleigh, NC 27609
Histology Lab
Preceptor: Eric Hill

Cape Fear Medical Center

1638 Owen Dr.
Fayetteville, NC 28304
Histology Lab
Preceptor: Michelle Carte and Heather Biovin

Laboratory Corporation of America

1904 TW Alexander Dr.
Research Triangle, NC 27709
Preceptor: Jeff Browning and Sharon Griffin

UNC HealthCare

101 Manning Drive
Chapel Hill, NC 27514
Histology Lab
Margaret Graham