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HISTOLOGY LABORATORY TECHNICIAN PROGRAM

Student Handbook

Revised 06/16/2020

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ACCREDITATION STATUS

Central Texas College is accredited by the:

- Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 Telephone number 404-679-4501).
- Approved by the Texas Higher Education Board and the Texas Education Agency.
- The Histology Program-Associate in Applied Science degree at Central Texas College is accredited by the:
National Accrediting Agency for Clinical Laboratory Sciences (5600 N River Rd, Suite 720, Rosemont, IL 60018 Telephone number 773-714-8880)

EQUAL EDUCATIONAL OPPORTUNITY POLICY AND PROCEDURES

Central Texas College is committed to its policy on equal educational opportunity and administration of its educational programs, activities and employment without regard to color, race, religion, national origin, disability, age, gender, or veterans status as required by Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vietnam Era Veterans' Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246 as amended and 11375.

The Medical Laboratory Technician Program strictly adheres to the Student Code of Conduct of the Central Texas College Student Handbook, as well as the Medical Laboratory Technician Handbook Policies and Procedures in the Medical Laboratory Student Handbook. Please refer to the Central Texas College Student Handbook for the policy regarding Non-Academic and Academic Grievances, and the procedure for neutral evaluation of grievances.

PURPOSE OF HT STUDENT HANDBOOK

This handbook is intended for use as a resource of information for students in the Histology Laboratory Technician program at Central Texas College. The information and policies presented have been specifically adapted for the HT (Histotechnician) Program.

New students enrolled at Central Texas College are required to attend an orientation session during registration to receive information regarding student's services, college policy and procedures, and resources for students. Students will receive a copy of the current Central Texas College Course Catalog and the Central Texas College Student Handbook during orientation. Students will receive a Central Texas College Student ID and **register their vehicle** during orientation. Please call 254-526-1428 to participate in orientation.

DESCRIPTION OF THE HISTOTECHNOLOGY PROFESSION

Histotechnology professionals are qualified by academic and applied science education to provide service and research in histotechnology and related areas in rapidly changing and dynamic healthcare delivery systems. They have diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education, and quality assurance/performance improvement wherever anatomic pathology testing is researched, marketed, developed or performed.

Histotechnology professionals perform, develop, evaluate, correlate and assure accuracy and validity of laboratory testing and procedures; direct and supervise anatomic pathology laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. They possess skills for financial, operations, marketing, and human resource management of the histopathology laboratory.

Histotechnology professionals practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, health care professionals, and others in laboratory practice, as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment, and a demonstration of commitment to the patient are essential qualities. Communication skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Histotechnology professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

OVERVIEW OF THE HISTOLOGY LABORATORY TECHNICIAN PROGRAM

The Histology Laboratory Technician program was established in 2016 at Central Texas College in Killeen. The program is a two year program encompassing 5 semesters of sequenced courses leading to an Associate of Applied Science degree. A copy of the degree plan is located in the HT Program Brochure and the current CTC Course Catalog.

The curriculum consists of basic science, general education and specific courses in Histology Laboratory techniques. The students are introduced to Histology laboratory techniques during the first semester and each semester thereafter. The HT course (prefix HLAB) provides entry-level knowledge and skills in fixation, processing, embedding, microtomy, staining, and laboratory procedures. The training is enriched during the two Clinical courses when students have the opportunity to apply classroom acquired knowledge and skills in a supervised working environment. Students are in competitive status during the first year for the clinical assignments available for the clinical courses. Five affiliated clinical sites within an approximate 70-mile radius are utilized for the clinical experiences. Students will rotate through assigned facilities during their clinical experience.

Clinical Facilities

The clinical facilities utilized for the Clinical courses include:

- AdventHospital - Killeen, TX
- Baylor Scott & White - Temple, TX
- Central Texas Veterans Health Care System – Temple, TX
- Seton Medical Center – Harker Heights TX
- Seton Healthcare Network – Austin TX

CERTIFICATION NOTICE

By participating in a Central Texas College Department of Health Sciences (DHS) program, the student understand and agrees that admission into a DHS programs is not a guarantee of successful completion of the program. Likewise, the student understands and agrees that Central Texas College does not guarantee, upon completion of a DHS program an award of a degree or certificate, that students will become certified or licensed by any local, state or federal regulatory agency. Such certification or licensure is governed by the rules and laws of the locality, state, or federal regulatory agency.

Upon successful completion of the program and required exit exams, graduates are eligible to take a national certifying examination. Granting of the Associate of Applied Science degree in Histology Laboratory Technician (Histotechnician) is not contingent upon passing a national certifying examination. Advancement opportunities in the field are available to become a Histology Technologist or Specialist by pursuing additional education and technical experience.

MISSION AND GOALS OF THE HT PROGRAM

Institutional Mission Statement

Central Texas College provides accessible and quality educational opportunities that support a diverse student population and promotes student success, completion and employability.

HT Program Mission Statement

The mission of the HT program is to provide the region served by the program with graduate Histology Laboratory Technicians who can function at career entry levels and who can assume leadership roles as health professionals.

HT Program Goals

The goals of the HT program are to:

- Provide students with a broad educational background by using a variety of education resources and experience.
- Provide a strong undergraduate curriculum based on current needs and curriculum which integrates fundamental courses in Histology laboratory sciences, natural sciences, humanities and social science instruction.
- Provide clinical experience to develop the technical skills required to perform laboratory procedures with precision, accuracy and competency.
- Maintain the level and quality of instruction in the professional course by including the latest in technological advances.
- Produce graduates eligible to take and pass a national credentialing examination.
- Develop in students the professional attitudes and ethics required of laboratory technicians.
- Educate students in the merits of continuing professional development in the field of laboratory medicine.

Student Outcome Measures

The CTC HT program monitors the following student outcomes annually:

- BOC pass rate
- Graduation rate
- Attrition rate
- Job placement rates

CAREER ENTRY LEVEL COMPETENCIES OF GRADUATES

1. Upon completion of the HT program, the graduate will be able to:
2. Receive and accession tissue specimens;
3. Prepare tissue specimens for microscopic examinations, including all routine procedures;
4. Assist with gross examination and frozen section procedures in histopathology;
5. Identify tissue structures and their staining characteristics;
6. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs;
7. Recognize factors that affect procedures and results, and take appropriate action within predetermined limits when corrections are indicated;
8. Perform and monitor quality control within predetermined limits;
9. Apply principles of safety;
10. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public;
11. Recognize the responsibilities of other laboratory and healthcare professionals and interact with them with respect for their jobs and patient care;
12. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence; and,
13. Exercise 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. 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.

Medical Laboratory Professionals Code of Ethics

(From <https://www.ascls.org/about-us/code-of-ethics>)

PREAMBLE

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. DUTY TO THE PATIENT

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. DUTY TO COLLEAGUES AND THE PROFESSION

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. DUTY TO SOCIETY

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the

practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

PLEDGE TO THE PROFESSION

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

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

PROGRAM OFFICIALS

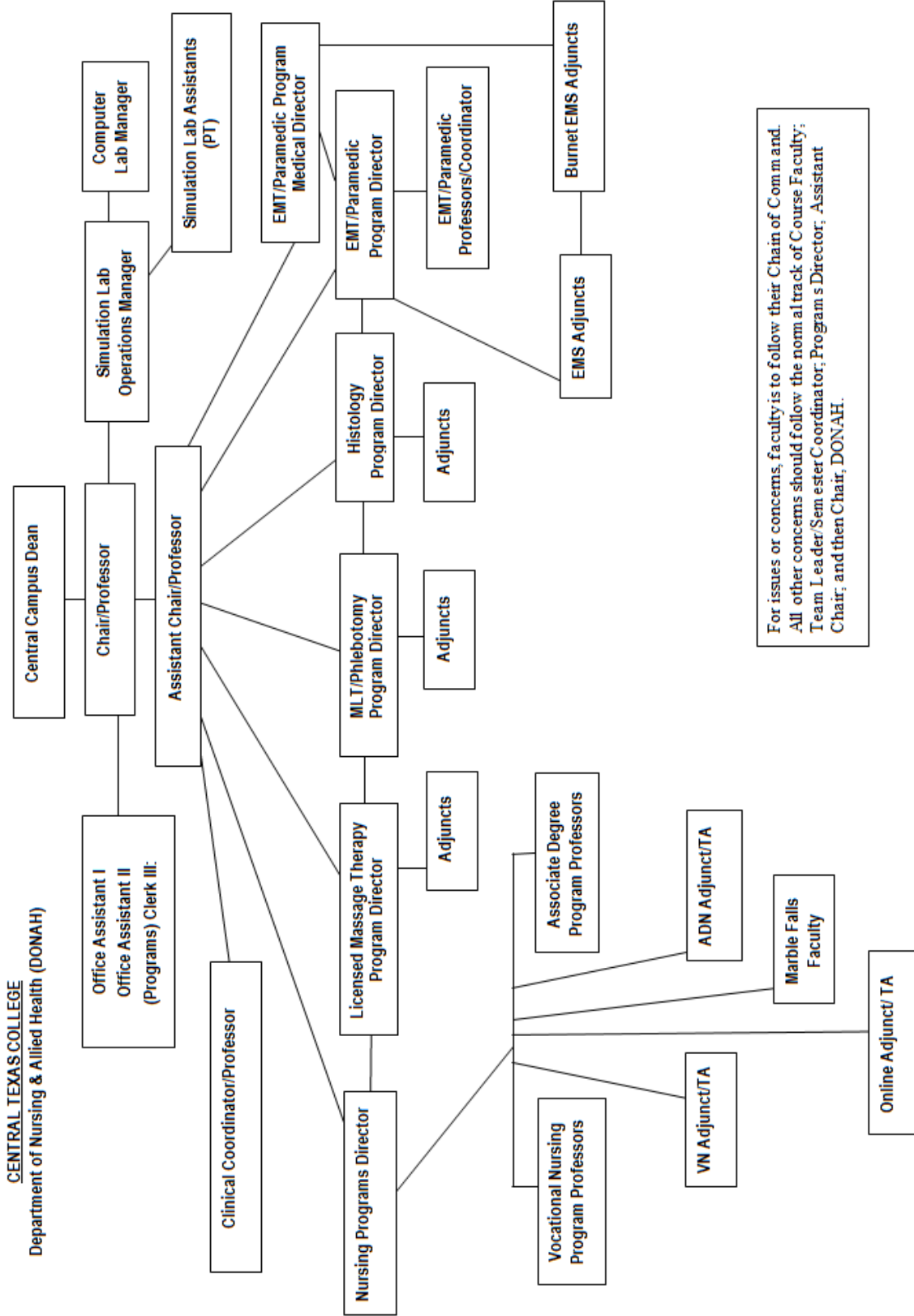
Program Director: Angela Lester, MT (ASCP)
Office: Science Building #150, Room 1112
(254) 526-1187 or angela.lester@ctcd.edu

Faculty: Neil Moody, MLS (ASCP)^{CM}
Office: Science Building #150, Room 1113
(254) 526-1759 or neil.moody@ctcd.edu

DHS Office Asst: John Bradshaw, Office Assistant
Office: Nursing Building #557, Room A246
(254) 526-1883 or jbradshaw@ctcd.edu

Department Chair: Tammy Samarripa, Department of Health Sciences
Office: Nursing Building #155,
254-526-1150 or tammy.samarripa@ctcd.edu

Department of Health Sciences (DHS) Organizational Chart



For issues or concerns, faculty is to follow their Chain of Command. All other concerns should follow the normal track of Course Faculty; Team Leader/Semester Coordinator; Programs Director; Assistant Chair; and then Chair, DONAH.

Verification of Compliance and Recordkeeping

The student's name, social security number, and verification negative findings of the Drug Screen and Criminal Background check will be kept in a confidential file during the student's tenure in the program. This information will be filed in a secured area to ensure confidentiality. Five years after graduation or withdrawal from the program, documentation will be destroyed. In the event that the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check. Student information cannot be released without written consent from the student with identification of permitted information.

It is important that you provide your legal name on your Application for Admission as this is the name that will appear on your official student record and will be submitted to ASCP. **It is the student's responsibility to have current name and contact information on file with CTC and DHS.**

Service Work Policy

- Students are not assigned to clinical experiences outside regular weekday shifts. Clinical students are not to be used as staff replacement.
- Students must demonstrate proficiency prior to performing laboratory determinations.
- Students are supervised in the performance of laboratory determinations in a 1:1 or 1:2 clinical instructor-to-student ratio by competent personnel.
- Weekly contact by the program director to each clinical facility ensures students are being supervised and not substituted for regular qualified staff in the laboratory.
- Students may be employed in the clinical facilities outside regular educational hours.
- Employment of the students is the responsibility of the clinical facilities and should be voluntary, paid, and directly supervised.

HISTOLOGY
PROGRAM ADMISSION REQUIREMENTS

General Admissions Requirements

1. Applicants desiring admission to the HT Program must follow the regular procedures for admission to Central Texas College. Upon admission to CTC, the following is required of all applicants in order to be considered for admission:
 - a. Disclosure of the Social Security number is required for admission into the DHS Programs: Affiliated clinical facilities require the student Social Security number in order to approve placement of student in their facility. The DHS policy requires the student to be eligible to attend all affiliated clinical sites and does not provide special placement. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites. Clinical rotations are completed at sites specified by and contracted with Central Texas College.
 - b. All International or Community Foreign students must meet with an Academic Advisor for English as a Second Language (ESL) assistance.
 - c. Submit application to the HT program accompanied by the following documents*:
 - Transcripts of High school graduation or GED completion with a score of 40 or better.
 - A copy of a placement test if required, such as the **TSI**, THEA, ASSET, etc. (* for a complete list of the approved TSI exams and passing scores, refer to the CTC Course Catalog-Admissions section). A student who does not successfully complete the reading, writing, or math sections of the exam must successfully complete developmental courses prior to the pre-admission interview. The Math department requires a score of 270 on THEA, or a score of 45 on the ASSET to enroll in MATH 1314.
 - Current immunization records described below
 - Physical exam form completed within the last 12 months signed by a M.D., D.O., P.A., or N.P.
 - Student health history.
 - d. Attendance is required at a **mandatory Preadmission Information/Orientation Session** with the HT Program Director of designee prior to admission. **The following must be on record prior to being scheduled for the session:**
 - **Complete CTC HT Program Application**
 - **Transcripts**
 - **TSI Verification**

***An incomplete application (lacking any of the above documents) will not be accepted.**

Based on the date of the application and after admission criteria have been met, **ten students are admitted to the CTC HT Program.** Enrollment in HLAB 1301 does not guarantee a position in the clinical courses of the program. Upon entering HLAB 1301 and subsequent courses, the student is in competitive status for admission to the clinical courses of the program. The student must complete the program within 4 calendar years of enrollment.

Advanced Placement, Transfer Students, and Experiential Learning

The transfer student must meet general admissions requirements of CTC and DHS

- Paperwork must be on file with the Registrar's office **90 days** prior to the start date of the semester you are requesting entry. Your record will be on hold until all requirements listed above have been completed.
- Transfer students must have cumulative GPA of 2.5 to be admitted into the HT Program. The GPA requirement may be waived by the program director.
- Transfer/Credits in Sciences (Biology, Chemistry, Math and MLAB) **must be within 5 years** of your enrollment date to count towards your degree. Science credits older than 5 years will not apply to the HT degree plan, unless the student has completed a 2- or 4-year degree in the relevant field, in which case credits will be accepted within 5 years of completion of the relevant degree.
- Grades for all courses that are transferred in must be a "C" or better.
- HLAB courses used for transfer for advanced placement must have been completed in the past year.
- Students must complete at least 25% of the semester credit hours at CTC to fulfill residency requirements
- Applicants will be evaluated on an individual basis by the HT Program Director and DHS faculty and administration
- Acknowledge that placement in the HT program will be dependent upon space availability and recommendations from the Program Director and staff
- A letter granting transfer credit does not serve as acceptance into the CTC HT program. All other DHS General Admission Requirements must be met as well in order to be considered for full admission
- BIOL 1406 is recommended for any student who has not completed a high school biology course prior to entering the HT Program
- CHEM 1406 is recommended for any student who has not completed a high school chemistry course prior to entering the HT Program
- Experiential learning credit may be applied for and awarded according to the CTC Experiential Credit Policies and Procedures. Experiential learning credit is evaluated on an individual basis. Any experiential learning credit awarded applies only toward the HT degree, and will not be converted into transferable credits.

Essential Functions of the CTC HT Program

Essential functions (requirements) as distinguished from academic standards refer to those cognitive, physical and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required of each student upon graduation.

Essential Observational Requirements

The HT student must be able to:

- Identify microscopic structures, cells, and organisms (including color, shade, and hue).
- Read charts, graphs, and instrument printouts, complete report forms, and enter computer data.
- Inspect specimens for suitability.
- Operate analytical instruments appropriately and safely.

Essential Movement Requirements

The HT student must be able to:

- Obtain, manipulate, measure specimens safely and with precision.
- Manipulate reagents, materials, instruments, and analytical equipment according to established procedures and standards, safely and with speed, accuracy, and precision.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Perform moderately taxing continuous physical and mental work, often requiring prolonged sitting / or standing, in an eight hour period.
- Position patients for appropriate laboratory specimen collection.

Essential Communication Requirements

The HT student must be able to:

- Communicate effectively in English, comprehending oral and written information.
- Follow verbal and written instructions in English in order to correctly and independently perform laboratory test procedures.
- Effectively, confidentially and sensibly communicate with patients regarding laboratory tests or instruction for specimen collection.
- Communicate appropriately and in a timely manner with faculty, students, staff and other health care professionals.

Essential Intellectual Requirements

The HT student must be able to:

- Use intellectual skills, including comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.
- Exercise self-elevation to recognize and correct performance deviations, implementing constructive criticism appropriately.

Essential Behavioral Requirements

The HT student must be able to:

- Be honest, ethical, compassionate, confidential and responsible.
- Manage the use of time, and systematize actions to complete task within realistic constraints.
- Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgement.
- Exercise good judgment in responding to emergency situations with patients or peers.
- Be flexible and creative in adapting to professional and technical change.
- Recognize potentially hazardous materials, equipment, situations, proceeding safely to minimize risk of injury to self and nearby personnel.
- Adapt to working with unpleasant biological specimens or reagents.
- Support and promote the activities of colleagues, adopting a team approach to learning, task completion, problem solving, and patient care.
- Be alcohol and substance abuse free.

Immunization and Health Requirements

You must provide validation in the form of original documents and one photocopy of each of the following mandatory immunizations and health requirements prior to acceptance in the CTC HT Program:

- **Tetanus/Diphtheria** Tdap must be noted as administered once in lifetime- If no record then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
- **Polio** Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis. Required.
- **Measles, Mumps, and Rubella (MMR)** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to measles, mumps, and rubella)
- **Hepatitis B** Students must complete the Hepatitis B series which consists of three injections. The series of injections are administered over a 6-month period of time – please plan accordingly! Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to Hepatitis B).
- **Varicella** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to varicella).
- **Influenza** Must show current flu season vaccination no later than October 1st; those admitted in Spring semesters must receive the current season flu shot no later than two weeks prior to the program start date and will be required to receive another vaccination for the upcoming flu season no later than October 1st
- **Bacterial Meningitis** the Texas legislature passed a law requiring ALL entering students at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.
- **Physical Examination** using the CTC DHS form and must be completed no more than 90 days prior to the program start date. The student completes the front page and the medical doctor (MD), doctor of osteopathy (DO), physician's assistant (PA), or nurse practitioner (NP) completes the back page. Please make certain that the activity level (limited or unlimited) is noted on the physical exam form signed by the health care provider.
- **Tuberculosis** Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests no more than 30 days prior to the 1st day of the 1st clinical rotation period at any facility: 2- Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T- Spot). Thereafter a 2- Step Tuberculin Skin Test, QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold), or T-SPOT®TB test is required annually. If a history of positive PPD, then a negative chest x-ray must be current and updated each year.

Program Disclosures

During progression through the HT Program, inform the CTC DHS Chair and/or designee of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status. Safety is a priority for the patient and health and wellbeing of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.

Medical care, which results in student absence, must include the physician's return to class/clinical/lab documentation following illness, injury, surgery, pregnancy, or, as required by faculty. **Documentation must be mailed, emailed, or faxed directly from the healthcare provider to the CTC DHS.** See Appendix for Medical Release.

The prospective student will also sign a statement agreeing to:

- Inform the Chair, DHS if criminal activity or substance abuse occurs after the initial Criminal History Background Check and Drug Screen or is aware of such activity that was not disclosed on the original background check. Failure to disclose discoverable information, which will be revealed on clinical facility and/or the FBI background check as required, may prohibit progression in or removal from the program, and/or ineligibility for licensure.
- A "for cause" drug screen when student's performance, conduct, or other action indicates possible substance use.
- Provide a birth certificate, U.S. passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

Liability Insurance

Current Liability Insurance will be purchased by CTC upon student admission to clinical courses with registration.

Allocation of Cost

Each prospective student must bear the cost of all the above requirements. Neither the College nor the clinical facilities provide medical coverage or workmen's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.

Tuition and Fees

CTC tuition and fees are available in the current CTC Catalog, and on the CTC website.

The CTC HT Program utilizes several clinical facilities. Students are responsible for transportation between home, college, and the clinical sites. All students are expected to travel to and from these areas at their own expense.

Uniforms and embroidery are available at Logos in Thread in Killeen at a special discounted price for students. Contact Logos in Thread for current prices.

Academic Calendar

The CTC Academic Calendar is available in the current CTC Catalog, and on the CTC website.

ASSOCIATE OF APPLIED SCIENCES IN HISTOTECHNOLOGY DEGREE

Courses Required for Graduation

HLAB	1301	Introduction to Histotechnology
HLAB	1302	Histotechnology I
HLAB	1443	Histotechnology II
HLAB	2434	Histotechnology III
HLAB	1305	Functional Histology I
HLAB	1446	Functional Histology II
HLAB	1260	Clinical- Histologic Technology/ Histotechnologist I
HLAB	2260	Clinical – Histologic Technology/ Histotechnologist II
HLAB	2341	Registry Review
MLAB	2221	Molecular Diagnostics
MLAB	1231	Immunology/Serology
BIOL	1406	Biology for Science Majors I
BIOL	2401	Anatomy & Physiology I
BIOL	2402	Anatomy & Physiology II
CHEM	1411	General Chemistry
ENGL	1301	Composition I
MATH	1314	College Algebra
ELCT		Humanities/ Fine Arts
ELCT		PSYC 2301 or SOCI 1301

*Prospective students are referred to the HT Program Brochure and the current CTC Course Catalog for the course descriptions and the HT degree plan.

CTC HISTOTECHNOLOGY ASSOCIATE OF APPLIED SCIENCES IN HISTOTECHNOLOGY DEGREE PLAN

This program can be completed in two years by successfully finishing the following courses for each semester indicated below:

FIRST YEAR

FALL SEMESTER (13CH)

HLAB 1301: Intro to Histotechnology
MATH 1314: College Algebra I*
BIOL 1406: Biology for Science Majors I
ENGL 1301: Composition I

SPRING SEMESTER (13CH)

HLAB 1302: Histotechnology I
CHEM 1411: General Chemistry I
PSYC 2301 or SOCI 1301
Humanities/Fine Arts

SUMMER SEMESTER (4-6CH)

HLAB 1443: Histotechnology II
MLAB 1222: Molecular Diagnostics (or during 2nd Spring semester)

SECOND YEAR

FALL SEMESTER (13CH)

HLAB 1260: Clinical I
HLAB 2434: Histotechnology III
BIOL 2401: Anatomy and Physiology I
HLAB 1305: Functional Histology I

SPRING SEMESTER (15CH)

HLAB 2260: Clinical II
HLAB 2341: Registry Review
MLAB 1235: Immunology/Serology
BIOL 2402: Anatomy and Physiology II
HLAB 1446: Functional Histology II

Please be advised that many of the courses outlined above are ONLY available either during certain semester, NOT YEAR-ROUND. If you do not take these requirements as outlined, are required to repeat, or complete developmental courses, you may not be able to complete the program in two years.

The HLAB courses required in the first year must be successfully completed prior to admission to Clinical I.

If you start the program in the Spring Semester, you will not have the necessary Pre-Requisites to enter Clinical Rotations the following summer, and you will not be able to finish the program in 5 semesters.

It is not mandatory that the HT program be finished in two years; however, it must be completed in 4 years.

Progression Requirements

In order for a student to progress in the HT program, the following requirements must be met:

- Achievement of a grade of “75” or better in each HLAB course listed on the degree plan.
- All non HLAB courses must have a “C” or better.
- Prerequisites and co-requisites must be successfully completed before progressing to the next course.
- Prerequisites to Clinical I have been successfully completed. Prerequisites (with a grade of “C” or better) are:

HLAB 1301 HLAB 1302
HLAB 1443

Clinical Assignment Selection

- Selection for acceptance to the clinical courses of the program will be made on a space available basis. The selection process is function of the HT Advisory Committee. The following criteria will serve as the basis for the decision regarding selection:
 - a. Students who have completed BIOL 1406, BIOL 2401, BIOL 2402, MATH 1314, and CHEM 1411 will be given priority for placement.
 - b. Further selection will be based on review of transcripts and courses currently in progress: specifically academic courses in biology, chemistry, mathematics, and histotechnology
 - c. Students will be notified by letter regarding their status for admission to Clinical I
 - d. Additional clinical rotations may be scheduled in the Summer semester for students unable to attend clinical rotations as outlined in the program of study

You must provide validation in the form of original documents and one photocopy of each of the following mandatory immunizations and health requirements no more than 45 days prior to the 1st day of the 1st clinical rotation period at any facility:

- **Tuberculosis** Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests **no more than 30 days prior to the 1st day of the 1st clinical rotation period at any facility:** 2- Step Tuberculin Skin Test; QuantiFERON[®]-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT[®]TB test (T- Spot). Thereafter a 2- Step Tuberculin Skin Test, QuantiFERON[®]-TB Gold In-Tube test (QFT-GIT or Q- Gold), or T-SPOT[®]TB test is required annually. If a history of positive PPD, then a negative chest x-ray must be current and updated each year.
- **Current Cardiopulmonary Resuscitation (CPR)** - American Heart Association – Health Care Provider (BLS) and Military Training Network (MTN) are the only CPR courses that will be accepted. Please furnish the original card and a photocopy – front and back) – **online certifications are not accepted.**
- Negative 11-Panel Drug Screen must be completed no more than **45 days prior to the 1st day of the 1st clinical rotation period** at any facility. Results must be mailed, emailed, or faxed directly to the CTC DHS.
- Negative Criminal Background Check completed no more than **45 days prior to 1st day of the 1st clinical rotation period at any facility.** Negative results for the criminal history background check will be honored for the duration of the enrollment period in the Program.

Academic Standing

1. A student is required to maintain a minimum of a 70 (C) in each non HLAB course listed on the degree plan and 75 (C) for each HLAB course.
2. Students placed on scholastic probation are required to raise their GPA to an acceptable level (2.5) within the following semester. Failure to do so will result in dismissal from the HT program.
3. A student may fail only 2 courses on the degree plan before dismissal for academic deficiency.
4. Eligibility for registration each semester is based on current GPA for the degree plan and approval by the HT program director.
5. No student will be eligible for a national certifying examination unless he or she has successfully completed the required academic and clinical courses, and has passed each exit examination with a grade of 75 or above.

Readmission Policy

1. The student must submit a written request for readmission to the program.
2. The student must be able to complete the program within four calendar years of the initial enrollment.
3. Readmission to any HT course is dependent upon availability of class openings after current class enrollment, but it is not automatic.
4. The student who does not successfully complete any HT or Science course or withdraws from HT course with a failing average may apply once for admission to the program.
5. For readmission to the clinical courses of the program, the student must be in good academic standing, receive approval from the HT program director and repeat the clinical admission process.
6. Upon readmission to the clinical course, the following documents must be on file in the HT program office prior to the first day of the course:
 - a. Proof of Physical Exam signed by a M.D. or D.O. within the last 6 months.
 - b. Copy of current immunizations.
 - c. Receipt for the purchase of medical liability insurance policy through CTC.
 - d. Current CPR certification on file.
 - e. Results of current TB Tine (skin) test or chest x- ray.
 - f. Results of Criminal Background Check and Urine Drug Screen submitted forty- five days prior to entering the clinical course (s).

Graduation Requirements

Central Texas College confers the Associate of Applied Science. To graduate from Central Texas College Associate Degree Histotechnology Program, the student must:

- Apply for graduation by the deadline date (Application available on CTC website or in the Graduation office located in the Student Services building).
- Successfully complete all courses required in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Achieve a grade of “C” or higher in all courses in the curriculum including general education and Histotechnology courses.
- Achieve a minimum 75 percent average or higher in all HLAB and MLAB courses and 70 percent average or higher in all other courses.
- Meet state, institutional, licensure and other agency rules as applicable.

TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.

Upon successful completion of the program and required exit exams, graduates are eligible to take a national certifying examination. Granting of the Associate of Applied Science degree in Histology Laboratory Technician (Histotechnician) is not contingent upon passing a national certifying examination. Advancement opportunities in the field are available to become a Histology Technologist or Specialist by pursuing additional education and technical experience.

STUDENT SUPPORT

Equal Opportunity

Central Texas College is committed to its policy on equal educational opportunity and administration of its educational programs, activities and employment without regard to color, race, religion, national origin, disability, age, gender, or veterans status as required by Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1974, the Vietnam Era Veterans' Assistance Act of 1974, the Americans with Disabilities Act of 1990, and Executive Orders 11246 as amended and 11375.

Please refer to Central Texas College Course Catalog, page 7, for additional information.

The Central Texas College Student Handbook contains Student policies and Procedures. The Histology Laboratory Technician Program strictly adheres to the Student Code of Conduct located in the Central Texas College Student Handbook, as well as the Histology Laboratory Technician Handbook Policies and Procedures in the Histology Laboratory Student Handbook. Please refer to the Central Texas College Student Handbook for the policy regarding Non-Academic and Academic Grievances, and the procedure for neutral evaluation of grievances.

Harassment and Discrimination

Central Texas College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Faculty, staff, and students should be aware that discrimination and harassment on the basis of race, color, religion, gender, national origin, age, disability, veteran status, genetic orientation, sexual orientation, gender identity or transgender status is unlawful. Central Texas College also strives to protect the rights and privileges and to enhance the self-esteem of all its members.

If you believe you have experienced harassment or discrimination, contact the appropriate office where you attend. Students should contact faculty and the Director of Student Life.

Americans with Disabilities Act

The Americans with Disabilities Act as Amended (ADAAA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides equal access to all programs and services.

Support Services

Support Services available to students are discussed in the CTC Student Handbook and in the Schedule Bulletin printed each semester. Please see <https://www.ctcd.edu/locations/central-campus/student-support/>

Disability Support Services

Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

Academic Studio – Student Success Center

The Central Texas College Academic Studio – Student Success Center (AS-SSC) provides comprehensive services that support student success and goal completion. Tutoring services; academic advising; information and resource referrals; scholarly success and study skills workshops, and textbook and childcare assistance for qualified Career and Technical students make the AS-SSC the premier one-stop location for all of your student needs. Please see the CTC Student Handbook for additional Student Resources.

POLICIES AND PROCEDURES

HEALTH AND SAFETY

National Patient Safety Goals

The DHS adheres to the National Patient Safety Goals identified by the Joint Commission on Accreditation of Healthcare Organizations. The Joint Commission's Board of Commissioners approves the National Patient Safety Goals annually. See <http://www.jcaho.org/> for additional information.

Safe Patient Handling and Ergonomics

Current practice guidelines set forth by Occupational Safety & Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH) related to safe patient handling and ergonomics will be implemented. The ANA standards on Safe Patient Handling and Mobility (SPHM) provide for a safer work environment and improved patient outcomes (June 2013).

Emergency Evacuation and Procedures

When an alarm sounds, immediately evacuate through the nearest exit, assisting individuals with mobility issues.

DO NOT:

- Delay to pack up and collect belongings.
- Use elevators.

Go to the designated meeting place for your class or department. Stay at least 300 feet from the affected building(s).

Emergency Lockdown Procedures

When an emergency occurs, our Emergency Alert system will send e-mail, text messages and voice messages to students and employees in as little as 90 seconds.

Comply immediately when instructed to lock down or take shelter.

1. Violence on Campus:

Immediately get in a room, close and barricade the door, close windows and blinds, turn off lights, silence cell phones, and remain quiet. Quietly call 911 (if able) to report the emergency. DO NOT open the door to let others in or out until given the "all clear" by police or someone in authority known to you. DO NOT evacuate if fire alarm sounds, unless you know for certain a fire exists.

2. Tornado/Weather:

Immediately move to an interior room with no windows, close door and stay in place until given the all clear by police or administration.

This may also include Emergency Campus Wide alarms

Students who fail to comply with the emergency evacuation and lockdown procedures will be identified; their ID card may be confiscated, and may be subject to disciplinary action.

Bioterrorism

For information on bioterrorism, please see the following web site: <http://www.cdc.gov>

Alcohol, Drugs, and Mental Illness

CTC DHS is committed to facilitating a healthy environment for students so that optimal safety of patients can be assured. Faculty is concerned about the welfare of the impaired student, and they accept the responsibility to recognize the impaired behavior and refer the student to the appropriate campus program.

The purpose of this action is to identify behaviors and refer when student performance in the class or clinical or lab area endangers patient health and safety.

Any Department of Health Sciences student who is suspected of being under the influence of a substance such as a drug or alcohol will be immediately removed from the clinical area. The student will be safely transported off the grounds and will be required to obtain a for cause drug screen within **two hours** of the dismissal from clinical (or as soon as testing is available). The cost for all drug screens will be the responsibility of the student.

Student and Employee Assistance Program

CTC Student and Employee Assistance Program provides support for the following:

Individual Counseling

- Anxiety and stress management
- Personal loss/grieve
- Test anxiety/math anxiety
- Depression
- Relationship issues
- Marital counseling (short term referral)

Group Counseling

- Smoking cessation
- International students
- Life transition support
- Relevant topics for dorm living (spring and fall)

Substance Abuse Resource Center Meetings

- Alcoholics Anonymous (AA)
- Overeaters Anonymous (OA)

Exposure Control Plan

It is the intent of the Central Texas College DHS to promote quality patient care and safety for patients, students; staff and faculty.

Thus, due to the current issues concerning communicable disease [e.g., hepatitis, tuberculosis, sexually transmitted diseases and autoimmune deficiency syndrome (AIDS)], please see the following for policies, recommendations and guidelines for students and faculty: the most current copy of the CTC Student Handbook; the Center for Disease Control web site: <http://www.cdc.gov/>; <http://www.osha.gov/SLTC/bloodborne pathogens>, the Texas

Department of State Health Services web site: <http://www.dshs.state.tx.us> and the Texas Administrative Code: Title 25 Health Services Chapter 96 Blood borne Pathogen Control-amended in 2006; Chapter 97 Communicable Diseases –amended Apr 2016.

FAIR PRACTICES

Non-Discrimination Policy

Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, veteran status, genetic information, sexual orientation, gender identity and/or transgender status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

<http://www.ctcd.edu/academics/catalog/catalog-texas/general-information/>

Non-US Citizens

Provision of clinical placement is dependent upon the affiliated clinical facility acceptance of a non-US Citizen. Clinical placement is provisional. Therefore, without completion of the clinical rotation there is no guaranteed completion of the course or the program. Withdrawal from the course and the HT program will be necessary if the non-US citizen is not accepted by the affiliated clinical facility.

Release and Acknowledgement of Assumption of Risk
Central Texas College District Student Clinical Program
RELEASE AND ACKNOWLEDGEMENT of ASSUMPTION OF RISK

In consideration for participating in the Central Texas College District Clinical Program ["Program"] for the tenure of the program with expected end date _____, I _____, in full recognition and appreciation of the possible dangers and

Print Student Name Legibly

hazards inherent in the Program, including, but specifically not limited to, any motorized vehicle or equipment use or transportation whether provided by Central Texas College District, myself or another, or administration of medication associated with, during, or as a result of the Program, I hereby agree to and do assume all of known and unknown risks and responsibilities arising out of my participation in the Program, and any other activities undertaken as an adjunct thereto.

I hereby expressly do for myself, my heirs, assigns, and personal representatives waive, release, discharge Central Texas College District and all of its Officers, Directors, Trustees, employees, volunteers, and agents from and against any and all claims, demands, actions, or causes of actions that may arise as a result of any acts causing property damage, personal injury, or death as a result of my participation in the Program or any activities undertaken as an adjunct thereto.

I also hereby expressly agree to hold harmless, and indemnify Central Texas College District and all of its Officers, Directors, employees, volunteers and agents from and against any and all claims, demands, actions, or causes of actions that may arise resulting in property damage, personal injury or death as a result of my participation in the Program or any activities undertaken as an adjunct thereto.

Zero Tolerance Policy

Central Texas College District is a Violence, Weapon, Discrimination and Harassment Free Zone.

A zero tolerance policy is one which requires an appropriate penalty be imposed based on the individual circumstances. It is, as it states, intolerant of the prohibited behavior. As part of a "zero tolerance policy", Central Texas College District will take appropriate disciplinary action for every illegal or unauthorized weapon, threat, incident of hazing, stalking, harassment, or discrimination, sexual misconduct, and/or violent act that is reasonably substantiated through investigation. Central Texas College District may also take disciplinary action for certain violations reported off campus to the extent these violations may have an impact on the campus. This includes, but is not limited to violations that pose an ongoing danger to students or may cause harm to the campus community, including violent crimes, hate crimes, disturbing or threatening actions, sexual assault and/or misconduct, and illegal conduct. (See CTC Student Handbook)

Attendance

The DHS abides by the College Attendance Policy published in the CTC College Catalog.

Regular attendance for class, clinical, and lab is expected. Class attendance will be kept by the faculty. Students in all courses whether, face-to-face, blended, online, or synchronous delivery at extension campuses are expected to attend and participate regularly.

Counseling, verbal and written, will be implemented if there is poor performance by a student in either the classroom, clinical, or lab area in correlation with excessive absence.

If absences occur from the classroom, it is the student's responsibility to obtain missed material from peers. Absences in clinical/lab courses will result in loss of points and possible course failure. The faculty reserves the right to adjust the student's classroom grade based upon classroom performance/behavior/civility. Absences from classes for any reason must not exceed CTC standards. See CTC Catalog, Student Handbook, and Course Syllabus for excessive absence policy.

Mandatory program sponsored events to include orientations, trainings, assembly, tutoring, and community events may require attendance or be on a voluntary basis as communicated by faculty and administration.

Tardiness

Students are required to be in the classroom, clinical, and lab on time. Arriving late to clinical will result in point deduction per the course syllabus. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Faculty may choose to lower a student's grade because of tardiness. Refer to the CTC Student Handbook or Course Catalog for Tardiness Policy.

Clinical Attendance

- Clinical placements are based on faculty availability and the ability of clinical sites to support student achievement of clinical and program learning outcomes. Students are not guaranteed assignments that are in close proximity to the campus on which they attend, whether central campus or an extension site. Students may be required to commute to distant facilities for clinical. Clinical placements are ultimately at the discretion of the faculty members for each clinical course. (Refer to Clinical Assignment Policy for placement considerations)
- A Histotechnology Student must inform faculty if they are assigned to a laboratory in which they are employed.
- Students may not work the night shift immediately prior to the beginning of the clinical day shift.
- The student will be required to attend mandatory facility in-processing and/or training and/or orientation at times other than regularly scheduled clinical/class hours. The student will not be able to attend clinical without required mandatory training. Failure to comply with the mandatory requirements for admission to the affiliated facility or failure to attend the designated orientation as scheduled and on time will result in administrative withdrawal from the clinical course based on contractual obligations.
- After acceptance into a program, the following must be on record: Written documentation of medical release to return to class/clinical after serious illness, injury, surgery, pregnancy, etc.

Clinical Absences

Regular clinical attendance is required, and excessive absences may result in failure of the clinical course.

A student with a legitimate, properly documented excuse (doctor's note, accident report, etc.) for a clinical absence will be allowed to request an alternate day to replace the assigned day. Any makeup days which are approved are at the discretion and convenience of the clinical facility. Clinical facilities are not required to schedule makeup days. All absences and makeup days must be reported to the course instructor. Up to **two days per semester** may be made up in this fashion.

HT DRESS CODE POLICY

Due to OSHA and CDC guidelines, Advisory Committee recommendations and for your personal protection, the following Dress Code is required for the HT classroom –student laboratory Room 1052, Room 1045 (Histology lecture) and the Clinical courses:

- **Uniform:** must be worn to each lecture, student-laboratory and clinical session. Students are able to wear a plain white, black, or grey undershirt.
 - Royal Blue colored scrub top, clean and pressed
 - Royal Blue colored scrub bottoms, clean and pressed
 - CTC Histotechnology Patch – Sewn or embroidered on the left shoulder
 - “Student” embroidered on the right front of the scrub top
 - Scrubs may be purchased at the CTC bookstore (Building 156)
~~Logos in Thread 229 Cox Dr., Harker Heights, TX 76548~~
 - Clean non-permeable duty shoes (does not allow penetration of fluids) with socks. Shoes must have closed toes and closed heels
 - Personal protective equipment (laboratory coats in HT didactic courses. PPE will be provided by the clinical facility during the clinical courses. Students are responsible for providing long white laboratory coats in HT didactic courses which can be purchased at the bookstore (building 156). PPE will be provided by the clinical facility during the clinical courses.
 - Students may wear a black jacket with the CTC patch which can be purchased at the bookstore (building 156).
 - Black ink ballpoint pen. NO ERASABLE INK
 - Black ink permanent marker.
- **Jewelry:** No dangling jewelry (bracelets, necklaces, earrings)
- **Body piercing:** No visible pierced sites- lips, eyes /eyebrow, nose, face. No tongue piercing.
- **Personal appearance**
 - Jewelry:
 - One solid metal wedding or non-porous silicone band only (no jewels or stones embedded)
 - One small stud per each ear lobe and no larger than 6mm in diameter.
 - Medical Alert Identification tags and religious necklace may be worn after approval by the HT Programs Director.
 - It is prohibited to wear chains, rings, necklaces, dangling earrings,

bracelets, nose, eyebrow, nipple, lip or tongue rings, including barbells, dermal implants or any piercing on any visible body part or visible through clothing.

- The student must be clean and free from odor at all times (Strong colognes and perfumes should be avoided)
- Makeup must be used in moderation and with good taste
- No chewing gum
- Hair must be arranged so that it does not fall below the bottom of the collar
 - The hair style should be neat, tailored, well controlled, and without ornaments
 - When beards and mustaches are allowed in the clinical facility, they must be neatly trimmed
- Fingernails must be clean and kept at fingertip length.
 - Artificial nails are prohibited due to infection control issues. No nail polish other than clear is allowed. Nail polish cannot be chipped.
- Visible tattoos may be required to be covered in the clinical setting by clinical facility policy. Non-offensive tattoos are allowed on campus*
- The student will be obligated to follow the policies of the clinical facility which may include additional uniform/conduct requirements.
- Outerwear: For classroom comfort, students may wear outerwear to include jackets and/or sweaters. Outerwear is not permitted in the clinical practice areas and per clinical facility policy

* Offensive tattoos can include political, religious, or those referencing private anatomy. The Histotechnology Program Director is the final decision in tattoos needing to be covered while in the program.

Dress code modifications for cultural/religious needs are to be approved by the Histotechnology Program Director

- **DRESS CODE INFRACTIONS**

- Violation of the Dress Code Policy is a violation of the Civility Policy.
- Classroom violations of the Dress Code Policy are to be corrected immediately, or are grounds to dismiss from the classroom for the day. Faculty are allowed to provide one calendar day, per term, of guidance to a student for **classroom** infractions only. Students needing consideration beyond one calendar day are referred to the Histotechnology Program Director.
- Clinical dress code violates are to be corrected immediately or are grounds to dismiss from a clinical day or activity
- Any exceptions to this policy must be discussed and approved in writing by the Histotechnology Program Director.

CIVILITY

DHS STUDENT - CODE OF CONDUCT CONTRACT

At Central Texas College Department of Health Sciences, We Commit To:

A zero-tolerance approach to incivility and may dismiss a student on the grounds of incivility. Each student by his/her own admission to the Central Texas College DHS acknowledges and accepts this policy.

Civility: authentic respect for others, requiring time, presence, engagement, and an intention to seek common ground (Clark, 2008).

Incivility: disregard and insolence for others, causing an atmosphere of disrespect, conflict, and stress (Emry & Holmes, 2005).

Horizontal [Lateral] Violence (HV): harmful behavior, attitudes, actions directed to one colleague by another colleague. HV controls, humiliates, degrades or injures the dignity of another (Proactive Nurse, 1996).

Workplace Bullying: repeated, health – harming mistreatment of one or more persons (target) by one or more perpetrators including: verbal abuse, offensive behaviors (including nonverbal), which are threatening, humiliating, or intimidating, and work interference which prevents work from getting done (Namie & Namie, 2011).

The following is a description of the professional performance responsibilities of all students in a Central Texas College DHS Histotechnology Program:

Attentiveness: the student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. Student is consistently on time for lecture and stays until the end of presentations. The student is alert during the presentation, and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor: the student has a positive, open attitude towards peers, faculty, and others during the course of histotechnology studies. Student maintains a professional bearing in interpersonal relations. Student functions in a supportive and constructive fashion in group situation and makes good use of feedback and evaluations.

Maturity: the student functions as a responsible, ethical, law-abiding adult.

Cooperation: the student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness: the student acquires interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: the student has histotechnology school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority: a student shows appropriate respect for those placed in authority over him/her both within the college/ institutions and in society.

Personal Appearance: the student's personal hygiene and dress reflect standards expected of

a medical professional.

Communication: the student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Professional role: the student conducts self as a professional role model at all times and in compliance with standards of practice relative to laboratory professionals and the ASCLS Code of Ethics for Laboratory Professionals.

Judgment: the student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in personal, academic life and the clinical setting.

Ethics: the student conducts self in compliance with the ASCLS Code of Ethics.

Moral Standards: the student respects the rights and privacy of other individuals and does not violate the laws of our society.

CTC HT Program Responsibilities

The CTC Histology program agrees to:

Ensure the student's health will permit them to meet the published essential functions of the program and safeguard student health and safety in association with educational activities at the college by:

- Satisfactory completion of pre-admission physical exam and student health history. Demonstrated failure to meet the published essential functions will revoke admission to the program.
- Satisfactory completion of the immunization record, including Hepatitis B vaccination and TB Tine test (skin test).
- Central Texas College does not employ a nurse or physician; however, first aid kits are available in the Office of Student Life Activities (Student Center Building 106, Room 100) or the Campus Police Office (Building 137, directly behind Student Services Bldg. 119). Each Building Coordinator also has a first aid kit. Further information is available in the Student Handbook.
- Completion of a Urine Drug Screen with negative results prior to enrolling in the clinical courses.
- Each student retains responsibility for requesting accommodations necessary to meet the published essential functions.

DHS Program Expectations

As future laboratory professionals and leaders, the students must manage disruptive and inappropriate behaviors within one's self, peers and others. Examples of uncivil behavior include, but are not limited to:

- Demeaning, belittling or harassing others; overt or covert behaviors via all forms of communication including social media.
- Slandering, gossiping about or damaging a classmate/faculty's reputation;
- Habitually interrupting as others speak;
- Not paying attention, listening, or responding to others who address you;
- Not responding to email, letters or voicemail that requires a reply;
- Sending emails that are inflammatory in nature;
- Speaking with a condescending attitude;
- Yelling or screaming at faculty, peers, or clinical staff;
- Habitually arriving late to class;
- Knowingly withholding information needed by a peer, faculty, or clinical staff;
- Discounting or ignoring input from faculty regarding classroom and/or clinical performance or professional conduct;
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned;
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Displays of temper tantrums;
- Using up supplies or breaking equipment without notifying appropriate staff/faculty;
- Rudeness that ultimately escalates into threats or actual physical violence.
- Failure to participate in class and/or complete classroom assignments.
- Dress Code Violations

Conventions of good classroom manners and DHS student responsibilities include, but are not limited to:

- Asking permission to tape record and respecting the speaker's decision to allow or disallow.
- Refraining from verbal, physical (any) harassment.
- Refraining from electronic harassment via email, Facebook, or any other electronic/Wi-Fi media or devices.
- Utilization of Internet during classroom time is prohibited; unless instructed to do so.
- Listening respectfully to each other.
- Responding respectfully and reflectively to ideas aired in the classroom.
- Refraining from personal insults, profanity and other communication – stoppers.
- Recognizing and tolerating different levels of understanding of complex social and cultural issues among your classmates and faculty.
- Arriving on time to class/clinical sessions.
- Bringing the required supplies and being ready to be actively engaged in the learning process.
- Focusing on the business at hand, the class, its content, learning, and the faculty.
- Turning cell phones off or on vibrate before the start of class.

- Abstaining from texting during class time.
- Observing all classroom policies.
- Abstaining from sleeping in class. (*Laying your head on the desk or sleeping in class is rude and is distracting to others*).
- Turning in assignments on time.
- Being courteous in class. (*This does not mean that you have to agree with everything that is being said. However, your point(s) will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with faculty, speak with him/her after class*).
- Raising a hand to indicate a question or, as a courtesy to classmates and faculty. (*Remember, your questions are not an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing, but is too shy to ask it. So, ask questions! You'll learn more, it makes the class more interesting, and you are helping others learn as well*).
- If an emergency should arise that requires an absence from a class session, the student shall make arrangements to get notes and all other information that was covered in class from a colleague/peer.
- Follow the syllabus in making appointments to see faculty, especially after exams.
- Understand; exams and calculations of grade earned are not a starting point for negotiation. *Faculty is willing to work with students to meet learning needs, but will not negotiate individual terms with students.*

The continuance of any student enrolled in a DHS Program, the receipt of academic credit, and the granting of a degree rests solely within the authority of Central Texas College and the DHS.

DHS CIVILITY POLICY AGREEMENT

Central Texas College DHS has a zero-tolerance approach to incivility and may dismiss a student on the grounds of incivility. Each student by his or her own admission/continuation in the Central Texas College Associate Degree Histotechnology Program acknowledges and accepts this policy.

- I understand my student professional performance responsibilities in the DHS.
- I understand DHS program expectations and CTC Student conduct expectations.
- I understand expectations for professional conduct, affective domain, and student learning behavior objective.
- I understand the consequences of behavior for all offenses.
- I understand the consequences for egregious behavior.
- I understand the zero-tolerance approach to incivility and that I may be dismissed on the grounds of incivility.
- I understand by my admission to the Central Texas College DHS, that I am acknowledging and accepting this policy.
- I understand and have read the Central Texas College Civility Policy. Further, I understand the rules, and agree to comply with them. Should I violate the rules of this policy, it will result in disciplinary action, which may include expulsion from the DHS Program
- I understand that any behavior or action determined to be a breach of this policy or contract may result in corrective action or dismissal from the Histotechnology Program.

Professional Conduct

DHS students are expected to behave with professionalism in all phases of training and in all communications, whether written, verbal or non-verbal. Students are expected to uphold the American Society of Clinical Laboratory Scientists (ASCLS) Code of Ethics and the CTC Student Code of conduct.

Students are expected to demonstrate personal integrity, professionalism, and appropriate interpersonal skills throughout the program. Failure to demonstrate civility, professionalism, and abide by the ASCLS Code of Ethics may be grounds for suspension and/or dismissal.

Affective Domain

The affective domain evaluation measures the students' attitudes, behaviors, motivation, appearance and professional attributes, as well as classroom conduct. Passing is dependent on appropriate classroom behavior, professional ethics, and adherence to policy and affective course objective. Students must achieve all course objectives to pass a course, which includes the behavioral objective as stated below:

Student Learning Behavior Objective

Demonstrate behaviors that are congruent with the ASCLS Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions.

Code of Conduct Disciplinary Procedures (Pink Slips)

Receiving a pink slip is equivalent to a written warning; only five (5) warnings will be provided within a semester timeline, to include all HLAB/MLAB courses that semester, the fifth being the final warning. The pink slips will be issued in the event that an uncivil, disruptive and/or inappropriate behavior has occurred (see examples above). The five pink slip occurrences can encompass different infractions pertaining to the Code of Conduct Contract.

The student will be asked to stay after class, directly following the event, and be provided a pink slip immediately; the written counseling statement will follow within 24 to 48 hours. During counseling the student will have the option of providing a written statement of the event within 24 hours.

Failure to comply with the requirements of any policies in the CTC DHS HT Student Handbook or CTC's Student Handbook may result in the actions outlined below:

Breaches of the behavioral objective will result in the following consequences:

- On the first three offenses, a pink slip will be issued, followed by a written counseling statement by faculty. The student will be counseled regarding the infraction, violation and consequences for behavior.
 - The counseling will also include the verbalization and documentation of understanding that five (5) pink slips in a single semester, within a program will cause the student to fail the affective domain objective and be dismissed from the program.
 - In most cases a written warning and time period for improvement and remediation

should demonstrate a change in behavior.

- On the fourth offense, another pink slip will be issued, followed by a written counseling statement by faculty. The student will be counseled regarding the infraction, violation and consequences for behavior.
 - The student will be required to meet with the HT Programs Director.
 - The counseling will also include the verbalization and documentation of understanding that five (5) pink slips in a single semester will cause the student to fail the affective domain objective and be dismissed from the program.
- On the fifth offense, the final pink slip will be issued, followed by a written counseling statement by faculty. The student will be counseled regarding the infraction, violation and consequences for behavior.
 - With the fifth infraction, the student will have failed the affective domain objective and be withdrawn from the program
 - The counseling will also include the verbalization and documentation of understanding that five (5) pink slips within a single semester have caused the student to fail the affective domain objective and be dismissed from the program.
 - The Histotechnology Program Director and Assistant Chair will meet with the DHS Chair and recommend dismissal from the program.
 - Students dismissed due to Code of Conduct/Civility violations are ineligible for readmission.

Appeals: Non-Academic Misconduct

Prohibited behaviors that fall under the heading of Non-Academic Misconduct are listed in the CTC Student Handbook and addressed under Grievance, Disciplinary Procedures and Appeals section in this Handbook.

Egregious Behavior

In cases where the behavior is significantly unacceptable, egregious, or pose a threat to the well-being of others, the failure of the affective domain objective will be immediate. A counseling statement will be implemented by faculty and reviewed by the HT Programs Director, Assistant Chair, and Chair, DHS.

Failure to demonstrate civility, professionalism, and abide by the ASCLS Code of Ethics may be grounds for suspension and/or dismissal.

Per the CTC Student Handbook: **“Nothing in this Code of Conduct, including disciplinary hearing procedures and a student’s right to appeal, shall preclude a faculty member from requesting a disruptive student to immediately leave a class or activity for that class period. If the student fails to comply with the request, the faculty member may seek assistance from the Campus Police.** Such actions taken on a one-time basis shall not be subject to appeal.”

DHS Faculty have a right to maintain a safe, productive and positive learning/ work environment. Students may be dismissed from any HT course (class, clinical, or lab) for the day, based on behavior deemed as uncivil, disruptive, unsafe, or unprofessional behavior that disrupts the learning and teaching environment of that course.

DHS TESTING SECURITY POLICY

Disclosure of exam content and cheating on a test is prohibited; as such practices undermine the integrity of the examination process. The following DHS policy applies to CTC testing areas which include the Testing Center, individual classrooms, computer labs, and other campus areas where a testing environment is organized for the purpose of a testing assessment.

The following student misconduct is prohibited and infringements will be subject to disciplinary action, which may include suspension or expulsion, and removal from testing area, and/or being administratively dropped from the course with a grade of "F." (*CTC Student Handbook*)

- Causing a disruption and/or disturbance in testing area.
- Bringing unauthorized electronic devices (whether turned on or off) or other prohibited items to the testing area on their person or within reach of the student.
- Collaborating with another student and/ or copying answers when not authorized by the instructor, or during a test without permission.
- Obtaining, recording, using, buying, selling, stealing, transporting, soliciting sharing, or making available the contents of a test or coursework (to include taking pictures or screen shots).
- Continuing to test after a testing supervisor/ faculty, has instructed examinees to stop.
- Leaving the exam platform / exam webpage and accessing any other webpage software or computer application without permission. (This includes minimizing the exam platform window to access any other program).
- Taking any test materials out of the testing area. All test materials must be returned intact to the test supervisor after testing.

The testing center / computer lab may not be used for any other purpose other than testing while an exam is being administered. Using the computer for any other purpose, during testing, will be considered academic misconduct and enforced per CTC policy.

Grace Period

If there is a system malfunction; a student will be granted the amount of time lost to finish the examination as arranged by the course lead faculty.

Disruptions

From time to time a testing session is disrupted by unforeseen events (power failure, fire drill, etc.). If this occurs, appropriate accommodations will be made by the course lead faculty.

No Reentry

Examinees must leave the testing area after the exam is finished. (Rationale review is encouraged with computer based testing). Students are NOT allowed to re-enter the CTC testing area once they have completed a test session and left the room. The students will be allowed to use the restroom facilities, however, only one at a time, without electronic

devices, and only once per testing session. Students may be escorted by faculty.

Late Arrivals

There is no provision to give extra time to students who arrive late to a testing session.

Special Circumstances

Extensions or alternate testing times are possible for special situations such as ADA requests or prior faculty arrangement. Contact the CTC faculty/ staff prior to the exam for more information. Students absent for an exam without notification will receive a zero for the exam.

The following misconduct is prohibited at all times, including after the examination (to include exam reviews):

- Sharing the substance or details of any test question, including the question's fact pattern, option choices, or answer, in whole or in part, with anyone via electronic delivery (including email, blogs, and online social and professional networking sites), telephonic, written, oral, or other means of delivery. *
- Forwarding, re-posting, hosting, or otherwise advancing, on the Internet or via other means, the distribution of exam content that others have disclosed
- Disclosure of any content of board examination/ licensing exam questions before, during or after the examination is a violation of law, and licensure of the candidate can be denied. This also has application to current program tests, test banks, and test bank questions.

*This excludes student/ course professor communications regarding exam item clarification or exam counseling.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Information and Policy

The DHS adheres to the Health Insurance Portability and Accountability Act (HIPAA). To improve the efficiency and effectiveness of the health care system, the Health Insurance Portability and Accountability Act (HIPAA) of 1996 included a series of "administrative simplification" provisions that required the Department of Health and Human Services (HHS) to adopt national standards for electronic health care transactions. By ensuring consistency throughout the industry, these national standards will make it easier for health plans, health care clearinghouses, doctors, hospitals and other health care providers to process claims and other transactions electronically. The law also requires the adoption of privacy and security standards in order to protect individually identifiable health information. See the following web site for additional information: <http://www.hhs.gov/ocr/hipaa/>

In accordance with federal law students will protect the privacy of individually identifiable patient information. Disclosure of patient information on all documents utilized by the DHS, e.g. journals, and assessment forms, will be prohibited. If the facility permits copying of patient documents all patient data must be unidentifiable.

Patient information disclosure via electronic means such as telephone, voicemail, Personal Digital Assistant (PDA), e-mail, camera, social networks, and fax will be prohibited. **Students are not permitted to remove any patient medical record from the clinical premises under any circumstances.**

The regulations require health care providers and other HIPAA-covered entities to "promptly" notify individuals affected by a data breach, in addition to the HHS Secretary and the media in cases where more than 500 individuals are affected, according to HHS. Breaches that affected fewer than 500 people must be reported to the HHS Secretary annually.

What this means for you as a Student:

The Office of Civil Rights of Health and Human services can impose civil and criminal penalties for privacy and security violations. Students responsible for breaches can be held personally liable for violations of privacy and security.

Any breaches of patient privacy or security should be reported immediately **to your clinical faculty**. Protected Health Information (PHI) includes all patient healthcare information including demographic (address, phone number, etc.) information, billing information, in any form electronic, paper, verbal.

Examples of Breaches of PHI that should be reported (not inclusive)

- Inappropriate access to PHI by students
- Email, "Twitter", "Facebook", "Instagram", etc. entries containing PHI
- Paper PHI left unattended in a public area
- Lost or stolen laptops, computers, I-phones, Blackberry or other mobile devices which contain PHI
- Verbal communication about a patient shared inappropriately
- PHI accessed appropriately for business purposes (treatment, payment, healthcare operations), but then disclosed beyond business purposes
- Patient documents provided to wrong patient
- Lost or stolen USB drives, CDs, DVDs, etc. that may contain PHI data

- Photos, filming, or recording of a patient, patient record or any reference to a patient on cell phones, cameras, etc. without proper patient authorization

What you as a Student Laboratory Professional must do to secure PHI:

- Do not access, use, or disclose any patient information except for health care facility or approved course purposes
- Patient identifiable information (e.g. age, name, initials and room number, etc....) will not be placed on any documentation including clinical assessment forms and concept maps.
- Do not save patient information to laptops, computers, mobile phones & devices, camera, CDs, DVDs, external drives, USB (flash) drives or any other device
- Do not text/e-mail any patient information between cell phones or other mobile devices
- Never discuss clinical experiences outside of the classroom/clinical/lab setting (such as E-mail, Texting, Blogging, Twitter, Facebook)
- Dispose of paper in the appropriate recycle containers
- Do not carry PHI outside of the health care facility
- Ensure documents are provided to the correct patient

POTENTIAL CONSEQUENCES:

Any violation of this policy will result in disciplinary action for unsafe practice which may result in suspension and/or expulsion. Each case will be investigated on a case by case basis.

Social Media Policy

“Social and electronic media have tremendous potential for strengthening personal relationships and providing valuable information to health care consumers, as well as affording students enrolled in Central Texas College, DHS a valuable opportunity to interface with colleagues from around the world. Students need to be aware of the potential consequences of disclosing patient-related information via social media, and mindful of affiliated agency policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, students enjoy the personal and professional benefits of social and electronic media without violating patient privacy and confidentiality (Adapted from A Nurse’s Guide to the Use of Social Media, National Council of State Boards of Nursing, (NCSBN), Jan.3, 2012).

The DHS follows the Central Texas College Social Media Guidelines, HR Policy 295- Computer Usage, Texas Nursing Practice Act, and the Texas Board of Nursing Rules and Regulation relating to Nurse Education, Licensure and Practice related to social media. As health care professionals we must also follow HIPPA Guidelines. Student conduct is expected to be ethical, respectful, civil, and professional in all types of media/networking. Failure to comply with this policy may result in disciplinary action, which may include suspension and expulsion.

Definition of Social Media:

As used in this policy, “social networking” or “social media use” means communicating with others over the Internet. Internet posting is any information transmitted electronically, such as text, files, pictures, video, audio, artwork, et cetera. This includes, but not limited to Facebook, Twitter, Instagram, LinkedIn, YouTube, Myspace or blogs and can also include media sites that are offered by television networks, newspapers, and magazines. Transmission may be between individuals or businesses, or to websites, by browser, cell phone, email or any other electronic device or tool.

General Guidelines:

- A. HIPAA
Federal law reinforces and further defines privacy through the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations are intended to protect patient health information (PHI) by defining individually identifiable information and establishing how this information may be used, by whom and under what circumstances (See HIPPA policy within this handbook).
- B. Excerpts from Principles for Social Networking and the Nurse, American Nurses Association, (ANA), (2011), NCSBN, and CTC catalog.
 - Students are strictly prohibited from transmitting by way of an electronic media any patient- related image.
 - Students must not share, post or otherwise disseminate any information or images about a patient or information gained in the medical professional /patient relationship with anyone unless there is a patient-care related need to disclose.
 - Students must not identify patients by name or post or publish any information that may lead to the identification of a patient.
 - Students must not make disparaging remarks about patients, fellow students, faculty, or staff at affiliated agencies, even if the identity is concealed.
 - Students are not to participate in acts of cyber-bullying. Cyber-bullying is when someone

purposely embarrasses, harasses, or torments another using digital media.

- Students must not take photos or videos of patients or their health information record on any electronic or personal devices, including cell phones.
- Students will not use social media to interact with any patient.
- Students must maintain professional boundaries when using electronic media. Online contact with patients or former patients blurs the distinction between a professional and personal relationship
- Students must promptly report any identified breach of confidentiality or privacy to the faculty.
- Students must be aware of and comply with the affiliated agency policies regarding use of agency owned computers, cameras and other electronic devices, and use of personal devices in the clinical setting.
- Students must not post content or otherwise speak on behalf of the Central Texas College, DHS.
- Students will not use the Central Texas College, DHS logo or any other CTC marks or images on any personal online site (CTC Catalog).
- Students will not use the Central Texas College, DHS name to promote or endorse any product, cause or political party or candidate (CTC Catalog).
- Students will not misrepresent Central Texas College, DHS in language, image or behavior.
- Students will not share any invasive procedure(s) images performed on patients, family members, and other students or on self.

C. Excerpts from NCSBN

- Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity.
- It is a mistaken belief that content deleted from a site is no longer accessible. The moment something is posted; it lives on a server that can always be discoverable in a court of law.

POTENTIAL CONSEQUENCES:

Any violation of this policy will result in disciplinary action, which may include suspension and expulsion from the DHS Program.

ACADEMIC APPEALS

A student who feels that he/ she has been treated unfairly or un justly in grading, testing or assignments must immediately contact the instructor for the course in question. Students must bring this matter to the attention of the instructor involved within 15 working days from the time the student knew or should have reasonably known about the unfair or unjust treatment

1. If the problem is not resolved, the student presents a written complaint to the Program Director.
2. If the student is not satisfied with the decision of the Program Director, he /she may appeal to the Office of the Dean of Central Campus. The Dean of Central Campus will meet with the involved parties and attempt to resolve the issue (s).
3. This level will be the final step in any grievance process regarding grades.

*Students should refer to the Central Texas College Student Handbook page 40 for the complete policy on grievances.

RESOLUTION OF ACADEMIC AND NON-ACADEMIC GRIEVANCES

Class Dismissals

Per the CTC Student Handbook, **“Nothing in this Code of Conduct, including disciplinary hearing procedures and a student’s right to appeal, shall preclude a faculty member from requesting a disruptive student to immediately leave a class or activity for that class period. If the student fails to comply with the request, the faculty member may seek assistance from the Campus Police.** Such actions taken on a one-time basis shall not be subject to appeal.”

DHS Faculty have a right to maintain a safe, productive and positive learning/ work environment. Students may be dismissed from any HT course (class, clinical, or lab) for the day, based on behavior deemed as uncivil, disruptive, unsafe, or unprofessional behavior that disrupts the learning and teaching environment of that course.

Grievance Definition and Procedures

- A perceived wrong or other cause for complaint or protest
- An official statement of a complaint over something perceived to be wrong or unfair.

A faculty member **will not be required to respond** to a complaint, regarding academic issues, such as grades, that is not in writing or, when appropriate, does not have specific documentation such as dates, times, materials, etc. (As per the CTC Student Handbook)

General Grievance Procedures related to **Academic Discrimination, ADA, Sexual Misconduct, Harassment,** and other issues follow the procedure in the CTC Student Handbook.

Chain of Command

DHS faculty and staff maintain an open door policy for all students attending Central Texas College DHS programs. This means that any student problem should, if possible, be worked out between the student and the course faculty or staff member directly involved with the problem.

If the student feels that he/she cannot address the issue with the faculty or staff member and/or the problem remains unsolved, he/she should follow the organizational chart to reach the next level of support for assistance and/or resolution.

Academic Appeal Process

Individual course instructors retain primary responsibility for assigning grades. The instructor’s judgment is final unless compelling evidence shows discrimination, differential treatment, or procedural irregularities. A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments should discuss the issue first with the faculty member involved. A DHS student wishing to file a grievance with faculty will write up the instance using the **Student Statement of Grievance Form** located in the Appendix.

Academic Appeal *	Time Line
1. A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments should discuss the issue first with the faculty member involved by submitting a Student Statement of Grievance to the faculty with a meeting request. This conference should be requested by the student within ten (10) business days from the time the student knew or reasonably should have known about the unfair or unjust treatment.	<ul style="list-style-type: none"> • 10 business days
2. If the student feels that he/she cannot address the issue with the faculty or staff member and/or the problem remains unsolved, he/she should immediately consult the Program Director (PD).	<ul style="list-style-type: none"> • 2 business days
3. If, within ten (10) business days of the request for a conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may file a written complaint (Student Statement of Grievance) with the Program Director. The written complaint must specifically identify the grievance issue and state all relevant facts to support the student’s position.	<ul style="list-style-type: none"> • 10 business days from initial meeting request
2. The PD will consult with DHS Administration (Department Chair (DC) and Assistant Chair (AC)) and determine a final decision.	<ul style="list-style-type: none"> • 1 business day
3. The PD and DHS Administration decision will be relayed to the student via a Memorandum of Record (MOR) with further instructions.	<ul style="list-style-type: none"> • 1 business day
9. If within ten (10) business days of a request to resolve a grievance the Program Director is unable to resolve the grievance to the student’s satisfaction, the student may forward to the Office of the Dean of the Central and Service Area Campus, a copy of the written complaint along with an explanation regarding action taken at each prior level.	<ul style="list-style-type: none"> • 10 business days from initial meeting request
10. The Dean or his/ her designee will meet, either jointly or independently, with the student, faculty member, and department chairperson and attempt to resolve the issues. This level will be the final step in any academic appeals process regarding grades. The Dean’s, or his/her designee’s, decision is final.	<ul style="list-style-type: none"> • Time Limit specified in CTC Student Handbook

NOTICE: An appeal process for grades expires one hundred-ten (110) days from the date the grade was issued.

***Should the DHS Department Chair be unavailable off campus; the Assistant Chair will make departmental decisions on her behalf in keeping with posted timelines.**

Disciplinary Procedures and Appeals

Students accused of misconduct will be subject to disciplinary procedures in the areas defined below. The disciplinary procedures and appeal process for each is defined to ensure fair and equal treatment for all students.

Initial Procedures:

1. The Faculty/ Staff will identify the breach and place the student on notice and may include class/clinical dismissal.
2. The breach will be identified as either:
 - DHS Code of Conduct Violation (Incivility and Affective Domain Violation)
 - Professional Code Violation (e.g. patient abandonment; violation of patient- professional boundaries; patient safety violations)
 - Non-Academic Misconduct (e.g. being under the influence, possession of a firearm, obscene...unlawful conduct etc....)
 - Academic Misconduct (e.g. cheating, plagiarism etc...)
3. The type of violation will determine the procedure to be followed based on the DHS and CTC Student Code of Conduct found in the CTC Student Handbook, and the DHS Histotechnology Student Handbook.
4. The faculty member will notify Program and DHS Administrators of the student issue initially and in the continued process.

Depending on the violation, the student may or may not be eligible to attend class, lab, or clinical throughout the appeal process

DHS CODE OF CONDUCT VIOLATIONS

Procedures and Timeline

Please review the DHS Code of Conduct and Civility guidelines, Affective Domain guidelines, Disciplinary Procedures, and the Civility Policy outlined in this handbook under Compliance Policies. Prohibited behaviors that fall under the heading of Non-Academic Misconduct are listed in the CTC Student Handbook and will follow that process.

Conduct/ Affective Domain Procedure*	Time Line
See Civility Policy Disciplinary Procedures (Pink Slip) <ul style="list-style-type: none"> • Counseling Statement will be generated by faculty and reviewed by the Program Director and DHS Administration. • The faculty will instruct the student that they have the option to provide a written statement of the event within 24 business hours. • A follow up meeting request with the student will be scheduled • Program Dismissal will occur after five pink slips with the same guidelines above 	<ul style="list-style-type: none"> • Pink Slips given immediately (or on break) with violation. • Student Written Statement of Event received within 24 business hours • Written Counseling Statement generated within 24-48 hours with meeting request • Follow up meeting with student within 3 business days.
Egregious Behavior and Affective Domain <ul style="list-style-type: none"> • Counseling Statement of Program Dismissal will be implemented by faculty and reviewed by the Programs Director and DHS Administration. 	<ul style="list-style-type: none"> • Immediate dismissal • Written Counseling Statement generated within 24-48 hours • Follow up meeting with student within 2 business days for Program Dismissal.
Appeal Process	
DHS Code of Conduct and Affective Domain decisions are final .	

*Should the DHS Department Chair be unavailable off campus; the Assistant Chair will make departmental decisions on her behalf in keeping with posted timelines.

PROFESSIONAL CODE VIOLATIONS

Professional Code violations are based on a failure to meet the requirements of generally accepted standards of healthcare practice including professional behavior and safe practice. If the violation was due to unsafe patient care that could have led to harm of the patient, the student will not be permitted to return to clinical until there is resolution of the occurrence. Should the student not be allowed to attend clinical, absences will not accrue during this process.

Unprofessional Conduct Procedure*	Time Line
1. Following the violation of the rule, the student will be advised by the faculty of the violation and the possible consequences of the behavior. <ul style="list-style-type: none"> • Faculty will notify the Program Director of the student concern who will in turn, notify DHS Administration and the DHS Clinical Coordinator if the incident occurred in clinical practice. • The faculty will instruct the student to provide a written statement of the event within 24 business hours. 	<ul style="list-style-type: none"> • Student dismissed for the day immediately • Student Written Statement of Event received within 24 business hours
2. Faculty will confer with members of the teaching team, and decisions will be rendered for continued clinical attendance, remediation, course dismissal and/ or program dismissal. The student should be available to the team to assess the student's version of events.	<ul style="list-style-type: none"> • 2 business days
3. Counseling Statement of violation and Team Decision will be generated by faculty and reviewed by the Program Director and DHS Administration	<ul style="list-style-type: none"> • Written Counseling Statement generated on day of meeting with request to meet student within 2 business days
Appeal Process	
1. The student may appeal by submitting a Student Statement of Grievance to the HT Program Director (HPD).	<ul style="list-style-type: none"> • 2 business days
2. The HPD will designate a committee of three (3) faculty members (two from an alternate DHS programs and one from a different level of the principal program). The committee will convene and review the recommendation and all relevant data from faculty and student.	<ul style="list-style-type: none"> • 3 business days.
3. If the committee concurs with the decision for dismissal, the student and Department Chair are notified of the decision within 1 business day. A Memorandum of Record (MOR) will be generated by a committee member of the committee decision.	<ul style="list-style-type: none"> • 1 business day
4. If the committee identifies cause for reconsideration, a MOR will be generated by a committee member with the decision. The NPD and the Assistant Chair will meet within 1 business day to review all relevant data. A MOR will be generated with the NOD/Assistant Chair decision and proceed as follows: <ul style="list-style-type: none"> • If the HPD and the Assistant Chair support dismissal, the student is notified within 1 business day. • If the HPD and Assistant Chair or do not support the decision for dismissal, the student and teaching team are notified. 	<ul style="list-style-type: none"> • 1 business day
5. Following the decision for dismissal from the HPD/Assistant Chair, the student may continue the appeal to the Department Chair by providing a Student Statement of Grievance within 3 business days, with a follow up meeting scheduled within 3 business days of HPD/Assistant Chair Decision.	<ul style="list-style-type: none"> • 3 business days
6. The Department Chair or designated alternate will submit a written decision (MOR) to the student and teaching team within 3 business days of meeting. At the Chair's sole discretion, he/she may meet with the student or make a decision based on the records. <ul style="list-style-type: none"> • Should the Department Chair concur with the dismissal, the student may request an appointment with the Dean of Central 	<ul style="list-style-type: none"> • 3 business days

and Service Area Campus by written request within 3 business days.	
7. The Dean will decide whether to reconsider the charges and/or action taken and will notify the student in writing. At the Dean's sole discretion, he/she may meet with the student or make a decision based on the records. The Dean has full authority to uphold, set aside, increase, or reduce the action of the Department Chair. The decision of the Dean is final.	<ul style="list-style-type: none"> • Time Limit specified in CTC Student Handbook

ACADEMIC MISCONDUCT VIOLATIONS

Academic Misconduct includes, but is not limited to, cheating on academic work, plagiarism and collusion. Students found to have engaged in academic dishonesty may be subject to discipline, up to and including expulsion. See **DHS Testing Security Policy** for guidelines and grounds for violations.

- A. Cheating on academic work includes, but is not necessarily limited to:
1. Copying another student's test paper, research paper or term paper.
 2. Using materials during a test that are not authorized by the test administrator.
 3. Collaborating with another student during a test without permission.
 4. Obtaining, using, buying, selling, stealing, transporting, soliciting, sharing, or making available the contents of a test or coursework prohibited by faculty.
 5. Taking a test or preparing academic work for another student; or having a test taken by a second party or having a second party prepare an academic work.
 6. Altering or falsifying test results after they have been evaluated by faculty and returned to the student.
 7. Falsifying transcripts.
 8. Violation of DHS testing policy
- B. Plagiarism is defined as presentation for credit as one's own idea or product derived from an existing source.
- C. Collusion is defined as the unauthorized collaboration with another person in preparing written work for credit.

Students guilty of academic misconduct will be subject to disciplinary action up to and including removal from testing area, being administratively dropped from the course with a grade of "F," and program dismissal. Course failure due to Academic Misconduct will require the student to withdrawal from all co-requisite DHS courses.

Academic Misconduct Procedure*	Time Line
1. Following the violation of the rule, the student will be advised by the faculty of the violation and the possible consequences of the behavior. <ul style="list-style-type: none"> • Faculty will notify the Program Director of the student concern who will in turn, notify DHS Administration and the DHS Clinical Coordinator if the incident occurred in clinical practice. • The faculty will instruct the student to provide a written statement of the event within 24 business hours. 	<ul style="list-style-type: none"> • Student dismissed for the class/ day immediately • Student Written Statement of Event received within 24 business hours
2. Faculty will confer with members of the teaching team, and decisions will be rendered for course dismissal and/ or program dismissal. The student should be available to the team to assess the student's version of events.	<ul style="list-style-type: none"> • 2 business days

3. Counseling Statement of violation and Team Decision will be generated by faculty and reviewed by the Histotechnology Programs Director and DHS Administration	<ul style="list-style-type: none"> • Written Counseling Statement generated on day of meeting with request to meet student within 2 business days
Appeal Process	
1. The student may appeal by submitting a Student Statement of Grievance to the Histotechnology Programs Director (HPD). The written complaint must specifically identify the grievance at issue and state all relevant facts to support the student's position.	<ul style="list-style-type: none"> • 2 business days
2. The HPD will consult with DHS Administration and determine a final decision.	<ul style="list-style-type: none"> • 1 business day
3. If the HPD concurs with the team decision, the student and Department Chair are notified via a MOR , of the decision within 1 business day. The Program Director Decision is Final.	<ul style="list-style-type: none"> • 1 business day

***Should the DHS Department Chair be unavailable off campus; the Assistant Chair will make departmental decisions on her behalf in keeping with posted timelines.**

NON-ACADEMIC MISCONDUCT

(Source Note: CTC Student Handbook)

Each student is expected to act in a manner consistent with the College's functions and goals as an institution of higher education. The following examples of misconduct constitute an interference with the lawful and orderly use of college premises, facilities, and/or activities for which students may be subject to disciplinary action, up to and including expulsion.

Such prohibited behavior includes, but is not limited to:

- a. Violating any federal, state, or local law.
- b. Interfering with or attempting to interfere with the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- c. Possessing, using, being under the influence of, or selling any illegal substance to include the illegal use of legal substances, or paraphernalia generally associated with the use of illegal substances on any Central Texas College District property or college sponsored events.
- d. Possessing, using, selling, being under the influence of, or providing to minors, alcoholic beverages or having alcoholic beverage containers on campus, in any College owned facility or at any College sponsored event except when specifically designated by the Board of Trustees of Central Texas College.
- e. Possessing or using on college premises firearms, weapons or explosives unless authorized by the College.
- f. Advocating the overthrow by force or violence of any legally constituted governmental body or system, or any local, state or federal law or any policy, rule or regulation set forth by the administration of the College, or the Board of Trustees of Central Texas College.
- g. Interference with Central Texas College's ability to conduct normal business, to include teaching, research, administration or other functions.
- h. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
- i. Dress, hygiene, and grooming in an inappropriate manner while on campus or when participating or attending activities sponsored by the College. The Director of Student Life is delegated the authority to determine whether any student is violating the policy on attire and personal grooming.
- j. Illegal hazing and/or harassment in all forms are prohibited. Please see section on "Assault" in Student Life Section of this handbook.
- k. Failing to uphold financial obligations to the College.
- l. Issuing a check to the College without sufficient funds.
- m. Acting in a manner that endangers the health or safety of self or other persons, including members of

the College community or campus visitors.

- n. Committing a malfeasance in an elected or appointed Central Texas College office or position.
- o. Any illegal form of abusing or harassing conduct, including sexual harassment, sexual misconduct, or sexual assault; or the threat of such abuse or harassment of College employees, students or any person on College premises or at College activities in a manner consistent with harassment and abuse as defined by federal laws and statutes of the State of Texas.
- p. Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so.
- q. Refusing to depart from any property or facilities of Central Texas College upon direction by College official.
- r. Failing to respond to a Central Texas College administrative summons within the designated time.
- s. Providing false information or evidence at a College investigation or disciplinary hearing.
- t. The use of a cell phone or electronic mobile device (i.e. MP3, iPads, iPods, etc.) during class is limited to course related educational purposes only. Cell phones should be set on silent prior to class beginning. Exceptions require prior approval by the individual faculty member or Central Texas College's Disability Support Services Office. Without prior approval, cell phones and all other electronic devices are strictly prohibited in testing locations.
- u. The misuse of a Central Texas College computer to include mainframe computers, minicomputers, microcomputers, electronic mobile devices (iPads, etc.), networks, software, data, facilities and related supplies is prohibited. Internet use is for educational purposes only. The sending or displaying/downloading of offensive material, to include but not limited to sexually oriented sites or materials, is prohibited. This also applies to the unauthorized downloading of music, videos, etc. (See Computer Lab/ iPad Policy)
- v. Excessive loud noises or vibrations including but not limited to, interactions, voices, and music, which disrupt the normal campus business operations indoors or out, to include student housing, is a violation of campus regulations.

Non-Academic Disciplinary Procedure (Other Than Professional Code Violations): General Policy:

- a. Any individual violating the Student Code of Conduct may be subject to disciplinary action. Disciplinary procedures will be coordinated by the Director of Student Life. If flagrant violations of policy cause sufficient disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, the Dean of Central and Service Area Campus is authorized to take or mediate necessary action. (See Emergency Procedures).
- b. Students whose behavior constitutes a violation of both the Student Code of Conduct and federal, state or local laws may be accountable to both the College and civil authorities.

Disciplinary action at the College will not be subject to challenge on the grounds that criminal or other charges involving the same incident have been dismissed, reduced, or are pending.

- c. Instructional departments which offer a professional certification//licensure may separately initiate a disciplinary action based on violation on a professional code of conduct. The respective department chair may perform those functions normally reserved for the Director of Student Life. (See Discipline Involving Professional Code of Conduct Violations).

Procedure for Investigation of Misconduct:

- a. Upon notification of an alleged violation of the Student Code of Conduct, the student may be summoned by the Director of Student Life. If a student fails to report, the student may be disciplined up to and including expulsion from the College.
- b. After meeting with the student involved and reviewing the allegations, specifying the charges, investigating and obtaining the necessary information, and explaining the disciplinary procedures, the

Director of Student Life may exercise one of the following options:

- Issue a formal warning or impose disciplinary action as set forth below. If disciplinary action is imposed by the Director of Student Life, the student will be given a written statement of the charges and the student will be informed of his/her right to appeal.
 - Convene a Disciplinary Committee to hear the charges. The Director of Student Life will give the student a written statement of the charges.
 - Dismiss the charges brought against the student.
- c. After the meeting with the Director of Student Life, the student may exercise one of the following options:
- Accept the decision of the Director of Student Life.
 - Request a hearing before a Disciplinary Committee for the purpose of allowing the Committee to hear and determine the validity of the charges, and determine disciplinary action, if any.
 - If a student has admitted guilt but disagrees with the disciplinary sanction imposed, the student may request a hearing with the Disciplinary Committee to appeal the sanction recommended by the Director of Student Life.

Disciplinary Actions:

- a. The disciplinary actions imposed by the Director of Student Life or a Disciplinary Committee may include, but are not limited to the following:
- Admonition and Warning - A written statement to a student that he or she is violating, or has violated, the Student Code of Conduct and may be subject to further disciplinary action should misconduct continue.
 - Loss of Privileges- The withdrawal of specified privileges for a definite period of time.
 - Referrals- Required attendance in a group or individual program that is deemed necessary.
 - Central Texas College Community Service– A student may be required to complete a specified number of hours of community service.
 - Restitution- Required reimbursement for damage to or misappropriation of property. Reimbursement may take the form of monetary repayment, service to repair, or replacement.
 - Withholding of Transcript, or Degree.
 - Disciplinary Probation- An official warning that the student’s conduct is in violation of the Student Code of Conduct, but is not sufficiently serious to warrant suspension or expulsion. The duration of the probation will be for a specific period of time.
 - Suspension - Exclusion from attending the College for a definite period of time, not to exceed twelve (12) months.
 - Expulsion - Termination of student status for an indefinite period of time. The conditions of readmission, if any, will be stated in the dismissal order with the exceptions of Admonition and Warning, and expulsion, disciplinary action may include a combination of the above.
 - Nothing in this code shall preclude the college from pursuing any and all remedies available by law.
- b. The issuance of loss of privileges, referrals, Central Texas College Community Service, restriction and withholding transcript or degree and probation may be used in combination with each other or in combination with suspension or expulsion and shall constitute one disciplinary action (i.e., student is suspended with the requirement of a referral and community service).
- c. Prior misconduct (academic and non-academic) may be considered at the time of adjudication.

Appeals, Non-Academic Misconduct (Other than Professional Violations): Disciplinary Committee:

- a. The purpose of the Disciplinary Committee is to provide students an opportunity for a hearing when they feel there has been an unfair imposition of disciplinary action in the case of a non-academic misconduct. A Disciplinary Committee will not be convened for an action involving admonition and

warning.

- b. The Disciplinary Committee shall be composed of two (2) faculty members, one (1) staff member, and two (2) students. The Committee is appointed by the Dean of Central and Service Area Campus, based on recommendations from the Director of Student Life. The Disciplinary Committee may not convene unless all five (5) members are present for a hearing.
- c. The student must submit a written summary of their appeal to the Director of Student Life.

The Director will forward the written summary to the members of the Disciplinary Committee for their review. In case of disciplinary actions involving probation during a pre-hearing, the Committee may decide by simple majority vote if the appeal merits convening the Committee for an in-person hearing. The Disciplinary Committee will hear in-person all cases involving suspension or expulsion. The Director of Student Life will then contact the student with the Committee's decision, informing the student of the date and time of the hearing, if applicable.

- d. The Disciplinary Committee is empowered to uphold the disciplinary action or modify the discipline ranging from no action to permanent expulsion from the College. If the committee chooses to lower the disciplinary action imposed by the Director of Student Life, the committee may do so during the pre-hearing. The student may appeal the committee's decision to the Dean of Central and Service Area Campus.

Disciplinary Hearing Procedures:

- a. The Director of Student Life will notify the student of the date and time of the disciplinary hearing and furnish a complete statement of the charges to be considered. Whenever possible, at least three (3) business days will be allotted for preparation between the time of notification of the student and the hearing date. Unless the Director of Student Life determines unusual circumstances exist, the hearing should be held within 10 business days of the submission of the appeal.
- b. The hearing will be facilitated by the Director of Student Life, and conducted on the campus in "closed session." The student shall present his/her case without representation from others. The session will be closed to the public, attorneys, press and others. Only those persons, whose presence is required, as determined by the Disciplinary Committee, will be permitted to attend.
- c. The hearing proceedings will be recorded. The student may obtain a copy of the hearing by providing written request to the Director of Student Life prior to the hearing.
- d. Any person, including the student charged, who disrupts a hearing shall be excluded from the proceedings and may be subject to discipline in accordance with the Student Code of Conduct.
- e. The failure of the student to appear at the scheduled hearing and/or be present at all times while the hearing is in session shall be deemed a waiver of the right to a hearing and the Committee shall proceed and make its decision based on all of the information provided up to that point.
- f. Any witness who is asked to testify at the hearing is expected to do so. It is expected that all statements made to the Disciplinary Committee will be true. Students giving false statements may be subject to discipline in accordance with these rules. A student may have up to 2 character witnesses testify at the hearing. The Committee, Director of Student Life and the student charged, may ask the witnesses questions.
- g. If one or more witnesses are to appear on behalf of the student, a list of names and a brief statement of what information the witness is expected to provide, must be provided by the student to the Director of Student Life at least 24 hours before the hearing. The student is responsible for insuring his/her witnesses attend the hearing. If a witness does not report in time for the hearing the hearing will continue as scheduled and the witness may be excluded at the Committee's discretion.
- h. With the exception of the student's absence pursuant to paragraphs 4 or 5 above, all evidence against the student will be presented in his/her presence. Both, Central Texas College and the student will be permitted to rebut the statements of any witness after all evidence has been presented, or as directed

by the Committee.

- i. The Disciplinary Committee may impose limits on the number of witnesses and the amount of cumulative evidence that may be introduced.
- j. The Director of Student Life will present charges and information supporting the charges at the disciplinary hearing. The Director of Student Life shall present any witnesses and evidence in support of the charge.
- k. At the hearing, the student may review the information presented to the Disciplinary Committee by the Director of Student Life.
- l. When the Disciplinary Committee is satisfied that all non-cumulative, relevant, available evidence has been presented, the hearing will be adjourned. The Disciplinary Committee will meet immediately to consider the evidence and to reach a decision. The Director of Student Life and student shall remain available during the deliberation to clarify any issues the Disciplinary Committee may have, but shall not participate in the deliberation. Deliberations of the Disciplinary Committee will be confidential and will not be recorded.
- m. Except as specified in E., the decision reached by the Disciplinary Committee will be based on the information received at the pre-hearing and hearing. The information shall consist of the record of the Disciplinary Committee's proceedings, and all written reports, documents, and other material submitted to the Disciplinary Committee.
- n. The Disciplinary Committee will reach its decision by a majority vote.
- o. The Disciplinary Committee will present its decision in writing to the Director of Student Life. Each member will sign the decision and the Director of Student Life will prepare a typed copy of that decision for the record.
- p. The Director of Student Life may verbally inform the student of the Disciplinary Committee's decision, but will deliver to the student a copy of the written decision.
- q. Within five (5) business days following the Disciplinary Committee hearing, the Director of Student Life shall by hand-delivery or US mail, give written notification of the Committee's decision to the student. If disciplinary action is imposed, the student will be informed.

Appeal of Hearing Committee's Decision:

- a. The student may appeal the decision of the Disciplinary Committee by submitting a written request to the Director of Student Life within the time limit specified in Notice and Time Limits in this Student Code of Conduct. The request will then be submitted to the Dean of Central and Service Area Campus.
- b. The Dean or his or her designee will decide whether to reconsider the charges and/or action taken and will notify the student in writing. At the Dean's sole discretion, he/she may meet with the student, assign a designee, or make a decision based on the records. The Dean has full authority to uphold, set aside, increase, or reduce the action of the Disciplinary Committee. **The decision of the Dean or his/her designee is final.**

NAACLS Student Appeals Policy

Students are an important community of interest to accrediting and approval bodies, and one of the goals of accreditation and approval is the protection of students, in addition to the assurance of program quality. NAACLS is committed to the principles of honesty in reporting, professional integrity and ethical conduct among officials of its programs, staff and volunteers. When an alleged violation of these principles is brought to our attention, NAACLS acts in accordance with established policy.

Students who have concerns about their program and who contact NAACLS are referred to the NAACLS Complaints Procedure. This procedure is the means whereby students, faculty,

and the general public may address complaints regarding an accredited or approved program.

The procedure is initiated by the student attempting to resolve the complaint at the institutional level by means of all available appeals procedures within the institution. In other words, before NAACLS may act on a student's complaint, the student must first bring the issue to the faculty or program director. If this fails to produce satisfaction, the student must continue up the administrative hierarchy at the institution. Only when the institution's internal "due process" has been completed may NAACLS begin to act on a student's complaint.

For NAACLS action, the complaint must be directly related to the Standards and be in writing. When a complaint is received, NAACLS carefully reviews the complaint for issues related to Standards. If it appears that a violation of Standards may have taken place, NAACLS initiates correspondence with the institution and requests related documentation in writing. The documentation is reviewed, additional communication may be required and, if a violation has transpired, a resolution is worked out between NAACLS and the institution.

For further information, or if you are unsure whether or not a complaint is related to the Standards, please contact the NAACLS Executive Office.

CENTRAL TEXAS COLLEGE

Histotechnology

New Student Agreement to Policy Compliance

- A. A CTC Student Handbook is accessible at on the CTC website at:
<http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf>
- B. All CTC Histotechnology Students are issued a Department of Health Sciences Student Handbook in the first semester of the HT program and will be provided with addendums to the handbook when applicable.

By signing this document, I acknowledge my responsibilities pertaining to the rules and conduct expected of me while I am a student in the Department of Health Sciences at Central Texas College. I further acknowledge that I have received the Department of Health Sciences HT Student Handbook and agree to abide by all polices within. I have been made aware of the potential consequences of not complying with the rules and requirements as detailed in this handbook.

Student Printed Name

Student Signature

Date

- C. Violation of the following policies may result in disciplinary action. By signing below, I acknowledge understanding of said policies and agree to abide by each.

Student Signature on each line below:

Simulation Laboratory Confidentiality
Agreement and Release Form

Computer Laboratory/Internet Acceptable Use Policies
Information & Acknowledgement Form- Health
Insurance Portability and Accountability Act
(HIPAA).

Social Media Policy

Clinical Rotation Policies

Release and Acknowledgement of Assumption of Risk

Test Security Policy

Civility Policy

Dress Code Policy

- D. Medical Release

During progression through the program, proof of physical examination, diagnostic tests, and medical releases are required to return to class/clinical following serious illness, injury, surgery, pregnancy, and or a break in semester enrollment.

Student Printed Name

Student Signature

Date

CENTRAL TEXAS COLLEGE

Histotechnology

New Student Agreement to Policy Compliance (Student Copy)

- A. A CTC Student Handbook is accessible on the CTC website at:
<http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf>
- B. All CTC Histotechnology Students are issued a Department of Health Sciences Student Handbook in the first semester of the histotechnology program and will be provided with addendums to the handbook when applicable. DHS Histotechnology Program Student Handbook is accessible on the department website.

By signing this document, I acknowledge my responsibilities pertaining to the rules and conduct expected of me while I am a student in the Department of Health Sciences at Central Texas College. I further acknowledge that I have received the Department of Health Sciences HT Student Handbook and agree to abide by all policies within. I have been made aware of the potential consequences of not complying with the rules and requirements as detailed in this handbook.

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Dress Code Policy

D. Medical Release

During progression through the program, proof of physical examination, diagnostic tests, and medical releases are required to return to class/clinical following serious illness, injury, surgery, pregnancy, and or a break in semester enrollment.

Student Printed Name	Student Signature	Date
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Clinical I and II Information

Prospective students should read this section prior to admission to the HT program. The Personal Criminal History Record and Urine Drug Screen are to be completed in the spring semester prior to Clinical I. Students will complete their Background Criminal History and Drug Screen through Pre-check. Students should NOT complete this paperwork for admission to the program.

SUMMARY FORM FOR ADMISSION TO CTC HT CLINICAL I

Fill out points per grade for each course as follows. Courses listed in **bold** are pre-requisites.

- A=4pts. B=3 pts.
- C=2 pts. In category column,

enter points as follows:

- If course was attempted only once and passed, multiply by two.
- If course was attempted twice, add points for both attempts together.

CATEGORY	COURSE	Course Description
_____ GPA pts Algebra	_____ MATH 1314	College Algebra
_____ GPA pts Chemistry	_____ CHEM 1411	General Chemistry I
_____ GPA pts Biology	_____ BIOL 2401	Anatomy & Physiology I
	_____ BIOL 2402	Anatomy & Physiology II
_____ GPA pts HT	_____ HLAB 1301	Intro
	_____ HLAB 1305	Functional Histology I
	_____ HLAB 1302	Histotechnology I
	_____ HLAB 1446	Functional Histology II
	_____ HLAB 1443	Histotechnology II
	_____ HLAB 2434	Histotechnology III
_____ GRAND TOTAL FOR GPA		

_____ One point for each year in the program

_____ Cumulative GPA points (see grid below)

Cumulative GPA Point Values

Cum GPA	Points	Cum GPA	Points
4.0	21	2.9	10
3.9	20	2.8	9
3.8	19	2.7	8
3.7	18	2.6	7
3.6	17	2.5	6
3.5	16	2.4	5
3.4	15	2.3	4
3.3	14	2.2	3
3.2	13	2.1	2
3.1	12	2.0	1
3.0	11	Below 2.0	0

_____ Interview average points	_____ Interview 1 points (32 points possible)
	_____ Interview 2 points (32 points possible)

_____ **POINTS GRAND TOTAL**

REQUIREMENTS FOR CLINICAL I AND II

1. It is the student's responsibility to consult the clinical schedule provided by the program director, call the clinical site one week prior to arrival date and report to the designated area at the assigned time.
2. Required hours for the Clinical courses:
Clinical I:
16 hours per week.
Thursday and Friday – 16 hours at assigned clinical site.
It is mandatory for students to attend consecutive days for reinforcement learning to take place.
Clinical II:
16 hours per week.
Thursday and Friday – 16 hours at assigned clinical site.
It is mandatory for students to attend consecutive days for reinforcement learning to take place.
3. If you are late or absent for any reason, phone the clinical instructor and the program director before the designated arrival time. Complete the **Absence Report** form and return to the program director within three days.
4. **Excessive absences** will result in the student's progress being reviewed:
 - 3 absences per course will result in the loss of one letter grade from the rotation grade and a mandatory meeting with the program director.
 - 4 absences will result in the dismissal from the course.
 - Failure to notify the clinical instructor and the program director, 1 point deducted/ occurrence from the professionalism grade (on a 4.0 scale)
5. **Tardiness** and absenteeism place an undue hardship on others and therefore must be kept to a minimum. Tardiness greater than 15 mins will be considered absent. Two tardies less than 15 minutes each will be marked as an absence. Absences must be made up in the semester in which they occurred.
6. If for any reason you leave the area to which you are assigned, it is your responsibility to inform the clinical instructor to whom you are assigned.
7. Student ID and any badge given by the clinical facilities must be visible at all times during clinical rotations.

8. Telephones at the clinical site are for business use only. Students should adhere to the following telephone policy:
 - If an emergency situation develops (sick child, illness of other immediate family member, faulty transportation), ask the immediate supervisor for permission to use the phone and explain the situation.
 - No long distance calls. Purchase a calling card for use in the event of an emergency. You will be charged for long distance calls.
 - Limit emergency calls to no more than 3-5 minutes.
 - Cellular phone use is limited to emergency situations during regular working hours, inform your clinical instructor, exit the laboratory, and use the phone outside the hospital.
 - Non- emergency use of cellular phones should be limited to lunch time, exit the laboratory and use the phone outside of the hospital.
 - Cellular phones may not receive service in rural areas; purchasing a calling card for use in the event of an emergency.
9. Students should read and discuss the completed Clinical Professional and Technical Evaluations with the clinical instructor upon completion of the rotation. According to the State of Texas Open Records Act, a student is entitled to review a completed evaluation form used to determine their grade prior to signing the evaluation.

DEPARTMENT OF NURSING & ALLIED HEALTH CLINICAL ROTATION POLICIES

- I agree to abide by the Clinical Rotation Compliance policies listed in this handbook.
- I understand that any disciplinary action taken against me may be based on departmental and institutional rules.
- I understand that as long as I have my uniform on I will be held to professional behavioral standards. I understand that when I am attired in my CTC uniform (even after class/clinical/lab hours), I will be held accountable for upholding professional behavior and conduct.
- I understand that the designated uniform which includes name tags and badges will be worn only for assigned CTC activities as allowed by the faculty of Central Texas College.
- I understand and will abide by the CTC and DHS No-Smoking policy while in school uniform policy when on campus or at clinical.
- I agree that I must inform clinical course faculty if I am assigned to a clinical facility in which I am employed.
- I understand that clinical placements are at faculty discretion.
- I understand that I am not to work the night shift immediately prior to the beginning of the clinical day shift.
- I understand that I am required to attend mandatory facility in-processing and/or training and/or orientation at times other than regularly scheduled clinical/class/lab hours. I will not be able to attend clinical without required mandatory training. I will not be able to start any clinical course without current health requirements and certifications. I will be required to maintain current health requirements and certifications throughout the clinical course. I understand that failure to comply with the mandatory requirements for admission to the affiliated facility or failure to attend the designated orientation as scheduled and on time will result in administrative withdrawal from the course.
- I understand that I must attend clinical rotations as scheduled, and that tardiness and absences are a violation of clinical rotation policies.
- I understand that if I have a documented reason to be absent or late to a clinical facility, I must inform the clinical site, course instructor, and program director.
- I understand that written documentation of medical release to return to class/clinical/lab must be in my record after serious illness, injury, surgery, pregnancy, etc.
- I understand that I am not to misrepresent CTC or the DHS.
- I understand that I may not participate in any activity in which it could be construed that I am representing the DHS, whether on or off campus, for which I have not been given permission.
- I understand that if I am suspected of being under the influence of a substance such as a drug or alcohol I will be immediately removed from patient care and will be required to obtain a for cause drug screen within **two hours** of the dismissal from clinical and/ or as soon as possible.
- I understand that if I am removed from the clinical/simulation/lab setting for any reason, I will provide the clinical/simulation/lab faculty with documentation of the completed directive before assuming clinical/simulation/lab responsibilities.
- I understand that failure to abide by these rules may result in disciplinary action, including expulsion.

CENTRAL TEXAS COLLEGE
Policy and Standard for Drug Screening and Background Checks

Prescreening requirements have been introduced into Central Texas College clinical programs. These prescreening requirements are the same as those required of employees of health care institutions. The rationale for extending these requirements to the students in clinical programs is the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management. Moreover, the public is demanding greater diligence in light of the national reports of deaths resulting medical errors.

Timing of and Procedures for Prescreening Requirements

All drug screen tests and background checks must be conducted and verification of satisfactory results received prior to enrollment in the clinical course (s) of the program to which the student has been accepted. The program will honor drug screen and background checks for the duration of the student's enrollment in college. A break in enrollment is defined as nonattendance of one full semester or more.

1. Following admission to the clinical course(s) of the program, before registration, the student must document eligibility by doing the following:
 - a. Submit the actual results of a Criminal Background check and 11 panel drug screen at the student's own expense, to the Central Texas College Histology Laboratory Technician Program Director. Testing arrangements are done through the Histotechnology department
 - b. The Criminal Background Check and Drug Screen must be completed within a 3 month period prior to the first day of the clinical course. The results must be submitted 45 days prior to the first day of the clinical course.
 - c. Sign a releases of information for the Criminal Background and Drug Screen Results, if negative, to be released to the facilities to which the student is assigned during enrollment in the program.
 - d. Sign a statement agreeing to:
 - Inform the Program Director and/ or the facility if criminal activity or substance abuse occurs after the initial Criminal Background Check and Drug Screen is done.
 - A "For Cause" Drug Screen.

2. Persons with criminal histories (felony, Medicare or Medicaid fraud) are ineligible for admission to the clinical courses.
3. An individual with a positive drug screen will not be eligible for admission to a program for a minimum of 12 months. Prior to returning to the program, a student must provide proof of a negative drug screen as verified by the college.
4. The college/clinical affiliate reserves the right to remove a student from the classroom/or clinical facility for suspicion of substance abuse (including alcohol).
5. The instructor will immediately notify the program director to facilitate immediate removal and drug testing of the student. The student will be asked to consent to a “for cause” drug test at a site identified by the college. Given the issue of safety and impairment, all reasonable attempts shall be made to contact the student’s family, friends, or police to provide transportation. Testing must be completed on the same business day. In all instances of “for cause” testing, written documentation of the student’s behavior(s) by a faculty member will be provided, and a referral made to the appropriate departmental committee. Failure to comply will result in the student’s immediate expulsion from the program.

Allocation of Cost

Each student must bear the cost of these requirements.

Verification of Compliance and Recordkeeping

The student’s name, social security number and verification of the findings of the Drug Screen and Criminal Background check will be kept in a confidential file during the tenure of the student in the program. This information will be filed in a secured area to ensure confidentiality. After one year of graduation or withdrawal from the program, documentation will be destroyed. In the event that the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check.

APPENDIX

DHS STUDENT MEDICAL RELEASE RETURN TO CLASS/CLINICAL/LAB

NAME OF STUDENT: _____ DATE: _____
Program of Study (Circle): ADN EMT HT Massage Therapy MLT Paramedic Phlebotomy VN

The above named student is enrolled in the CTC Nursing Program and is expected to perform the following duties and activities. Please mark Yes or No designating the student's ability to carry out each activity and clearly define all limitations:

- | | | | |
|-----|----|-----|---|
| YES | NO | 1. | Travel in a motor vehicle. |
| YES | NO | 2. | Sit, stand, and walk for up to 12 hours per day, including walking long distances without assistive devices or apparatus. |
| YES | NO | 3. | Lift, move, and transfer patients during the clinical area and clinical lab experiences up to 12 hours per day. |
| YES | NO | 4. | Twisting, bending, stooping, kneeling, and reaching during aspects of client care (bathing, making beds, setting up and monitoring medical equipment up to 12 hours per day. |
| YES | NO | 5. | Manual dexterity and coordination to write clearly and precisely or type; to perform various technical procedures; and grasp and control medical equipment as necessary such as objects/equipment of various sizes, weights and shapes up to 12 hours per day. |
| YES | NO | 6. | Lift up to 35 pounds * or assist with lifting various weights up to 12 hours per day. |
| YES | NO | 7. | Perform physical skills such as chest compressions, moving and lifting equipment, pushing a wheelchair/gurney/stretchers holding various weights, assisting patients with activities of daily living and medical treatments up to 12 hours per day. |
| YES | NO | 8. | Ability to care for all categories of patients including unimmunized, immunosuppressed, infectious, and oncology patients. |
| YES | NO | 9. | Visual/hearing acuity- assessment of client's health status when inspecting, listening and observing for changes in color, physical appearance, and non-verbal behavior. Able to accurately read medication labels and prepare medications. Reads written communication and monitors medical equipment findings up to 12 hours per day. |
| YES | NO | 10. | Speech/Communication - Able to communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors up to 12 hours per day. |
| YES | NO | 11. | Is the student medically cleared to return to <u>classroom instruction</u> without limitations including effects of medications?
If "no", state date of return. **Is this future return date firm or anticipated? |
| YES | NO | 12. | Is the student medically cleared to return to <u>clinical/lab practice</u> without limitations including effects of medications?
If "no", state date of return. **Is this future return date firm or anticipated? |

Please state limitations for each "No" above, may continue on the back of this form:

Printed Name AND Business

Stamp: _____

Signature of Healthcare Provider

Date

Address

*Follows the *Safe Patient Handling Guidelines*

**** Student will be required to provide further medical release prior to returning if return date is anticipated.**



**CENTRAL
TEXAS
COLLEGE®**

**DEPARTMENT OF HEALTH SCIENCES
Student Statement of Grievance**

DATE:

TO: (Lead Instructor):

FROM: (Student Name/ Program):

SUBJECT: STUDENT GRIEVANCE (REASON)

Students, please address ALL of the following points in your statement. Be professional, objective, and specific to dates, times, and names of individuals, where relevant.

- Situation - In one or two sentences, explain your reason for grievance.
- Background - Include relevant background information and timeline that led up to your grievance. Only include information relevant to the situation.
- Assessment- What is your current analysis of the situation? What do you believe the problem is?
- Recommendation - Action requested or recommended to find resolution in this situation.

CENTRAL TEXAS COLLEGE
Department of Nursing & Allied Health
Curriculum Committee Student Suggestion Form

(S) Situation

This is the situation (problem):

(B) Background

Pertinent history (how did we get here):

(A) Assessment

This is what's going on:

(R) Recommendation

I suggest:

Respectfully submitted by _____

RE-ADMISSION TO THE HT (HISTOLOGY) PROGRAM

List the reason(s) why you withdrew from the program:

List the reason why you wish to be considered for readmission to the program:

Describe your commitment to completing the program:

Signature of Applicant

Date Submitted

Program Director's Comments:

Signature

Date

Web Resources

HT Programs

- DHS HT Program Information can be found at: <https://www.ctcd.edu/academics/instructional-departments/histology/>
- National Accreditation Agency for Clinical Laboratory Sciences: <https://naaccls.org>
- American Society for Clinical Pathology: <http://www.ascp.org>
- American Society for Clinical Laboratory Science: <https://www.ascls.org>

Helpful Campus Numbers

Academic Studio	(254) 526-1580	
Admissions and Records	(254) 526-1696	
Bookstore	(254) 526-1219	www.ctcbookstore.com
Campus Police*	(254) 526-1427	
Distance Learning	(254) 526-1296	online.mentors@ctcd.edu
Eagles on Call	(254) 526-1296	
Financial Aid	(254) 526-1559/1508	
Guidance and Counseling	(254) 526-1226	guid.cou@ctcd.edu
IT/Help Desk	(254) 501-3103	
Library	(254) 526-1621	referencerequest@ctcd.edu
Registration	(254) 526-1131	
Student Services	(254) 526-1298	student.services@ctcd.edu