INOVA Histology Program

HT/HTL Program Catalog
Class of 2024-25

Certified to operate by

State Council of Higher Education for Virginia

Accreditation:

Histotechnician (HT) Program is accredited by

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

Histotechnologist (HTL) Program is serious applicant status by

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

Inova™

2832 Juniper Street, Fairfax, VA 22031
P 703-645-6128 **F** 703-645-6735

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I. General Information

Inova Health System
Inova is Northern Virginia's leading nonprofit healthcare provider, recognized in 2019 by U.S. News & World Report which named Inova Fairfax Hospital the #1 hospital in the Washington, DC region. Four of Inova's five hospitals hold five-star rankings from the Centers for Medicare and Medicaid Services (CMS). Our mission is to provide world-class healthcare – every time, every touch – to each person in every community we have the privilege to serve. Inova's 18,000 team members serve more than 2 million individuals annually through an integrated network of hospitals, primary and specialty care practices, emergency and urgent care centers, outpatient services and destination institutes. Inova is home to Northern Virginia's only Level 1 Trauma Center and Level 4 Neonatal Intensive Care Unit. Its hospitals have a total of 1,800 licensed beds. More information and statistics about Inova can be found at inova.org.

Inova's Mission:
To provide world-class healthcare – every time, every touch to each person in every community we have the privilege to serve.

Inova's Values and Cultural Beliefs:

- **Patient Always** – We work with compassion to ensure every action we take puts the patient and their family first.
- **Value People** – We create an environment of growth and respect, where contributions are recognized and rewarded.
- **One Team** – We are stronger together as a unified healthcare system, enriched by our diversity and driven by a shared purpose.
- **Integrity** –We consistently uphold the highest moral and ethical standards and honor our commitments.
- **Excellence** – We act with courage, hold ourselves accountable, and achieve results at the highest level of performance in our field.

Our vision:
To be among the leading health systems in the nation

We seek to optimize the health and well-being of each individual we serve. We will achieve this by building the future of health with a focus on the following:
• We will reinvent hospital-based care to increase value for our patients
• We will look outside our hospitals to build an integrated network of providers and programs to support our community
• We will gain national and international recognition and funding - as well as an expanded patient base - through world-renowned specialty care and leading-edge corporate and consumer health programs

Our Commitment:
As a not-for-profit health system, our commitment is to meet the healthcare needs and improve the health of the communities we serve. We work in innovative ways to meet the healthcare challenges of today, while striving to meet the needs of the future.

Recognizing that research and innovation are vital elements to providing world-class patient care, Inova participates in a large number of cutting-edge clinical trials and research projects. Our diverse clinical activities make us a first-class location for scientific research. Our commitment to ensure high-quality care is strengthened by our range of rigorous professional education programs to improve medical practice skills and patient outcomes. Inova's work extends beyond the walls of our hospitals and outpatient centers. We bring disease-prevention programs, health and exercise classes, and improved access to care for vulnerable children and adults directly to the community through our many outreach programs and partnerships. At Inova, more than 20,000 employees demonstrate their commitment every day to providing the community with expert, world-class, compassionate patient care

Inova Laboratories

Inova Laboratories, located in Northern Virginia, is a full service laboratory. It is a clear and distinct entity of the Inova Health System. Inova Laboratories connectivity supports the continuum of care for patients in all care settings. Inova Laboratories is equipped with state of the art automation and equipment providing enterprise-wide a Core laboratory and Histopathology, Cytology, and Microbiology departments to all five hospitals associated with Inova Health System.

The Histopathology/Cytopathology Service of Inova Laboratories provides cytology processing and staining, tissue processing, embedding, microtomy, staining (routine, special, and IHC), slide assembly and distribution to all five Inova hospitals. Inova Pathology Department is staffed
with more than 30 board certified anatomic pathologists, with specialties in gynecologic pathology, neuropathology, pediatric pathology and genitourinary pathology, dermatopathology, gastrointestinal pathology, hematopathology, cytopathology, and uropathology. Anatomic Pathology services are provided with a 24 hour a day, 6 day a week operation, and next day turnaround time for routine histology.

Inova Laboratories is accredited by the College of American Pathologist and Clinical Laboratory Improvement Amendments.

II. The Inova Histology Program

Introduction

Inova Histology Program is an entity of Inova Laboratories Histopathology / Cytology department. The program was established in 2019 and is a highly competitive and rigorous, 10 month clinical training program, which offers the two disciplines of histology: Histotechnician (HT) and Histotechnologist (HTL). Each discipline enrolls up to 4 students. Both programs were created to meet the high demands for highly qualified laboratory professionals who are competent to enter the histology profession.

The Inova Histology Program is certified to operate by the State Council of Higher Education for Virginia (www.schev.edu), James Monroe Building, and 101 North Fourteenth Street, Richmond, Virginia 23219. The histotechncian (HT) program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, www.naacls.org. The histotechnologist(HTL) program is the process of becoming accredited, serious applicant status achieved.

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Inova Histotology Program has two full-time, 10 month training program that teaches the art and science of Histopathology via lecture and lab. The Histotechnican (HT) and Histotechnologist (HTL). Each program has three courses, HT/HTL 101: Basic Histology, HT/HTL 201: Histotechniques and HT/HTL 301: Staining Techniques; with each course being a prerequisite coinciding with each other. The program goal is to graduate students with a high degree of professionalism, personal confidence and prepare them to achieve a passing score on the American Society of Clinical Pathology (ASCP) Histotechnology Board of Registry Certification Examination.

The curriculum encompasses didactic and clinical experiences; the development of professional and leadership skills; and a commitment to life-long learning. The program promotes the values of respect for others, integrity, teamwork, and excellence in providing the high-quality care patients need and deserve.

The students are trained as Histotechician(HT)/ Histotechnologist(HTL)generalists in the program through a combination of classroom, student lab and clinical practicum experience. During their clinical/Practicum training, students rotate through the laboratory sections and participate in a corresponding lecture series. Laboratory rotations include Grossing, Special Stains, Immunohistochemistry, Cytology and Histology molecular techniques. Settings for laboratory rotations include the Inova Fairfax Medical Campus Pathology Department and Inova Central Laboratory. Here students receive systematic instruction and practical experience in technical methods and learn the relationship of laboratory test results to disease states.

The classroom is the setting for the lecture series. Through the lecture-conference method, emphasis is placed on understanding the theory behind the technical methods learned in the laboratory and their clinical applications.

Course materials are presented to students within the Course Management System called Canvas. Students are able to access and review lecture materials as many times as they wish or review at their own pace.

Additionally, the school offers supplemental resources using an online self-learning module through MediaLab. MediaLab provides online continuing education and compliance courses for Histotechnician (HT)/Histotechnologist (HTL) and students. Mandatory courses will be assigned by the clinical instructors in each section. Students are encouraged to complete as many courses as possible. The program purchases MediaLab exam simulator for our students for the duration of the program and in preparation for the Board of Certification examination.

The Program Catalog/Handbook contains detailed information regarding the program's policies, curriculum, students' rights, privileges and responsibilities. Students are encouraged to use this Catalog as a reference during the program.

The Histotechnician (HT)/Histotechnologist (HTL) Profession

Histology is a branch of medicine dealing with laboratory analyses used in the diagnosis, prognosis, and treatment of disease as well as in the maintenance of health. Histotechnician (HT)/Histotechnologist(HTL) play a vital role in the care provided to our patients. Both Histotechnician (HT)/Histotechnologist(HTL) are highly skilled medical professionals that develop, perform and troubleshoot the assays and methods for analysis of tissue and body fluids in diagnostic laboratories. Working with tissue samples and other body fluids, Histotechnician (HT)/Histotechnologist(HTL) perform a broad range of complex, and quantitative lab tests, from biological screening to molecular analysis. Histotechnician (HT)/Histotechnologist(HTL) must have a sound background in the physical and biological sciences in order to understand the scientific theory behind the procedures they perform.

Approximately 75% of medical decisions, diagnosis, treatment and evaluations, are based on the interpretations of laboratory test results. Laboratory testing is used for diagnosis, prognosis or risk determination, and monitoring ongoing treatment. Specialty areas of histology laboratory medicine include special stains, immunohistochemistry, cytology, and the emerging field of digital and molecular pathology diagnostics.

Histology is a fast-growing field, and there is a great demand for Histotechnician (HT)/Histotechnologist (HTL**)**. According to the U.S. Department of Labor, the field is growing much faster than the national average. Approximately two-thirds of all Histotechnician (HT)/Histotechnologist (HTL) are employed in hospital laboratories. Most others are employed in private laboratories, physician offices, clinics, the armed forces, local, state and federal health agencies, industrial medical laboratories, pharmaceutical companies, and in numerous public and private research programs dedicated to the study of specific diseases.

Our graduates are in high demand with 100% obtaining employment within 3 months of graduation. With the high demand for our graduates and the wide variety of career options, this degree is an excellent choice for students interested in a health science career.

Statement of Purpose:
The Inova Central Laboratory Histology program is dedicated to the advancement of knowledge, to instruction of students in laboratory theory and techniques and to the provision of laboratory healthcare. The primary and major concern of the Inova Central laboratory are our patients. However, within the framework of a teaching hospital, the Histology Program is able to afford the opportunity for Histotechnician (HT)/Histotechnologist (HTL) laboratory education in a real-world setting. The Program, well aware of the rapidity of change, seeks to provide the most meaningful education for its students, by constant re-examination of its methods and goals.

Our Commitment:
The Inova Histology Program is committed to providing outstanding education through quality instruction, research and service, which will allow our students to acquire the knowledge, skills and attitudes necessary to attain a high level of competency in the practice of Histology. We are driven by the belief that by graduating competent, quality minded, ethical professionals, we will enhance patient safety in the community we serve and perpetuate the highest standards in the field of histology.

Program Mission
The mission of Inova Histology Program will be to provide an educational program that teaches the art and science of Histopathology. This program's focus will be on knowledge, technical abilities, troubleshooting, as well as confidence to pass the American Society of Clinical Pathology Board of Registry Certification Examination.

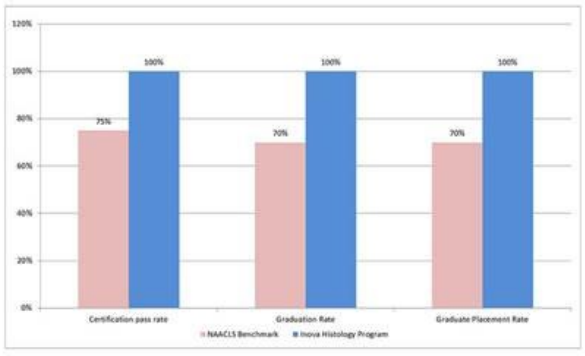
Program Goals
Inova Histology Program seeks to graduate students that will have the necessary skills to perform high complex testing in Histopathology Laboratories. The program will provide practicums that emphasize technical skills and knowledge, resulting in a successful practicing histotechnicians (HT) and histotechnologist (HTL). Both lecture and lab will be done in a safe atmosphere inspiring learning of various styles with aspirations to become educators and leaders in the field. The program goal is to graduate students with a high degree of professionalism and integrity, as they become an active member in the healthcare community.

Program Outcomes
Inova Laboratories Histology Program aims to prepare its students to achieve a passing score on the American Society of Clinical Pathology (ASCP) Histotechnology Board of Certification Examination and have the versatility to work as a Histotechnician (HT) or Histotechnlogist (HTL) in any hospital setting, reference lab, or research facility.

Program Outcome Measures: Histotechnican (HT) Program*

Year	Graduation Rate	Certification rate*	Graduate job placement rate
2021	100%	100%	100%
2022	100%	100%	100%
2023	100%	100%	100%

*All percentages are calculated for all graduates who took the ASCP certification Exam.



** There is not yet available data on the Histotechnologist (HTL) program, as this is a new program.*

Contact Information
Information about the Inova Histology Program may be obtained by contacting the following individuals:

Program Director	Lucy Nam, MD 703-645-6116 Lucy.Nam@inova.org
Program Coordinator	Nicholas Hoo-Fatt, M.S., HTL(ASCP) 703-645-6128 Nicholas.Hoo-Fatt@inova .org
Clinical liaison	Cynthia Howell, HT(ASCP) 703-645-6822 Cynthia.Howell@inova.org
Office Hours	Monday through Friday 8:30 a.m. – 5:00 p.m.
Location	Inova Laboratories 2832 Juniper Street Fairfax, VA 22031

Faculty/ Personnel

Myong “Lucy” Nam, MD	Program Director, Medical Director, Inova
Laboratories Nicholas Hoo-Fatt, HTL (ASCP)	Education
Coordinator	
Cynthia Howell, HT, (ASCP)	Clinical Liaison

Inova Histology Program adheres to the following federal regulations to ensure non-discrimination: American Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Titles VI and VII of the Civil Rights Act of 1964.

Curriculum Program Description

The program's curriculum objectives will meet the standards set by the National Accrediting Agency for Clinical Laboratory Science. Classroom course work and clinical practicums are designed to be done simultaneously over 10 months. The students will take part in the "The Dome Experience" at Inova's Heart & Vascular Hospital. There they will witness open-heart surgeries firsthand while learning how healthy – and not-so-healthy – lifestyles can impact their own heart health. Each student will be assigned to an Inova pathology laboratory to shadow accessioning, grossing and specimen transport. Students will later return to practice frozen sections. Lectures and labs will be held virtually or at Inova Laboratory, where there are four specimen receiving areas with fume hoods, eight tissue processors, four embedding centers and twelve microtome stations. Lectures will be held in the computer room, where the presenter will lecture in person or via Zoom, off site.

Lectures will be held on Tuesday and Thursday, taught by Inova Health System Pathologists, Certified Pathologist Assistants, Certified Histotechnologist(HTL), and Certified Cytologist.

Histotechnicians (HT): have two weekends a month that will be dedicated to supervised practicums.

Histotechnologist (HTL): will have supervised practicums Monday-Friday.

Courses

HT/HTL* 101: Basic Histology

Orientation

- Inova New (Orientation)
- Course Syllabus Review
- Introduction to the Pathology

Laboratory Operations

- Safety
- Medical Terminology
- Laboratory Mathematics
- Instrumentation

Basic Histology: Tissues

*Morphology/Anatomy/*Pathological diseases*

- Integument System
- Connective Tissue
- Nervous System
- Endocrine System
- Cardiovascular System
- Lymphatic System
- Digestive System
- Respiratory System
- Urinary System
- Reproductive System

HT/HTL* 201: Histotechniques

Fixation

- Tissue Identification
- Procedures
- Troubleshooting fixation artifacts
- Reagents
- Parameters

Processing

- Procedures
- Troubleshooting/problem solving
- Reagents

Embedding

- Tissues
- Media
- Tissue Orientation
- Troubleshooting/problem solving

Microtomy

- Paraffin Embedded Tissue
- Quality and Troubleshooting
- Cryostat
- Frozen Sections

Staining

- Hematoxylin and Eosin
- Special Stains Procedures(Lab)
- Reagents
- Mounting

HT/HTL* 301 Staining Techniques

Advance Staining

- Hematoxylin and Eosin
- Special Stains
- Immunohistochemistry
- Enzyme Histochemistry

Cytopreparatory Techniques

- Smears and Fine needle aspirations
- Cell blocks and Papanicolaou Stains

Electives:

- **Diagnostic Molecular Techniques**

Didactic — Lecture includes theory of identification and characterization of the genetic basis of diseases that are fundamental to diagnosis. Techniques included are in situ hybridization(ISH), polymerase chain reaction (PCR), and next generation sequencing (NGS).

***(HTL) Advanced Molecular techniques** includes both didactic and molecular techniques rotation.

- **Digital Pathology**

Didactic — lecture includes basic knowledge of dynamic, image based environment. Management and interpretation of pathology information generated from digitized glass slides.

***(HTL) Advanced Digital Pathology** includes both didactic and Digital techniques rotation

Courses Descriptions

HT/HTL 101: Basic Histology and Practicum

This course will be an introduction to the profession and histology laboratory organization through observation and shadowing of those in the profession in the areas of accessioning, grossing, specimen transport, processing, embedding, microtomy, frozen sectioning, and basic H & E staining. The individual lectures will cover laboratory operations and basic histology, which includes tissue morphology and anatomy. The labs will cover Compliance, SoftLab, Epic Beaker and Vantage, multi-headed scope session, operation, and troubleshooting and maintenance of all histopathology equipment. The student will obtain wet tissue samples during shadowing for training purposes. **HT Clock Hours**: Lecture 50, Lab 320. **HTL: Credits** 2 (15 Lectures, 60 Labs)

HT/HTL 201: Histotechniques and Practicum (Prerequisite: HT/HTL 101)

This course will include the principles and practical application of the routine histologic techniques with regards to fixation, decalcification, tissue processing, embedding, microtomy, frozen sectioning, H&E staining, and special staining procedures and quality control under supervision. Each student will complete a binder of special stain procedures with images. Students will be evaluated on embedding, microtomy and staining competency**. HT Clock Hours**: Lecture 50, Lab 320. **HTL: Credits** 14 (15 Lectures, 50 Labs)

HT/HTL 301: Staining Techniques and Practicum (Prerequisite: HT/HTL 201)

This course will include practical aspects of the special stains procedures learned in the previous course, quality control of routine and special stains, and introduce the fundamentals of immunohistochemistry, enzyme histochemistry, cytopreparatory techniques, molecular techniques, laboratory management and digital pathology. Students will refine embedding and microtomy skills and demonstrate knowledge of the histopathology process from accessioning to staining under minimal supervision. The slide project and comprehensive exam will prove the students' histotechnological scientific and artistic abilities in preparation for the American Society for Clinical Pathology Histotechnologist Board of Certification Exam. The capstone project students will identify a way to improve turn-around-time, cut cost, or improve patient care. **HT Clock Hours**: Lecture 100, Lab 1630**. HTL: Credits** 14 (30 Lectures, 100 Labs)

Course Text

Carson, Freida L. Histotechnology: A Self-Instructional Text. 5th Edition
Leboffe, Michael J. (2013) A photographic Atlas of Histology 2nd Edition

III. Resources

Library
A collection of current texts and other learning tools for use by the students and laboratory staff are kept in the department and also in the Program Coordinator's office. These items may be checked out on the honor system. Items may be kept as long as needed provided that no one else has requested use of the item. All items should be returned in good condition by the last day of class for the school year in which the items were borrowed. Failure to return items will result in a lock placed on the student's account whereby the student's certificate of completion will not be issued until either the item is returned in good condition or payment for replacement of the item has been received.

The students are also able to use the Inova Fairfax Hospital Health Sciences Library. The library is located at Inova Fairfax Medical Campus in the atrium at the top of the escalators between the Professional Services Building and the Tower Lobby.

The Health Sciences Library provides resources and services to Inova physicians, team members, affiliated residents and students for their work as it relates to patient care, education, research and management. The library, through the Consumer Health Resource Center, also provides resources and services to assist patients, their families and the local community.

The library's information resources provide access to clinical and managerial literature, online databases, patient education, quality improvement, continuing education and research. The scope of the collection reflects Inova's primary needs with resource concentrations in medicine, nursing, allied health, healthcare administration and patient education.

The library provides access to MEDLINE, CINAHL, MD Consult, Evidence-Based Medicine Reviews, Health Business Full text, Health & Wellness Resource Center, among others and over 1000 full-text electronic journals, books, journals, audiovisual and multimedia materials.

Extensive reference service is provided by experienced medical librarians who access information from the library collection and online databases.

Computer Access
Inova Laboratories Information System (LIS), which interfaces with the Hospital Information System (HIS), is used for laboratory orders, results and patient demographics. Students are trained to use designated functions in the LIS. Initial training on the system is conducted during the orientation week. All students are required to successfully complete a competency on the system before access is given. Students sign a system access form indicating they have received instruction regarding appropriate access to the system and patient confidentiality prior to receiving access to the system. Students receive instruction in the use of computers in the Laboratory.

Students will be given a user name and password to access the Inova Health System computer system. All hospital policies and procedures related to computer usage must be followed.

Students will have access to an Inova email address, internet, and presentation/spreadsheet/word-processing software. There are computers for student use in the laboratory computer room and in the department; these computers are accessible twenty-four hours a day. Printers are connected to these computers for student use.

IV. Student Disclosure

Information Teach-out Plan
In the event of program closure for any reason; delay or denial of NAACLS certification; Inova Histology Program, in accordance to NAACLS accreditation rules and regulations, the following proposed protocols would come to effect:

1. Inova Histology Program shall make provisions for transferring all official records of students to The State Council of Higher Education for Virginia (SCHEV); notify all students of this location and how they may obtain official copies. The records transferred to the council office, or other depository, shall include the academic records of each student, which should include:
    a. Academic transcripts showing the basis of admissions, courses, credit, grades, and graduation date;
    b. As no financial aid is offered to the students, there will be no record of transcripts of financial aid;
    c. Copy of NAACLS accreditation during the years covered by transcripts.
2. The Program shall notify all enrolled students of the pending closure immediately;
3. The Program will describe their financial obligations as well as the student's rights to a refund or adjustment;
4. The Program will make provisions for assistance toward completion of the Histology Program.
5. The Program will not admit additional students into the Histology Program. Currently- Enrolled Students will receive didactic and practicum instruction under the curriculum plan that is currently in place.

Transfer Credit Policy
Inova Histology Program will not accept transfer credits, diplomas or certifications from another institution. All credit applicable toward the certificate of completion must be completed in this program. Credits earned while enrolled in Inova Histology Program can be transferred to any accepting institution.

Students enrolled in the Inova Histology Program who have experience working in a histopathology laboratory will not be granted exemption from any aspect of the program.

Grading Policy
This certificate program grading will be based on Basic Histology, Special Stain and Immunohistochemistry Procedures, Slide and Capstone projects, unit test, midterm, clinical evaluation and final examination.
Projects are to enhance the classroom lectures for visual learners and demonstrate the skills needed.

Unit tests and midterm are given to check for understanding of the set objectives and knowledge of Histopathology. They will be given on the assigned day and may not be rescheduled without prior approval.

Each student will receive a progress report at week 20 and their final grade at week 40. If a student is failing by the end of week 20, he/she will receive required counseling and assistance by the program director, program coordinator, or a member of the teaching team. Notification of student progress and counseling sessions will be documented and placed in the student's permanent file.

The Grading Scale:
100-90 A
89-80 B
79-70 C
69-60 D
Below 60 F

If a 70 or below is made on the multiple choice and/or true/false portion of the final examination, it must be retaken and the highest of the two scores will be used in the final calculations of the overall grade. Students of this program are required to have an overall grade of 70 or above to attain a Certification of Completion.

Grading Rubric	
Unit Test & Midterm	10%
Basic Histology & Special Stain Procedure Project	15%
Clinical Evaluation	25%
Final Comprehensive Examination	25%
Slide & Capstone Project	25%
Total Grade	**100%**

Evaluation of the Program
Program effectiveness will be assessed continuously throughout the course of the education program by soliciting input and feedback from students and faculty. Evaluation tools will include the following:

1. Evaluation forms provided to students, with completion required
   a) Evaluation of achievement of course objectives (per lecture series and per practicum rotation)
   b) Evaluation of fairness of examinations, visual aids, and
   c) Provision of suggestions or recommendations for changes and comments about positive and negative aspects of lectures and/or rotations
2. Student evaluation forms completed by instructors, for each student
   a) Evaluation of achievement of course objectives
   b) Evaluation of student performance in the areas of professionalism and technical expertise
   c) Provision of suggestions or recommendations for changes to program curriculum

Instructor and student evaluation forms will be reviewed and information will be compiled. Remedial action or modifications to instruction will be agreed upon and implemented by the program director, education coordinator, and the program faculty.

Grievance Policy
Any student may submit an appeal in writing to the Program Coordinator, with grievances or concerns to be brought before the Advisory Committee. The Advisory Committee consists of the following individuals: Program Director, Program Coordinator, as well as select Inova System Pathologists. Actions taken to resolve formal complaints will be communicated to the individual(s) involved as appropriate, and within a reasonable time period, not to exceed 10 business days. A record of complaints and steps taken to resolve any problem will be maintained by the Program Coordinator. Should the student find the resolution unsatisfactory, or if the complaint is specifically regarding the Program Coordinator, the complaint may be submitted directly to the Program Director who will then proceed accordingly with the remaining members of the Advisory Committee

In addition, the Inova Dispute Resolution Policy defines the team member problem solving process. All Human Resource policies of this institution apply to Histology students, as they are also classified as team members of Inova. A student may choose to follow this Human Resource policy for work-related team member grievances instead of the Program's appeal procedure depending on the circumstances involved. Students are made aware of this process during the hospital orientation. Additionally, the Human Resources policy manual is available online at all times for student review.

Inova Histology Program adheres to the following Inova policies found on Inova's internal website.

- Inova Health System Policy "Internal Dispute Resolution"
- Inova Health System Policy " Progressive Discipline"
- Inova Health System Policy "Personnel Record Confidentiality"

The State Council of Higher Education for Virginia (SCHEV) may be contacted as the agency of last resort for grievances that the student feels were not properly addressed by the Advisory Committee and or Inova Human Resources, as described above. In any case, the student will not be subject to any unfair action and/or treatment by any school official as a result of the initiation of a complaint. SCHEV, 101 N 14th Street, 9th Floor, Richmond, VA 23219, phone number (804-225-2600) and website www.schev.edu.

Primary Appeals (Grades)
Students who wish to appeal a grade must make every effort to contact the Program Coordinator and discuss concerns before beginning the official grade appeal process. Students can reach the Program Coordinator by email or telephone number as provided in the student manual. The student must request grade review within a week of receiving the evaluation. If the student finds the resolution is unsatisfactory, the grade appeal will then be evaluated by the Program Director. A response will be given within one week. The student will not be subject to any unfair action and/or treatment by any school officials as a result of the initiation of the appeal. Should the student not be satisfied with the outcome of this primary response, they may proceed with the advanced appeal process.

Advanced Appeals
In the event that a student is not satisfied with a decision made including dismissal from the program and he or she wishes to appeal that decision, the following procedure should be followed: A formal letter of appeal should be submitted to the Program Director, explaining the grounds for appeal. The appeal will be submitted to the Advisory Committee to include, Human Resources, and Director of the Laboratory. Review of the appeal and final decision will be made by the Advisory Committee and final action will be stated to the student in a formal letter.

The Program Director and Program Coordinator are available for student support and assistance regarding Program policies, practices and academic problems. Any guidance sessions remain confidential. At Inova Laboratories, we ensure the right to privacy and confidentiality by creating and maintaining a secure and trusting environment. We will treat all student information as confidential. Discussion of these matters will be restricted to situations where the information is necessary to meet the student's needs. We protect students' confidentiality by preventing the disclosure of their personal information to any unauthorized parties. In addition, we do not discuss personal matters in the presence of a student. Inova Histology Program adheres to the Inova Health System Policy Personnel Record Confidentiality.

V. Probation Dismissal and

Readmission Probation
Students must maintain a passing grade of 70% throughout the program. Unsatisfactory Performance will result in a probationary status if any of the following criteria are met:

- Failure of any three graded activities (including written, practical, final and comprehensive exams), assignments and student evaluation.
- Failure of any repeat final exams
- Failure to obtain >70% in the overall grade of a course
- Overall program GPA of <2.0

Any of the above will be subject to Academic Probation. Students will be placed on probation for the duration of the specific rotation or lecture series in which satisfactory grades are not maintained as outlined in the Student Disclosure Information Grading Policy section.

During the probation period, the student will be required to spend additional time in the area of rotation and/or lecture in which they are delinquent. Additional time will be decided by the Program Coordinator at their discretion and may be added to the end of each day and/or end of the year. If probation requirements are not met, the student will be dismissed.

Dismissal Policy
The following are causes for dismissal from program:

- Students are subject to dismissal if satisfactory grades are not maintained throughout the program and/or probation requirements are not met.
- Students may be dismissed for continued ill health, inability to fulfill program requirements according to established standards, or negligence, especially with regard to patient care.
- Unethical conduct will not be tolerated and may result in dismissal from the program.
- Dishonest practices, such as lying, cheating, stealing or falsifying results, will result in immediate expulsion of the student, or students, involved. All students are expected to comply with Inova Health System Values
- Failure to abide by the Histology Program Honor Code or for violating any policies and Values established by Inova Health System, and/or the Histology Program.
- Cases involving threat or harm to others will result in an immediate dismissal.
- Excessive unexcused absences

In addition to the program dismissal policy, Inova Histology Program adheres to the following Inova Health System policies and Values found on Inova Health System's internal website:

- Inova Health System Policy "Compliance Policies"
- Inova Health System Policy "Workplace Violence"
- Inova Health System "Mission, Vision and Values"

Dismissal Decision
A student who is dismissed may appeal in writing to the Advisory Committee, consisting of the the Program Director, Education Coordinator, and select Inova System Pathologists, stating the reason for and goals of the appeal as outlined in the Grievance Policy Appeals Section. The student's appeal will be evaluated with consideration being given to their past performance, the nature of probation, the length of time they have been in the program and the student's defense statement.

The decision of the Advisory Committee will be a final decision. If the student is allowed to remain in the program on a provisional status, required conditions must be met for continued progression.

The student will receive a formal written notification of the decision made by the Advisory Committee. A record of appeal and steps taken to resolve any problem will be maintained by the Program Coordinator.

Dismissal due to threat or harm to others will result in immediate dismissal and the student will be prohibited from readmission in the future.

Student Withdrawal
If a student decides to withdraw due to personal reasons, they are required to submit a written letter stating their intentions to the Program Director.

Student Readmission
Following reasons will prohibit readmission to the program:

- Dismissal due to dishonesty, such as lying, cheating, stealing or falsifying results and/or violation of the honor code.
- Dismissal due to noncompliance with Inova Health System values in action.
- Dismissal due to threat of harm to others.

If withdrawal due to personal reasons, the student will be allowed to reapply to the program. Readmission will not be guaranteed.

If a student is dismissed due to academic reasons, the student may reapply for readmission. Proof of improvement may be requested by the Advisory Committee to demonstrate that the student has resolved any problems causing unsatisfactory progress and/or conduct.

VI. Student Conduct

All students are expected to comply with the policies set forth by the Inova Histology Program and by Inova Health System. All students are expected to behave in a professional manner and adhere to Inova Health System Values in action. Violation of any program and/or Inova policy may result in dismissal from the program as outlined in the Probation, Dismissal and Readmission Section of the Program Catalog. If a student is dismissed due to misconduct, the student may choose to appeal as outlined in the Grievance Policy Appeals Section.

Readmission is prohibited if a student is dismissed due to misconduct as outlined in the Probation, Dismissal and Readmission Section.

Student Supervision
In the laboratory, the student is under the immediate supervision of a mentor. At all times the student is under the direct supervision of the Program Education Coordinator or Clinical Liaison. Students are not permitted to process, embed, cut or stain any patient tissue. Students are allowed to process, embed, cut or stain patient tissue after the mentor has completed a competency assessment on the student and then under direct supervision only. Students are trained to use designated functions in the Laboratory Information System during orientation week. All students are required to successfully complete a competency on the system before access is given. Students sign a system access form indicating that they have received instruction regarding appropriate access to the system and patient confidentiality prior to receiving access to the system. Students receive instruction in the use of computers in the Laboratory.

Students will be given a user name and password with which to access Inova Health System's computer system. All hospital policies and procedures related to computer usage must be followed. Students will gain practice in resulting under direct observation of their mentor.

In addition, Inova Histology Program adheres to Inova Health Systems Policy HIPAA 03 Minimum Necessary Policy as well as other HIPAA Policies.

Dress Code Policy
Students must maintain a professional appearance according to the Inova Hospital Professional Appearance policy and the following Histology Program Dress Code.
Lab personal are required to wear Lab coats or aprons, gloves and other personal protective equipment while in the laboratory. These will be provided by the laboratory and must be worn according to policy.

- Wear clothing appropriate for the laboratory work area. Scrub tops and pants are to be worn by the Laboratory personnel.
- Name tags are to be worn at all times. They should be above the waist with name showing. Name tags in disrepair should be replaced.
- Sandals, open style shoes, Crocs, high heeled and soft-sided slipper type shoes do not afford proper foot protection and are not acceptable.
- Long hair should be contained in some way so it does not hang freely and interfere with equipment or reagents.
- Fingernails should be clean and of a short length.
- Any jewelry that may have potential to be a safety hazard should not be worn.

Inova Histology Program adheres to the following Inova Policies found on Inova's internal website:

- Inova Policy "Professional Appearance"
- Inova Policy "Team member Identification System"
- Inova Policy "Workplace Safety"

Personal communication Policy

Telephone Usage:
Telephones in Inova facilities are for business use only, except in emergencies. There are public telephones available for personal phone calls during break time. Phone calls should be limited to emergencies only.

Cell Phone or Other Similar Device Usage:
Students may not use personal cell phone or other similar device to receive or place calls, text messages, surf the Internet, check phone messages or receive or respond to email while in any way performing activities related to Inova Histology t Program. Utilization of personal communication devices is limited to quiet, non-work areas and only during approved breaks or meal periods.

Inova Histology Program adheres to the following Inova Policies found on Inova's internal website:

- Inova Policy "Cell Phone Usage"

Email/Internet Usage:
The Inova email system is for business use only. Email is not to be used in any way that may be disruptive, offensive to others or harmful to general morale. All messages sent or received via Inova e-mail become Inova records. Inova reserves the right to access and disclose any emails. The use of the Inova email system is a privilege, not a right, and may be revoked at any time for inappropriate or abusive conduct.

Inova Histology Program adheres to the following Inova Policies found on Inova's internal website:

- Inova Policy "Electronic Communications System Usage"

Student Employment Policy
Students can begin working after completing training in certain areas of the laboratory and they are compensated at a student rate salary **until they graduate the program**. This is encouraged since it enhances a student's job opportunities after graduation.

- Students accepted into Inova Histology Program become team members of Inova; therefore applicants must be eligible to work in the United States.
- To become a team member, the Federal Government requires a form of identification proving eligibility to work in the United States. Examples of acceptable documents include Social Security Account Number and Permanent Resident card or Alien Registration Receipt card.
- Employment is contingent upon having satisfactorily passed all parts of the employment process which includes a health assessment, background check and a drug screen.
- Competency will be assessed and documented as successful by the instructor before any work assignment in that specific section of the laboratory.
- Students must demonstrate proficiency and competence before employment.
- Service work by students in laboratory settings outside of academic hours will be noncompulsory.
- Students may not be substituted for regular staff during instructional hours.
- Students will be supervised by the mentor or program coordinator at all times.

The Inova Histology Program adheres to the following Inova policies found on Inova's internal website:

- Inova Health System Policy Preplacement Health Screen
- Inova Health System Policy Employment
- Inova Health System Policy Immunization Program
- Inova Health Systems Policy HIPAA Privacy and Security Compliance
- Inova Health Systems Policy Equal Employment Opportunity and Affirmative Action Statement

HIPAA Policy
Inova Health System and the Histology Program are committed to protecting the privacy of protected health information (PHI) in compliance with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and relevant Virginia Laws. Students with access to PHI must respect the patient's rights to privacy and understand and adhere to the hospital's privacy policies. The students are required to maintain the confidentiality of any and all PHI they have been appropriately granted authorization to use and view. The use and disclosure of PHI by students shall occur only in accordance with HIPAA Privacy Policies. All students shall strictly adhere to the HIPAA policies set forth by the school and the Inova Health System.

PHI may only be accessed by the student for the purpose to inquire or process information required for education purposes for which the student is specifically responsible. Violation of this policy include, but are not limited to accessing, collecting or removing from Inova Health System or revealing confidential information to an unauthorized person including disclosing on social media. Any breaches or disclosure of PHI may be considered a major infraction of this policy, leading to dismissal from the program and/or may also be subject to criminal penalties.

Students will be required to participate in training and comply with hospital policy relating to Health Insurance Portability and Accountability Act of 1996. Mandatory training courses will be

provided via Inova's internal team member learning management system, HealthStream and the program's learning management system, MediaLab.

All students are also required to complete mandatory annual eLearning assignments assigned in HealthStream. Annual eLearning assignments are critical to be in compliance with governing agencies to ensure patient and student safety.

General Safety Information
Safety is an important part of any laboratory and students receive extensive instruction in Laboratory Safety. The Hospital abides by the Occupational Safety and Health Administration (OSHA) regulations (e.g. blood borne pathogens, hazardous communication) and the Centers for Disease Control and Prevention Guidelines (CDC). Students should be aware of the biohazard substances that may be potentially hazardous will be used routinely in our laboratories and therefore must adhere to safety protocols and guidelines at all times.

The health and safety of students, laboratory staff and faculty is safeguarded by requiring updated immunizations, by providing safety training, and by providing personal protective equipment in all areas of the laboratory. In accordance with OSHA standards, protective equipment (such as safety eyewear, face masks, face shields, disposable gloves, gowns, etc.) and instructions for prescribed usage will be provided in each area. There are fire extinguishers, spill kits, safety showers and eye washes in several places throughout the laboratory. Students are expected to follow safety procedures, protocols and maintain safe work environment for themselves, other members of the laboratory staff, and our patients at all time. Failure to follow safety policies will lead to probation or dismissal dependent on the severity.

- Gloves must be worn at all times when handling blood or body fluid and be changed when visibly soiled or torn, per OSHA guidelines.
- A laboratory provided/laundered laboratory coat will be worn as PPE to protect against hazardous materials at all times in the laboratory. It must be changed when visibly soiled, contaminated, or torn.
- When performing a task that could result in a splash or aerosol, a face shield or appropriate PPE must be worn if the work is not performed behind a protective barrier.
- Gloves and disposable lab coats must be removed prior to leaving the laboratory and may not be worn in clean areas such as the lounge, rest rooms, offices, or administrative area

Student education on safety procedures and protocols occurs during initial orientation week, laboratory orientation and throughout the year as needed. Students will be required to attend an inperson safety lecture and tour of the laboratories safety features with the clinical instructor. Mandatory safety training courses will also be provided via Inova's internal team member learning management system, HealthStream and the program's learning management system, MediaLab.

Students must immediately report any accident, injury or exposures incurred to one or more of the following individuals: the area clinical instructor, assigned instructor, Program Supervisor, laboratory management, safety officer, or the program director. An injury report or variance report may need to be completed.

The Inova Histology Program adheres to the following Inova Health Systems Policies found on Inova Fairfax Hospital's internal website:

- Inova Health System Safety Policies and Procedures

- Inova Health System Policy Immunization Program
- Inova Health System Policy Pre Placement Health Screen Policy
- Inova Health System Policy Occupation Exposure to Blood Borne Pathogens

Drug/Alcohol/Tobacco and Weapons Policy
Inova Health System has a zero tolerance level for infraction of these policies therefore any violation of Inova Health System policies regarding possession of weapons, use of illicit drugs and alcohol will result in dismissal from the program.

Inova Laboratories is a tobacco-free campus. Tobacco products of any kind are not permitted on Inova Laboratories property.

Weapons of any kind are prohibited at all times on Inova Health System properties.

The consumption of alcohol or the use of illicit drugs is prohibited on Inova Health System properties.

Inova Histology Program adheres to the following Inova Policies found on Inova's internal website:

- Inova Health System Drug-Free Workplace Plan Policy
- Inova Health System Tobacco, Smoke, and Vapor Free Workplace Policy
- Inova Health System Possession of Weapons Policy

Inova recognizes that alcohol and drug abuse and addictions are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our team members, Inova offers all team members assistance with alcohol and drug problems through the Inova Employees Assistance Program (EAP). Assistance can be requested by calling 1 (800) 348 0110.

Academic Integrity and Honor Policy
All students are expected to comply with the policies and rules set forth by the School of Medical Laboratory Science and Inova Health System Code of Conduct. Unethical conduct will not be tolerated and may result in immediate dismissal from the program. Unethical conducts includes but are not limited to the following dishonest practices: falsification of information and results, violation of HIPAA requirements as related to the confidentiality of protected health information, violation of the drug/alcohol/tobacco and weapons policy, insubordination, repeated unprofessional or unsafe behavior during academic hours on school and hospital property, stealing and lying.

Students are expected to adhere to the standards of academic integrity. Academic dishonesty will not be tolerated. Academic dishonesty standards include, but are not limited to the following: fabrication of falsification of results/data/information, facilitating academic dishonesty, plagiarism and cheating.

Cheating: is defined as using or attempting to use unauthorized assistance, information or study aids in any academic exercise.

Plagiarism: is defined as representing the words, research findings or ideas of another person as your own in any academic exercise. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged and cited in any and all academic work.

Collusion and/or Complicity: Collaborating with another student without instructor approval on any examination, any quiz, any patient care documentation or assignment, any computer or laboratory work, or any other assignment. Collusion includes the exchange of materials or ideas verbally or nonverbally. Complicity includes helping or attempting to help another student to commit an act of academic dishonesty.

In addition, Students may not distribute, via the Internet or other means, instructor-provided lecture notes or other instructor-provided materials, except to other members of the same class or with the express written consent of the instructor.

Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the instructor.

Violations of the academic integrity and honor policy may result in dismissal from the program depending on the severity of the violation. Course level sanctions such as a grade of F will be assigned to any student confirmed of academic dishonesty along with placement on academic probation.

If the decision is made to dismiss the student, the student may file for an appeal as outlined in the Probation Dismissal and Readmission Section. Readmission is prohibited if a student is dismissed due to misconducts outlined in the Probation, Dismissal and Readmission Section.

Ethics Policy

The Inova Histology Program has adopted the Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) listed below and also can be found on ASCLS website at http://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 clinical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgement and performance and striving to safeguard the patient from incompetent or illegal practice by others. Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing. Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving 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.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals 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, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general wellbeing of the community. Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.

- Contribute to the general wellbeing of the community.
- I will actively demonstrate my commitment to these responsibilities throughout my professional life.

VII. Attendance/Leave of Absence Information

Hours
Inova's Histology Porgam is a full time course of study. Hisotechnologist (HTL) students will be expected to be prepared for a 2 hour (12:30-2:30pm) class on Tuesday and Thursday, an 8 hour (7am-3:30pm) lab Monday, Wednesday, Friday and a 4 hour lab on Tuesday and Thursday. Histotechnican (HT) students will be expected to be prepared for a 2 hour (12:30-2:30pm) class on Tuesday and Thursday, an 8 hour (7am-3:30pm) lab every other Saturday and Sunday. Lectures will be given at Inova Central Lab, Inova Fairfax Medical Campus and via Zoom. All assignments must be completed independently and turned in at the beginning of the each lecture. Staying beyond the scheduled time may be required for learning experience.

Each student will be assigned a separate Inova Pathology Laboratory location for, "Introduction to Pathology; i.e. grossing, accessioning, and later frozen sections."

Documentation of Attendance
Students are expected to arrive within the lab with enough time to begin the day's lecture. Students should allow ample time for traffic and parking considerations. Also, allow enough time for 'getting situated' – hanging up your coat, preparing your workstation, etc. Each day lectures are scheduled from 12:30 p.m. to 2:30 p.m. unless otherwise noted. Students are expected to attend. All lecture examinations are to be taken at the scheduled date and time.

Absenteeism/Tardiness
Any student, who may be ill or unable to report to Inova Laboratories at the scheduled time, must notify the Program Coordinator if possible at least one hour prior to the expected arrival time.

Arriving to Inova Laboratories after the scheduled time is considered to be an act of tardiness. Tardiness will not be tolerated except for unusual circumstances and will require specific documentation or proof of the occurrence, i.e., traffic accident in which a student is involved.

If a student is absent for more than 4 hours in a day, this will count as a full day absence. In order to count a half day absence, the student must be present for at least 4 hours.
Bereavement leave of 3 days will be provided for absences related to members of the student's immediate family, to include children, spouse, parents, siblings, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law or any relative living in the household.

Student will be withdrawn from the program if the student has not contacted the school 24 hours after the student's last date of attendance, unless valid proof is provided. The Program Coordinator must be notified.

Excessive Tardiness
Three unexcused incidents of tardiness will result in a decrease of **5 points** from that day's grade. Each additional incident of tardiness will result in a decrease of an additional **10 points** from each day's grade.

Personal Days Off and Exam Policy
In addition to the six observed holidays, students may miss five days which includes sick days during the year without penalty. **The five days should not be taken consecutively or on a day when an exam has been scheduled in lecture or in a laboratory rotation.**

Personal days may not be taken together with other students. To schedule a personal day in advance, students must complete a Personal Day Request form found in this handbook. Student must submit the original request at least 2 working days in advance to the clinical instructor and give a copy to the Program Supervisor.

All exams must be taken on the scheduled day and time. If an absence occurs on a scheduled exam day, completion of the missed exam will be the first day the student returns to class. Individual considerations may be made for a student based on extenuating circumstances. .

If a student misses the exam without a valid excuse, a reduction of 10% will automatically be assessed. Each subsequent missed exam will result in an additional 10% penalty. Exceptions may be made in emergency situations.

If a student exceeds five days of absences, (not including bereavement leave) this may result in probation or dismissal unless the student has been approved for leave of absence. Absences exceeding five days involving illness will be handled on case by case basis and will require valid documentation such as a note from a physician.

Student Responsibility

Students must call and give as much notice as possible when they are going to be late. Calling does not excuse tardiness, but it does allow time for lab supervisors and clinical instructors to make appropriate staffing corrections. Students are responsible for making up any lab and/or lecture work missed during a scheduled day off. If additional days must be missed due to unusual and unforeseen circumstances, work not completed in a lab rotation will need to be made up at the discretion of the clinical instructor which can require the student to come in on evenings and weekends. Clinical instructor will work with the students to review missed work.

Inova Central lab: (703) 645-6154

General Rules for Classroom and Examination

- Students are expected to always behave in a professional manner throughout the course of study.
- Classroom and work areas must be kept clean and in orderly fashion.
- Food and drink are permitted only in the lecture conference room. No food or drinks are permitted in the student laboratory sections or the student workroom.
- Students will not be permitted to have any personal belongings and/or academic materials during examination except for pen/pencil and a non-programmable calculator.

- Personal belongings may be stored in a locker or the student workroom.
- Students are permitted to use laptops during lecture and only in the lecture conference room and student workroom.

Leave of Absence

Student must formally request a leave of absence. Leave of absence may be granted in such situations as prolonged illness/injury, accident, death of an immediate family member requiring a longer period of absence, birth of a child, and call to duty for military services or any other special circumstances that make attendance impossible or impractical. The request will be reviewed by the Program Director and the Program Supervisor of the program. The decision to grant or deny leave will depend of the situation, length of time and material/experiences that will be missed. No more than a month of absence will be approved.

Failure to formally request a leave of absence may result in dismissal. If the leave of absence is approved, the student will be responsible for completing all of the missed assignments. The clinical instructor will outline the missed assignments and additional time may need to be added each day and/or year in order to complete all the required assignments. Student must return back to school on the expected date set by the Program Supervisor. In case the student does not return on the expected date, the student will be allowed to reapply for an extension. If an extension is denied and the student does not return, the student will be subject to dismissal as outlined in the attendance policy.

In case a student's leave of absence is denied, the student will be required to continue attendance or choose to resign from the program. The student will be notified of the reason for denial in writing.

School Holidays

Labor Day
Thanksgiving
Christmas
Winter Break
New Year's
Dr. Martin Luther King
Memorial Day
Spring Break
*Inclement Weather 1 Day
*(Not guaranteed)

Inclement Weather

An inclement weather day is reserved for severe weather situations that may result in delay or cancelation of class. The decision to delay or close will be made by the Program Director. The
Students will be notified by email and telephone once the decision has been made. If the student is unsure, it is the student's responsibility to call the Education Coordinator for confirmation.

Students are expected to arrive on time if the class is **not** delayed. If the class is delayed and the student chooses not to attend, this will count as a full day absence. The student should use good judgement and ability to drive in severe weather conditions.

INOVA Histology

PROGRAM PERSONAL

DAY REQUEST

Histotechnician(HT)

I,_____,

plan to take one of my five (5) personal days off on_____.

Histotechnologist (HTL)

I,_____,

plan to take one of my Ten (10) personal days off on_____.

_____

Student's Signature Date

_____

Program Coordinator's Signature Date

NOTE TO STUDENTS

When requesting a day off, submit the original PERSONAL DAY REQUEST form to the Program Coordinator or Director.

VIII. ADMISSION, TUITION, FEES AND REFUNDS

Admission Requirements for Histotechician (HT)

Prerequisite education for admission to Inova Histology Program is the completion of an associate degree from a regionally accredited college/university. Courses must include mathematics and a combination of 12 semester hours (18 quarter hours) of biology and chemistry (must include credit hours in both). The applicant must possess at least a 2.5 cumulative GPA from all colleges/universities attended and at least a **2.5 GPA** in the sciences, calculated from the required courses referenced above. Official college transcripts submitted from each college/university attended will be used for verification of prerequisite education. Science coursework must be completed within **7 years** prior to enrollment.

Admission Requirements for Histotechologist (HTL)

Prerequisite education for admission to Inova Histology Program Must be/ have either current university students enrolled in a qualifying medical technology, medical laboratory science or clinical lab science program who will attend our program full-time to complete the final year of their degree (3+1 option). Those who have already earned an approved Bachelor's degree and wish to pursue the HTL certification (4+1 option). Mathematics and a combination of 30 semester hours (45 quarter hours) of biology and chemistry (must include credit hours in both). Applicants with International degrees must have their transcripts verified via an ASCP Acceptable Evaluation Agency for US Associate's Degree equivalency. At least a **2.5 GPA** in the sciences, calculated from the required courses referenced above. Official college transcripts submitted from each college/university attended will be used for verification of prerequisite education. Science coursework must be completed within **7 years** prior to enrollment.

Admission is contingent on applicant evaluation and drug screening conducted by an Inova Team Member Health Office, as well as clearance by Inova Human Resources to include a criminal background check. Evaluation and clearance by Inova's Team Member Health and Human Resources offices must take place no later than one month prior to the start date of the program. Failure to satisfactorily complete these evaluations by this deadline will result in revocation of the conditional admission. In such a case, the applicant must reapply in the next admission cycle to be considered for future acceptance.

Essential Functions for Admission

The National Accrediting Agency for Clinical Laboratory Sciences requires Inova Histology Program to publish the essential functions of the program. This information is to be used to become aware and informed of the skills required in the performance of the duties of a Histotechnician(HT)/Histotechnologist(HTL) and to assess your ability to complete such duties. These essential requirements reflect performance abilities and characteristics that are necessary to successfully complete the requirements of Inova Histology Program. These standards are not conditions of admission to the program. Prior to admission each student must agree that they can, and are prepared to meet these requirements with or without reasonable accommodation.

Inova Histology Program is an equal opportunity employer. Inova Laboratories and its program does not discriminate on the basis of gender, age, race, color, creed, religion, pregnancy, or related medical conditions, marital status, national origin, mental or physical disability or any other characteristic protected by applicable federal, state, or local law.

The Program will provide reasonable accommodations to otherwise qualified students with disabilities.
The following is a list of the technical abilities and skills:

1. Manual Dexterity

Students must:

- Be able to manipulate objects precisely and perform assays that require fine or gross motor skills using good eye-hand physical coordination.
- Be able to handle flammable and hazardous chemicals, electrical and infectious biological materials.
- Be able to reach instruments, bench tops, and equipment to perform duties adequately.
- Be able to carry objects weighing up to 20 pounds and have the stamina to perform academic program functions over an 8 hour day including standing or sitting.
- Be able to maneuver freely in the laboratory setting.

2. Vision

Students must:

- Be able to distinguish colors, hue, shading or intensity and clarity.
- Be able to use a microscope to read biological material and identify fine structural differences and color.
- Be able to read and interpret charts, graphs, and labels in print and video monitor

3. Communication Skills

Students must:

- Be able to communicate in English, both verbally and in writing to all staff, team members, students, patients and other healthcare workers.

4. Intellectual and Critical Thinking Skills

Students must:

- Be able to judge, comprehend, make calculations, analyze and perform complex interpretative testing.
- Be able to solve problems and apply critical thinking under normal and stressful situations.

5. Ethical Standards

Students must:

- Exercise ethical judgement, integrity, honesty, dependability, patient confidentiality and adhere to the academic and professional code of ethics.

6. Safety

Students must:

- Be able to recognize and respond to safety issues, including recognizing emergency situations and taking appropriate actions.
- Be able to adhere to the regulations of accrediting agencies, comply with safety regulations of the laboratory and maintain a safe environment for themselves and others.

Application Process
The application process will be found on the program's website, which will include an online application form and a complete list of required documents. There will be a $50 non-refundable application fee (checks, money orders or online payment). If using check or money order make it payable to "Inova Histology Program" and write "Code 355850" on the memo line. Official transcripts, and letters of recommendation, can be either emailed or mailed to the program coordinator at Inova Laboratories. Applicants who completed their education training outside the U.S. must have their educational transcripts evaluated for U.S. equivalency by an accredited credential evaluation service company prior to submission. The applicant pays for the examination and credential evaluation services. The official transcript evaluation must be sent directly from the official credential evaluation source to Inova Laboratories.

Student Selection
A maximum of four students each will be accepted into both Histotechnican (HT) and Histotechnologist (HTL) program per program term. The program's Admissions Committee will select applicants to be interviewed. Only those applicants whose application files are complete will be considered for an interview. Applicants are selected based on a point system which takes into consideration the following: overall GPA, which is calculated by looking at the GPA across all institutions where an applicant has earned credit, science GPA, which is calculated by looking at only those courses required for admission, college major, relevant coursework, incidence of course repeats and withdrawals, strength of recommendation letters, interview performance, motivation/interest, work experience, and communication skills/etiquette and overall knowledge and understanding of the profession and the ability to follow direction. Upon the offer of admission to the program, students will be requested to complete an enrollment agreement, accompanied by a tuition deposit of $100(refundable), payable toward tuition.

Fair Practices/Non-Discrimination
Applicants are evaluated without regard for gender, age, race, color, creed, religion, pregnancy, or related medical conditions, marital status, national origin, mental or physical disability or any other characteristic protected by applicable federal, state, or local law. Admission is contingent upon satisfactorily passing all parts of Inova's employment process. This includes a health assessment and drug screening by Inova Health System Team Member Health, as well as clearance by Inova Human Resources Department to include a criminal background check. Evaluation and clearance by Inova Health System Team Member Health and Inova Human Resources Department must take place before the start date of the program. Failure to satisfactorily complete these evaluations will result in revocation of the conditional admission.

Tuition and Fees
Application fee of $50 (non-refundable)
Tuition for the program is $6,000 and is paid according to the following schedule:

- $100 tuition deposit (refundable), due upon signing of the enrollment agreement
- $1475 due on the first day of class
- $1475 due on the first day of the second quartile
- $1475 due on the first day of the third quartile
- $1475 due on the first day of the fourth quartile

A 14 day grace period from the date each payment is due will be granted. After the grace period, a late penalty of $20.00 a day will be charged for a maximum of 7 days. Students are responsible for fulfilling all financial obligations to Histology. Students who do not meet their financial responsibilities are subject to withdrawal from school.

Housing
Students are responsible for their own housing arrangements. Assistance in locating suitable housing is offered by the program at the time of acceptance.

Meals
Students may bring their own lunches. There are no onsite food options. A refrigerator and microwave are available in the lab staff lounge.

Transportation
Students are responsible for their own transportation to and from Inova Laboratories as well as to and from sites of care. Parking is free at Inova Laboratories and in all Inova Hospitals. Employee garage parking is available for students while assigned to IFMC pathology laboratory.

Textbooks
Students are responsible for purchasing all the required textbooks that are used for assigned reading and reference work. The approximate cost of textbooks is $600.

Healthcare and Insurance
Students are responsible for their own health insurance. Once accepted into the Program, students undergo a health assessment administered by Team Member Health for all new team members. The assessments and tests are provided without cost to students and team members. The assessment is provided without cost to students and team members, and includes screening for tuberculosis, as well as Hepatitis B vaccines, annual influenza vaccine, as well as infectious disease immunizations as needed (MMR, Tetanus, etc.)

Refund Policy
An enrolled student is a person who has been offered a position in the program and has paid the $100 tuition deposit and signed the enrollment agreement. Once the agreement and fee has been returned, the enrolled student has three business days to cancel their enrollment for a full refund of the tuition deposit. If the student decides to cancel their enrollment within the month prior to the start date they will not be entitled to a refund of the tuition deposit.
The student must cancel the agreement by _____.

- A student who begins the program but withdraws or is dismissed during the first quartile (25%) of the program is entitled to receive a refund 50% of the paid tuition.
- A student who starts the program but withdraws or is dismissed after completing second quartile (more than 25% but less than 50%) of the program is entitled to receive a refund 25% of the paid tuition.
- A student who starts the program but withdraws or is dismissed after completing third quartile (more than 50%) of the program is not entitled to a refund.

If a student chooses to withdraw, a formal written notice signed by the student must be submitted to include the expected last date of attendance. In the absence of a formal written notice, the withdrawal is defined as fourteen calendar days after the student's last day of attendance.

If a student is in any way financially indebted to Inova Histology Program, the student will not be able to graduate which includes the graduation ceremony and certification exam eligibility.

Financial Aid
Inova Histology Program does not participate in the federal student aid program.

Inova Histology program has partnered with Meritrize© to provide financing options for students to fund their education. Application is located on our website: https://www.inova.org/education/allied-health-education/histology-program

IX. Services Available to Student

Academic/Course Advising
School officials (Program Director, Program Supervisor and clinical instructors) are generally onsite Monday through Friday from 7:00 am – 5:00 pm. Students are welcome to drop in or schedule an appointment.

Academic Support Services
The Program does not offer formal tutoring services, note taking assistance, or any other extra assistance in the laboratory and/or classroom. However, the Program Coordinator is available if assistance is needed in understanding the course material.

Professional Societies
Professional societies of Histology are organized at national, state, and local levels to promote the continued advancement of the profession. Societies promote public recognition of the profession, encourage high ethical standards, advance the profession through recruitment and education, and re-emphasize responsibilities of the patient's medical team. Students in the Histology program are eligible for student membership in the American Society for Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathologists (ASCP) and several other professional organizations. Students are strongly encouraged to become members.

American Society for Clinical Pathology (ASCP)
Board of Registry Department
www.ascp.org
(312) 738-1336

National Society for Histology
www.nsh.org
(443)-535-4060

Guidance Available to Students
The Program Director and Program Coordinator are available for student support and assistance regarding Program policies and practices and academic problems. Any such guidance sessions remain confidential and any discussions are limited to specifically meet the needs of the student. At Inova Laboratories, we ensure the right to privacy and confidentiality by creating and maintaining a secure and trusting environment. All student information is confidential. We protect students' confidentiality by preventing the disclosure of personal information to any unauthorized parties. In addition, personal matters are not discusses in the presence of students. Inova Histology Program adheres to the Inova Policy Personnel Record Confidentiality.

Inova offers an Employee Assistance Program (EAP) at no charge. Students may confidentially contact the EAP for up to three private counseling sessions for any personal problem. Referrals for further care may be made by the EAP as necessary.

Employment Assistance
Prior to graduation from the Program students receive instruction on interviewing skills and preparation of resumes. Because of the nation-wide shortage of Histotechnicians (HT) and Histotechnologists (HTL), the students have not had difficulty in obtaining employment for at least the last five years. Graduates are in demand because they have had recent training in all aspects of the histology laboratory. Every effort is made to recruit the Program graduates for employment within Inova Health System. Students have access to the job vacancy listing for this laboratory as well as opportunities throughout the system.

X. Student Records

Graduation

At the end of the clinical year and upon successful completion of all program requirements, students are awarded a certificate from the Inova Histology Program and are eligible to sit for the Board of Certification (BOC) of the American Society of Clinical Pathologist (ASCP). Our expectation is that 100% of Inova Histology Program graduates who take the ASCP Board of Certification exam will pass.

Students are made aware of the certification examination options available during the orientation week. The school provides application information for the Histotechnician(HT)/Histotechnologist (HTL) ASCP Board of Certification exam. Additionally, the school purchases ASCP exam simulator via Medialab for the students to study with throughout the year. Information on ASCP Board of Certification exam is also available on the ASCP website: http://www.ascp.org

Obtaining the certificate for successful completion of the program is not in any way contingent upon taking or passing the Board of Certification examination. A student who is enrolled in a 3+1 option will receive transfer credit to their universities upon completing the program. The baccalaureate degree is awarded by their universities per the affiliation agreement.

Student Records

Student records are maintained for admissions, evaluation, graduation records, financial records and any counseling or advising sessions. Information permanently maintained in a student record include material submitted for application to the Program, grades, evaluations submitted for required course work, student transcripts and financial records.

After a class has graduated, the files are maintained in a secured location indefinitely.

Transcripts

Transcripts are prepared at the end of the year. Individual students must advise the Program Coordinator at least one (1) week in advance when transcripts are needed.

Students may have access to their files upon request. However, release of information to any other individual or organization is prohibited without the written consent of the student. Files are available to accrediting organizations during Program evaluation for accreditation. A list of documents maintained for graduates and enrolled students are:

- Application for admission
- College transcript showing degree earned or Evaluation of transcript
- 3 letters of recommendation
- Physician's statement
- Evaluations from each laboratory section
- Grades from each lecture series and laboratory rotation
- Final transcript
- Financial records

Releasing Information from student files policy

It is the policy of Inova Histology program that “personally identifiable information,” other than “directory information” from a student’s education records, will not be disclosed to any party or organization which does not have legitimate right of access to the information without the written consent of the affected student. Husbands and wives are not entitled to obtain records of their spouses without the consent of the spouse regardless of dependency.

To obtain access to one’s records, a student must advise the custodian of the records of his or her desire to examine such records. If desired, the student may also request an explanation and/or copies of such records. Examinations will be permitted under conditions that will prevent alteration or mutilation of the record. If the student believes the record content to be inaccurate, the student may submit a request to amend the record.

Histology Program Lecture Schedule	
Week	***Lessons***
1	***Orientation***
2	**Integument System**
	Safety
3	**Respiratory System**
	Microscopes
4	**Microtomes, Cryostat, Processors, Stainers and Coverslippers**
	Miscellaneous
5	**Laboratory Informatics**
	Medical Terminology
6	**Laboratory Mathematics**
	Urinary System
7	**Digestive System**
	Nervous System
8	**Reproductive System**
	Endocrine System
9	**MULTI-HEADED SCOPE SESSION: Comparing Normal And Abnormal Tissue (Lab)**
	Connective System
10	**Circulatory System**
	MULTI-HEADED SCOPE SESSION: Comparing Normal And Abnormal Tissue (Lab)
	Laboratory Operations Unit Take Home Test
	Turn in Basic Histology Project
11	**Fixation Introduction**
	Fixation (Simple aqueous fixatives or fixatives ingredients)Part I
12	**Fixation (Simple aqueous fixatives or fixatives ingredients)Part II**
	Fixation (Compound or combined fixatives)
13	**Fixation (Nonaqueous fixatives & Transport Solutions, EM, Pigments & Troubleshooting)**
	Fixation Unit Take Home Test
	Processing (Dehydration, Clearing)
14	**Processing (Infiltration, Troubleshooting, Decalcification)**
	Processing Unit Take Home Test
	Embedding
15	**Microtomy**

16	Frozen Sections
	Nuclear & Cytoplasmic Staining Part I
	Microtomy Unit Take Home Test
18	Nuclear & Cytoplasmic Staining Part II
	Nuclear & Cytoplasmic Staining Part III
19	Nuclear & Cytoplasmic Staining IV
	Nuclear & Cytoplasmic Staining Part V
20	Nuclear & Cytoplasmic Staining Part VI
	Nuclear & Cytoplasmic Staining Part VII
	Midterm Exam
	Turn in Special Stains Procedure Project
21	Special Stains Carbohydrates (PAS)
	Special Stains Carbohydrates (Mucicarmine)
22	Special Stains Carbohydrates (Alcian Blue)
	Special Stains Carbohydrates (Iron)
23	Special Stains Amyloid
	Carbohydrates and Amyloid Unit Take Home Test
	Special Stains Connective Tissue
24	Special Stains Connective Tissue (Trichrome)
	Special Stains Connective Tissue (Elastic)
25	Special Stains Connective Tissue (Reticular & PTAH)
	Special Stains Connective Tissue (Basement membranes, Lipids, Mast Cells)
	Connective Tissue Unit Take Home Test
26	Special Stains Nerve (Nissl substance)
	Special Stains Nerve (Nerve Fibers)
27	Special Stains Nerve (Myelin Sheath)
	Nerve Unit Test
28	Special Stains Microorganisms (Acid Fast)
	Special Stains Microorganisms (Gram & H. Pylori)
29	Special Stains Microorganisms (Fungi)
	Special Stains Microorganisms (Spirochetes)
	Microorganisms Unit Take Home Test
30	Special Stains Pigments, Minerals & Cytoplasmic Granules
	Special Stains Pigments, Minerals & Cytoplasmic Granules (Iron)
31	Special Stains Pigment, Minerals, Cytoplasmic Granules (Melanin)
	Special Stains Pigment, Minerals, Cytoplasmic Granules (Argyrophil Granules & Urates)
32	Special Stains Pigment, Minerals, Cytoplasmic Granules (Bile, Calcium, Cooper)
	Pigments, Minerals & Cytoplasmic Granules Unit Take Home Test
	Immunohistochemistry (General Immunology & Tissue Handling)
33	Immunohistochemistry (Epitope Retrieval & Visualization)
	Immunohistochemistry (Staining methods & Control)
34	Enzyme Histochemistry
	Immunohistochemistry & Enzyme Histochemistry Unit Test

	Cytopreparatory Techniques (Cytopreparation & Smear Preparation Method)
	Turn in Slide Project
35	**Cytopreparatory Techniques (Fine Needle Aspiration & Cell Blocks)**
	Cytopreparatory Techniques Unit Take Home Test
	Diagnostic Molecular Techniques
36	**Laboratory Management**
	Capstone Project
37	**Capstone Project**
	Capstone Project
38	**Capstone Project**
	Present Capstone Project
39	**ASCP Board Exam Review**
	ASCP Board Exam Review
40	***Final***
	Review Final
	Graduate

Histotechnican (HT)

Tuesday and Thursday
12:30 Course review and quiz
1:00 Lecture begins
2:00 Case study and class discussion
2:30 Dismiss

Two Weekends a month
7:00 Supervised Labs
11:00 Lunch
3:30 Dismiss

Histotechnologist (HTL)

Tuesday and Thursday

12:30 Course review and quiz
1:00 Lecture begins
2:00 Case study and class discussion
2:30 Dismiss

Monday, Wednesday, Friday
7:30 Supervised Labs
11:00 Lunch
3:30 Dismiss

Student Projects
Students will complete four required projects for this program:

1. The “Basic Histology” will include illustrations of cellular structure of tissue and organs that will be detailed, labeled, and colored accurately. Grading criteria will not be based on artistic ability. This project will be due at the end of week 10.
2. The “Special Stain Procedure” will require the student to fill out the template given for each special stain procedure and include an image. This project will be due at the end of week 20.
3. “Slide,” will include embedding, cutting, and staining of given tissue. Grading for this project will be based on labeling of cassettes and slides, embedding, microtomy, and staining including special stains. The purpose of this project is to demonstrate competency under minimal supervision. This project will be due at the end of week 34.
4. “Capstone,” the students will identify a way to improve turn-around-time, cut cost, or improve patient care.

Student Instrumentation Practicum Competency Form HT/HTL 101

Task	Date	Trainer Initials	Student Initials
Embedding			
Review operation manual			
Operation of instrument			
Maintenance and QC			
Microtome			
Review operation manual			
Review parts and function			
Operation of instrument			
Maintenance and QC			
Microtome blades			
- Function (purpose)			
- Proper use and placement			
- Review cleaning as r/t cutting			
Proper disposal			
Malfunction notification			
Waterbath			
Review operation manual			
Operation of instrument			
Optimal temperature			
Clean unit between each use			
Maintenance and QC			
Automated Stainer – H&E 600			
Review operation manual			
Operation of instrument			
Maintenance and QC			
Malfunction notification			
Automated Stainer – H&E Leica			
Review operation manual			
Operation of instrument			
Rotating/changing/concentration of reagents			
Importance of reagent sequence			
Maintenance/QC			
Malfunction notification			

Task	Date	Trainer Initials	Student Initials
Tissue Processors			
Review operation manual			
Operation of instrument			
Rotating/changing/concentration of reagents			
Importance of reagent sequence			
How to program			
Maintenance/QC			
Malfunction notification			
Cryostat			
Review of operation manual			
Maintenance of blade			
Optimum temperature for cutting			
Lubrication/QC			
Decontamination			
Malfunction notification			
Automated Cover Slipper			
Review operation manual			
Operation of instrument			
Maintenance and QC			
Malfunction notification			

Comments:_____

_____

_____ _____

Mentor's Signature Date

_____ _____

Student's Signature Date

Student Practicum Competency Form HT/HTL 201

Task	Date	Trainer Initials	Student Initials
Embedding			
Biopsy –liver, kidney			
GI/GYN Biopsy			
Lumen – tube, appendix, artery, vas			
Tissue for all layers – colon, stomach, breast			
Skin			
Proper orientation of specimens			
Embed flat in mold, all tissue in same direction and in same plane			
Fill cassette with paraffin for tissue and cutting support			
Minimal leakage around cassettes			
Handling floaters/debris found in/on/near workstation			
Identify and handle improperly processed tissue			
Microtomy			
Issue supplies, e.g.: forceps, brushes, teasing needles			
Set up work area			
Proper placement of block into holder			
Block position and knife angle			
Use of clean slides			
Slide labeling – legible, neat, proper markers			
Cut single or multiple slides depending on tissue			
Use of knife blade – proper handling, storage, and discarding			
Prevention and resolution of cutting artifact:			
• Knife lines			
• Venetian blind effect			
• Crooked/uneven ribbon			
• Tissue chips out of block			
• Holes, tears			
• Chatter			
• Air bubbles			

Task	Date	Trainer Initials	Student Initials
Flotation of ribbon on waterbath			
Choice of appropriate section			
Orientation of section on slide (center)			
Multiple ribbons in same direction			
Cleaning waterbath after each case			
Slide drying:			
• Times, temperature limits			
• Effect on tissue if too high or too low			
Tissue Processors			
Purpose of fixation, dehydrating, cleaning, infiltration			
Reagent storage and disposal			
Operation of each processor:			
• Programming			
• Troubleshooting			
• Load/Unload			
Reprocessing of tissue:			
• How/when to perform			
• Effect on tissue			
Decalcification – types and methods			
Automated Stainer – H&E			
Identify type of Hematoxylin and Eosin used in lab			
Maintenance of staining solutions and documentation			
Review of QC slide:			
• Assessment of properly stained slide			
• Nuclear detail: crisp, distinction between nuclear membrane, nucleoli			
• Eosin – distinction in cytoplasmic structures (red blood cells are red to orange)			
• Documentation and corrective action of staining quality			
Prevention and resolution of staining artifact:			
• Water in xylene			
• Nuclei too light/dark			
• Nuclei not crisp/clear			

Task	Date	Trainer Initials	Student Initials
• Lack of cytoplasmic detail and/or differentiation			
Automated Stainer – H&E 600			
Identify type of Hematoxylin and Eosin used in lab			
Maintenance of staining solutions and documentation			
Review of QC slide:			
• Assessment of properly stained slide			
• Nuclear detail: crisp, distinction between nuclear membrane, nucleoli			
• Eosin – distinction in cytoplasmic structures (red blood cells are red to orange)			
• Documentation and corrective action of staining quality			
Prevention and resolution of staining artifact:			
• Water in xylene			
• Nuclei too light/dark			
• Nuclei not crisp/clear			
• Lack of cytoplasmic detail and/or differentiation			
Automated Cover Slipper and Slide Distribution			
Manual Technique			
Automated Technique			
Troubleshooting:			
• Alertness to mislabeling for:			
○ Blank slide			
○ Incomplete sections			
○ Incomplete cases			
QC and documentation of corrective action			
Partial cases:			
• Hold for decal			
• Fixation problems			
• Reprocessing of tissue			
• Other			
Workload recording			

Task	Date	Trainer Initials	Student Initials
MISCELLANEOUS			
Department communication:			
• Knowledge and use of available modes of communication			
• Familiarity with log books, QC documentation			
File blocks/slides			
Perform QC as required			
Clean work areas and equipment			
Promotes and contributes to overall lab cleanliness and organization			
Accession Specimens			

Comments:_____

_____

_____

Mentor's Signature Date

_____

Student's Signature Date

Student Practicum Competency Form HT/HTL 301

Task	Date	Trainer Initials	Student Initials
CARBOHYDRATES			
PAS-D Periodic Acid Schiff with & without Digestion			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
Alcian Blue			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
Mucicarmine			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
Connective & Muscle Tissue			
Trichrome			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
Oil Red O			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
Reticulum Stain			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
Verhoeff/van Gieson Elastic Stain			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
MICROORGANISMS			
GMS			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			

Task	Date	Trainer Initials	Student Initials
Gram			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
PAS for Fungus			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			
Immunohistochemistry			
Estrogen Receptor (ER)			
Anti-Progesterone receptor (PR)			
Her2neu			
Cytology			
Papanicolaou (Pap) Stain			
• Performs staining techniques			
• Trouble shooting technique			
• Identifies stained structures			

Comments:_____

_____

_____

Mentor's Signature Date

_____

Student's Signature Date

Date_____

Student Survey of Inova Histology Program

Please rate your mentor/presenter/program in each of the following categories by using the scale:

(1) STRONGLY DISAGREE
(2) DISAGREE
(3) SOMEWHAT DISAGREE
(4) SOMEWHAT AGREE
(5) AGREE
(6) STRONGLY AGREE

MANAGEMENT	**Rate**
The mentor/presenter is generally well-organized and prepared for class.	
Class time is used in an efficient and productive manner.	
Tests and assignments are corrected and returned to me, and I know where I stand in this class in terms of my grade.	
INSTRUCTION/CURRICULUM	
What we do (lecture and lab) helps me learn the subject matter.	
The presenter explains the material clearly and in ways that are easy to understand, offers alternative explanations or additional examples, and clears up confusion.	
The program coordinator gives the right amount of graded assignments, tests, and quizzes in order to fairly evaluate my performance.	
The grading system is fair and reasonable, and I am consistently graded according to this system.	
The mentor uses a variety of activities (discussion, lecture, labs, technology, etc.)	
The presenter/mentor knows the subject area very well.	
The goals of this class are clear to me.	
We are encouraged to think.	
MOTIVATION	
The program challenges my abilities as a student, and this class requires consistent time, study, and preparation.	
The program coordinator offers encouragement and positive reinforcement, as well as constructive criticism.	
The program coordinator is available to students outside class time for tutoring, review work, or to answer questions.	
The mentor offers encouragement and positive reinforcement, as well as constructive criticism	
After completion of this program, I'm excited to become a Histotechnician.	

Date _____

Graduate Survey of Inova Histology Program

Please answer yes, no, or N/A to the following questions:

	Yes, No N/A
Are you employed right now?	
Are you looking for employment at this time?	
Would you recommend this program?	
Would you change anything about the program? If yes, please explain.	

Comments/Explanations

Please rate Inova Histology Program in each of the following categories by using the scale:

(1) STRONGLY DISAGREE
(2) DISAGREE
(3) SOMEWHAT DISAGREE
(4) SOMEWHAT AGREE
(5) AGREE
(6) STRONGLY AGREE

	Rate
Inova's Histology program prepared me for the ASCP exam	
Inova's Histology program prepared me to work in the field of Histopathology	
Did the benefits you received from attending this program outweigh the financial costs to you and your family?	
Would you keep into touch with the program's administration?	

Comments

Clinical Evaluation

Student's Name:_____Date: _____

Histology student should be able to:

1. Orient and embed pathology specimens to ensure optimal sectioning.
2. Utilize a microtome to section paraffin blocks and consistently produces high quality slides for routine and special staining procedures.
3. Perform routine and special staining procedures, coverslips, appropriately labels slides and reviews stain quality microscopically.
4. Communicate to maintain team knowledge, demonstrates knowledge of regulatory standards in order to satisfy compliance requirements.
5. Demonstrate professionalism, confidentiality, and privacy.
6. Demonstrate communication: telephone and e-mail etiquette.

STANDARDS

I. Embedding

Orients and embeds pathology specimens to ensure optimal sectioning.

Performance Expectations	**Inconsistent** Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	**Successful** Successfully and consistently meets the performance objectives expected.	**Exceptional** Consistently exceeds expectations in core responsibilities
Maintains clean work surfaces and instruments that are free of debris and tissue fragments to eliminate cross contamination.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Maintains an adequate margin of embedding medium surrounding all sides of the tissue.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Ensures that blocks are not over or under filled with embedding medium and free of air bubbles.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Recognizes and identifies different gross tissues structures to ensure proper orientation.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

II. Microtomy

Utilizes a microtome to section paraffin blocks and consistently produces high quality slides for routine and special staining procedures.

Performance Expectations	Inconsistent Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	Successful Successfully and consistently meets the performance objectives expected.	Exceptional Consistently exceeds expectations in core responsibilities
Follows staining protocols to ensure tissue sections are cut at the appropriate thickness or micrometer.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Position blades at the correct angle and routinely change blades to ensure sections are free of tears, lines, folds and cellular distortion.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Correctly positions blocks in the microtome and rough face to the appropriate depth to ensure the section on the slide is of the entire tissue surface.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Maintains a clean water bath and cleans water surface between sections to ensure sections are free of floaters and cross contamination.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Verifies block and slide ID match with the same identification number.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

III. Staining

Performs routine and special staining procedures, coverslips and appropriately labels slides, and reviews stain quality microscopically.

Performance Expectations	Inconsistent Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	Successful Successfully and consistently meets the performance objectives expected.	Exceptional Consistently exceeds expectations in core responsibilities
Produce uniformly stained slides with consistent stain intensity, according to established procedures.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Accurately process requests for special stains and prepares reagents as needed, according to established procedures.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Perform special stains, to include immunohistochemical stains, using the appropriate controls and checks microscopically to ensure positive results, according to established procedures.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Coverslips stained slides quickly and uniformly, either manually or automated, ensuring that they are clean, neat, and free of artifacts, according to established procedures.			

	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Labels slides accurately, matching slides to correct protocol, and reviews and records stain quality, according to established procedures.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

IV. Regulations

Communicates to maintain team knowledge, demonstrates knowledge of regulatory standards in order to satisfy compliance requirements.

Performance Expectations	**Inconsistent** Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	**Successful** Successfully and consistently meets the performance objectives expected.	**Exceptional** Consistently exceeds expectations in core responsibilities
Maintains confidentiality.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Follows site specific SOPs, manuals, and instructions.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.
Follows regulatory agency guidelines (CAP, JCAHO, Medicare, OSHA, state, FDA). (by direct observation, at all times)			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

V. Safety

Performance Expectations	**Inconsistent** Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	**Successful** Successfully and consistently meets the performance objectives expected.	**Exceptional** Consistently exceeds expectations in core responsibilities
• We practice error prevention techniques and use S.T.A.R. (Stop, Think, Act, Review) • We communicate clearly and completely. • We raise the "red flag" in the face of uncertainty. • We report all safety hazards, accidents and incidents promptly and completely.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

VI. Professionalism

Performance Expectations	Inconsistent Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	Successful Successfully and consistently meets the performance objectives expected.	Exceptional Consistently exceeds expectations in core responsibilities
• We wear ID badges properly at all times. • We follow all Inova Health System policies regarding dress codes, personal hygiene and jewelry. • We do not gossip. • We eat and drink only in designated areas. • We are ambassadors of the organization, promoting a positive image of Inova in the community.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

VII. Confidentiality & Privacy

Performance Expectations	Inconsistent Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	Successful Successfully and consistently meets the performance objectives expected.	Exceptional Consistently exceeds expectations in core responsibilities
• We protect a customer's privacy by preventing the disclosure of patient information to any individual not involved in the patient's care. • We protect our employees' confidentiality by preventing the disclosure of their personal information to any unauthorized parties. • We do not discuss personal matters in the presence of a customer. • We knock on doors and wait for a response before entering.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

VIII. Communication

Performance Expectations	Inconsistent Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	Successful Successfully and consistently meets the performance objectives expected.	Exceptional Consistently exceeds expectations in core responsibilities
• We greet everyone with "hello", a smile and eye contact and use "please and thank you". • We address and refer to customers as Mr., Mrs., Ms, or Dr., and inquire how they would like to be addressed.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

IX. Telephone and E-Mail Etiquette

Performance Expectations	Inconsistent Cannot consistently be relied upon to deliver successful performance in the core area of responsibility	Successful Successfully and consistently meets the performance objectives expected.	Exceptional Consistently exceeds expectations in core responsibilities
• We answer all phone calls: "Hello, department, name, how may I help you?" • We respond to phone messages and e-mails in a timely fashion. • We ask permission before putting a caller into voicemail or on hold and thank callers for holding when we return.			
	☐ 1 pt.	☐ 2 pts.	☐ 3 pts.

Overall Performance Assessment

Total Points	Divided by	Performance Expectations Total Points	=	Score
	/	66	=	
Score	**Multiply by**	**Weight**	**=**	**Overall Performance Rating Score**
	X	25%	=	

Mentor Signature:_____ **Date:**_____

Student Signature:_____ **Date:**_____

Program Coordinator Signature:_____ **Date:**_____

Inova Histology Program
Mid-semester Grading Report

Student's Name _____

Date	Test	Grade
	Laboratory Operations	
	Fixation	
	Processing	
	Microtomy	
	Midterm	
	Test Average	

Date	Project	Grade
	Basic Histology	
	Special Stains Procedure	
	Projects Average	

Program Coordinator's Signature Date

Student's Signature Date

2832 Juniper Street, Fairfax, VA 22031
P 703-645-6128 **F** 703-645-6735

Inova Histology Program
Final Grading Report

Student's Name _____

Date	Test	Grade
	Carbohydrates and Amyloid	
	Connective Tissue	
	Nerve	
	Microorganisms	
	Pigments, Minerals & Cytoplasmic Granules	
	Immunohistochemistry & Enzyme Histochemistry	
	Cytopreparatory Techniques	
	Test Average	

Date	Final Project	Grade
	Slide	
	Capstone	
	Projects Average	

Test Average	Multiply by	Weight	=	
	X	10%	=	
Projects Average	Multiply by	Weight	=	
	X	15%		
Clinical Evaluation Grade	Multiply by	Weight	=	
	X	25%	=	
Final Comprehensive Examination Grade	Multiply by	Weight	=	
	X	25%	=	
Final Project Average	Multiply by	Weight	=	
	X	25%	=	
			Final Grade	

Program Coordinator's Signature Date

Student's Signature Date