

# **COLUMBUS STATE COMMUNITY COLLEGE**



## **HISTOLOGY PROGRAM STUDENT HANDBOOK**

**2009-2010**

**HISTOLOGY STUDENT HANDBOOK  
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## **Introduction**

The online Histology certificate program is part of the Multi-Competency Health Technology, within the Career and Technical Programs Division at Columbus State Community College. The three quarter program provides a course sequence with objectives and experiences which fulfill the eligibility requirements of the national agency which certifies histotechnicians. The theory is complemented by an integrated clinical experience.

The program is comprised of a three quarter, eight course sequence which includes MULT 150, 151, 152, 154, 155, 156, and 157. Each content area has two associated courses: theory (lecture) and clinical. The theory courses are taught using Blackboard, the college's online course management system, while the clinical courses are taught in approved clinical facilities.

At the end of the three quarter program, students are eligible to take ASCP's Histotechnician certification exam (HT). However, completion of the program is not contingent upon passing this exam or any other certification exam that may become available. Student's who have completed a Bachelor's degree are eligible to take the Histotechnologist exam (HTL). However, as this program is directed at the HT level, students are not recommended to take this exam until after they have been employed as a histotechnician. Read the requirements that have been established by ASCP for complete eligibility requirements.

## **PROGRAM MISSION**

The mission of the Histotechnician program is to provide learning experiences that, when successfully completed, prepare students to demonstrate the skills and behaviors congruent with those of professional histotechnicians.

## **PROGRAM GOALS**

The goals of the Histotechnician program are to:

1. provide a base of theory and practice that is appropriate to develop the entry level skills as a Histotechnician.
2. provide a program with ongoing review so that accreditation guidelines are maintained.
3. demonstrate support of the College's mission and goals.
4. support the profession of histotechnology by preparing graduates who are competent in histology skills and as members of the health care team.
5. prepare graduates to successfully complete a national certification exam.

## **COMPETENCIES**

At career entry, the histotechnician will be able to perform routine histologic procedures such as:

- Receiving and accessioning tissue specimens
- Preparing tissue specimens for microscopic examinations, including all routine procedures
- Assisting with gross examination and frozen section procedures in histopathology (Note: only graduates with a minimum of an Associate's degree are qualified to perform gross examination in CLIA regulated laboratories.)
- Identifying tissue structures and their staining characteristics
- Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repairs

- Recognizing factors that affect procedures and results, taking appropriate action within predetermined limits when corrections are indicated
- Performing and monitoring quality control within predetermined limits
- Applying principles of safety
- Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public
- Recognizing the responsibilities of other laboratory healthcare professionals and interacting with them with respect for their jobs and patient care
- Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence
- Exercising principles of management, safety, and supervision

## **Program Personnel**

The program director is responsible for the program organization and administration, program review and periodic evaluation, planning and development of the curriculum with input from faculty and advisory committee members, monitoring the general effectiveness of the program and obtaining clinical affiliations. As a technology coordinator, the program director is also responsible for providing input into the preparation and review of the budget. The education coordinator, an HTL (ASCP) who also fulfills the role of adjunct faculty member, is responsible for providing oversight of the theory and clinical courses and coordinating the instructional activities of the faculty. The faculty of the Histology program are part-time faculty members of the college and are responsible for designing the educational experiences for the students. This includes development of course descriptions, objectives, and learning activities. The guidelines followed are developed, in part, by the advice of the program's advisory committee which is comprised of professionals in the clinical affiliates.

### **Program Director**

Peggy Mayo, M.Ed., MLT (ASCP)  
 Union 519  
 Columbus State Community College  
 550 S. Spring Street  
 Columbus, OH 43215  
 (614) 287-2608 or 800-621-6407 ext. 2608  
[pmayo@cscs.edu](mailto:pmayo@cscs.edu)  
 Fax: 614-287-3854 or 614-287-6181

### **Education Coordinator and Adjunct Faculty**

Joelle Weaver BS, HTL (ASCP)  
 Jweave01@cscs.edu  
 567-208-1851

## Adjunct Faculty

Jaime Koob B.S., MBA, HTL (ASCP)

jkoob@csc.edu

614-878-5033

## Advisory Committee

Bonnie Whitaker HTL (ASCP).....The Ohio State University Medical Center

Mike Ballard HT (ASCP).....Riverside Methodist Hospital

Shaun Smith, HT (ASCP).....Ohio Department of Agriculture

Scott Fox, HT (ASCP).....Ohio Department of Agriculture

Edie Lehman HT (ASCP)..... Fairfield Medical Center

Shannon Kemmerling HT (ASCP).....Mount Carmel East

## Admission Requirements

Requirements for Admission to the Program are:

1. High School graduation or GED
2. 2.5 GPA
3. MULT 101 Medical Terminology
4. Placement into ENGL 101
5. CHEM 113 General and Biological Chemistry
6. BIO 261 Human Anatomy
7. MATH 102 Beginning Algebra I
8. Completion of the College Health Record which include:
  - a. Health history
  - b. Physical exam
  - c. Hepatitis B vaccination: you must begin the series of 3 shots
  - d. MMR immunization
  - e. 2 step TB test
  - f. Varicella: titer or history of immunization or history of the disease
9. Fingerprinting for background investigation. This is done at the student's expense. If a student will be placed in a facility whose clinical affiliation agreement requires this, and the background investigation returns any felonies, a student may not be permitted to participate in the clinical experience, thus eliminating his/her participation in the program. It is at the discretion of the facility to determine how the student's background check may impact this participation. It is impossible to identify all offenses that would cause a student to be eliminated from a clinical experience. Each case will necessarily be handled on an individual basis.
10. Drug screening. Some clinical facilities may require the completion of a drug screen. This is also done at the student's expense. If a student's drug screen returns a positive for drugs and/or adulteration, the student may be excluded from participation in the clinical experience, thus eliminating his/her participation in the program.
11. Meet the non-academic essential functions, listed below.

## ESSENTIAL FUNCTIONS

### Vision

- Read charts, labels, graphs, materials with the aid of a microscope; discriminate colors, and record results

### **Speech and Hearing**

- Communicate effectively using standard English, and assess non-verbal information

### **Fine Motor Skills**

- Skills necessary to operate instruments including a microtome, and manipulate tools

### **Psychological Skills**

- Possess the emotional health required to utilize full intellectual abilities.
- Recognition of emergency situations and take appropriate actions

## **AFFECTIVE (PROFESSIONAL BEHAVIOR) OBJECTIVES**

In all clinical coursework, the student will:

- 1. Demonstrate integrity.**
- 2. Maintain professional appearance.**
- 3. Use appropriate communication.**
- 4. Cooperate with others.**
- 5. Act respectfully toward others.**
- 6. Display initiative and interest.**
- 7. Display persistence.**
- 8. Demonstrate dependability and punctuality.**
- 9. Use good judgement and decision making skills.**

A professional behaviors evaluation form will be completed each quarter. This form can be found in the [Clinical Practicum Manual](#).

## **ADVISING AND PROGRESSION IN THE PROGRAM**

Your advisor will be Peggy Mayo, Histology Program Director. Her office is Union Hall 519. She can be reached by phone at (614) 287-2608, or 800-621-6407, extension 2608 or email at [pmayo@csc.edu](mailto:pmayo@csc.edu).

The curriculum is outlined as follows with the corresponding credit hours. Successful completion of courses is required to continue to the next quarter. Successful completion of theory courses is identified as a minimum of a "C", and an "S" (satisfactory) in clinical courses. In order to earn a "C" in theory courses, a minimum of 75% must be achieved, and in clinical courses, a minimum of 80% must be achieved. Unsuccessful completion will result in the need to repeat the course when it is offered next.

## PLAN OF STUDY

FIRST QUARTER				SECOND QUARTER			
	LECTURE	PRACTICUM HOURS	CREDIT HOURS		LECTURE	PRACTICUM HOURS	CREDIT HOURS
MULT 150 Histologic Techniques	3	0	3	MULT 154 Chemistry of Stains I	3	0	3
MULT 151 Histologic Techniques Clinical	0	15	2	MULT 155 Chemistry of Stains Clinical I	0	15	2
MULT 152 Tissue Identification	2	0	3				
THIRD QUARTER							
MULT 156 Chemistry of Stains II	2	0	3				
MULT 157 Chemistry of Stains Clinical II	0	15	2				

Completion of this curriculum will fulfill eligibility requirements for taking the national certification exam for Histotechnicians through the American Society for Clinical Pathology (ASCP).

### COURSE DESCRIPTIONS

#### **MULT 150: Histologic Techniques (lecture)**

This course provides an examination of all of the procedures that take place at the beginning of preparing a tissue sample for examination by the pathologist. These procedures include embedding techniques, tissue fixation, principles of microtomy and tissue processing.

(**Note:** while the grossing skill is taught in this course, students who have not completed an Associate's degree are not allowed, by law, to perform this skill in a histology laboratory).

#### **MULT 151: Histologic Techniques Clinical - 15 clinical hours**

In this course, the student will apply the theory of the basic histologic techniques examined in MULT 150 in an authentic clinical setting.

#### **MULT 152: Tissue Identification (lecture)**

The structure and identification of tissue systems is emphasized at a cellular level. The student will develop skills that will assist them in identification of different tissue sources. Subsequently, the tissue source will be correlated with tissue function.

#### **MULT 154: Chemistry of Stains I (lecture)**

This course addresses the fundamentals and clinical significance of routine and special histological staining.

#### **MULT 155: Chemistry of Stains I Clinical – 15 clinical hours**

In this course, students will apply the concepts from MULT 154 in an authentic clinical setting.

### **MULT 156: Chemistry of Stains II (lecture)**

This course is a continuation of MULT 154 and will include special histology staining procedures including immunohistochemistry, and basic and advanced troubleshooting techniques.

### **MULT 157: Chemistry of Stains II Clinical – 15 clinical hours**

In this course, students will apply the concepts from MULT 156 in an authentic clinical setting.

### **Progress Reports**

The student may check current grades on Blackboard at any time. This tool details all assignments, quizzes and the midterm scores that are current at the time that it is accessed by the students.

### **Advising and Counseling**

The college's Student Life Division utilizes the Advising and Counseling Services department to assist students with academic decisions and to provide personal counseling. Although students are considered distance education students, they still have access to these advisors by telephone or email. They are located in Aquinas 116 and see students by appointment only. The toll free number is 800-621-6407, extension 2668. The general email address for the health advisors is [hbps@csc.edu](mailto:hbps@csc.edu). Information regarding the Advising and Counseling Services of the college can also be found on page 33 of the College Catalog.

### **Grading Procedures**

At the beginning of each quarter in the Histology program, students will be able to access (via Blackboard) the course syllabus outlining the requirements for passing each course. For all clinical courses, competency checklists are utilized and a minimum passing score for each procedure is identified on the course syllabus.

**Grade Grievance: CSCC Policy 5-09(C). (See the CSCC Student Handbook for most current policy. The college handbook contains all policies and procedures for which the student is responsible. These handbooks are available through student services.)**

1. If a student believes that an error in evaluation or recording of a grade has occurred, the student shall first meet with the instructor no later than the end of the second week of the quarter following the assignment of the grade. If the instructor agrees that an error in grading has occurred, he/she shall authorize the Records and Registration Office to change the grade. The instructor will inform the student of his/her decision within three calendar days of the meeting.
2. If the instructor disagrees that an error has been made, and the student remains dissatisfied with the instructor's decision, the student shall discuss the case with the department chairperson, within seven calendar days of the instructor's decision. After consulting with the instructor, the department chairperson will inform the student in writing of the result of the consultation within seven calendar days. The student can then submit a written request for a departmental review to the department chairperson. This request shall include the reasons the student believes the grade was in error. Within seven calendar days of receiving such a request in writing,

the department chairperson shall appoint a departmental review committee comprised of two other faculty members from the department, and the dean shall appoint one faculty member from another department within the division.

- a. In cases of instructors still affiliated with the college, the review committee shall consult both the student and the instructor and shall determine the validity of the grade grievance due to grading procedures. If the committee finds an error has occurred, it shall recommend to the instructor that a change of grade be submitted. If the instructor declines to accept the recommendation of the committee, the instructor shall confer with the committee, providing reasons for not authorizing a change of grade. After considering these reasons, the review committee shall submit a report of its findings to the department chairperson within 14 calendar days of the student's request to the chairperson, recommending that the grade remain as assigned by the instructor or that the grade be changed. In the latter case, the department chairperson shall authorize a change of grade. In either case, the department chairperson shall inform both the student and the instructor of the recommendation of the committee and the action to be taken as a result within seven days of receiving the committee's recommendation.

## **EVALUATION POLICIES**

In each of the theory courses, written assignments, quizzes, midterms, and final examinations are administered. These are evaluations of the student's proficiency in the cognitive domain. These will be completed either online or proctored in the clinical facility. Course grades are distributed based upon the standard identified in each course syllabus.

Passing grades are required to continue in the program. Failure of any course will result in the need to withdraw and take the course again. However, there is no guarantee when the course(s) will be offered again. Failing a course twice or failing more than one course will result in the permanent removal from the program. You will not be allowed to reenter the program.

In the clinical courses, students are monitored on laboratory procedures using the competency checklists as an evaluation in the cognitive and psychomotor domains. A professional behavior, and knowledge and skills evaluations are also completed by the clinical faculty in each clinical course. Although the professional behavior evaluation is not used in final course grade determination, it should be used as a constructive mechanism for you.

These evaluations (knowledge and skills, checklists, and professional behavior) will become part of the student's file, held by the program director. See the Clinical Practicum Manual for evaluations relating to each of the clinical courses.

## **HEALTH AND SAFETY**

### **Health Record**

Before acceptance into the Histology program, a completed health record will be required. This includes the following:

- Health history
- Physical exam
- Hepatitis B vaccination: you must begin the series of 3 shots
- MMR immunization
- 2 step TB test
- Varicella: titer or history of immunization or history of the disease

This record must be on file in the College Health Records Office, located in Union Hall Room 134A. The phone number is (614) 287-2450, or (800) 621-6407, extension 2450.

### **Exposure Incident Protocol**

For any bloodborne pathogen exposures while in the clinical experience, follow the guidelines detailed in the Bloodborne Pathogen Exposure procedure, Appendix A. If there is a significant exposure, current CDC guidelines will be followed at the student's expense. The student is strongly encouraged to carry health insurance for this reason. The College Health Records office will maintain records of incidents of injury to students including, but not limited to, bloodborne pathogen exposures.

### **Access to Healthcare Services for Accidents and Injuries**

As the clinical courses are taught in clinical facilities, you may access the emergency room facilities closest to the clinical affiliate that you are attending. If you need emergency health services while on campus, the Public Safety officers are First Responders. They are available by contacting extension 2525 from any campus phone. They will provide basic first aid. If necessary, they will also contact the emergency squad. For life threatening emergencies, contact Emergency 911 by dialing 9-911 from any campus phone. An Incident Report will be filed through the Public Safety Office. The student is financially responsible for any costs associated with services provided. For this reason, you are strongly encouraged to have your own health insurance.

### **Health Insurance**

Students are strongly encouraged to carry health insurance. Columbus State Community College provides access to carriers of health insurance. For more details, request a student insurance program brochure from the Cashier's Office in Rhodes Hall.

## **LIABILITY INSURANCE**

Professional liability insurance is a clinical affiliate and department requirement. This is guaranteed through the clinical contract that the College has with each clinical affiliate. The college will provide this insurance as a part of the student's laboratory fees.

## **STUDENT GUIDELINES**

You are advised to become familiar with all college policies regarding appropriate conduct as well as your rights and responsibilities while you are a student at Columbus State Community College. This information can be found in the current College Catalog and the CSCC Student Handbook.

### **Student Rights**

As a CSCC Histology student you have the right to:

- Be treated fairly and equitably without regard to race, color, religion, sex, sexual orientation, nationality, age, or disability
- Expect safe working conditions
- Know about policies and procedures of the Histology program and CSCC
- Expect that all records, including health information, will be kept confidential
- Receive course syllabi which contains course objectives and evaluation policies
- A student who seeks justice for what he/she perceives to be any unfair treatment by an instructor should follow the college grievance procedure. A description of student rights, grievance procedure and appeals is detailed in the CSCC Student Handbook and in the College Catalog.

### **Student Responsibilities:**

As a CSCC Histology student, you have the following responsibilities. You agree to:

- Treat other students and CSCC and clinical faculty and staff with respect
- Cooperate with peers, CSCC and clinical faculty and staff
- Demonstrate a responsible attitude toward your work and others by acting in the best interest of the college and clinical facilities
- Be knowledgeable about and abide by CSCC and Histology Program policies and procedures
- Bring ideas and concerns to the program
- Meet with the program director regarding any academic concerns
- Not represent someone else's work as your own
- Practice safety precautions at all times

## CLINICAL COURSES

### Clinical Placement

As this program utilizes an integrated clinical experience, you will be placed in a clinical facility during each of the three quarters of the program as an enrolled student in a clinical course. Because this is a real clinical setting, and you are working and interacting with employees of the clinical facility and working with genuine patient specimens, this component of your education must be treated with extreme care. CSCC must conform to the availability of the clinical facility in terms of the number of students in their facilities and the days and shifts which are available to students. Therefore, the following will be the procedure in placing you.

1. The faculty will determine, after communicating with the contacts at the clinical sites, the most appropriate days and shifts available and the number of students that can be accommodated.
2. Students who are employed by a clinical facility will have the first opportunity to be placed at that facility.
3. Students accepted into the program on the earliest date will be given priority in placement.
4. Guidelines for acceptance to the program and placement into the clinical experience:
  - a. 2.5 GPA
  - b. Application to the college
  - c. Application to the program
  - d. 2 Acceptable recommendations from someone other than family members or friends. Acceptable references include instructors and or supervisors.
  - e. Completion of prerequisite courses
  - f. Completion of the computer skills and online learning assessments. Results must indicate that you have the skills necessary for successful online learning.
  - g. Available positions in the clinical facility for the clinical courses. If there are fewer clinical experience positions than students eligible for acceptance, priority will be given to those students currently working in a facility with whom the College has a clinical experience contract. Students who have completed course prerequisites at the time of the application deadline will have priority over students with earlier application dates but prerequisite completion after the application deadline.
  - h. Priority for accepting students is determined by meeting acceptance criteria, program application receipt date and availability of clinical placement sites. **See “g” above.**

Once a placement is determined, you may not request a change unless you have been told by the faculty that there is another position available. Students will not be accepted into the program unless a clinical position is available. Read the Student Clinical Experience Agreement, found in the Clinical Practicum Manual.

## Clinical Experience Policies

Because the clinical experience is a privilege extended to you by the clinical facility, there are policies that must be followed. If inappropriate behavior occurs or if policies are not followed, the student will be removed. Following is a list of these policies.

1. You are responsible for your own health insurance. Should anything occur during your clinical experience that would require medical attention, you are financially responsible for all associated costs.
2. Attendance: If an emergency arises that prevents you from attending, any time missed must be made up. This may result in the continuation of the course into the following quarter. In this event, an Incomplete ("I") will be awarded for that course. Contact your clinical faculty as soon as you know you will not be able to attend. Under most circumstances, failure to notify the clinical supervisor and program director of an absence will result in your removal. It will be at the discretion of the clinical facility to determine the time limit imposed for completion of any missed work.
3. During inclement weather that would prevent safe traveling, you will follow the college policy. Refer to the college website, [www.csc.edu](http://www.csc.edu) for more information.

Students who are in areas which fall under a Level III Weather Emergency should not attempt to drive to the clinical facility. Consult your course syllabus for information on the makeup of missed clinical time.

4. Dress: you are responsible for dressing professionally during your attendance at the clinical site. The appropriateness of your dress will be determined by the dress code at your clinical site. Fingernails: no acrylic nails or nails longer than ¼" required in most facilities. This is for safety reasons.
5. Identification: Follow the policy of your clinical facility for appropriate identification.
6. Behavior: In addition to policies and procedures unique to the clinical facilities, the following guidelines apply.
  - No head phones permitted
  - No cell phone or pager use. Please store these away and turn off!
  - Ask what you can do to help out whenever it is apparent that the staff is busy.
  - Bring a small notebook with you, so that when you have questions, you can write the answer in a little notebook so that you do not have to repeat questions!
  - Remember that this clinical experience should be approached as a long interview! If you show that you are a capable person with motivation and integrity, you have a greater chance of being hired by your facility if the option arises.
7. While you are a student in the clinical facility, it is your responsibility to follow all applicable policies and procedures of the clinical facility in which you are placed. You are expected to perform at the expected level that is determined by the clinical supervisor by following the competency checklist guidelines. Again, refer to the Clinical Practicum Manual for complete detail of policies and procedures.

## **Service Work Policy**

Students are not permitted to take the place of qualified staff during their clinical experience. Students are permitted to perform procedures only when supervised by qualified staff. The student may be scheduled to perform procedures, or run instruments after they have successfully completed all the objectives for that area. However, they will still be working under the supervision of the clinical instructor. Also, it is understood that if a student is an employee of the facility, any activities performed by the student in that employee capacity are not controlled or evaluated as part of the educational activities in the clinical experience. In this situation, the facility has responsibility for the student, not Columbus State Community College. A student's clinical experience must occur outside of their hours of employment, if employed in the same facility.

## **Termination and Removal from Clinical Experience**

The following list, although not a comprehensive one, identifies situations for which you may be removed. This will be determined by the Program Director and/or the Clinical Supervisor. If your clinical experience is terminated, you are required to withdraw from the course and will be removed from the program. You will not have another opportunity to be readmitted to the program. Again, refer to the Clinical Practicum Manual for complete detail of policies and procedures.

- Non-compliance with dress code, personal hygiene, and grooming standards.
- Perception or proof of alcohol or drug consumption prior to arrival at the clinical facility.
- Non-compliance with facility policies and procedures
- Non-compliance with HIPAA Privacy Standards or Code of Ethics
- Not performing up to the standards of the clinical facility.
- Uncooperative or unprofessional behavior

## **LIBRARY SERVICES – ERC**

If you live within a close proximity of Columbus state, you may take advantage of access to the Educational Resource Center at the stated hours. This is identified as Columbus Hall, "CO", on the campus map. Additionally, there are many online resources available through the college library website. Some of the resources include the catalog system and research databases that include access to many periodicals. Additional reference materials are available in the office of the Program Director. Your clinical facility will also have information resources available to you.

## **DISABILITY SERVICES**

Columbus State does not discriminate on the basis of disability in admissions, access to or participation in its programs or activities. Requests for reasonable accommodations for a documented disability should be made to the course

instructor and to the Office of Disability Services, located in Franklin Hall, Room 223.

## **CERTIFICATION EXAMS**

Upon successful completion of the Histology Program, the student will be eligible to take the certification exam, offered by the American Society for Clinical Pathology (ASCP) to become a certified Histotechnician, using the designation "HT (ASCP)". However, passing a certification examination is not a prerequisite for being awarded a certificate of completion by CSCC. The agency and contact information where more information can be obtained regarding eligibility, application, and procedural information are:

American Society for Clinical Pathology/Board of Registry  
2100 West Harrison Street  
Chicago, IL 60612  
312-738-1336  
[www.ascp.org/bor/](http://www.ascp.org/bor/)

## APPENDIX A COLUMBUS STATE COMMUNITY COLLEGE

Report of Needlestick/Percutaneous Injury or Exposure to Blood or Other Body Fluids

**NOTE: If you experienced a needlestick or other percutaneous injury or were exposed to blood or other body fluids, complete all portions of this report including brand name and type of device involved in the exposure (see Step 5).**

<p><b>Step 1:</b> Were you exposed to blood or other body fluids of another person? On your skin or any part of your body?.....<b>YES</b> or <b>NO</b></p>	<p>.....If <b>NO</b> <b>Go to Step Blue</b></p> <p>.....If <b>YES</b> <b>Go to Step 2</b></p> <p>wash skin with soap and water. If exposure was to mucous membranes, flush them well with clear water. If you have an injury, obtain first aid.</p>
<p><b>Step 2:</b> Were you exposed to blood or body fluids of another person <b>while at a clinical facility with on-site medical evaluation?</b> ..... <b>YES</b> or <b>NO</b></p>	<p>.....If <b>NO</b> <b>Go to Step 3</b></p> <p>.....If <b>YES</b> <b>Go to Step 5</b></p> <p>follow that facility's protocol for bloodborne pathogens post-exposure evaluation for students. (Any expenses incurred as a result of the required evaluation are the student's responsibility.) ..... After medical evaluation</p>
<p><b>Step 3:</b> Were you exposed to semen or vaginal secretions; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; urine or feces; or tissue? .....<b>YES</b> or <b>NO</b></p>	<p>.....If <b>NO</b> <b>Go to Step 5</b></p> <p>.....If <b>YES</b> <b>Go to Step Pink</b></p> <p>exposures to these materials must be evaluated on a case-by-case basis. In general, these body substances are considered a low risk for transmission in health care settings.</p>
<p><b>Step 4:</b> Were you exposed to blood on your <b>intact skin?</b> .....<b>YES</b> or <b>NO</b></p>	<p>.....If <b>NO</b> <b>Go to Step Pink</b></p> <p>.....If <b>YES</b> <b>Go to Step Yellow</b></p> <p>If a <u>small</u> amount of blood or a <u>short</u> duration of exposure on <u>broken skin</u> or on <u>mucous membranes</u></p> <p>.....If <b>YES</b> <b>Go to Step Red</b></p> <p>If a <u>large</u> amount of blood or a <u>long</u> duration of exposure on <u>broken skin</u> or on <u>mucous membranes</u>, or <u>any exposure to blood into or through the skin</u> (needlestick, laceration, etc.), then see a physician <b>IMMEDIATELY</b> for evaluation. If your primary care physician cannot see you immediately, go to the nearest emergency room or urgent care facility, as some levels of exposure to bloodborne pathogens require very early evaluation and treatment. Whenever possible, get permission from the source person to have his or her blood drawn to be tested for bloodborne pathogens. (Any expenses incurred as a result of the required evaluation are the student's responsibility.) After your medical evaluation</p>

Blue	Pink	Yellow	Red
No exposure to blood or body fluids has occurred. Go to Step 5.	Not considered to be a significant exposure; no post-exposure evaluation required but see a physician if you have concerns about the exposure. <b>Go to Step 5</b>	No medical evaluation needed unless source has bloodborne pathogens infection. <b>Go to Step 5</b>	Immediate medical evaluation required. After evaluation, <b>Go to Step 5</b>

**Step 5: Complete the Bloodborne Pathogens Post-Exposure Report**

Print Name \_\_\_\_\_ Date and Time of Incident \_\_\_\_\_

Program or Dept. \_\_\_\_\_ Instructor or Manager \_\_\_\_\_

Building and Room or Location of Incident; if clinical facility, specify facility and unit \_\_\_\_\_

Exact Location on body of exposure, indicating left/right, anterior/posterior, etc. \_\_\_\_\_

Detailed Description of Incident (use back of this form if needed) \_\_\_\_\_

**Type and Brand of Device Involved in Injury (required information)** \_\_\_\_\_

Signature of Exposed Person \_\_\_\_\_ Date \_\_\_\_\_

Signature of Instructor or Manager \_\_\_\_\_ Date \_\_\_\_\_

After you have completed all portions of this report, give it to your instructor or supervisor, who will forward a copy to your program coordinator or manager, the college's Public Safety Department, and Human Resources if you are an employee of the college.

Adapted from Public Health Service guidelines for the management of healthcare worker exposures to HIV. MMWR Morbidity and Mortality Weekly Report 1998;47 (RR-7):1-33.

Draft 09-30-03

## APPENDIX B

### REFERENCE AUTHORIZATION

I authorize the following to serve as a reference for me for the purpose of verifying my qualifications to prospective employers without requiring further consent. I understand that in order to revoke this authorization, I must do so in writing and that such revocation shall not apply to information released prior to the date of revocation.

Name of person(s) acting as a reference for whom I am authorizing consent.

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_

Student Printed Name \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX C

### ACKNOWLEDGEMENT OF STUDENT HANDBOOK

I have received a copy of the **Histology Program 2009-2010 Student Handbook**. As a Histology student, I have read, understand, and had the opportunity to ask questions, and I accept responsibility for of the all content within it.

- I am aware of and accept the health and safety risks involved in this profession.
- I agree to abide by all policies of the program.
- I am aware of clinical placement policies and procedures.
- I understand that neither CSCC nor the clinical affiliate will assume cost of treatment or care for injury or medical conditions occurring during my clinical or student laboratory experiences.
- I have read and can verify that I meet each of Histology Program Essential Functions, with or without reasonable accommodations.
- I understand that failure to abide by the policies will be grounds for disciplinary action and possible dismissal from the Histology program.

Please date, sign, and print your name below and return to the program director by the date provided for you. You may mail this to the address provided on page 3 of this handbook, or fax this to (614) 287-3854 or (614) 287-6181. Whenever anything is faxed, please use a cover page.

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_